

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room

September 26, 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 5:30pm by Kathy Spoor, Board Chair

Jeffrey Nevitt made a motion to approve the August 22, 2023, Regular meeting minutes as written with one spelling correction. Gary Schwiesow 2nd, motion carried.

Additions to the Agenda: Capital Request - Ultrasound

Executive Session:

Audience:

II. Consent Agenda

Steve Holland made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	August	\$1,612,834.62
Payroll/Payable:	August	\$ 783,081.16
Write-offs: Bad Debt	August	\$ 54,482.13

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- We had a virtual planning meeting yesterday with updates from the architects. There will be a special meeting on October 17th for a final cost update. Presentation from the architect was shared with the Board members.

Financial – Kimberly Polanco, CFO, August 2023 Financial Statements

- July Financial Status – Willapa Harbor Hospital's August business resulted in a Net Loss of (\$209,698) for the month increasing the YTD Net Loss to (\$941,413) which is \$69,694 better than the anticipated budgeted loss year to date. Operations resulted in a loss of (\$196,027) for the month and (\$923,718) for the year. The YTD Total Margin is (5%) and Days Cash on Hand is 120.

- Patient Service Revenue – August Total Patient Revenue was \$3,983,776, 4.6% over budget, while the YTD patient revenue is 3.1% over budget.
- Accounts Receivable – Patient service revenue collections were \$3,117,470 which is \$1,150,000 higher than the average monthly collections in 2022. Collections were low at \$1,171,665 in April after the Epic implementation and August collections have recovered that shortage. Net Days in AR at 45, an improvement of 12 days over July.
- 340B – 340B revenue YTD is \$502,173, over budget by \$269,159, and \$369,507 over prior year.
- Expenses – August expenses are 4.6% below budget and YTD expenses are less than 1.3% under budget.
- We are auditing specific charges and working with MultiCare to get EPIC to adjust how these charges and write offs are assigned.
- See Financials attached.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins – Drive to Save Lives – First annual golf fundraiser took place earlier this month. It went very well. We received positive feedback from the golfers. We are waiting on a couple of numbers to determine how much money was raised for new equipment at the new facility for new services. Special thanks to the Golf Course and to Pioneer Grocery for making the lunches at such a low cost.
- We are preparing for the Safety Fair in October. We are also gearing up for the respiratory virus season.
- Recognition – I would like to recognize Adriana, CNA, who volunteered to stay after the end of her shift to provide constant observation for a dementia patient with COVID. That was incredibly kind of her.
- Projects –
 - Working with the Med/Surg Manager on our training manual.
 - Working with our Case Management Supervisor on IV Therapy and Swing Bed.
 - Serving on the Rural Collaborative Ethics Committee.
 - The Pyxis ES implementation is complete.
 - We will be participating in the Harvest Festival.
 - DEI Certification, one class is completed thus far.
- Preparing for DNV arrival in October.
- Gratitude – Employee Activity Committee making all of us happy while at work.

Operations – Renee Clements, COO

- Alder House
 - PSA re-executed with an extension on the Escrow with Pacific County title, closing still projected through end of year.
 - Continued expenses:
 - Ongoing Utilities and property insurance via Bell Anderson renewed for 1 year with the option to cancel without penalty once sale is finalized.
 - Johnson Control quarterly installment for service/maintenance of the fire panel to continue.

- WMC
 - Olympia Cardiologist met with the Exec team and Medical Staff. Drafting contract.
 - Procedural pain management discussions continue.
 - ToledoTel Phone system compromised versus our WHH connections Patient staff impact. IT and Facilities are working hard to continue to trouble shoot if it is our connection issue and equipment versus ToledoTel.
- Radiology – MRI growth continues. We furnished 38 MRIs for the partial month of August.
- Quality / Risk / Clinical Informatics
 - WHH Leadership Quality Goals as follows for the month:
 - My Chart utilization activation rate up from 27% to 36% of our 40% goal.
 - CPOE-Computer Physician Order Entry- Remains 94%
 - CAHPS-Opportunity to improve were reviewed
 - DOH investigation-Complaint regarding Facilities Water Pipeline leak and moisture.
 - One Formal Grievance-Resolved-Letter mailed.
 - No Public Records Requests.
 - HRSA Application survey pending re-review, denied due to language needing changed in the Financial Assistance and Sliding Fee Policy related to non-discrimination on ability to pay regardless of Insurance coverage and type.
 - Planning new facility wide Signage updates related to regulations. Ex. Safe Haven law, EMTALA, Compliance hotline.

