

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room

November 28, 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 Courtney Campbell, taking minutes.

Board Members Absent:

Others Absent:

Guests: David Williams, The Multnomah Group

I. Call to Order:

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

Steve Holland made a motion to approve the October 24, 2023, Regular meeting minutes as written. Jeff Nevitt 2nd, motion carried.

Gary Schwiesow made a motion to approve the November 7, 2023, Special Planning meeting minutes as written, Jeff Nevitt 2nd, motion carried.

Jeff Nevitt made a motion to approve the November 21, 2023, Special Planning meeting minutes as written. Steve Holland 2nd, motion carried.

Additions to the Agenda:

Executive Session:

Audience: None

II. Consent Agenda

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

Vouchers/Warrants:	October	\$1,024,991.64
Payroll/Payable:	October	\$ 756,444.60
Write-offs: Bad Debt	October	\$ 26,785.51

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- December 2023 board meeting moved up by a week to December 19, 2023, for the holiday.
- Informative handouts regarding the bond issue for a new Willapa Harbor Hospital from Sherri McDonald have been reviewed by the Executive team. Sherri will take the feedback and update handouts for review.
- The website has been updated regarding the need for a new hospital.

Financial – Kimberly Polanco, CFO, October 2023 Financial Statements

- Gave a financial presentation to the Board.
- See Financials attached.
- October had the highest revenue of the year.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Wins – Patient and family happy with patient's results working with cardiac rehab.
- Recognition – Courtney Campbell, new Executive Assistant has jumped into her new role with poise and dedication.
- Department Updates-
 - Intravenous Vitamin Therapy (IVT) nurses working closely with Providence Oncology in Aberdeen.
 - Gearing up for respiratory virus season.
- Projects –
 - Working with Terilynn Peterson on IV Therapy and Swing Bed.
 - Serving on the Rural Collaborative Ethics Committee.
 - DEI certification is complete.
 - IV Pump replacement with Stacey Schmidt.
- Quality-Implementation and adherence to DNV CAP.
- Service-Team performed the first emergency C-section at WHH in 15 + years. Mom and baby are doing well.

Operations – Renee Clements, COO

- Recognition: Dietary Team – Great teamwork, Torrie Matlock-QMS DNV; Toni Rooker in Purchasing, Chelsea with DNV report.
- Alder House
 - Community Frameworks Matthew Hurd informed us we unfortunately have a delay in closing. Next project time frame is March 31, 2024.
- WMC
 - Clinic volumes without one provider was close to budget.
 - Olympia Health- Cardiology contract pending legal finalization.
 - Procedural pain mx Proforma still pending.
 - Phone system continues to improve. Individual lines are being followed when there are issues and ToledoTel responding accordingly and rapidly.
 - New RN Coordinator Megan McDougall has begun. We are excited to have her as an addition and to streamline follow up communication again. Additionally, an MA from the weekdays now works the weekends also, so more consistency in communication to weekend staff and follow up with patients is expected and improving.
- Radiology – MRI volumes are steadily increasing. MRI down one day, otherwise would have been right on budget.
- Quality / Risk / Clinical Informatics
 - WHH Leadership Quality Goals as follows for the month:
 - ED Throughput exceeding at 153 minutes.
 - My Chart utilization activation rate up to 38% up from 27% = goal 40%.
 - CPOE – Computer Physician Order Entry – Remains = 93%.
 - CAHPS – Opportunity to improve were reviewed.

- Epic Volume Dashboard reviewed.
- Public Records Requests=1 wages/salaries request to HR.
- Complaints/Grievances=1 resolved complaint same day.
- Restructuring Quality at WHH to align to DNV standards. The Quality Management System will be our overall Process and each department will track department goals and evaluate their programs and report out to the QMS on a cadence defined by DNV. New Safety and EOC monthly meeting structure will also align to the 7 element of the Environment of Care that will report out to the Quality committee of our QMS.
- Dietary Department Update
 - Dietary Manager started Maternity Leave at the end of September. Staffing complications have made the dietary department short-staffed. Huge thank you to the four remaining staff members, as they have been pulling OT and great teamwork, all while the dishwasher has been down, the oven has been intermittently compromised on functionality, and having me as their manager overseeing their operations.
 - Actively interviewing Food Service/Cook candidates.
 - Awaiting the Salad Bar delivery.

IV. New Business

- David Williams with Multnomah Group did a presentation on their services offering employee retirement plan management.
- DNV – Board Governance Awareness requirements:
 - a. Appointment of Medical Director of Services – Dr. Steven Hill

Gary Schwiesow made a motion to approve Dr. Steven Hill as Medical Director of Medical Staff Services, Trauma, Emergency Department, Respiratory Care, and Infection Control. Steve Holland 2nd, motion carried

- b. Medical Staff – onboarding and reappointment requirements

- Per DNV Findings report: Medical Staff records need Performance Data on each provider prior to reappointments, all onsite providers need formal onboarding orientation, training, education on Safety and Emergency preparedness education and restraints; Pain Management documentation improvement, Restraint log documentation improvement, Appointments of Medical Director of Respiratory Care; Facilities findings regarding inspections and testing on various life safety equipment and devices.

V. Continued Business

- Capital Requests –
 - IV Pumps – 3 quotes were reviewed, 23 BD Alaris pumps and supporting equipment was determined to be the best option.

Gary Schwiesow made a motion to approve 23 BD Alaris Pumps for the 2024 fiscal year not to exceed \$158,547.00. Jeff Nevitt 2nd, motion carried

VI. Appointments/Reappointments

None

VII. Adjournment: With no further business, the meeting was adjourned at 7:56 PM.

Submitted: Toni Williams

Toni Williams, Secretary to the Board