

CLALLAM COUNTY HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board Of Commissioners Meeting Minutes  
June 21, 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:** Daisy Anderson announced that Dave Dickson has taken Kathy Dickson's position at West Jefferson.

Tim Cournyer requested to add the following items to the new business section of the agenda: Board expansion discussion, Capital Purchase Request, and Executive Session RCW 42.30.110(f) - Receive and evaluate complaints or charges brought against a public officer. The Board accepted the additions.

**Community Communication:** Daisy noted that there have been nice articles for the hospital in the Forks Forum and that Cristi Baron has done a good job on the Automated External Defibrillator (AED) article. Tim provided an update on the AED donations stating that we received an anonymous donation in the amount of \$2,000 - total donations received are \$2,600. Laura Kripinski said she is able to purchase AED's from Zoll for approximately \$1,500 per machine; we are close to having the funds to purchase two AED's.

**Department Report:** Kim Hull, Radiology Manager reported:

An extra day of MRI services has been added as a trial basis through the end of July. We now offer services every other Wednesday in addition to every Saturday, with the exception of holiday weekends. Kim provided the Board with statistical data detailing how many MRI's are ordered by each physician.

Kim noted that the department continues to work on mandatory Q&A projects, Meditech EMR updates, edits, rejections, as well as checks and balances. These projects are time consuming. In addition, we have two new hires; Teannah Schumacher, Tech, and Barb Dias, Receptionist.

In order to fulfill the new NEMA XR-29 mandated standard, we are receiving a CT upgrade on July 20<sup>th</sup>. The new XR-29 rule is implementing a reduction in reimbursement for those not in compliance. CMS (Medicare/Medicaid) is also mandating that all facilities go to Digital Radiography (DR). This rule will penalize us 7 percent if noncompliant by 2018 and 10 percent if noncompliant by 2023. Due to the updates, CT will be down all day on July 20<sup>th</sup> and 21<sup>st</sup>. Laura Kripinski requested that we find another CT to use for those two days – Tim Cournyer agreed.

Capital Equipment budget requests have been submitted for PACs, C-arm upgrade, radiolucent patient pads, and CR grid for portable exams. Items that will need to be addressed before making a purchase are portable x-ray machine, x-ray room, CR cassette, and imaging plate replacements.

**Performance Improvement Committee (PIC):** The PIC minutes from the May 16, 2016 meeting were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the PIC meeting minutes from May 16, 2016, as presented.

**Minutes:** Board of Commissioner's minutes from May 24, 2016 and June 15, 2016 were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from May 24, 2016 and June 15, 2016, as presented.

**Vouchers:** The May 2016 Vouchers were reviewed.

**ACTION:** It was moved, seconded, and passed to approve May 2016 General A/P vouchers numbered 089619 through 089933 in the amount of \$1,215,500.30 and the General P/R vouchers numbered 544048 through 544146 in the amount of \$100,574.54.

**Old Business:**

Community Survey – Tim provided the Board with a recap of the Robinson Research quote for \$12,925 and presented them with a quote from National Business Research Institute for \$17,310.

**New Business:**

Bids for Roofing Project – Clint Wood explained that he requested a bid for the East and West side of the hospital roof project and an alternate bid for the flat part of the roof. Gerry Lane opened the first of three bids from D&H Enterprises for \$243,901.00 and an alternate bid of \$54,209.00; the second from Hoch construction, Inc., for \$183,971.06, there was no alternate bid enclosed; the third from Western Washington Construction, Ltd., for \$155,716.60 and an alternate bid of \$46,850.48.

**ACTION:** It was moved, seconded, and passed to authorize Administration to execute a contract with Western Washington Construction in the not to exceed amount of \$202,567.08.

Provider Operating Council (POC) – The Board was presented with a Charter of Provider Operating Council for review and approval.

**ACTION:** It was moved, seconded, and passed to approve the POC Charter as presented.

Capital Equipment Request – Tim submitted a Capital Equipment Request form for the purchase of a LUCAS Chest Compression System for the Ambulance department and a check from West Jefferson for the purchase amount. Laura explained that the machine is necessary to the safety of staff and the importance of providing uninterrupted compressions at a consistent rate.

**ACTION:** It was moved, seconded, and passed to approve the purchase of the LUCAS Chest Compression System in the not to exceed amount of \$15,619.62.

**District CEO Report:**

Tim Cournyer, CEO/CFO reported:

Cascadia Rising Disaster Drill – Deborah Dillon provided the Board with an overview of the drill. On June 7<sup>th</sup> FCH completed a three-day compressed table-top drill. Per the simulation, at 8:03 a.m. we were struck with a 9.0 earthquake off the coast with two minutes of shaking.

The City of Forks presented different scenarios and we responded to each development as they arose. The drill pointed out both strengths and weaknesses.

