

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**Cedar Room**  
**August 22, 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:** Ed Powell & Alex Klein, Community Hospitality Healthcare Services & Joe Kunkel, The Healthcare Collaborative Group

**I. Call to Order:**

The meeting was called to order at 5:30pm by Kathy Spoor, Board Chair

*Gary Schwiesow made a motion to approve the July 25, 2023, Regular meeting minutes as written. Steve Holland 2<sup>nd</sup>, motion carried.*

*Gary Schwiesow made a motion to approve the July 28, 2023, Special Planning meeting minutes as written. Steve Holland 2<sup>nd</sup>, motion carried.*

Additions to the Agenda: Capital Request - Informational

Executive Session:

Audience:

**II. Consent Agenda**

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

Vouchers/Warrants:	July	\$1,731,593.52
Payroll/Payable:	July	\$ 796,425.54
Write-offs: Bad Debt	July	\$ 85,354.34

**III. Reports and Presentations:**

**Administration – Matthew Kempton, CEO**

➤ Political Representative Site Visits

- Representative Marie Gluesenkamp Perez agreed to provide a community letter of support for USDA funding.
- Senator Jeff Wilson will be onsite on August 24<sup>th</sup> to tour our current facility and a site tour for the future facility.
- Representatives Jim Walsh and Joel McEntire will be onsite late August or early September.

- Pharmacy
  - Pyxis go-live August 21-23<sup>rd</sup>.
  - HD Unpacking Room – DOH CRS have notified us that they will begin review of the HD unpacking room plans as of August 15<sup>th</sup>.
- Anesthesia (CRNA)
  - Pain management clinic vendor is currently preparing Performa and proposal for review.
- Facilities
  - We have had multiple water leaks over the past month causing necessary abatement of asbestos with drywall repair and repainting. As of yesterday, all leaks have been repaired with pipe replacement, valve installment and two new boiler pumps installed.
  - All steps have been painted yellow along the curbs and parking lot stripes have been repainted.
  - The patch of gravel in the clinic parking lot has been filled with asphalt.
- Public Forum Tokeland
  - Three property owners requested to move the proposed front entrance road from Delaware down a block to Park Ave.

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

- July Financial Status – Willapa Harbor Hospital's July business resulted in a Net Loss of (\$263,548) for the month increasing the YTD Net Loss to (\$731,307) which is \$381,669 better than the anticipated budgeted loss year to date. Operations resulted in a loss of (\$349,573) for the month and (\$1,381,579) for the year. The YTD Total Margin is (11.7%) and Days Cash on Hand is 107.
- Patient Service Revenue – July Total Patient Revenue was \$3,882,180, 1.2% over budget, while the YTD patient revenue is 3% over budget. MRI services were unavailable for a few months due to the contracted service provider being unable to hire technicians. The absence of MRI services has impacted the financials by approximately \$600,000. This service is now in place again as of August 10<sup>th</sup>, we hope to recover some of the lost revenue.
- Accounts Receivable – Patient service revenue collections were \$2,231,270 with Net Days in AR at 57, a decrease of 1 day from June.
- 340B – 340B revenue YTD is \$436,821, over budget by \$233,534, and \$311,914 over prior year.
- Expenses – July expenses are 1.2% below budget and YTD expenses are less than 1% over budget.
- See Financials attached.

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

- Wins – Patient in the ER was delighted with care and posted on Facebook the same day. They called out several staff and care givers.
- Recognition – I would like to recognize Paula Lorenz for helping us with important community events. Paula has helped with registration, event deadlines, event items to give away, flyers and information, planning and layout/design, and coordinating

participants. Paula makes it possible for us to do all of these events. We really appreciate you Paula and would be lost without you.

- Going live in Pyxis ES right now, Med Surg, ER and OR (medication system). Pharmacy has been working very hard the last several months to get this project done.
- Recategorize by DOH to Level 5 Trauma, Level 2 for Cardiac and Level 3 for Stroke.
- Finished telemetry upgrades.
- DNV expecting survey any time after October 1<sup>st</sup>.
- Golf Fundraiser on September 16<sup>th</sup>. We have a total of five teams registered now, two verbal promises. We have received several sponsorships and commitments to donations for raffles and drawings. Will provide box lunches and a dinner.
- Start the Pacific County Fair Thursday, we will have our booth. The nursing team will provide education from 1-4pm daily. Will have raffle prizes.
- May participate in the harvest festival.
- Working on some flex grants.
- Gratitude – Everything I learned from our Huron Coach Joel Bautista.

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

- Alder House – PSA re-reviewed by both counsel, timeline remains for end of 2023 close, December.
- WMC
  - Pursuing Cardiology-Olympia Health Cardiologists for face-to-face consultations, they will present at our September 6th Medical Staff meeting.
  - Procedural pain management meeting held Aug 16<sup>th</sup> – updates.
  - Access to care, meeting the needs of ‘New Patients’ in our community, April-July #’s by provider shared.
- Radiology – MRI is back up and running with our new vendor who is now servicing our patients.
- Lab – Centrifuge and MicroAnalyzer on Capital request. Awaiting proposals.
- Quality / Risk / Clinical Informatics
  - Epic!
  - WHH Leadership Quality Goals as follows for the month.
    - My Chart Utilization Activation rate went up to 34% up from 29% with a goal of 40%.
    - CPOE-Computer Physician Order Entry- Remain at 92%.
  - I sent notification to the DOH regarding our DNV partnership. It was acknowledged. We have engaged with DNV and will expect an on-site visit or mock survey after October 1, 2023.
  - Subpoenas increasing from Pacific County Superior Court and North County. Testimonies for medical witnesses frequently.
  - No formal complaints this month, and unaware of any Public Records request Q2
- Shared the Risk Evaluation Summary from our insurance provider.

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

- New Market Tax Credit Presentation – Ed Powell - & Alex Klein shared a presentation on how the New Market Tax Credit program works. Severely stressed marketplaces, rural

areas, healthcare, etc. are eligible. This program works well with USDA loans. Can have one to four NMTCs. Apply 90 days prior to permit to start project. Funds are available when awarded and have up to five years to use them in the project.

- Resolution 2023-5 New Checking Account – We need to open a different checking account to pay our contracted physicians. There have been issues with the post office losing or delaying mail. Our current payroll system is very complicated for contractors. The county treasurer cannot make ach payments from our current account.

*Toni Williams made a motion to approve Resolution 2023-5 New Checking Account as written. Gary Schwiesow 2<sup>nd</sup>, motion carried.*

## **V. Continued Business**

- Project Manager Facility Update – Joe Kunkel shared that he is focusing on opportunities to tighten the construction estimate. Have a meeting later this week with the estimator group to review specific construction related costs. Also have a meeting to go into a deep dive on costs Thursday with Matt Kempton and Kimberly Polanco. The project is still on track. We should have a better idea of costs by the next meeting. The Board members reviewed examples of what different bond amounts might cost residents.
- Capital Requests –
  - Salad Bar – We will be removing the Point of Sales System from the capital list. During our current employee survey, staff requested to reinstate our salad bar. The salad bar that we have is from 1970s and does not keep the food at the correct temperature. There are three quotes from the same vendor. Our Dietary Manager recommends the lowest cost model of \$6588 including tax plus a cost for a lid. It can be moved to our new facility.

*Informational as the amount is under the CEO signing authority amount.*

## **VI. Appointments/Reappointments**

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

## **VII. Adjournment:** With no further business, the meeting was adjourned at 7:38pm.

Submitted:

---

Toni Williams, Secretary to the Board