

**Willapa Harbor Hospital**  
**Minutes of the Governing Board**  
**Cedar Room**  
**December 16, 2025**

**Board Members Present:** Kathy Spoor, Jeff Nevitt, Toni Williams, Steve Holland

**Others Present:** Matthew Kempton, CEO, Kimberly Polanco, CFO, Chelsea MacIntyre, CNO, Renee Clements, COO, Steven Hill, DO, CMO, Dawn Pearson, Executive Assistant

**Board Members Absent:** Gary Schwiesow

**Others Absent:**

**Guests:**

**Audience:** Sherri McDonald

**I. Call to Order:**

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

**Additions to the Agenda:** 2026 Proposed Capital Planning Budget

*Approval of November 18th, 2025, Regular Board Meeting minutes: Jeff Nevitt made a motion to approve November 18th, 2025, Regular Board Meeting minutes as written. Steve Holland 2nd the motion, all in favor, motion carried.*

*Approval of November 18th, 2025, Public Hearing Meeting minutes: Jeff Nevitt made a motion to approve November 18th, 2025, Regular Board Meeting minutes as written. Steve Holland 2nd the motion, all in favor, motion carried.*

**Consent Agenda**

*Steve Holland made a motion to approve the November consent agenda. Toni Williams 2nd the motion, all in favor, motion carried.*

Vouchers/Warrants:	November	\$1,998,689.57
Payroll/Payable:	November	\$ 868,372.23
Write-offs: Bad Debt	November	\$ 81,016.99

**II. Continued Business**

➤ **Facility Planning Update**

- The onsite architect visit with Anderson Dabrowski Architects, LLC is scheduled for January 13<sup>th</sup> and 14<sup>th</sup>. Joe Kunkle will be onsite during the visit as well. Jon Anderson is working on an agenda for the visit.

- The board discussed forming a community advisory group to assist with decision-making throughout the expansion process, including the possibility of re-engaging the Technical Advisory Committee.
  - Chris Halpin has expressed interest in participating in the community group.
- After discussion, the board agreed to reach out to the TAC plus Chris Halpin in early January to inform them that we're forming a community advisory committee to support expansion efforts. The group will be informed that a consultant has been hired and that their input is welcomed as part of an open community process.
- It can also be posted with our board summary that any interested community member may contact Dawn Pearson, 360-875-4558 or email [dpearson@willapa.net](mailto:dpearson@willapa.net) and she will maintain a list of interested participants.

➤ **Quality**

- Patient Safety and Satisfaction Measures Summary Review
- Quality Dashboard Review

➤ **Resolution 2025-5 Amendment No. 3 to Hospital Administrator Employment Agreement**

*Toni Williams made a motion to approve Resolution 2025-5 for Amendment No. 3 to the Hospital Administrator Employment Agreement. Jeff Nevitt 2nd the motion, all in favor, motion carried.*

➤ **Capital Requests**

- **2 Domestic Hot Water Boiler Tanks**

*Steve Holland motioned to approve the two Domestic Hot Water Boiler Tanks not to exceed \$52,000.00. Jeff Nevitt 2<sup>nd</sup> the motion, all in favor, motion carried.*

- **2026 Capital Planning Budget**

Kimberly went over the proposed 2026 Capital Planning Budget.

*Steve Holland motioned to approve the 2026 Capital Planning Budget. Jeff Nevitt 2<sup>nd</sup> the motion, all in favor, motion carried.*

### **III. New Business**

None

### **IV. Reports and Presentations:**

#### **CEO Report – Matt Kempton**

##### **Recognition & Gratitude**

- I would like to thank and recognize Krisy Funkhouser, HR Director. Many time-sensitive demands were placed on HR that were stressful by nature. Krisy maintained

a positive, calm demeanor throughout while putting in extra time to ensure they were resolved appropriately and quickly.

### **Facility Master Planning**

- I met with Joe Kunkle and Jon Anderson (Anderson Dabrowski Architects, LLC) to discuss the scope of the project and the timeline. Jon will be coordinating a day in January for an onsite tour of the campus. At this onsite tour he will begin assessing current facility issues while also hearing some of our ideas for redesign and expansion.

### **Willapa Medical Clinic**

- Dr. Dutkiewicz has finished his last few months of work at WMC. He is now working for the Shoalwater Bay Wellness center in Tokeland. We wish him the best. His patients have been transitioned to Dr. Busey.
- Jenni Kuker, NP has started her employment with WMC with her first day seeing patients on 12/10. She had worked for WMC earlier this year as a traveler and enjoyed our community and organization so much that she agreed to come back as an employee. Her schedule was already completely full on her first day.
- As a reminder, Jeremy will add a 4<sup>th</sup> day of clinic availability for patients starting at the beginning of 2026
- We are currently evaluating whether we should reduce our weekend walk-in clinic hours to 6pm instead of 8pm as we have very few patients who come into the clinic during the 6-8pm hours.
- We have a new traveling MA currently working at WMC while we are hiring at least one more. We have hired a traveling ARNP and we are interviewing for one more. Currently hiring for a full-time ARNP or a full-time PA; as well as a full-time physician.

