

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes  
Community Health Conference Room  
February 28, 2017

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

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

**Public Comments:**

Robert Holbrooke spoke about some billing concerns he has regarding his services. Tim asked Robert to meet with him the following day to look into the issue further.

**Community Survey:**

Jody Corona shared the community survey results with the Board. Jody would like to come out and present a more in depth personation to the board in the future. With Laci's help of local contacts, there were over 400 responses from the survey. The survey was done online and random phone calls made to the community. Jody received responses from Forks, La Push, Neah Bay, Clallam Bay, Sekiu, Beaver, Bear Creek, and Jefferson County. The survey reached ages 18 and up.

**Community:**

The Board reviewed newspaper articles by the Forks Forum.

**Department Report:**

Janet Schade, Pharmacy Director, updated the Board on their new staff in the department: Jay, Jamie, and Melissa. Greg Smith from Chinook Pharmacy fills in when needed or covers while Janet is gone. Janet presented the Pharmacy 2016 annual report, which included the 2016 Services and accomplishments. Janet presented the 2017 five year plan for the departments goals and targets.

**Antimicrobial Stewardship Moment:**

Forks Community Hospital was recognized for the 2016 DOH Honor Roll and has been designated for 2017.

The Antimicrobial Stewardship has three tiers for meeting elements of compliance with the Joint Commissioner, CMS, and the Center for Disease Control. FCH has met all the criteria for all three tiers.

**Medical Staff Meeting:**

The January 11, 2017, Medical Staff meeting minutes were reviewed. Tim should have the Medical bylaws back from the attorney with his suggestions. Once Tim receives them, he'll have the Medical Staff review and see if they have any suggestions.

**ACTION:** It was moved, seconded, and passed to approve the Medical Staff meeting minutes from January 11, 2017, as presented.

**Performance Improvement Committee:**

The December 19, 2016, Performance Improvement Committee meeting minutes were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from December 19, 2016, as presented.

**Board of Commissioners Meeting:**

The Board of Commissioners meeting minutes from January 24, 2017 and February 22, 2017 were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from January 24, 2017 and February 22, 2017.

**Vouchers:**

January 2017 Vouchers were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the January 2017 General A/P vouchers numbered 092513 to 092814 in the amount of \$1,192,705.05 and the General P/R vouchers numbered 544947 through 545041 in the amount of \$99,641.86.

**Write Offs:**

February 2017 write offs were reviewed.

**ACTION:** It was moved, seconded, and passed to approve the February 2017 Write-offs totaling \$35,656.62.

**New Business:**

Capital Purchase Request, Patient Monitors. Tim explained our operating lease is up on the patient monitors. Eventually all the patient monitors will need replaced. The life span of the current monitors has four years left. We could continue leasing the monitors, which would cost around \$70,000 for the next four years, or we could purchase the monitors for one-third of the cost compared to leasing.

**ACTION:** It was moved, seconded, and passed to approve the Patient Monitors, not to exceed \$26,000.

Environment for Care: The board would like to review the Environment for Care packet and will discuss at the March Board of Commissioners meeting.

**District CEO Report:**

Tim Cournyer, CEO/CFO reported:

WRHC Annual Meeting/Retreat: Forks Community Hospital has been part of the Washington Rural Healthcare Collaborative for a while now. When FCH joined, there were nine other hospitals participating in the Collaborative and now the Collaborative has grown to thirteen hospitals. There are several committees through the Collaborative that meets monthly including monthly CEO meetings. Next week, Tim will be attending the annual CEO meeting/retreat.

Union Negotiations: Last year the union agreed to a bridge contract, and Administration also agreed to change some contract language. The Union negotiations will reconvene March 8-10.

WRHC Financial Measures: Tim presented the Washington Rural Healthcare Financial Measures. The board would like to review the document and discuss at the March Board of Commissioner meeting.

WRHC Joint Contracting – Liability Insurance: The Collaborative now offers joint liability insurance contracting. Parker, Smith, and Feek is the insurance carrier the Collaborative contracted with. FCH is already contracted with Parker, Smith, and Feek for our liability insurance, so we don't need to change

carriers. We do get the benefit of being part of the Collaborative, and could potentially save fifteen to twenty thousand a year on premiums.

Finance Committee: The Financial Committee met for the first time last week. The committee will provide monthly goals along with the actual finances. There will be monthly spreadsheets with the monthly finances. If the numbers are green, we are above target; numbers are blue, we are at target; and if the numbers are red, we are below target.

**Finance:**

Tim Cournyer, CEO, presented the January and year-to-date financial report, which was reviewed and discussed.

- Total patient revenue has increased from the prior January by \$233,317.
- Total patient revenue for January is \$3,938,119.
- Total revenue deductions for January are \$1,587,777.
- Net patient revenue for January is \$2,350,342.
- Miscellaneous income for January was \$175,155.
- Net A/R days are 57.85.
- Net operating income for January was \$105,301.
- Net income year to date is \$130,405.
- Total cash at the end of January was \$3,041,623.

Acute care inpatient daily census was 3.8 patients per day, Swing Bed average daily census was 3.8 patients per day, Long Term Care average daily census totaled 11.0 patients per day, and newborns totaled 7 for the month.

There were 14 total surgical cases in month including 4 inpatient cases. ER visits totaled 479; an average of 15 patients per day, and Clinic visits totaled 2,210 for the month.

The State will now be accepting Wipflis' audits rather than having State auditors and Wipfli auditors do separate audits each year at the hospital. The hospital is responsible to pay for both audits time and expenses, so this would save the hospital money each year.

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 6:33 p.m.

The Board reconvened to open meeting at 6:46 p.m.

There being no further business to discuss, the meeting was adjourned at 6:47 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

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Patricia Birch, Secretary