

CLALLAM COUNTY HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Hospital Conference Room
August 23, 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.

Absent: None.

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

Public Comments:

There were no public comments.

Community Communication:

The Board reviewed a Certificate of Appreciation from Relay for Life of Forks and newspaper articles by the Forks Forum.

Department Report:

Kerstin Hampton, Admitting and Medical Records Manager reported:

The 2016/2017 Admitting departmental goal is 95 percent data accuracy. The team plans to achieve this goal by reviewing and making any necessary corrections to coding, insurance information, demographics, training, and quarterly staff meetings. The July 2016 Admitting Performance Improvement Report reflects 1487 patients entered with quality/accuracy at 95.50 percent.

Coding is currently outsourced; however, Corinne Hirsch and Kerstin are taking ICD 10 coding classes with the goal of moving the coding in house. The Medical Records staff has been busy scanning, archiving, and completing medical releases.

Kerstin presented and discussed the following handouts: Reimbursement Management Consultants ICD-Coding Audit Report and Physician's Average Days to Complete Records.

Medical Staff Meeting:

The July 13, 2016, Medical Staff meeting minutes were reviewed.

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

Medical Staff Privileges:

The requests for privileges were reviewed, as presented, for John Jackson, DO, Bruce Higginbotham, MD, and Shannon Trelease, MD.

ACTION: It was moved, seconded, and passed to approve reappointment of privileges for John Jackson, DO, Bruce Higginbotham, MD, and Shannon Trelease, MD.

Performance Improvement Committee:

The Performance Improvement Committee minutes from the June 20, 2016 meeting were reviewed. Gerry Lane requested that the report schedule include Information Services (I.S.).

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee minutes from June 20, 2016, as presented.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from the July 26, 2016, were reviewed. Changes were recommended to the audit report section.

Vouchers:

July 2016 Vouchers were reviewed as presented.

ACTION: It was moved, seconded, and passed to approve July 2016 General A/P vouchers numbered 090286 to 090670 in the amount of \$1,679,407.82 and the General P/R vouchers numbered 544248 through 544397 in the amount of \$164,923.28.

Write Offs:

August 2016 write offs were reviewed as presented.

ACTION: It was moved, seconded, and passed to approve the August 2016 Write-offs totaling \$33,349.01.

Old Business:

Community Survey – Tim said that he looked into Survey Monkey and the pricing is just over \$300 per year; he also received survey questions from two hospitals that have recently completed community surveys. We will have more details at future Board meetings.

New Business:

Capital Purchase Request, Pentax Medical CO2 Insufflator. Dr. Harmon explained that with endoscopy the CO2 Insufflator reduces both pain and bloating in the patient and the CO2 Insufflator is now recognized as Best Practice.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request, Pentax Medical CO2 Insufflator in the not to exceed amount of \$6,245.42.

District CEO Report:

Tim Cournyer, CEO/CFO reported:

Quality Report: Deborah Dillon, RN, presented the Board with the approved Quality Manual and requested that they review it to make sure it accurately depicts our quality strategy. In addition to the Quality Manual, Deborah provided the Board with the following handouts: Appendices, Internal Audit Summary, HCAPHs Dashboards, CGCAHPS Dashboards, Annual PIC Quality Action Plan, the Department of Health Survey Plan of Correction, DNV Nonconformity Spreadsheet, and PDSA Education.

Deborah requested that the Board provide her with any decisions and/or actions they would like her to make regarding the effectiveness of our QMS, improvements regarding serving our patients and community, or ideas of resource/training needs the BOC or staff need.

Antimicrobial Stewardship (ASP): Janet Schade, MS RPh., said that the ASP is a coordinated program that promotes the appropriate use of antimicrobials, improves patient outcomes, reduces microbial resistance, and decreases the spread of infections caused by multidrug-resistant organisms.

The ASP Team Charter was presented to the Board. The Charter goal is to educate, practice, and evaluate ASP principles; prevent infectious disease; detect infections and treat targeted microbes; decrease broad spectrum antibiotic use; evaluate processes for improvement, lower costs; report findings to governing bodies, and prevent development of resistance.

The Project Charter is to provide patients effective protection and treatment of infections, assuring the safe use of antimicrobial medications. The report itemized expected annual savings, project description, measurable outcomes, process mapping, benefits to our customer, project boundaries, and a list for successful PI project.

Washington Rural Health Access Preservation (WRHAP): Tim said that the WRHAP was created to model and test new payment methods that will ensure we are here for years to come. We have discovered that one method will not work for all hospitals and are working on several models. The goal is to have a model completed by the end of the year.

Don Lawley said that several representatives from the State are a part of the WRHAP. If Critical Access hospitals close and/or cannot provide for medical needs the State will have areas where people cannot get healthcare.

Automated External Defibrillator (AED): Laura Kripinski, CNO, said that our original goal was to purchase two AED's, the donations have been outstanding. We presented the Forks Police Department with four AED's at the City Council meeting. A fifth AED will be given to the Sheriff's department.

Relay for Life: Tim said that we had representation every hour and numerous employees during some of the scheduled hours.

Employee Picnic: Tim reported that the employee picnic went well – we had a decent turnout.

Recruitment: Tim said that Dr. Ellis requested and has been presented with a contract.

Ralph “Doug” Holt has accepted the Lab Manager position and his start date is in approximately three weeks.

Bio Mass Meeting: Gerry Lane said that the Bio Mass meeting took place on August 17, 2016. A feasibility study would cost the Hospital approximately \$25,000; while we are big enough to qualify, we all agreed that it is not a good fit at this time.

Finance:

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

- Total patient revenue has decreased from the prior July by (\$377,819).
- Total patient revenue for July is \$3,299,894.
- Total revenue deductions for July are \$1,412,602.
- Total revenue deductions year to date \$10,659,318.
- Net patient revenue for July is \$1,887,292.
- Net patient revenue year to date is \$13,836,381.
- Miscellaneous income for July was \$470,656.
- Miscellaneous income year to date was \$1,522,328.
- Net A/R days are 53.64.
- Net operating income (loss) for July was \$18,328.

- Net income for July \$18,084.
- Net income year to date is (loss) (\$204,454).
- Total cash at the end of July was \$4,260,691.
- Total Forks Ambulance dispatches for July were 59.
- Total Forks Ambulance dispatches year to date were 401.

Tim said that Gerry Lane, Joe Bradick and himself have reenacted the Finance Committee and have reviewed the decrease in revenue. A decision was made to have a breakdown of the professional fees in the meeting packet starting in September.

Tim noted that we are now in phase two of Meaningful Use. Chinook Pharmacy had 36 prescription issues in three days; Tim believes this is due to Meditech and education matters. He also said that the new hotspots at the Bogachiel Clinic are working great.

There being no further business to discuss, the meeting was adjourned at 7:15 p.m.

The Board of Commissioners next meeting is scheduled for September 27, 2016 at 5:00 p.m.

Minutes recorded by Melissa Jones, Executive Assistant.

Don Lawley, Secretary