

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Hospital Conference Room
January 24, 2017

Present: Commissioners Daisy Anderson, Don Lawley, Patricia Birch, Sandy Schier, and Jerry George; Tim Cournyer, CEO, Paul Babcock; CFO, Gary Harmon, Chief of Staff; Deborah Dillon, Director of Quality; and Laura Kripinski, ARNP, CNO.

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.

Appointment of Board Members:

A motion was made by Don Lawley and seconded by Daisy Anderson to appoint Sandra Schier and Gerald George as Board of Commissioners.

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

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.

Don Lawley commented now that the Board of Commissioners has expanded from three to five the BOC By-laws will need changed. Don will work on the changes.

Community:

The Board reviewed newspaper articles by the Forks Forum.

Department Report:

Doug Holt, Laboratory Manager, updated the Board on personnel, equipment, upcoming employee trainings, quality goals, customer service goals, and financial goals.

Doug stated he had one employee who was in her probationary period and she decided not to move forward with the hospital. He will soon be recruiting for a new Medical Technologist.

The Laboratory receptionist, Cynthia, is now a state registered phlebotomist. When a patient comes in for labs, Cynthia is able to take their draws. This speeds up the process.

The Laboratory is taking specimens at 7am, Monday-Friday. Doug reported that expanding Laboratory hours of operation has been beneficial to the community.

Antimicrobial Stewardship Moment:

Janet presented to the board that the Antimicrobial Stewardship Committee has now merged with the Infection Control Committee. There have been goals created for 2017, which are: ninety percent of staff will be immunized, eliminate multi- drug resistance organisms, decrease antibiotic days of therapy, and decrease antibiotic expenditures by twenty percent.

Medical Staff Meeting:

The December 14, 2016, Medical Staff meeting minutes were reviewed. Tim provided an update on the Med Staff by-laws. Dr. Harmon and Tim are working on the revisions the attorney recommended. Tim would like to present the Med Staff by-laws at the February Board of Commissioners meeting.

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

Medical Staff Privileges:

The requests for privileges were reviewed for Jeffrey Wallhoff, M.D., Mark Stefanelli, M.D., William Dienst, M.D., M. Linton Petersen, L.H., William Aurich, M.D., and Heidi Ross, M.H.S.

ACTION: It was moved, seconded, and passed to approve the reappointment of privileges for Jeffrey Wallhoff, M.D., William Aurich, M.D., M/ Linton Petersen, L.H., and the appointment of William Dienst, M.D., Mark Stefanelli, M.D., and Heidi Ross, M.H.S.

Performance Improvement Committee:

None

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from December 27, 2016 were reviewed.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from December 27, 2016.

Vouchers:

December 2016 Vouchers were reviewed.

ACTION: It was moved, seconded, and passed to approve the December 2016 General A/P vouchers numbered 092087 to 092512 in the amount of \$1,269,734.68 and the General P/R vouchers numbered 544803 through 544946 in the amount of \$143,592.86.

Write Offs:

January 2017 write offs were reviewed.

ACTION: It was moved, seconded, and passed to approve the January 2017 Write-offs totaling \$80,897.21.

Old Business:

Community Survey – Jody Corona has started the community survey. Laci has worked with Jody to reach out to the community. Jody will be making phone calls and sending out survey links.

Laura discussed the Naloxone/Narcan Administration for Suspected Opioid Overdose Policy & Procedure for the Forks Police Department that was distributed. Laura is working on finalizing the policy and will begin training the five Forks Police Department officers on administering the Naloxone/Narcan. The hospital will also restock the Naloxone/Narcan after it's administered and offer yearly training to the officers. Laura has also had the Quileute Tribe Police Department show an interest in carrying the Naloxone/Narcan in their patrol cars.

Jerry George asked if the Clallam County Sheriff's Department would be carrying the Naloxone/Narcan. Laura commented there has been no further discussion, but there is hope that one day we can help them carry the Naloxone/Narcan in their patrol cars.

New Business:

Tim suggested now that there are five Commissioners on the Board; we should nominate a Vice President- the board agreed.

Election of Officers: Patty Birch nominated Daisy Anderson as the Chair to the Board of Commissioners. Don Lawley seconded the nomination

ACTION: It was moved, seconded, and passed to approve the nomination of Daisy Anderson as the Chair to the Board of Commissioners.

Daisy Anderson nominated Don Lawley as the Vice President to the Board of Commissioners. Patty Birch seconded the nomination.