IV. New Business

- Medical Staff Bylaws Proposed Changes – Paula Lorenz presented the proposed Medical Staff Bylaws changes that were reviewed at the Medical Executive Committee meeting earlier this month. The proposed changes are to allow ER providers that are directly contracted with the hospital and meet the minimum patient contact requirements to be members of our medical staff. The Medical Executive Committee recommends approval of the proposed change.

Jeffrey Nevitt made a motion to approve the proposed Medical Staff Bylaws changes as written per recommendation from the Medical Executive Committee, Gary Schwiesow 2nd. Motion carried.

- Rural Health Clinic Proposed Privileges – Paula Lorenz shared the proposed privileges for the Family Medicine MD or DO, Internal Medicine MD or DO, Family Medicine PA-C and Family Medicine ARNP that were brought to the Medical Executive Committee for review and approval. We currently do not have written privileges for providers within the Rural Health Clinic and it was recommended to set these up going forward to ensure that the providers have the medical education and training needed for each specialty. The Medical Executive Committee recommends approval of all four of the proposed sets of privileges below as written.
 - RHC Family Medicine MD or DO
 - RHC Internal Medicine MD or DO
 - RHC Family Medicine PA-C

- RHC Family Medicine ARNP

Toni Williams made a motion to approve the proposed Rural Health Clinic proposed privileges as written per recommendation from the Medical Executive Committee, Gary Schwiesow 2nd. Motion carried.

- Resolution 2023-1A WISH Additional Funding – This is an amendment to Resolution 2023-1 to fund WISH with up to \$100,000 during 2023 to maintain the facility until it is sold. The closing date of the sale has been moved to the end of the year, so additional funding is needed to pay for ongoing expenses for the remainder of the year, amended as not to exceed \$170, 000.

Jeffrey Nevitt made a motion to approve Resolution 2023-1A Wish Additional Funding as written. Steve Holland 2nd, motion carried.

V. Continued Business

➤ Capital Requests –

- Endoscope Reprocessor – This piece of equipment is used to clean the colonoscopy equipment between patients. It is past its life expectancy. We need to purchase the replacement equipment from Olympus so it is compatible with the equipment it connects to. This equipment will be moved to the new facility. It is below what was budgeted.

Gary Schwiesow made a motion to approve the purchase of an Endoscope Reprocessor from Olympus for \$33,976.19. Toni Williams 2nd. Motion carried.

- Ultrasound – Our current Ultrasound machine is past its life expectancy. We also plan to expand this service and will bring on another ultrasound tech in the future. We would like to purchase a new ultrasound and use the current machine for some of the procedures, as well as a back-up machine. We will need another machine in order to expand our services and the addition of another Ultrasound Tech. This equipment will be moved to the new facility. It is below what was budgeted. Three quotes were presented and feedback on staff recommendations were shared. We would like to purchase the GE Healthcare ultrasound for \$143,453.

Toni Williams made a motion to approve the purchase of the GE Healthcare Ultrasound machine for \$143,453. Jeffrey Nevitt 2nd. Motion carried.

VI. Appointments/Reappointments

➤ Appointments –

- **CellNetix** – The following provider is requesting 6-month provisional privileges: Juliann M. Mendes, DO.
- **VRAD** – The following providers have received 2-year appointments with VRAD and would receive the same appointments here: Nicholas F. Chirico, MD, Nicholas A. Dickson, MD, Robert N. Joodi, MD, David M. Meis, MD, Melissa

G. Protigal, MD, Ralph W. Richardson, MD, Sergey Shkurovich, MD & Aaron D. Wright, 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. Gary Schwiesow 2nd, motion carried.

➤ **Reappointments –**

- **CellNetix** – The following providers are requesting 3-year reappointments: Luan V. Nguyen, MD & Shobha Parajuli, MD.
- **VRAD** – The following providers have received 2-year reappointments with VRAD and would receive the same reappointments here: Adam R. Hecht, MD, Christopher J. Leoni, MD, Elizabeth K. Tieman, MD, Jeffrey P. Wensel, MD & Albert C. Ybasco, MD.
- **WMC** – The following provider is requesting a 3-year reappointment: Melissa A. Stringer, ARNP.

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

Steve Holland made a motion to approve the Reappointments above as recommended by the Medical Executive Committee. Gary Schwiesow 2nd, motion carried.

VII. Adjournment: With no further business, the meeting was adjourned at 6:58pm.

Submitted:

Toni Williams, Secretary to the Board