

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room
May 23, 2023

Board Members Present in Person: Kathy Spoor, Jeffrey Nevitt, Gary Schwiesow and Steve Holland

Others Present: Matthew Kempton, CEO, Kimberly Polanco, CFO, Chelsea MacIntyre, CNO, Renee Clements, COO and Paula Lorenz, taking minutes.

Board Members Absent: Toni Williams

Others Absent:

Guests:

I. Call to Order:

The meeting was called to order at 5:31pm by Kathy Spoor, Board Chair

Jeffrey Nevitt made a motion to approve the April 25, 2023, Regular meeting minutes as written. Steve Holland 2nd, motion carried.

Agenda: Engineering Proposals

Executive Session: None

Audience: None

II. Consent Agenda

Steve Holland made a motion to approve the consent agenda. Jeffrey Nevitt 2nd, motion carried.

Vouchers/Warrants:	April	\$1,412,647.12
Payroll/Payable:	April	\$ 768,051.04
Write-offs: Bad Debt	April	\$ 61,283.68

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- We are working on a pilot program for Tuition reimbursement. You will see it on the next budget cycle. This will help us retain staff and help them to continue to grow in needed critical positions.
- Matt shared some of the updates that he has made to the website under *Our Story* as well as *Replacement Hospital Updates*. He shared that there will be public forums in June in South Bend and Raymond to discuss why we need a replacement hospital and next steps. The Board members feel there needs to be a public forum in the valley as well. A location was discussed, and a date will be determined.

Financial – Kimberly Polanco, CFO, April 2023 Financial Statements

- April Financial Status – Willapa Harbor hospital's April's business resulted in a Net Gain of \$24,041 for the month and a Net Loss of (\$339,715) for the year. \$187,714 better than the anticipated budgeted loss. Operations resulted in a loss of (\$78,622) for the month and (\$704,509) for the year. The YTD Total Margin is (3.7%) and Days Cash on Hand is 126.
- Patient Service Revenue – April Total Patient Revenue was \$3,605,405, 1% over budget, while the YTD patient revenue is under budget by 5%. Overall patient service volumes are reasonably close to budgeted volumes YTD, however, observation hours and emergency room visits are higher than anticipated and acute care patient days lower than budget.
- Account Receivable – Average patient services revenue collections per month have been \$2.0 million with a Days in AR range of 45-36 over the past year. In April, WHH experienced a decrease in collection as expected as a result of the EPIC transition temporarily delaying some processes in billing. April collections were \$1.1 million driving an increase in the AR days from 40 in March to 54 in April. Patient services revenue collections are expected to return to prior averages by the end of June as various system issues are identified and solutions implemented.
The balance sheet reflects lower cash of \$1,065,362 and higher accounts receivable of \$1,389,159 due to the lower collections in April with consistent patient services provided, bringing the days cash on hand from 141 in March to 126 in April.
340B revenue YTD is \$151,898, or 232% over budget and \$107,120, or 249% over the prior year.
- Expenses – April expenses are 7% over budget primarily due to the buyout of the ED providers along with agency nurse staffing expenses. YTD expenses are within 1.2% of budgeted figures.
- See Financials attached.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins – I won a FLEX grant through DOH and WSHA for rural hospitals. Diversity Equity & Inclusion based courses that the grant will help pay for in the September / October timeframe.
- Recognition – Kimberly Polanco is brilliant, dedicated, and solution-oriented. She has been an absolute joy to work with.
- Respiratory – Struggling a bit since EPIC implementation. We will continue to work with folks on the revenue side and with MultiCare.
- Med-Surg – A new Nurse Call system installation is underway and telemetry will soon follow.
- Case Management – Beginning work soon on tertiary outreach for HRSA grant.
- ER – The volumes continue to be very high! This is great!
- Cardiac Rehab - Collaboration with patients to make sure they get the care they need
- Surgery – Lots of OR patients lately. Lower colonoscopy cases.
- EE Health – Changed metrics with COVID policy. Using hospitalization rate as that is what is reported. Hopeful to get grant funds for SANE equipment.
- Project – Overall training, Rural Collaborative Ethics Committee, New Nurse Call System, Pyxis upgrade work

- Service – Tentative GIP hospice contract at our hospital, very beginning discussions.
- Quality – Extremely excited for the Rural Hospital Conference next month in Chelan.
- Grateful – Being on the hospital building committee.

