

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room
October 24, 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 Krisy Funkhouser, taking minutes.

Board Members Absent:

Others Absent:

Guests: Joe Kunkel

I. Call to Order:

The meeting was called to order at 5:33pm by Kathy Spoor, Board Chair

Jeffrey Nevitt made a motion to approve the September 26, 2023, Regular meeting minutes as written and the October 17, 2023, Special Meeting. Steve Holland 2nd, motion carried.

Additions to the Agenda: Debt Capacity Analysis

Executive Session: Yes-expected to take approximately 40 minute

Audience: None

II. Consent Agenda

Jeffrey Nevitt made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	August	\$1,033,374.42
Payroll/Payable:	August	\$ 753,877.06
Write-offs: Bad Debt	August	\$ 25,166.40

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- On Monday I attended the WSHA Annual CEO meeting in Bellevue. Matthew Ellsworth, Executive Director of AWPHD shared a video that helps us understand how public hospital districts are owned by the community and for the benefit of the community.
- Tomorrow, Wednesday October 25th, we are having a physician dinner with speaker Dr. Jeff Morris, who will be discussing Patient Engagement with the physicians.
- Thursday October 26th, Dr. Morris will be presenting to the leadership team on A Compassionate Culture at Work-Why Should I Care and What's In It For Me?
- Last week we had our first DNV Accreditation Survey, it went well for our first survey.

One of the inspectors said he would like us to know that if he was in this area and a family member took ill, he would feel very comfortable bringing them to our hospital. He said that is one of the best compliments he can give and he doesn't say that very often.

Financial – Kimberly Polanco, CFO, September 2023 Financial Statements

- September Financial Status-Willapa Harbor Hospital's September business resulted in a Net Loss of (\$431,856) for the month increasing the YTD Net Loss to (\$1,374,509) driven by a decrease in patient service revenue as explained below. Operations resulted in a loss of (\$416,796) for the month and (\$1,341,754) for the year. The YTD Total Margin is (7%) and Days Cash on Hand is 116.
- Patient Service Revenue – September Total Patient Revenue was \$3,169,541, which is 21% under budget, while the YTD patient revenue is less than 1% over budget.
 - Patient services in the ER, Radiology, Lab, Acute Care Admissions, Surgery, and the Rural Health Clinic represent 75% of the total gross patient revenue in the 2023 budget. In September, acute care admissions were up by 10%, however CT Scans were down by 30%, lab tests were down by 33%, surgeries were down by 38% due to staffing, and the RHC with one less provider had 16% fewer visits than budgeted. The ER was within 2% of the budget with a lower acuity for the month resulting in lower gross revenue.
 - YTD the ER, CT scans, surgeries, and the RHC are exceeding budget. MRI services are performing at 53% of budget due to the lack of availability for a few months, however services began again in August and volume is gradually increasing.
 - Revenue deductions in September were 42% and 39% YTD, closer to the budget of 34% after the past few months of adjustments after the Epic go-live.
- Accounts Receivable – Patient service revenue collections were \$2,053,300, and on track with the average monthly trend expectation. WHH is maintaining a favorable Net Days in AR of 44. Revenue collection figures have been included with this report demonstrating the collections in the RHC as 10% higher than September YTD in 2022 and the hospital 18.4% higher.
- 340B revenue YTD is \$571,255, over budget by \$309,475, and \$437,579 over prior year.
- Expenses – September expenses are 4.1% below budget and YTD expenses are 1.6% under budget.
- The State Auditor's Office is near completion of the financial audit of 2022 and the accountability audit of compliance for 2020-2022. We anticipate having an exit interview at the end of October or beginning of November.
- Budget-The draft 2024 budget is ready and will be presented to the Board of Commissioners later in the meeting. There is a special board meeting scheduled for November 7th for a final budget review and request for approval.
- See Financials attached.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins – Our first DNV survey went well and was a wonderful learning experience.
- Recognition – I would like to recognize Jim, Megan, and Tony for improving communication with Outlook updates.
- Department Updates-

