

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
August 22, 2017

Those present were Commissioners: Don Lawley, Vice President; Patricia Birch, Secretary; Sandy Schier, Commissioner; and Jerry George, Commissioner. Additional attendees included: Tim Cournyer, CEO; Laura Kripinski, CNO; and Paul Babcock, CFO.

Daisy Anderson, President; attended via telephone.

Daisy asked Don to run the meeting since she was not there in person. The meeting was called to order at 5:00 p.m. by Don Lawley.

Public Comments:

There were no public comments.

Tim Cournyer, CEO, requested changes to the order of the agenda - the Board agreed

Community:

The Board of Commissioners reviewed newspaper articles by the Forks Forum.

Community Focus Group Presentation:

Health Facilities Planning & Development conducted five focus groups for District residents on July 19-20, 2017. The focus groups were conducted to collect information to supplement a community perception survey (landline and online) conducted by Health Facilities Planning & Development earlier this year. There were one hundred-five community members who said they would take part in the focus group, and fifty attended the five groups. There were five major concerns noted through the sessions:

1. The District's services are viewed as essential and beneficial, and primary care access was noted as being good. However, the community is eager for more stability in providers. Some felt that the significant 'revolving' door for ED has stabilized, but in recent years it has now become worse in primary care in part because long-standing community providers have retired or change their practice. Universally, and while recognizing that provider turnover is systemic, participants want the District to "figure out" how to reduce it.
2. Quality is largely defined as personal, caring providers that listen.
3. Hospital staff is viewed by the vast majority as a real asset of the District; friendly and caring were characteristics stated in every group.
4. In terms of perceptions of, and if the "ED physician revolving door" is excluded, any negative comments were predominantly expressed about the Clinic, rather than the Hospital.
5. Participants also expressed high interest in receiving more communication from the District — about providers, goals, happenings, etc.

Antimicrobial Stewardship Moment:

Janet Schade updated the Board of Commissioners with the upcoming flu season. On average, one in five Americans suffer from the flu. Janet passed around a flyer of symptoms on flu verses cold symptoms.

Flu shots will be available to employees the second or third week in September. The flu season in our area usually begins in December and lasts around three months.

Janet has been asked to present for the WSHA Safe table on October 11, 2017 for Antimicrobial Stewardship in critical access hospitals. Janet will present a demo presentation prior to the WSHA Safe table and extends the invite to the Board of Commissioners.

Medical Staff Meeting:

The July 12, 2017, Medical Staff meeting minutes were reviewed. Don made a motion to approve the meeting minutes; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from July 12, 2017, as presented.

Medical Staff Privileges:

Due to Daisy being unable to review the files prior to tonight's Board of Commissioners meeting, the Medical Staff privileges have been tabled until the September Board of Commissioners meeting.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from July 25, 2017, 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 Board of Commissioners meeting minutes from July 25, 2017.

Vouchers:

July 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 July 2017 General A/P vouchers numbered 094696 to 095039 in the amount of \$1,505,626.19 and the General P/R vouchers numbered 545590 to 545693 in the amount of \$94,091.48.

Write Offs:

August 2017 write offs 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 August 2017 Write-offs totaling \$19,648.40.

Old Business:

4-Plex, 61 Ash Ave:

During the June Board of Commissioners meeting, Tim proposed to the board to purchase a 4-plex that was for sale. In addition to the doctor's house located on our campus, we are spending a lot of extra funds on lodging for doctors and contracted staff. The 4-plex became pending prior to the hospital being able to look into the purchase. In July, the real estate company contacted Tim and the 4-plex was placed back on the market. Tim ran the numbers and if the hospital purchased the property and rented two units out and kept two units for hospital use, the income from the two apartments being rented would total seventy percent of the payment. Tim has requested that the board allow him to move forward with the purchase contingent on the appraisal at or above the negotiated purchase price, not to exceed \$279,000. Don made a motion, Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to purchase the real estate located at 61 Ash Ave, contingent on the appraisal at or above the negotiated purchase price, not to exceed \$279,000.

