

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**Cedar Room**  
**June 20, 2023**

**Board Members Present in Person:** Kathy Spoor, Jeffrey Nevitt, Gary Schwiesow, Toni Williams 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:**

**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 May 23, 2023, Regular meeting minutes as written with one spelling correction. Steve Holland 2<sup>nd</sup>, motion carried.*

Additions to the Agenda: None

Executive Session: To discuss Alder House and Operational Issues.

Audience: None

**II. Consent Agenda**

*Toni Williams made a motion to approve the consent agenda. Gary Schwiesow 2<sup>nd</sup>, motion carried.*

Vouchers/Warrants:	May	\$1,530,313.38
Payroll/Payable:	May	\$ 758,480.64
Write-offs: Bad Debt	May	\$ 82,260.24

**III. Reports and Presentations:**

**Administration – Matthew Kempton, CEO**

- This last month most of my focus has been on the potential new hospital.
- I held employee forums at the end of last month. There were no negative comments from staff saying they did not want or need a new hospital. Very positive experience.
- I sent a questionnaire to all staff today from architects. There are also questions that will be posted on the website, Facebook and newspaper for the public to respond.
- I talked to a grant writer with all of the planning costs along with estimated costs.
- I have received a data download from environmental study, will have Geotech reports next week. All look positive so far. Conversations with civil engineer who has spoken to city

engineer regarding utilities. They recommended they contract out to an engineer as the city does not have one. May be grant available for that.

#### **Financial – Kimberly Polanco, CFO, May 2023 Financial Statements**

- **May Financial Status** – Willapa Harbor Hospital's May business resulted in a Net Gain of \$113,435 for the month reducing the Net Loss to (\$226,7699 for the year, \$677,546 better than the anticipated budgeted loss. Operations resulted in a gain of \$82,248 for the month and (\$353,956) for the year. The YTD Total Margin is (2.0%) and Days Cash on Hand is 121.
- **Patient Service Revenue** – May Total Patient Revenue was \$3,729,107, 12% over budget, while the YTD patient revenue is 1.5% over budget. 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.
- **Accounts Receivable** – Average patient service 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 collections 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. May revenue collections increased to the average of \$2 million, however AR days increased to 59 as revenue collections remain lower YTD with the decrease in collections in April.
- **340B** – 340B revenue YTD is \$315,659, over budget by \$170,865, and \$119,135 over prior year.
- **Expenses** – May expenses are 2% below budget and YTD expenses are less than 1% over budget.
- Inpatient average day census has been calculated wrong year to date so far. It will be corrected on all reports going forward. It will show correctly starting next month.
- See Financials attached.

#### **Patient Quality of Care – Chelsea MacIntyre, CNO**

- Transfer reports shared during the last 13 months. We had 286 transfers and Raymond Fire Department were involved with 104 or 36%, 20% of those were rendezvous trips. 49% of patients were air lifted either from here or another location after ground transport.
- Olympic Ambulance is looking to provide services in the Grays Harbor/Pacific County area. Just started first unit and hope to start second unit soon. Gave permission to start contacting them to help with transports. Limited availability at this time.

#### **Operations – Renee Clements, COO**

➤ **Rural Health Clinic-Willapa Medical Clinic –**

- Win! Our RN Care Coordinator has drastically improved our Follow up communication between our providers to our patients for results and next steps. Positive feedback has been provided specific to this by several patients. Also, collaborative steps of integration with our WHH Case Management/DC planning team to assist in clinic, ED, Inpatient shared patients for safe home and discharge planning, have taken place.
- Operations: Working on our Annual D&O, GL, EPLI liability insurance renewal with Physician Insurance underwriters and our broker from Parker Smith and Feek, and pending our Beazley cyber- renewal

➤ **Radiology**

- MRI interruptions continue with current purchased service.
- Pursuing another mobile MRI opportunity

➤ **Lab**

- Specimen/test volumes holding strong. Working on Epic and Specimen Labeling accuracy for patient safety.

