

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Hospital Conference Room
October 25, 2016

Present: Commissioners Daisy Anderson and Don Lawley; 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 p.m. by Daisy Anderson.

Public Comments:

There were no public comments.

Appointment of Board Member:

A motion was made by Don Lawley and seconded by Daisy Anderson to appoint Patricia Birch as a Board of Commissioner.

ACTION: It was moved, seconded, and passed to appoint Patricia Birch as a Board of Commissioner for Clallam County Public Hospital District No. 1; Commissioner District 2.

Medical Staff Meeting:

The September 14, 2016, Medical Staff meeting minutes were reviewed.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from September 14, 2016, as presented.

Medical Staff Privileges:

The requests for privileges were reviewed for Andrew Latimer, M.D. and Christopher Frank, M.D.

ACTION: It was moved, seconded, and passed to approve the reappointment of privileges for Christopher Frank, M.D. and the appointment of Andrew Latimer, M.D.

Performance Improvement Committee:

The September 22, 2016, Performance Improvement Committee meeting minutes were reviewed.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from September 22, 2016, as presented.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from September 27, 2016 and October, 17, 2016 were reviewed.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from September 27, 2016 and October, 17, 2016, as presented.

Vouchers:

September 2016 Vouchers were reviewed.

ACTION: It was moved, seconded, and passed to approve the September 2016 General A/P vouchers numbered 090987 to 091229 in the amount of \$953,001.21 and the General P/R vouchers numbered 544503 through 544602 in the amount of \$96,949.72.

Write Offs:

October 2016 write offs were reviewed.

ACTION: It was moved, seconded, and passed to approve the October 2016 Write-offs totaling \$103,803.53.

Old Business:

Community Survey – Tim was informed by Jodie Corona that Washington State will fund up to \$7,500 for a Community Survey. Jodie’s survey company provided a quote for \$9,000 which would include a 250 call limit. Survey Monkey would cost \$300 for the year with unlimited survey and responses. Christopher Frank, M.D. has requested time at the next Board meeting to show a presentation on Community Surveys. Don Lawley will contact Dr. Frank and arrange for the presentation.

New Business:

Resolution No. 2016-503- appointing auditing officer for Clallam County Public Hospital District No. 1 for the purpose of authorizing the issuance of checks, payments, or warrants prior to approval by the Board of Commissioners. Tim requested that he be the appointed auditing officer.

ACTION: It was moved, seconded, and passed to approve Resolution No 2016-503, appointing Tim Cournyer as the auditing officer.

Capital Purchase Request, OMNIRX LID and RX PC Box upgrade to G4 console. Janet Schade, MS, RPh, said that Omnicell G4 is an automated dispensing system that reduces medication errors, improves quality of care, and staff efficiency, adds heightened medication security, improves tracking and regulatory compliance, reduces inventory costs, and supports meaningful use. After December 31, 2016 our current software will no longer work.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request, of Omnicell in the not to exceed amount of \$30,000.

District CEO Report:

Tim Cournyer, CEO/CFO reported:

DNV Hospital Survey, October 4th: Deborah Dillon, Director of Patient Safety & Quality, reported that the DNV is reporting to Medicare this year as well as ISO certification, resulting is a stringent look into our processes. We have made great strides but we still have a long way to go. Deborah provided the Board members with a report detailing the results.

Department of Health, Long Term Care Survey, October 9th: Tim said that Long Term care has completed their sixth deficiency-free survey. We are the only deficiency free Long Term Care unit in the State of Washington.

Fire Marshal, October 11th: The Fire Marshal recently inspected the hospital. Two minor deficiencies were noted and Clint Wood has already corrected those issues.

Washington State Hospital Association (WSHA): Forks Community Hospital received the WSHA's 2016 *Achieving Best Care* award for its success in a broad variety of patient safety measures.

Clallam Bay Medical Clinic: Tim said they have found a provider that will provide updated internet for a reasonable cost.

Other: Tim said that a tree located between the Hospital and Administration needs to be removed due to a weak structure. He plans on donating the wood. The Board agreed that Tim should move forward with the project.

Antimicrobial Stewardship (ASP) Moment: Janet Schade provided the Board with a handout "*Viruses or Bacteria; What's got you sick*?" from the CDC.

Finance:

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

- Total patient revenue has decreased from the prior September by (\$66,377).
- Total patient revenue for September is \$3,685,406.
- Total revenue deductions for September are \$1,575,436.
- Total revenue deductions year to date \$13,739,768
- Net patient revenue for September is \$2,109,970.
- Net patient revenue year to date is \$17,884,585.
- Miscellaneous income for September was \$140,406.
- Miscellaneous income year to date was \$1,909,688.
- Net A/R days are 48.34.
- Net operating income (loss) for September was (\$141,667).
- Net income for September (\$132,851).
- Net income year to date is (loss) (\$363,187).
- Total cash at the end of September was \$4,741,360.

It was decided to have a meeting on November 15, 2016 at 4 p.m. to discuss and adopt the 2017 budget. A second meeting will be held at 5 p.m. to discuss the Board expansion.

There being no further business to discuss, the meeting was adjourned at 6:13 p.m.

The Board of Commissioners next meeting is scheduled for November 15, 2016 at 4p.m.

Minutes recorded by Melissa Jones, Executive Assistant.

Don Lawley, Secretary