

FORKS COMMUNITY HOSPITAL
Board Of Commissioners Meeting Minutes
February 23, 2016

Present: Commissioners Daisy Anderson, Don Lawley, and Gerry Lane; Tim Cournyer, CEO/CFO; Gary Harmon, M.D., Chief of Staff, and Laura Kripinski, ARNP, CNO.

The meeting was called to order at 5:02 p.m. by Daisy Anderson.

Tim Cournyer introduced Patricia Justis, Mary Beth Brown, and Bonnie Burlingham from the Department of Health. Mary Beth Brown from the Department of Health (DOH) noted that she will look into Federal resources and Workforce Grants to help Community Health Hospitals. She informed the Board that they are here to listen and not interfere with the process. Daisy Anderson would like to know what the goal date is for the DOH to complete credentialing. Patricia Justis responded that she will be out of the office but will send an email to staff requesting the information.

Public Comments: There were no public comments.

Tim Cournyer commented that he would like to add an Amended and Restated Employee Agreement to the agenda under new business and Executive Session item RCW 42.30.110(1)(b)-Considers election of site or acquisition of real estate. The Board agreed to the additional agenda items.

Medical Staff: The Medical Staff Committee minutes from the January 13, 2016 meeting were reviewed.

ACTION: It was moved, seconded, and passed to approve the Medical Staff Committee meeting minutes from January 13, 2016, as presented.

Performance Improvement Committee (PIC): The PIC minutes from the December 21, 2016 meeting were reviewed. The Board requested a spreadsheet be created that lists each report with the respective date due. The Board would also like a report on births and census numbers included. Laura Kripinski, CNO, will have the reports created. Tim will add stats to his finance report.

ACTION: It was moved, seconded, and passed to approve the PIC meeting minutes from December 21, 2016, as presented.

Minutes: Board of Commissioner's minutes from January 26, 2016 meeting were reviewed

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from January 26, 2016, as presented.

Vouchers: The January 2016 Vouchers were reviewed.

ACTION: It was moved, seconded, and passed to approve January 2016 General A/P vouchers numbered 088528 through 088572 in the amount of \$1,152,745.04 and the General P/R vouchers numbered 543618 through 543727 in the amount of \$124,172.89.

Write-offs: The February 2016 Write-offs were reviewed as presented.

ACTION: It was moved, seconded, and passed to approve the February 2016 Write-offs totaling \$75,620.92.

Old Business:

Resolution No. 2016-499, Appointment of Superintendent: Tim discussed the changes made to his contract, i.e. the reduction of moving expenses from \$10,000 to \$5,000 and the severance pay from six to five months.

ACTION: It was moved, seconded, and passed to approve Resolution No. 2016-499, Appointment of Superintendent.

David Selman's separation agreement: Tim stated that he has an amended and restated contract. He also noted that Brad Berg reviewed and recommended that we approve an additional month of severance pay with the provision that David Selman waive any future action/claims of the Hospital.

ACTION: It was moved, seconded, and passed to approve David Selman's separation agreement.

Environment of Care Annual Committee Report: The Board revisited the discussion on the report and noted that incidents were double that of the previous years. Additionally, there were discrepancies regarding power outages that would need to be cleared up, and the Performance Indicator should be translated into a percentage. Tim will have the report amended.

ACTION: It was moved, seconded, and passed to approve the Environment of Care Annual Committee Report, with changes.

B.E. Smith offered a settlement of \$30,000. The Board rejected the offer and countered with \$90,000.

New Business:

Election of Officers: Gerry Lane nominated Daisy Anderson as the Chair to the Board of Commissioners. Don Lawley seconded the nomination

ACTION: It was moved, seconded, and passed to approve the nomination of Daisy Anderson as the Chair to the Board of Commissioners.

Daisy Anderson nominated Don Lawley as the Secretary to the Board of Commissioners. Gerry Lane seconded the nomination.

ACTION: It was moved, seconded, and passed to approve the nomination of Don Lawley as the Secretary to the Board of Commissioners.

Capital Purchase Request, OB Bed: Tim Cournyer presented the Board with a request for a new OB bed. The current bed is broken and being that it is 23 years old we have not been able to find replacement parts. We continue to look for the parts in the hopes we can use the bed as a backup but that does not look like it will work out.

ACTION: It was moved, seconded, and passed to approve the purchase of an Affinity 4 Birthing Bed from Hill-Rom in the amount, not to exceed, \$11,500.

