

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

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

Present: Commissioners Daisy Anderson, Don Lawley, and Patricia Birch; Tim Cournyer, CEO/CFO and Laura Kripinski, ARNP, CNO.

Absent: Gary Harmon, MD, Chief of Staff

The meeting was called to order at 5 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.

**Community:**

There was no community communication.

**Department Report:** Melene Bourm, Surgery Manager, updated the Board on personnel, purchases, year to date numbers, infection rates for 2016, 2017 budget, future goals, and the goal of being on EHR by the end of 2017.

**Medical Staff Meeting:**

The November 9, 2016, Medical Staff meeting minutes were reviewed. Tim provided an update on the Med Staff by-laws, which Tim will have the final draft at the January 24, 2017, Board of Commissioners meeting.

**ACTION:** It was moved, seconded, and passed to approve the Medical Staff meeting minutes from November 9, 2016, as presented.

**Medical Staff Privileges:**

None

**Performance Improvement Committee:**

The November 21, 2016, Performance Improvement Committee meeting minutes were reviewed. The board commented they would like to see more action plans in the minutes and more realistic goals. Laura will pass this onto the committee.

**ACTION:** It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from November 21, 2016, as presented.

**Board of Commissioners Meeting:**

The Board of Commissioners meeting minutes from November 22, 2016 and December 5, 2016 were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from November 22, 2016 and December 5, 2016.

**Vouchers:**

December 2016 Vouchers were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the December 2016 General A/P vouchers numbered 091735 to 092086 in the amount of \$1,275,202.97 and the General P/R vouchers numbered 544701 through 544802 in the amount of \$103,126.70.

**Write Offs:**

December 2016 write offs were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the December 2016 Write-offs totaling \$100,103.53.

**Old Business:**

Community Survey – Jody Corona is moving ahead with the community survey. The goal is to have questions established and to start the survey in January.

**New Business:**

Capital Purchase Request, OMNIRX LID and RX PC Box upgrade to G4 console. The Capital Purchase request from the October Board of Commissioners meeting was for two Omnicell upgrades, which were in Surgery and Acute. The last Omnicell upgrade is needed for the Emergency department.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request, of the third Omnicell upgrade not to exceed the amount of \$13,500.

**District CEO Report:**

Tim Cournyer, CEO/CFO reported:

WRHC Update: Tim met with Holly Greenwood from the Collaborative last week. Holly informed Tim on the future goals of the Collaborative. Tim had some concerns regarding the goal of the Collaborative providing provider recruitment services to the member hospitals. Tim said that member hospitals could all be interested in the same applicant and based on location and ability to pay higher wages; we may be at a disadvantage. He stated he would rather recruit for providers independent of the Collaborative.

Holly is looking at establishing more grants in the future as some of their current grants are coming to an end. The Collaborative is funded through grants and each of the rural hospitals pays a membership fee.

Holly presented Tim with a current Collaborative year-end financial statement for review.

DNV Update: Our corrective action plan has not been approved by DNV yet. We have eight non-conformity ones and thirteen non-conformity twos. One thing that needs to be completed is an audit of our system.

Tim Cournyer presented the 2017 Quality Audit schedule, which is a requirement of the DNV corrective action plan.

Don Lawley commented this is a minimal schedule, and Deborah can revise the schedule at any time she feels.

**ACTION:** It was moved, seconded, and passed to approve the 2017 Internal Audit Schedule.

WRHAP: Tim and Don Lawley attended the December 7, 2016, WRHAP meeting and provided the Board with an update. After 18 months of meetings, the HCA informed them there is no new money available to help rural hospitals who are losing money in their Long Term Care Units, Emergency Departments, and Clinics. HCA recommended the hospitals join APM-4, which would take the payments from a volume based to a quality based. Tim would like to sign a letter of intent for the APM-4 for the Clinics and Emergency Department with the understanding we can withdraw from the APM-4 and go back to the APM-3 payment method. He would also like to sign another letter of intent for the Long Term Care Unit.

Antimicrobial Stewardship (ASP) Moment: Janet Schade announced that Forks Community Hospital is one of twenty hospitals in the state who were named to the Department of Health Honor Roll for antimicrobial stewardship. The award goes to hospitals who integrated the standards of the Centers for Disease Control and Prevention into a fully functioning program and several prestigious hospitals are keeping us company on the Honor Roll, including The University of Washington, Swedish Hospital, Virginia Mason, and Seattle Children's Hospital to name a few. Credit goes to the Antimicrobial Stewardship Team at FCH for establishing this important initiative. Janet also informed the board that we have signed up with University of Washington for their Tele-Antimicrobial Stewardship Services. They offer weekly video conferences as well as many other beneficial tools. The video conferences will be each Tuesday at 9:00am in the Hospital Conference Room and all are welcome to attend.

**Finance:**

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

- Total patient revenue has decreased from the prior November by (\$296,491).
- Total patient revenue for October is \$2,755,325.
- Total revenue deductions for October are \$1,701,251.
- Total revenue deductions year to date (\$1,069,171).
- Net patient revenue for October is \$1,054,074.
- Net patient revenue year to date is (\$1,053,894).
- Miscellaneous income for October was \$145,906.
- Miscellaneous income year to date was (\$15,277).
- Net A/R days are 50.65.
- Net operating income (loss) for November was (\$1,016,075).
- Net income for October (\$1,016,075).
- Net income year to date is (loss) (\$1,055,139).
- Total cash at the end of October was \$3,700,319.

There was a Clinic biller who was out on medical leave for the month of November, which was around \$250,000 of Clinic revenue that hadn't been billed out.

Tim advised the Board that he would like to see more employees cross trained for when a case like this happens, someone else can step in.

Tim will be meeting daily with the Admin team to discuss ways to save money and ways to cut expenses.

Laura Kripinski provided the Ambulance Report. Tim Wade is the new Ambulance Supervisor. Tim is looking at grants for a new Ambulance. Our newest Ambulance is from the late 90's. Laura has been working with the Forks Police Department to create a Nasal Naloxone/Narcan Administration for Suspected Opioid Overdose Policy & Procedure. This will allow the FPD to administer Nasal Narcan to individuals with an opioid overdose when they respond to a call.

Daisy Anderson announced that the Board is convening to executive session pursuant to RCW 42.30.110(1) (h)-To evaluate the qualifications of a candidate for appointment to elective office.

**Executive Session:** The Board convened to executive session at 6:50 p.m.

The Board reconvened to open meeting at 7:00 p.m.

**Appointment of Board Members:**

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

**ACTION:** It was moved, seconded, and passed to appoint Sandra Schier as a Board of Commissioner for Clallam County Public Hospital District No. 1; Commissioner District 4.

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

**ACTION:** It was moved, seconded, and passed to appoint Gerald George as a Board of Commissioner for Clallam County Public Hospital District No. 1; Commissioner District 5.

There being no further business to discuss, the meeting was adjourned at 7:02 p.m.

The Board of Commissioners next meeting is scheduled for January 24, 2017 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

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Don Lawley, Secretary