Consent Agenda:

Tabled until the September Board of Commissioners meeting.

New Business:

Capital Purchase Request, Biofire:

The biofire machine is a new Laboratory technology that provides rapid test results within hours, instead of days for cultures. Providers can provide timely treatment to patients with intestinal issues and upper respiratory problems.

ACTION: It was moved, seconded, and passed to approve the purchase of the biofire laboratory machine not to exceed \$55,000. Don made a motion to purchase the biofire machine; Patty second, and the motion carried.

Umpqua – Changing of Account Signers:

Tim discussed the change of account signers document for the Umpqua bank accounts as Joe Braddick who was our Controller is still listed, and Paul Babcock, our Chief Financial Officer is not listed. Don made a motion to change the account signers as requested; Patty second, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the change of account signers for the Umpqua bank accounts.

Tim Cournyer, CEO reported:

Lab Survey Results:

There was an onsite Laboratory survey on June 28-29, 2017. There were four minor deficiencies cited. Doug received the deficiencies from the Department of Health and sent back the plan of correction immediately.

Focus on AHCA:

Tim encouraged the Board to read the article in the BOC packets from Jacqueline Barton True, regarding the AHCA and the challenges today with healthcare.

WRHC – The Value of Membership:

Tim presented a PowerPoint from the Washington Rural Healthcare Collaborative regarding the value of membership. Forks Community Hospital is one of thirteen hospitals who take part in the Collaborative. The Collaborative has four employed positions, which include: an Executive Director, Executive Assistant, Contract Manager, and Network Quality Consultant. The PowerPoint reviewed the mission, goals, current healthcare problems, strategic goals, and FCH's 2016 review. There are added benefits to being part of the collaborative like: HRSA grant network dollars, collective action through committee involvement, and joint contract benefits.

Finance:

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

- Total patient revenue has increased from the prior July by \$187,495.
- Total patient revenue for July was \$3,487,389.
- Total revenue deductions for June were \$1,435,693.
- Total revenue deductions year to date \$11,056,138.
- Net patient revenue for July was \$2,051,696.
- Net patient revenue year to date is \$14,749,929.
- Miscellaneous income for July was \$155,955.
- Miscellaneous income year to date was \$1,287,518.
- Net A/R days are 40.91.
- Net operating income for July was (\$27,024).
- Net income year to date is \$150,803.
- Total cash at the end of July was \$4,816,048.

July's gross patient revenue of \$3,487,389 is above the prior year July by \$187,495 with revenues below the prior July in the Clinics by \$100k, and above in Inpatient, Outpatient, and in ER revenues. ER volumes improved over June, while Surgeries and Births were both down slightly. July gross patient revenue was a decrease compared to the prior month of (\$296,948), and was above budget by (\$355,649).

Acute care inpatient average daily census for July was 1.4 patients per day compared to a budget of 2.5 patients per day, and prior month of 1.6 patients per day. Swing Bed average daily census was 2.6 patients per day compared to a budget of 2.9 and prior month of 2.9 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 5 for the month,

compared to a budget of 6 and prior month of 6. There were 19 total surgical cases in month including 2 inpatient cases. July surgical activity included: 13 surgeries and 6 scope procedures. Total surgical volume was slightly lower than June volume. ER visits totaled 515, an average of 17 patients per day, compared to a budget of 16 patients per day, and prior month of 13 patients per day. Clinic visits totaled 1,498 for month compared to a budget of 1,775 and prior month of 1,869.

Clinic Graphs:

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

Ambulance Report:

Tim Wade presented the Ambulance report through August 2017. To date, there have been 448 calls dispatched, 254 patients transported to Forks Community Hospital, 55 inter-facility transfers, 26 cancellations, 81 refusals, 17 lift assist only, and 32 non-ems related dispatch calls.

There being no further business to discuss, the meeting was adjourned at 6:34 p.m.

The Board of Commissioners next meeting is scheduled for September 26, 2017 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Patricia Birch, Secretary