Operations – Renee Clements, COO

- Alder House / WISH – Earnest money was sent by HOSWWA / JPCHA to Pacific County Title. Matt has signed the title and PSA paperwork. Next steps are pending. HOSWWA announced in the paper that they plan to begin remodeling/construction in Fall of 2023 and the project is expected to end in 2024.
- Rural Health Clinic – WMC – Clinic volumes still have not reached full potential, but I am happy with the sustained numbers during provider variability. An all-staff meeting was held on May 16th introducing Missy and Jeremy formally to their new team and a post EPIC implementation check in! Worked with the providers on how to legally terminate a patient from their practice.
- Radiology – MRI interruptions continue – The contracted vendor is without a technician. We have provided multiple agency groups to assist in the recruitment search with Alliance/Alkumin MRI company.
- Lab – Win! Hired a new Phlebotomist that is working out well and lives in and is invested in our community. She is continuing her education to become a MLT!
 - We celebrated National Lab Week earlier this month.
 - National HealthCare/Hospital week and Nurses Week were a success.
- Quality/Risk – Continued Health System Process Improvement for Quality is all EPIC related.
 - MyChart utilization = 28%
 - CPOE – Computer Physician Order Entry = 92%
 - Kimberly Polanco has taken on as POC with our EPIC Success Manager to navigate the top issues that are impacting our Revenue Integrity, as well as our Requests / Incidents in our Ticketing System. Torrie is working daily on employee education of our EMR system and recently collaborating with MultiCare to schedule new learning sessions with managers to get either new education, renewed education on charge entry/capture, coding work queues, and claims.
 - Still having issues of extended length of stay or patients being transferred out is still an urgent issue.
 - Staff getting quality control training.
- Patient Experience – A patient called to highlight both Sherry Franks, PA-C and Annum Bhullar, MD in recent areas of care he has accessed in our system. He referenced Dr. Bhullar as brilliant, exemplary, and kind. Sherry went above and beyond to care for his needs and states she always does.
- Grateful – I am grateful for our community. I recently attended a school meeting, and a teacher from an urban educational system, highlighted how unique and wonderful our Willapa Harbor Community is and told everyone to hold on to this this, as this “Definitely doesn’t exist everywhere!” So, I am thankful every day we live in this beautiful community where many are service centered and where community still means something, and everyone supports and helps people in time so need and celebrates in times of success!

- Handed out and reviewed 1Q2023 Dashboards.
- We would like to be accredited higher than CMS, had an opening discussion with DNV. This is part of our strategic plan.

IV. New Business

- Building Committee Update – Steve Holland sent an update to all of the Board members after the last meeting. There were eight firms that submitted RFQs. The RFQs were reviewed at the last meeting and the Building Committee narrowed it down to three finalists. Interviews will be held on Thursday.
- Geological Proposals – There are two proposals for Assessments that need to happen in June on the new land prior to acquisition of funds for the project to identify potential avoidance and mitigation measures that may be needed.
 - Geotechnical Evaluation Proposal for \$56,000
 - Phase 1 Environmental Site Assessment Proposal for \$19,835

Steve Holland made a motion to approve both of the proposal as submitted.
Jeffrey Nevitt 2nd, motion carried.

V. Continued Business

- Capital Requests - None

VI. Appointments/Reappointments

- **Appointments** – None
- **Reappointments** – None

VII. Adjournment: With no other business the meeting was adjourned at 7:08pm.

Submitted:

Toni Williams, Secretary to the Board