Med Staff Meeting: An Annual Med-Staff meeting has not taken place for some time now and Daisy would like to schedule an annual dinner meeting with Dr. Harmon facilitating. A date of April 20, 2016 at 5 p.m. in the Hospital Conference room was calendared for an annual Med-Staff meeting.

Department Report discussion: Tim discussed having Manager's attend Board meetings to talk about updates from their departments. Dr. Harmon noted that quality and strategic data should be included. Don Lawley would like a summary of what the department goals are and each manager report on how they have proceeded toward those goals. The Board agreed to the idea and Tim noted that the implementation of Manager's discussing their departments will take place over the next couple of months.

Community survey: Tim feels that community surveys are important and noted that Forks Community Hospital has not completed one in a long time. At his previous hospital they would complete a community survey every 5 years. Gerry would like more information on how we are too include Jefferson County in the survey. Tim will begin doing the research and we can revisit the discussion at the next Board meeting.

District CEO Report:

Tim Courmyer, CEO/CFO reported:

Recruitment Update: A sixty-day agreement is in place for Dr. Allchin. We will operate on a sixty-day contract so we can reevaluate and determine if we are going to sign on for additional sixty days. The expectations have been made clear to Dr. Allchin.

Howard Welsh, ARNP, extended his contract through December 2016.

Kim O'Neil left a message that she was not sure if she could fulfill the obligations of the Human Resources Director at this time. Tim has attempted to reach her with no success. We are contacting candidates and setting up interviews.

A Physical Rehabilitation candidate accepted a job and later changed her mind. We have reposted that position.

Pharmacy Director Applicants have been reviewed and we will be interviewing them over the next few weeks. Chuck with Chinook has agreed to sit it on the interview process. Daisy asked if the Lab position has been filled and Tim responded that we will be making an offer tomorrow.

Clinic planning day will be held on Saturday, February 27th from 8 a.m. to 4 p.m. Med Man will be here along with staff, providers, and advisory board members. The purpose is to create a twelve-month plan for Bogachiel and Clallam Bay Clinics and develop an operating plan to achieve the plan objective. This will be a yearly meeting.

Tim will be attending the Washington Rural Health Collaborative 2016 Annual CEO Retreat from Sunday, February 28 through Tuesday, March 1, 2016.

Interdisciplinary Communication Committee (ICC): Last month a staff member attended the Board meeting and had concern on how we disseminate information to the employee level, some of the information might be manager specific. Tim said he will be creating talking points from the Manager's Forum meetings and emailing those to managers as a reminder to share the information with their staff.

Awards Ceremony: Tim noted that he and his wife had a good time. There was a good turnout with 190 employees signed up for the event. The event included dinner and live entertainment and everyone seemed to enjoy themselves.

Finance: Tim Cournyer, CFO, presented the January 2016 and year-to-date financial report, which was reviewed and discussed.

- Total patient revenue has increased from the prior January by \$383,891.
- Total patient revenue year to date is \$3,704,802
- Total revenue deductions for January are \$1,581,025.
- Net patient revenue for January is \$2,123,777.
- Miscellaneous income for January was \$120,331.
- Total AR days were 55.22 for January.
- Net A/R days at the end of January are 45.55.
- Net operating income (loss) for January was \$29,533.
- Total non-operating income/expense for January was \$3,103
- Net income for January \$32,636
- Cash balance for January was \$4,550,284 a decrease of \$116,960 from December.

Tim mentioned that the reason the Clinic volumes are down has a lot to do with the shortage of providers. He also noted that he recently discovered that Centricity does not transport allowances to Meditec and staff must do this manually; however, it had not been done resulting in an over reporting to cash and underreporting in allowances. Tim has a new process in place and the allowances will be entered on a monthly basis.

Additional Agenda Items:

Executive Session: RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and evaluate salary and benefits.

RCW 42.30.110(1)(b) Considers election of site or acquisition of real estate

Time in: 6:30 p.m. Time out: 6:45 p.m.

There was no action taken during Executive Session.

ACTION: It was moved, seconded, and passed to approve appointment of privileges for Faron Bauer, M.D., Howard Welsh, ARNP and the reappointment of Tristan McGovern, M.D.

There being no further business to discuss, the meeting was adjourned at 6:54 p.m.

The next Board of Commissioners meeting is scheduled for March 22, 2016 at 5:00 p.m.
Minutes recorded by Melissa Jones, Executive Assistant.

Don Lawley, Secretary