We discovered that FCH will need to work on the following issues:

- Disaster Plan;
- Permanent generator for Bogachiel Clinic;

- Walkie Talkie set-up for each manager to help in communication;
- Water purification system;
- Infection control: lists of available PPE, vaccine, consolidations, post mortem care, handwashing stations, staff safety in limited water supply;
- Potter's Field Plan (burial of bodies) along with appropriate post mortem care;
- Ward Clerk/Med Records plan for "what" needs to be printed. if we are going to lose Meditech;
- Move child care supplies from WEOS to Community Health Conference Room – have plenty of empty forms so staff can fill out absolutely current information when dropping off children;
- Memorandum of Understanding with Harrison for use of staff;
- Add Bogachiel to emergency call list;
- Need ancillary employee emergency call list;
- Triage training for those who may be called on to triage patients;
- Keys for when door lock batteries go dead;
- Checking in and checking out staff at Hospital Conference Room;
- Hospital Incident Command bag from ED has too much supplies -needs to be narrowed down;
- Decisions on toe tagging people or using colored tape. Standardize with AMB triage bag;
- How to communicate information on VS, triage, meds, and treatment of patients (clipboards, paper charts, tape on patient's clothes, opsite or write on skin);
- Keys to get into Omni cell;
- Making/maintaining contact with Clallam Bay and helping (if possible) or drill training if those staff are to be on their own;
- Improving communication between Hospital and City; and
- Plan for taking care of staff; shiftwork, rest, food, and debriefing.

Bogachiel Clinic Test Results – Tim said that he is meeting with Chuck from Chinook Pharmacy on Friday, June 24<sup>th</sup> at noon to discuss the prescription issue. Terry Megiveron will be at the next Board of Commissioners meeting to provide an update.

Cindy Paget – The Tort claim has been closed due to inactivity. It can be reopened at a later date.

Clallam Bay Medical Center (CBMC) – The CBMC open house is this Thursday, June 23<sup>rd</sup> from 4 to 7 p.m.

Board Expansion – Gerry Lane said that although he was initially against an expansion of the Board; after much consideration, he feels that an expansion would be in the best interest of the hospital. Don Lawley explained that a Resolution would need to be submitted to the County by August 2, 2016, to be on the ballot. The idea is to have two Board members from each district and one at large Board member; totaling five Board of Commissioners. Don and Tim will work on the Resolution and present it to the Board on July 26, 2016.

Chelan Conference – The conference is Monday through Wednesday; however, Tim has scheduled meetings that begin on Sunday morning so he will arrive on Saturday. Both Tim and Don will attend the conference. There will be a joint Board meeting with Forks Community Hospital (FCH), Olympic Medical Center, and Port Townsend on Wednesday.

Provider Update – Howard Welsh, ARNP, signed a contract with FCH today. He began as a Locum through the end of December; however, buying out his contract will save us a lot of money. Dr. Ellis is working as a Locum four days a week. Dr. Yelland has started at the Clinic and works on Monday,

Wednesday and Friday. Dr. Bauer continues his schedule of Monday and Tuesday. The Interim Long Term Care Director's license has not been processed by the State, resulting in a delay to her start date. Vicky is on top of the situation and as soon as it is resolved we will have a start date. Jay Sarnowski is retiring on July 13<sup>th</sup>; she has been with FCH for 54 years.

Reading Material – Tim said that Teresa Kennedy recently went to an Intalere Conference and provided the board with a memorandum detailing the meeting events. Teresa briefly summarized the information in the memorandum for the Board members. A HCA Value-Based Roadmap was also presented to the Board as reading material.

Other – Tim said that Don Grafstrom offered the Hospital first option to purchase 10 acres of land that connects with the current 28 acres owned by the Hospital. The Board members were not interested at this time.

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

- Total patient revenue has increased from the prior May by \$96,501.
- Total patient revenue for May is \$3,607,095.
- Total revenue deductions for May are \$1,602,920.
- Total revenue deductions year to date \$7,735,176.
- Net patient revenue for May is \$2,004,175.
- Net patient revenue year to date is \$10,202,732.
- Miscellaneous income for May was \$258,216.
- Miscellaneous income year to date was \$10,202,732.
- Net A/R days at 45.49.
- Net operating income (loss) for May was \$44,631.
- Net income for May (loss) \$59,553.
- Net income year to date is (loss) \$47,546.
- Total cash at the end of May was \$4,879,703.
- Total Forks Ambulance dispatches for May were 58.

**Executive Session:** Time In: 6:37 p.m.

RCW 42.30.110(f) - Receive and evaluate complaints or charges brought against a public officer.

There was no action taken during executive session.

The Board reconvened to open session at 6:46 p.m.

There being no further business to discuss, the meeting was adjourned at 6:47 p.m.

The Board of Commissioners next meeting is scheduled for July 26, 2016 at 5:00 p.m.

Minutes recorded by Melissa Jones, Executive Assistant.

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Don Lawley, Secretary