➤ **Quality/Risk**

- Continued Health System Process Improvement for Quality is all EPIC related.
  - My Chart Utilization: Created: 54%; Activated 29.5% up from 28%
  - CPOE-Computer Physician Order Entry- Remains = 92%
- Awaiting a Proposal from DNV Accreditation services- to replace and exceed state and federal regulatory body requirements.
- Complaints: 1 complaint- closed. \*in-person formal complaint and service recovery committee re-instated.

➤ One Public records request regarding our Architect RFP process and candidates. Done

#### **IV. New Business**

➤ **Public Forum Recap –**

- We think they went well overall. Kathy suggested that we hold a public forum in Tokeland. She will reach out to the tribal center to possibly find a date in mid-July.
- We will hold additional forums later this fall after funding is determined.
- Need to get on the agenda for Kiwanis, and other organizations.
- A couple of public members have asked how to make donations that will go specifically to the new hospital. They can do that with the WHH Foundation and specify that it goes to the new hospital, they can also do that directly at the hospital.

## V. Continued Business

- Building Committee Update –
  - Matt Kempton shared two reports from the kickoff and first planning sessions with the architect.
  - Kathy sat in for Steve at the last meeting. Spoke about how many rooms were needed for each department of the hospital. Also, to make sure no areas were missed.
- Capital Requests –
  - HVAC for Patient Registration – The current unit is thirteen years past its life expectancy. The current air quality due to the age of the unit is at fifty percent. If and when the unit goes out, there is a six-to-eight-month delivery timeline for a new unit. The Facility Directors recommendation is to move forward with the quote from Bradley Air.

*Gary made a motion to approve the purchase of Patient Registration HVAC system for \$46,400 plus tax from Advanced Heating & Air as submitted, Toni 2nd, motion carried.*

- Patient Beds – This request is for seven new patient beds. The Capital Campaign Committee has pledged to purchase one of the beds due to the cost increase since budgeted. Chelsea is working on an additional quote and will bring this to the July meeting for review and approval.
- Server Replacement – Our current servers are quite old and have suffered failures since mid-March. Our servers are essential to patient care as well as almost every other operation within the hospital. The quote from CDW-G includes the three servers and licensing. These servers can be physically moved to a new hospital once one is built.

*Jeff made a motion to approve the purchase of the three servers and licensing from CDW-G as quoted. Toni 2<sup>nd</sup>, motion carried.*

- Potential used infant warmer being donated from Providence Centralia, which is currently on our capital budget list will save us \$25,000-\$35,000.

## VI. Appointments/Reappointments

- **Appointments** –
  - **CellNetix** – The following provider is requesting 6-month provisional privileges: Amanda R. Doherty, MD.
  - **RehabVisions** – The following provider is requesting 6-month provisional privileges: Courtney M. Dobbs, OT.
  - **VRAD** – The following providers were given 2-year appointments with VRAD and would receive the same appointments here: Michael O. Harding, DO, Evan J. Johnson, MD, Bamidele T. Otemuyiwa, MD, Daniel M. Radack, MD & Jason P. Salber, MD.

The Medical Executive Committee has recommended appointments and privileges for the providers above. Education, experience and claims history were reviewed by the Board.

*Steve Holland made a motion to approve the Appointments above as recommended by the Medical Executive Committee. Toni Williams 2<sup>nd</sup>, motion carried.*

➤ **Reappointments –**

- **WMC** – The following provider is requesting a 3-year reappointment, changing from Active to Community: Tobi N. Thaller, MD.

The Medical Executive Committee has recommended reappointment and privileges for the provider above. Education, experience and claims history were reviewed by the Board.

*Steve Holland made a motion to approve the Reappointment above as recommended by the Medical Executive Committee. Toni Williams 2<sup>nd</sup>, motion carried.*

**VII. Adjournment:** The meeting was adjourned at 7:01pm to Executive Session to discuss the Alder House and operational issues. It was expected to take 20 minutes. Executive Session was opened at 7:02pm. After some discussion, the Executive Session was closed at 7:22pm and returned to regular session. With no further business, the meeting was adjourned at 7:23pm.

Submitted:

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Toni Williams, Secretary to the Board