### **CFO Report – Kimberly Polanco**

#### **November Financial Status**

Willapa Harbor Hospital reports a Total Net Loss of (\$324,305) for the month, and a YTD loss of (\$518,434). This reflects both the core operation of providing healthcare services and other financial activities. The Total Margin for November is (13%), and (1.6%) year to date, compared to a budget of 2%. Days cash on hand increased 14 days from 84 in October to 98 in November.

November operations resulted in an operating loss of (\$427,054) for the month and an operating loss of (\$1,664,012) YTD. The Operating Margin for November is (18%), and (5%) year to date, compared to a budget of 1.6%.

Non-operating revenue includes \$75,191 from Maintenance and Operations Tax for the month and \$827,101 for the year from levied property taxes as community support for the hospital. Cash reserve investments generated interest income of \$27,558 for the month and \$318,477 year to date.



## **Patient Service Revenue**

November Patient Revenue was \$4,413,147, 3.6% under budget and 10.5% over November 2024. YTD Patient Revenue is \$51,544,280, 5.7% under budget and 11.7% over November YTD 2024. Net Patient Revenue YTD is under budget (\$556,783), or 1.7%.

The payer mix in November was 41% Medicare, 10% Medicare Advantage, 18% Medicaid, 22% Commercial, 4% Tricare/VA, and 5% Self Pay.

The payer mix YTD November is 39% Medicare, 13% Medicare Advantage, 20% Medicaid, 21% Commercial, 4% Tricare/VA, and 3% Self Pay.

Revenue deductions in November were 47%, and 39% YTD compared to a budget of 41.6%.  
Safety Net

Assessment Funds supplementing low Medicaid reimbursement are included in the monthly financials reducing revenue deductions and total \$1,095,000 YTD.

Charity care was \$155,247 and \$1,012,876 for the year, under budget (\$246,403) YTD.

## **Accounts Receivable**

Patient service revenue collections were \$3,176,284, consistent with the 2025 collection expectations. Patient service revenue collections YTD are \$29,036,457, 7% or \$2,623,028 higher than the same time period in 2024. Collections in the hospital are trending upward with increased service volumes, while the clinic is stable and consistent with higher collections in November. Net Days in AR increased 2 days to 46.

## **Expenses**

November expenses were \$2,659,640, 8% under budget for the month with lower salaries and wages and contract labor costs. Expenses YTD are \$31,906,879, 0.1% under budget and 16% higher than the same time period in the prior year.

YTD supplies are under budget (\$487,455), purchased services (\$421,952), and professional fees (\$107,657) primarily due to lower outpatient service delivery in pain management than budgeted. These are mostly offset by higher than budgeted employee benefits \$332,926, salaries and wages \$183,970, and bad debt expense \$197,594.

## **CNO Report – Chelsea MacIntyre**

### **Wins**

- WE ARE 30+ DAYS FALL FREE!!!

### **Recognition**

- To Kenadee and Tami, for bringing brilliant ideas to our Hospital Staffing Committee and attending our meetings faithfully.
- For the Employee Activities Committee for bringing the Holiday Spirit to our campus and lots of fun with Clark and Buddy the Elf.

## Projects

- Vocera
  - Clinical infrastructure and configuration of the system is currently being built.
- Behavioral Health/Recovery Navigator Program/Designated Crisis Responder/Crisis System
  - Renee and I are exploring ways to further integrate behavioral health into WHH systems of care.
- Collaborating with the Pacific County Health Dept to improve systems of care for patients with suicide attempts and those with substance use disorders.
- Hospital Staffing Committee
  - Working with HR on process improvements around meal/rest breaks.
  - 2026 Hospital Staffing Plan is finalized and has been submitted to the Department of Health.
  - Our RNs are kindly reworking a break scheduling tool we borrowed from another institution and optimizing it for our facility.
- IV Therapy and Swing Bed
  - We are continuing to see growth in our referrals to our swing bed program. We have met our target days for this year, and have set increased targets for 2026.
- Infection Control and Employee Health
  - We are conducting audits on employee files, especially in light of rising measles cases.
  - Working on implementing updated return-to-work guidance for employees with respiratory illnesses.
    - Hoping to collaborate on this with the Pacific County Health Dept and Ocean Beach Hospital.
- Serving on the Rural Collaborative Ethics Committee
- Newspaper Column
- Chairing the Rural Collaborative Chief Nurse Executive Committee
- Education
  - A third student for this year is coming from South Dakota State University in the winter.