- 100% HCAHPS in September
- Gearing up for respiratory virus season
- 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.
 - DNV
 - Harvest Festival this weekend
 - DEI Certification, two classes completed thus far.
 - IV Pump replacement with Stacey in Pharmacy
- Quality-Preparing for DNV plan of correction, especially r/t restrains and pain management.
- Service-Able to assist traveling veteran with much needed IV Therapy coordinating with Alaska and Portland he was very nice and very appreciative.
- Gratitude – I am very appreciative of the education and perspective I have gained so far through DEI certification and thankful to WSHA for the grant.

Operations – Renee Clements, COO

- Recognition: Krisy and Dustie for helping out with extra duties.
- Alder House
 - Johnson Control Deficiencies-Ed working to correct and offset quarterly maintenance paid that was never completed in the last 2 years.
- WMC
 - Olympia Health- Cardiology contract pending legal finalization.
 - Procedural pain mx discussions continue.
 - ToledoTel Phone system improved with switch box change out. WMC manager and staff reporting immensely improved. Awaiting Rain storm test.
 - RN Coordinator position offered to a candidate pending pre-employment.
- Radiology – MRI unit down 2 days. Volumes increasing if we can maintain our service consistently.
- Quality / Risk / Clinical Informatics
 - WHH Leadership Quality Goals as follows for the month:
 - ED Throughput exceeding @129 minutes.
 - My Chart utilization activation rate up from 37% up from 27%=goal 40%.
 - CPOE-Computer Physician Order Entry- Remains 92%
 - CAHPS-Opportunity to improve see COO Leadership Report
 - Physician Engagement/Dinner with Huron Physician Speaker October 25th.
 - No Complaints/Grievances
 - No Public Records Requests.
 - DNV-baseline survey took place October 17th & 28th, surveying to NIAHO standards. Exit findings provided and we will respond with our CAP after receiving the formal report.
 - 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.

- New Safety meeting structure proposed today at the Safety Meeting to ensure we cover all the elements of Environment of Care as well as Employee and Patient Safety.

IV. New Business

- Review of Draft 2024 Operational Budget (informational) Special Budget Board Meeting on November 7, 2023.
- Resolution 2023-4 Bond Resolution-the Board members reviewed the Resolution and had a lengthy discussion.

Jeffrey Nevitt made a motion to approve Resolution 2023-4 as written. Toni Williams 2nd, motion carried.

V. Continued Business

- Capital Requests – No Capital Requests at this time.

VI. Appointments/Reappointments

➤ **Appointments –**

- **CellNetix** – The following provider is requesting 6-month provisional privileges: Weihua Song, MD

Gary Schwiesow made a motion to approve the Appointments above as recommended by the Medical Executive Committee. Jeffrey Nevitt 2nd, motion carried.

➤ **Reappointments –**

- **CellNetix** – The following providers are requesting 3-year reappointments: Francois M. Cady & Christin M. Lepis, MD.
- **VRAD** – The following providers have received 2-year reappointments with VRAD and would receive the same reappointments here: Mary W. Huff, MD, Marc G. Jacobson, MD, Lawrence S. Liebman, MD, Barbara M. McCorvey, MD, Michael C. Rethy, MD & Claire M. Waite, MD.

- **Providence Telestroke** – The following providers are requesting a 3-year reappointment Sarajbit K. Atwal, MD, Robert J. Jackson, MD, Margarita Oveian, MD & Biggya L. Sapkota, MD.

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

VII. Adjournment: The meeting was adjourned at 7:19 pm to Executive Session to discuss operational issues. It was expected to take 40 minutes. Executive Session was opened at 7:20pm. After some discussion, the Executive Session was closed at 8:00 pm and returned to regular session. With no further business, the meeting was adjourned at 8:01pm.

Submitted:

Toni Williams, Secretary to the Board