

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes  
Edmunds Room – Campbell’s Resort, Chelan, WA  
June 27, 2017

Those present were Commissioners: Daisy Anderson, President; Patricia Birch, Secretary; Sandy Schier, Commissioner; and Jerry George, Commissioner. Additional attendees included: Tim Courtyer, CEO. Commissioner Don Lawley, Vice President, attended via telephone.

The meeting was called to order at 5:00 p.m. by Daisy Anderson.

**Public Comments:**

There were no public comments.

**Community:**

There were no community communications.

**Medical Staff Meeting:**

The May 10, 2017, Medical Staff meeting minutes were reviewed. Patty made a motion to approve the meeting minutes; Don seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Medical Staff meeting minutes from May 10, 2017, as presented.

**Medical Staff Privileges:**

The requests for privileges were reviewed for Kirk Cole, MD; John Shima, MD; and Regina McGovern, MD. Jerry made a motion to approve the meeting minutes; Patty seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the reappointment of privileges for Kirk Cole, MD; John Shima, MD; and Regina McGovern, MD.

**Performance Improvement Committee:**

The May 15, 2017, Performance Improvement Committee meeting minutes were reviewed. Patty made a motion to approve the meeting minutes; Jerry seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from May 15, 2017, as presented.

**Board of Commissioners Meeting:**

The Board of Commissioners meeting minutes from May 23, 2017 and June 1, 2017, were reviewed. Jerry made a motion to approve the meeting minutes; Sandy seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from May 23, 2017 and June 1, 2017.

**Vouchers:**

May 2017 Vouchers were reviewed. Jerry made a motion to approve the meeting minutes; Patty seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the May 2017 General A/P vouchers numbered 093956 to 094297 in the amount of \$1,021,524.36 and the General P/R vouchers numbered 545331 to 5454296 in the amount of \$44,236.26.

**Write Offs:**

June 2017 write offs were reviewed. Patty made a motion to approve the meeting minutes; Sandy seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the June 2017 Write-offs totaling \$74,983.23

**Old Business:**

**Community Focus Group:**

The board approved the questions presented by Jodi Corona and wants to move ahead with the focus group meetings. Don asked that Jodi use the SWOT analysis when preparing her report to the board.

**New Business:**

**Capital Purchase Request, Bariatric Bed.**

Jerry made a motion to approve the purchase of the bariatric bed; Sandy seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase of the bariatric bed, not to exceed \$21,000.

**Capital Purchase Request, High Flow Oxygen System.**

Jerry made a motion to approve the purchase of a new high flow oxygen system; Patti seconded the motion and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase of the High Flow Oxygen System, not to exceed \$10,000.

**Resolution 2017-507: Participation in the Public Hospital District Workers' Compensation Trust.**

Sandy moved to approve resolution 2017-507, as presented and Patty seconded the motion and the motion carried.

**Resolution 2017-508: Authorizing Individuals to Act on Behalf of Plan.**

Sandy moved to approve resolution 2017-508, as presented and Patty seconded the motion. The motion carried.

**Tim Cournyer, CEO reported:**

**Organizational Chart:**

Tim presented the current 2017 FCH organizational chart and explained the changes were to allocate the appropriate departments to Paul Babcock, CFO.

4-Plex, 61 Ash Ave, Forks, WA:

Tim let the board know that a four-plex had recently been listed for sale. Tim explained that we are running short on housing for providers and others that we need to house. He thought that if we were to purchase the four-plex, use two of the units for hospital needs and rent out the other two we would solve our housing issue and save the hospital money by reducing motel housing expenditures. Tim asked the board for permission to investigate further and report back next meeting. The board gave the approval.

Public Hospital Regulations Handout:

Tim explained that he put this document in the board packet as he thought it was a good educational tool for the board to review as it dealt with regulations pertaining to Public Hospital Districts.

WRHC – 2016 Annual Report:

Tim included the WRHC Annual Report in the packet and did so because it showed activity of the collaborative and savings realized by Forks by being a member.

4<sup>th</sup> of July: We will be participating again in the Forks Old Fashioned 4th of July and we purchased new hospital banners to go on the float and can reuse them in different hospital events.

Relay for Life: The hospital will be putting together a hospital team with the help of the Employee Council. The event will take place at the Rainforest Arts Center and the road will be shut down for vendors and walkers. The Employee Council will be selling tacos in a bag. The proceeds after purchasing the supplies will be donated to the American Cancer Society and the Employee Council. The Relay for life is Friday, August 4th.

Employee Picnic:

Tim discussed the upcoming employee picnic and said there is a BBQ, games, and events for both the kids and adults. Tim said last year it rained but it seemed like everyone still had a good time.

OB Update:

Tim reported that we have not had any luck recruiting a FP/OB and we will be discontinuing delivering babies after Dr. Jackson's departure until we find a replacement. Sue Keilman will continue to see expecting patients up to week 30 and then they will be referred to other providers. Tim was asked if we could determine how many OB's go out of the area for care. Tim said he thought we could and would try to have that information for the next meeting.

Union Negotiations Update:

Tim said that this year has been difficult negotiating with the union. He is making one more attempt to get an agreement with the union and if not successful will probably move to mediation.

**Finance:**

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

- Total patient revenue has increased from the prior May by \$63,420.
- Total patient revenue for May is \$3,670,515.
- Total revenue deductions for May are \$1,633,038.
- Total revenue deductions year to date \$11,648,926.
- Net patient revenue for May was \$2,037,477.
- Net patient revenue year to date is \$10,728,600.
- Miscellaneous income for May was \$190,040.

- Miscellaneous income year to date was \$920,326.
- Net A/R days are 44.83.
- Net operating income for May was (\$117,002).
- Net income year to date is \$216,021.
- Total cash at the end of May was \$4,997,117.

Acute care inpatient average daily census for May was 1.7 patients per day compared to a budget of 2.5 patients per day, and prior month of 2.1 patients per day. Swing Bed average daily census was 2.1 patients per day compared to a budget of 2.9 and prior month of 1.8 patients per day. Custodial Swing Bed had an average daily census of 8 compared to a budget of 8 and a prior month of 8. Long Term Care average daily census totaled 12 patients per day compared to a budget of 11.8 and prior month of 12 patients per day. Newborns totaled 4 for the month, compared to a budget of 6 and prior month of 4. There were 11 total surgical cases in month including 1 inpatient case. May surgical activity included: 7 surgeries and 4 scope procedures. Total surgical volume was lower than April volume. ER visits totaled 464, an average of 15 patients per day, compared to a budget of 16 patients per day, and prior month of 14.5 patients per day. Clinic visits totaled 1,804 for month compared to a budget of 1,775 and prior month of 1,680.

**Clinic Graphs:**

Reviewed the Bogachiel Medical Clinic and Clallam Bay Medical Clinic graphs for May 2017.

**Ambulance Report:**

Reviewed the current to date stats for the Ambulance Department.

There being no further business to discuss, the meeting was adjourned at 6:20 p.m.

The Board of Commissioners next meeting is scheduled for July 25, 2017 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

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Patricia Birch, Secretary