

CLALLAM COUNTY HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL
Board Of Commissioners Meeting Minutes
April 26, 2016

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

The meeting was called to order at 5:00 p.m. by Daisy Anderson.

Public Comments: There were no public comments.

Department Report: Clint Wood, Facility Services Manager, provided a Task Library Report and stated that the departmental goals for 2016 are to utilize the SQSS system. Staff are putting data into the system to insure the equipment is being maintained on a regular schedule; we are also able to track who has completed the maintenance on each piece of equipment. It takes a while to build a task library in SQSS; however, there has already been a significant improvement from the previous tracking system, which was Outlook. Clint provided a Task Compliance Report while explaining that the compliance percentage of tasks is at 100 percent.

Clint said that we have three new demo beds and the Hospital is on the demo list to receive more as they become available, until all of the dated beds have been replaced. Laura Kripinski mentioned that a brand new bed would cost the hospital approximately \$8,500; purchasing the demo beds save a significant amount of money. Gerry Lane asked if the new beds would resolve the lifting injuries. Jeanna Snell, Long Term Care, said that the new beds do not resolve the injuries; they are a result of having to push, pull and roll heavy patients.

Clint and his team are currently painting and installing new carpet at Clallam Bay Medical Center and we should be completed within the next couple of weeks. The maintenance team continues to install Hardie siding, as weather permits. The installation of the restroom in the Community Conference Room has been completed. We will replace the hospital fire system; in the meantime, ONRC has given us their old one so we have spare parts if we need them. We are also working on replacing the roof and painting outside by maintenance.

Quality Manual and Policies: The Board reviewed and discussed the Quality Manual and polices with Deborah Dillon. Deborah thanked Don Lawley for his help on the project.

ACTION: It was moved, seconded and passed to approve the Quality Manual and polices, with corrections.

Medical Staff: The Medical Staff Committee minutes from the March 9, 2016 meeting were reviewed.

ACTION: It was moved, seconded and passed to approve the Medical Staff Committee meeting minutes from March 9, 2016, as presented.

Performance Improvement Committee (PIC): The PIC minutes from the February 22, 2016 and March 21, 2016 meetings were reviewed.

ACTION: It was moved, seconded and passed to approve the PIC meeting minutes from February 22, 2016 and March 21, 2016, as presented.

Minutes: Board of Commissioner's minutes from March 22, 2016 were reviewed. The Board of Commissioner's Special meeting minutes from March 30, 2016 and April 5, 2016 were reviewed.

ACTION: It was moved, seconded and passed to approve the Board of Commissioners meeting minutes from March 22, 2016, and the Board of Commissioners Special meeting minutes from March 30, 2016 and April 5, 2016, as presented.

Vouchers: The March 2016 Vouchers were reviewed.

ACTION: It was moved, seconded and passed to approve March 2016 General A/P vouchers numbered 088932 through 089218 in the amount of \$1,049,648.06 and the General P/R vouchers numbered 543832 through 543945 in the amount of \$116,431.64.

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

ACTION: It was moved, seconded and passed to approve the April 2016 Write-offs totaling \$14,392.80.

Old Business:

Tim said that he does not have new information regarding the community survey.

The B.E. Smith settlement paperwork has been finalized; Craig Miller will call when he receives the settlement check.

Resolution No. 2016-501, for the purchase of property located at 9999 Founder's Way, Forks, described as Lot 1 of Rayonier-Peterson Creek #1 Large Lot Subdivision recorded December 15, 2004 in Volume 2 of Large Lot Subdivisions, page 6, under Recording No. 2004 1147233, located in the southwest quarter of the Northwest quarter of Section 9, Township 28 North, Range 13 West, W.M., Clallam County, Washington.

The title report was reviewed by an attorney for the Hospital and he had questions regarding the mineral rights. Tim contacted the City of Forks who reviewed the maps located at Forks City Hall and it shows that the parcel is zoned as Moderate Density Residential. Mineral extraction or processing would be prohibited on this property.

ACTION: It was moved, seconded and passed to approve Resolution No. 2016-501, the purchase of property located at 9999 Founder's Way, Forks, Washington.

New Business:

Capital Request for Server Upgrade. Tim explained that the capital purchase request submitted at the March board meeting, which was approved, included an expired quote and did not include travel charges. The new quote is \$1,580 more than the old quote and includes \$3,000 of travel charges which was omitted on the original Capital Purchase Request.

ACTION: It was moved, seconded and passed to approve the purchase of Windows Server 2008 R2 in the not to exceed amount of \$19,000.

Tim presented the Board with a new organizational chart and discussed the changes to the chart.

ACTION: It was moved, seconded and passed to approve the organizational chart, as presented.

Tim and Don Lawley will attend the Chelan Conference to be held in June 2016.

There was a discussion on allowing the CEO to purchase capital items under emergency situations.

ACTION: It was moved, seconded and passed to authorize the CEO to purchase capital items under emergency situations, in the amount not to exceed \$15,000.

District CEO Report:

Tim Cournyer, CEO/CFO reported:

Susie Michel's has been contracted to build the new website with an expected completion date of 90 days. The site will be built offline and once approved it will replace the current site all at one time.

Annual Family Health Fair is scheduled on May 14th from 10 a.m. to 2 p.m. at the Elks Lodge.

Don Lawley said that Interdisciplinary Communication Committee (ICC) has been put on hold. It is not disbanded; however, there has not been a need for regular meetings - with the new CEO and HR it has outlived our original intent.

Pam Brown reported they are still looking into Tele psychiatry – it looks like we have found a company and we are reviewing the contract. Peter Merrill has retired but will come back per diem to do some fill-in DMHP work. Gary is continuing to do CPI training for employees; the next class will be May 18th and June 9th. We are making a small change in case manager duties– 2 will cover Hope Center and 2 will be out in the community and help with crisis work.

Debbie Anderson is retiring and has offered to stay on until the end of June to assist with training.

Dr. Allchin's contract will not be renewed; her last day will be Friday, April 29, 2016.

The Long Term Care report was filed on time. Wipfli is working on the Hospitals' cost report and we are currently ahead of schedule and expected to meet the states June 30, 2016 deadline.

Gerry Lane inquired about the annual Med Staff meeting with the Board. It will be rescheduled for June; however, a date was not selected.

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

- Total patient revenue has increased from the prior March by \$496,637.
- Total patient revenue for March is \$3,976,531.
- Total revenue deductions for March are \$1,763,218.
- Total revenue deductions year to date \$4,586,623.
- Net patient revenue for March is \$2,213,313.
- Net patient revenue year to date is \$6,173,706.

- Miscellaneous income for March was \$176,092.
- Miscellaneous income year to date was \$422,724.
- A/R days are at for March 50.54
- Net A/R days at 38.46
- Net operating income (loss) for March was \$102,482.
- Net income for March \$170,675.
- Net income year to date is \$8,916.
- Total cash for March was \$5,042,426.
- Total Forks Ambulance dispatches for March were 74.

Tim noted that the Bogachiel and Clallam Bay Clinic visits have increased.

Additional Agenda Items: There were no additional agenda items to discuss.

There being no further business to discuss, the meeting was adjourned at 6:15 p.m.

The next Board of Commissioners next meeting is scheduled for May 24, 2016 at 5:00 p.m.

Minutes recorded by Melissa Jones, Executive Assistant.

Don Lawley, Secretary