ACTION: It was moved, seconded, and passed to approve the nomination of Don Lawley as the Vice President to the Board of Commissioners.

Daisy Anderson nominated Patty Birch as the Secretary to the Board of Commissioners. Don Lawley seconded the nomination.

ACTION: It was moved, seconded, and passed to approve the nomination of Patty Birch as the Vice President to the Board of Commissioners.

Board Committee Nominations: The Board of Commissioners mutually agreed that each board member will serve on the following hospital committees for 2017:

Provider Operating Council (POC) - Jerry George and Daisy Anderson
Performance Improvement Committee (PIC) – Patty Birch and Daisy Anderson
Finance Committee- Sandy Schier and Don Lawley
Clallam Bay Advisory – Jerry George and Don Lawley

Patty asked if the Board members should serve on the various hospital committees. Daisy would like to table until a later date to be determined.

District CEO Report:

Tim Cournyer, CEO/CFO reported:

WRHAP: The WRHAP will continue to meet in 2017 with a predicted resolution in 2018.

Clallam Bay Internet Update: There was issues with the address on the work order which has pushed back the completion date. March is now the expected completion date for the Clallam Bay internet update.

Med Staff Bylaws: Dr. Harmon and Tim meet and reviewed the attorney's recommendations. Tim will reach back out to the attorney for a few questions they have. Tim would like to present the Med Staff Bylaws at the February Board of Commissioners meeting.

Clinic Marketing: Now that the Clinic has established providers it's time to make the community aware of the providers we now have at the clinic. Laci has contacted Christi Baron who will be working with her and Terry to interview the providers.

Commissioner Compensation Update: The Board of Commissioners compensation hasn't increased in years. Tim looked into their compensation and the statue states that the Board of Commissioners rate per meeting has increased to \$114.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners compensation increased to \$114 per meeting.

Island Hospital Site Visit: Island Hospital is also using the same EHR, Meditech, so we are sending some employees over to Island hospital to see how their system works. We have issues to work out, especially the issue with the local Pharmacy receiving exactly what the physician orders. Island hospital has fixed many errors with their systems, so the goal is to find out what can help make our system better.

POC: Last February the Provider Operating Counsel (POC) was formed. The committee was designed to give more provider input and came up with goals. Tim provided the committees goals and where they are currently.

DNV Certification: Deborah provided the board on education for the DNV certification and on ISO standards. One of Deborah's goals for 2017 will be working on a new strategic plan with the Admin team. The current strategic plans was in pace from 2013-2016.

Deborah said the DNV has accepted our corrective action plan. We are accredited with DNV for the next three years. There are new signs that will be posted around the hospital that show our new accreditation.

Finance:

Paul Babcock, CFO, presented the December 2016 and year-to-date financial report, which was reviewed and discussed.

- Total patient revenue has increased from the prior December by \$146,962.
- Total patient revenue for December is \$3,604,821.
- Total revenue deductions for December are \$1,440,236.
- Total revenue deductions year to date (\$203,579).
- Net patient revenue for December is \$2,164,585.
- Net patient revenue year to date is \$56,617.
- Miscellaneous income for December was \$555,065.
- Miscellaneous income year to date was (\$18,992).
- Net A/R days are 56.35.
- Net operating income for December was \$242,927.
- Net income year to date is (loss) (1,645,402).
- Total cash at the end of December was \$2,989,912.

Acute care inpatient daily census was 1.6 patients per day, Swing Bed average daily census was 4.3 patients per day, Long Term Care average daily census totaled 11.7 patients per day, and newborns totaled 7 for the month.

There were 32 total surgical cases in month including 2 inpatient cases. ER visits totaled 414; an average of 13 patients per day, and Clinic visits totaled 1,679 for month.

Paul is working on reports for Managers and will be implementing report systems to keep track of the monthly finances and cash. The cash for January is predicted to increase by \$300,000.

Patty Birch commented that Rod Fleck would like to educate the community about the current timber sales and ways the community can become involved with the DNR timber sales. Laci will reach out to Rod and see if he is available to attend a future Board Meeting.

Daisy Anderson announced that the Board is convening to executive session pursuant to RCW 42.30.110(1) (g)-To review the performance of a public employee.

Executive Session: The Board convened to executive session at 7:02 p.m.

The Board reconvened to open meeting at 7:22 p.m.

There being no further business to discuss, the meeting was adjourned at 7:23 p.m.

The Board of Commissioners next meeting is scheduled for February 28, 2017 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Patricia Birch, Secretary