

CLALLAM COUNTY HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes  
Hospital Conference Room  
September 27, 2016

Present: Commissioners Daisy Anderson and Don Lawley; Tim Cournyer, CEO/CFO.

Absent: 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.

Tim Cournyer, CEO, requested changes to the order of the agenda - the Board agreed.

**Antimicrobial Stewardship (ASP):** Janet Schade, MS, RPh, presented a short video “*Get Smart About antibiotics: For Healthcare Professionals.*” from the Centers for Disease Control and Prevention

**Gerry Lane Communication:** Tim Cournyer read Gerry Lane’s resignation letter.

**Medical Staff Meeting:**

The August 10, 2016, Medical Staff meeting minutes were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the Medical Staff meeting minutes from August 10, 2016, as presented.

**Medical Staff Privileges:**

The requests for privileges were reviewed, as presented, for James Flowers, M.D., Jeralyn Jones, M.D., and Rienera Sivesind, M.D.

**ACTION:** It was moved, seconded, and passed to approve the reappointment of privileges for James Flowers, M.D., Rienera Sivesind, M.D., and the appointment of Jeralyn Jones, M.D.

**Board of Commissioners Meeting:**

The Board of Commissioners meeting minutes from the July 26, 2016 and August 23, 2016, were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from July 26, 2016 and August 23, 2016, as presented.

**Vouchers:**

August 2016 Vouchers were reviewed as presented.

**ACTION:** It was moved, seconded, and passed to approve August 2016 General A/P vouchers numbered 090671 to 090986 in the amount of \$1,296,520.15 and the General P/R vouchers numbered 544398 through 544502 in the amount of \$96,558.61.

**Write Offs:**

September 2016 write offs were reviewed as presented.

**ACTION:** It was moved, seconded, and passed to approve the September 2016 Write-offs totaling \$101,278.66.

**Old Business:**

Community Survey – Tim said he received survey questions from two hospitals that have recently completed community surveys and he hopes to have more details at the next Board meeting.

**New Business:**

Tim said that he would like to hold off on the Capital Purchase Request for the Meditech A and B server upgrade due to the Information Services report to follow.

Capital Purchase Request, GE Logic E9 XDclear 2.0 was presented to the Board. Dr. Cole said the GE Logiq E9 ultrasound system is capable of top of the line women's health and 3D imaging along with top notch imaging for radiology, cardiac, and vascular applications. Tim stated that purchasing the machine would be saving the hospital approximately \$400 a month.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request, GE Logic E9 XDclear 2.0 in the not to exceed amount of \$171,500.

**District CEO Report:**

Tim Cournyer, CEO/CFO reported:

Information Services: Andrea Perkins-Peppers, CIO, presented the Board with a network environment overview and proposal to virtualize.

Andrea said that the estimated cost to virtualize our environment would be \$154,951 with a monthly disaster recovery fee of \$2,700; while an upgrade to our current operating system would cost approximately \$184,300, in addition to a monthly maintenance fee of \$2,700. Virtualization would not only save the Hospital a significant amount of money but it would also reduce the number of physical servers, cut power costs, reduce hardware refresh costs, increase security, provide better remote access, and reduce the cost of existing desktop management.

Don and Daisy would like to move forward with the project as quoted \$154,951 plus sales tax. If an issue arises and more money is needed the Board will review each request individually.

**ACTION:** It was moved, seconded, and passed to approve moving forward with the virtualization of information systems to mitigate risks.

Forks Community Hospital Website: Laci Johnson, Compliance Officer, presented the Board with an overview of the new website created by Susie Michels of Forks. The website has been up and running since Sunday, September 25, 2016. Laci said that she will continually work on edits to keep the website up to date.

Recruitment: Tim said that Doug Holt started on September 19, 2016 as the Laboratory Manager and Esker Ellis, M.D. has signed a contract to continue working at the Bogachiel Clinic, effective October 4, 2016.

Clallam Bay Medical Center (CBMC): Tim said they are still working on updating the internet service at CBMC.

**Finance:**

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

- Total patient revenue has decreased from the prior August by (\$76,029).
- Total patient revenue for August is \$3,443,248.
- Total revenue deductions for August are \$1,505,014.
- Total revenue deductions year to date \$12,164,332.
- Net patient revenue for August is \$1,938,234.
- Net patient revenue year to date is \$15,774,615.
- Miscellaneous income for August was \$246,954.
- Miscellaneous income year to date was \$1,769,283.
- Net A/R days are 50.59.
- Net operating income (loss) for August was (\$24,386).
- Net income for August (\$24,884).
- Net income year to date is (loss) (\$230,336).
- Total cash at the end of August was \$4,752,892.
- Total Forks Ambulance dispatches for August were 85.
- Total Forks Ambulance dispatches year to date were 486.

There being no further business to discuss, the meeting was adjourned at 6:25 p.m.

The Board of Commissioners next meeting is scheduled for October 25, 2016 at 5:00 p.m.

Minutes recorded by Melissa Jones, Executive Assistant.

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Don Lawley, Secretary