## Quality

- Working with colleagues to respond to an increase in falls here on campus.
  - Fall prevention signage is now up (thanks, Dawn and Paul!). These feature the fall prevention campaign slogan chosen by the employees of our health system.
  - Additionally, we have added fun incentives for going fall-free in a given month.
    - We will be scheduling the first of these soon- an ice cream party to recognize everyone for going 30 days fall-free!!
  - While we are unlikely to reach our aggressive target for fall reduction this year, we are still grateful that we have made a difference in awareness and have certainly prevented additional falls from occurring.

## **Service**

- Assisting with policy development to clarify non-public areas of the hospital campus.
  - Policy is officially published.
  - Dawn and Paul are working to place signage.

## **Gratitude**

- So grateful each and every single day for the wonderful team we have at WHH and how very lucky we are to have each other.

## **COO Report – Renee Clements**

**Recognition** - New leader, Megan Wooster HIM/HIPAA Privacy and Compliance Officer

## **Operations**

### **Cardiopulmonary -**

- Olympia Health Dr. Younas and Dr. Yousaf have increased cardiology clinic consultations 6 x a month.
- Cardiopulmonary activities- Revenue analysis: EKGs, Nebulizer txs.
- EKGs 114% of budget; RT treatments 145% of budget, Cardiac rehab visits 119% of budget.

### **Radiology -**

- CT proposals and ROIs pending. ETA goal for purchase Q1 2026.
- Highlights:
  - CT: 258/216=119% of budget
  - Nuclear Medicine: 23/15= 153% of budgeted volumes-Transition to Heritage vendor on track changed to Feb 3<sup>rd</sup>. Diagnostic Associates generously extended to maintain operations through end of January.
  - MRI: 51/52=96% of budgeted volumes.
  - Ultrasound 130/88= 147% of budget
  - Mammography 68/46=147% budget

**Lab** - 6018/5442=110% of budgeted volumes.

**Diabetes Program** - Grant activity continues.

### **Quality/Risk/Informatics-**

- Ongoing adoption of Patient Safety Structural Measures (DNV and CMS)
  - Re-invigorating and Adopting “Zero Preventable Harm” into our Quality Strategic plan. (Sharing PSSMs and Quality Report).

### **Facilities**

- Completed works in November:
  - Life Safety Firewalls and Fire door penetration work to be completed by Remedi8, on Dec. 8<sup>th</sup>. Two-hour (2) fire wall barrier repair work completed Dec 2-3 meeting Life Safety and Fire Marshall DNV/DOH compliance. >\$20,000.00
  - Drainage pipe work completed behind hospital, new issue with WMC with flood water back up. Update next month.
- Upcoming approved:



- Facilities roof leaked-new roof approved and pending installation \$10,000
- Facility Capital Requests 2026 proposed:
  - Heating/Cooling HVAC unit for Radiology-\$90,000
  - Fire Suppression for IT server Room \$50,000.
  - Business office Roof \$65,000.
  - Radiology space construction. (pending architect review with strategic plans).
- Unanticipated requests:
  - Two (2) Hot water tanks-est. \$50,000. One failed completely, both eleven years old.
  - Flooring repair for both the clinic south wing and some weld seams in the hospital
  - Biowaste room relocation per DNV/Infection control requirements-Small HVAC work and Badge reader installation

**Community** - Ongoing Food Drive have already raised over 16,000 lbs of food from WHH. Now part of a Coat drive with the County. Please bring gently used or new coats to Admin building.

### **CMO Report – Steven Hill, DO**

#### **Staffing –**

##### **Willapa Harbor Hospital Hospitalist coverage**

- RPG started 9/10/25- they have done a couple of cycles at this time.

##### **Emergency Room**

- 5 physicians in ER who work regularly (Smith, Kuypers, Bhullar, Souza, Rookstool) and Dr Dueber who will drop to per diem in December.
- 3 per diem who work intermittently (Wilson, Kim, Frakes)

##### **Office at Willapa Medical Clinic**

- Blake Busey, DO Mon-Thurs.
- Jennifer Kuken, ARNP started 12/10/25 Tue-Fri.
- Steven Hill, DO – Mon-Thurs
- Jeremy Quinn, PA-C Fri-Sun (adding Thursday January 2025)

##### **Cardiology Clinic**

- Dr Yousaf on Tuesday
- Dr Younas (every other Monday)

##### **General Medical Staff**

No issues currently.

Continuing to work with Dustie in Medical Staff on projects.

## **V. Appointments/Reappointments**

None

## **VI. Executive Session: Start Time: 7:18 pm**

End Time: 7:45 pm

**VII. Adjournment:** Returned to the Regular Meeting at 7:45 and with no further business the meeting was adjourned at 7:45 pm.

Submitted: Toni Williams

Toni Williams, Secretary to the Board