

CLALLAM COUNTY HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL
Board Of Commissioners Meeting Minutes
May 24, 2016

Present: Commissioners Daisy Anderson 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.

Forks Community Hospital's United Way Committee received the "FUNdraiser" award from United Way. The committee raised over \$8,000 in pledges, and \$2,000 from their events they organized in 2015 which included: Hospital Embroidered Apparel, Hospital Employee Parking Space, Seahawk Coat Rack Raffle (donated by John Weston), Chili Cook Off, Chinese Auction, Ice Cream Sundaes, Turkey Bowl (Powder Puff), Thanksgiving 5K Fun Run, and Healthy Heart 5K Fun Run.

Tim received a letter thanking the hospital for their participation in this year's Forks Family Fair.

Gerry asked how The Caring Place is funded. Deborah answered, The Caring Place is a non-profit organization, and they receive gifts and donations from charities.

Department Report: Deborah Dillon, Director of Patient Safety & Quality, provided a PowerPoint presentation update on Quality. Deborah has the new Quality Manual ready to be distributed to managers at the next Mangers Forum.

Don Lawley has been training Deborah and other employees on becoming internal auditors. Once the committee is done with the trainings, they will start doing internal audits for the hospital. They should start their first audit within the next few weeks. Deborah is the lead auditor and will designate the departments to be audited.

Deborah spent two days at Olympic Medical Center for the ISO training.

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

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

Performance Improvement Committee (PIC): The PIC minutes from the April 18, 2016 meeting were reviewed.

ACTION: It was moved, seconded and passed to approve the PIC meeting minutes from April 18, 2016, as presented.

Gerry asked what a coding audit company was. Tim responded, the company we hired is having their own internal audits.

Tim commented that the recent surgery cancellations were due to the Steris machine being broken and needed repaired. Clint was able to find a used Steris machine similar to the one that is broke. Tim approved the purchase. The Steris machine that broke was able to be repaired, and the two machines will be rotated quarterly. If one breaks, there will be a backup.

Minutes: Board of Commissioner's minutes from April 26, 2016 were reviewed.

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

Vouchers: The April 2016 Vouchers were reviewed.

ACTION: It was moved, seconded and passed to approve April 2016 General A/P vouchers numbered 089219 through 089617 in the amount of \$1,515,587.51 and the General P/R vouchers numbered 543946 through 544047 in the amount of \$107,117.12.

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

ACTION: It was moved, seconded and passed to approve the May 2016 Write-offs totaling \$18,760.97.

Old Business:

Tim would like to send out a community survey before developing the next strategic plan. Tim has worked with Robinson Research from Spokane, and got a quote of \$12,925. He would like to get a few more quotes and will present them at the next board meeting.

New Business:

Capital Request for establishing a clean room in Pharmacy. Janet Schade presented FCH's needs to comply with USP 797 and establishing a clean room in the Pharmacy to reduce the risk of contamination and improve patient safety.

ACTION: It was moved, seconded and passed to approve the purchase of installing a clean room not to exceed amount of \$11,500.

Capital Request for replacing the awning at Long Term Care. The old awning was twelve years old. The awning broke and the fabric was deteriorating.

ACTION: It was moved, seconded and passed to approve the purchase of a new awning not to exceed amount of \$8,500.

Capital Request for buying a new van for West End Outreach Services. WEOS has two cars that are very old and not reliable transportation for transporting clients. Case Managers also use the vehicles periodically to help transport clients to and from appointments, shopping needs, court appearances, and voluntary hospitalizations.

ACTION: It was moved, seconded and passed to approve the purchase of a new van for West End Outreach Services not to exceed amount of \$18,000.

District CEO Report:

Tim Cournyer, CEO/CFO reported:

Tim received a letter from Janet Hughes regarding the property at 581 F Street, which is adjacent to the hospital. The Hughes will be moving out of the community and selling their house soon. If the hospital is interested in purchasing the house, Janice would give the listing price.

Tim asked Pam Brown to give a psychiatry update. There has been a contract signed and executed with Genoa Healthcare. Hoping to have tele-psychiatry up and running by July 5th. The Bogachiel Clinic will home the tele-psychiatry, and there is a job posting for a case manager to help with the tele-psychiatrist appointments. The contract allows us five hours a week with a psychiatrist. The focus will be on adult psychiatry before we offer child psychiatry.

We had HSI set up a survey to get an estimate on getting Wi-Fi installed on campus. The results showed the hospital would need over seventy-nine access points, and the cost was over \$264,000. Bob and Tim discussed others options, and Bob contacted a company called CDW. Bob did a trial run with two access points in Administration. The Wi-Fi range was good, so Tim would like to order five more access points for the clinic to have Wi-Fi.

FCH will be hosting CMS on June 22nd. The Seattle CMS office does their annual rural road trip. They will hold an informational setting for Healthcare providers, and then meet with Administration.

Kathy Lawley is retiring July 1, 2016. Gordon Oakes reduced his hours to part time. Doug Beattie is considering increasing his days to three days a week.

There have been some complaints in the ER about patients hearing the conversations at the doctors desk. Clint, Laura, and Tim toured the ER. Clint found a flexi glass sliding door, which he will install at the doctors desk. The cost is about \$3,600.

Gerry commented he heard squatters are living in the woods behind the Bogachiel Clinic. Now that the hospital owns thirty acres behind the clinic, we need to develop a plan for liability issues. The land should be mowed and maintained. Tim will talk with Clint about a plan.

We received the Medical Staff bylaws back from Sandra Johnson. It took a while, as Sandra moved to a new agency.

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

- Total patient revenue has increased from the prior April by \$502,392.
- Total patient revenue for April is \$3,570,484.
- Total revenue deductions for April are \$1,545,633.
- Total revenue deductions year to date \$6,132,256.
- Net patient revenue for March is \$2,024,851.
- Net patient revenue year to date is \$8,198,557.
- Miscellaneous income for March was \$182,857.
- Miscellaneous income year to date was \$605,581.
- A/R days are at for April 52.43.

- Net A/R days at 44.40.
- Net operating income (loss) for April was \$85,778.
- Net income for April (loss) \$20,923.
- Net income year to date is (loss) \$12,006.
- Total cash at the end of April was \$4,720,484.
- Total Forks Ambulance dispatches for April were 68.

Additional Agenda Items:

Executive Session: Time In: 7:03 p.m.

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.

There was no action taken during executive session.

The Board reconvened to open session at 7:07 p.m.

ACTION: It was moved, seconded, and passed to approve appointment of privileges for Andrew Wilke, M.D. and Joel Yelland, M.D., and the reappointment of David Herrington M.D., Benjamin Pisciotta M.D., Theodore Matheny M.D., Laura Kripinski, ARNP, and Ann Rowe, LMHC.

Executive Session: Time In: 7:10 p.m.

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.

There was no action taken during executive session.

The Board reconvened to open session at 7:40 p.m.

There being no further business to discuss, the meeting was adjourned at 7:45 p.m.

The next Board of Commissioners next meeting is scheduled for June 21, 2016 at 5:00 p.m.

Minutes recorded by Laci Johnson, Compliance Officer/Community Care Coordinator.

Don Lawley, Secretary