

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
October 24, 2017

Those present were Commissioners: Daisy Anderson, President; Don Lawley, Vice President; Patricia Birch, Secretary; Sandy Schier, Commissioner; and Jerry George, Commissioner. Additional attendees included: Tim Cournyer, CEO; Paul Babcock, CFO; Andrea Perkins-Peppers, CIO; and Kirk Cole, Chief of Staff.

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

Changes or Additions to the agenda:

Tim Cournyer requested the following changed made to the agenda:

1. Admin Report - move items B and C under public comments.
2. Medical Staff- remove Wilbert James, MD from Medical Staff Privileges.
3. New Business- Capital Equipment Request: Replacement of Induction Heater
4. Finance Committee – Special Budget Board of Commissioners Meeting on November 15, 2017.
5. Executive Session – RCW 42.30.110(1) (g)-To review the performance of a public employee.

Jerry made a motion to approve the changes to the agenda as requested; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the changes to the agenda as requested

Public Comments:

Tim introduced Barbara Schmidt, Clinic Administrator and Lisa McDaniel, HR Director.

Patty expressed a thank you from West End Business Association to Tanya MacNeal, WEOS Director for her presentation to the association.

Community:

The Board of Commissioners reviewed newspaper articles by the Forks Forum and thank you cards from interviewed candidates.

Department Report:

Vicky Goakey, MDS Coordinator, presented the Long Term Cares Department report in lieu of Dawn Harris. Vicky reported the unit still struggles with high staff turnovers. The department is also waiting for their state survey, which they expect to happen at any time. Long Term Care has monthly RN meetings and twice monthly CNA meetings to keep staff updated. There is a waiting list of 62 people who would like to be admitted to the facility.

The department recently implemented the mega rule and they start on the second phase in November.

Vicky also thanked the Board of Commissioners for their support during the implementation of the new EMR, Point Click Care.

Medical Staff Meeting:

The September 13, 2017, Medical Staff 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 Medical Staff meeting minutes from September 13, 2017, as presented.

Medical Staff Privileges:

The requests for privileges were reviewed for William Clarke, MD; Rosalie Frazier, ARNP; and Mary Dunbar, ARNP. Jerry made a motion to approve the Medical Staff privileges; Patty seconded and the motion carried.

ACTION: It was moved, seconded, and passed to approve the appointment of William Clarke, MD; Rosalie Frazier, ARNP; and Mary Dunbar, ARNP.

Performance Improvement Committee:

The September 18, 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 September 18, 2017, as presented.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from September 26, 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 September 26, 2017.

Vouchers:

September 2017 Vouchers were reviewed. Don made a motion to approve the vouchers; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the September 2017 General A/P vouchers numbered 095444 to 095760 in the amount of \$1,085,905.56 and the General P/R vouchers numbered 545792 to 845888 in the amount of \$88,975.56.

Write Offs:

October 2017 write offs were reviewed. Sandy made a motion to approve the write offs; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the October 2017 Write-offs totaling \$56,111.03.

Old Business:

December Board of Commissioners Meeting

The December meeting is scheduled for December 26th and Tim has requested since the meeting is the day after the holiday that they consider moving, canceling, or keeping the current schedule. The Board agreed to move the meeting to December 19th.

House on F Street

Tim was approached by the owner of the house on F Street, which is located behind the Maintenance building. Years ago, the hospital requested if the owners wished to sell the property the hospital would be interested to purchase. In the past few years the hospital has purchased ten acres, that will be utilized for any hospital expansions. The Board decided that they are not interested in the property.

New Business:

Capital Equipment Request – Video Laparoscopic Equipment

The current video laparoscopic pieces are becoming obsolete to replace. The Surgery department met with two companies, Stryker and Olympus and decided to use Stryker for the new laparoscopic equipment. Melene also had Dr. Flowers involved in the process. Jerry made a motion to approve the purchase of the video laparoscopic equipment; Don seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the purchase of the video laparoscopic equipment not to exceed \$125,000.

Capital Equipment Request – Induction Heater

The current induction heater in Dietary is no longer retaining heat. This equipment keep meals warm while being served. We have a contract with Intalere, which uses Sysco and have an established relationship with Sysco. Jerry made a motion to approve the purchase of the replacement induction heater; Don seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the purchase of the replacement induction heater, not to exceed \$11,000.

North Olympic Healthcare Network

Harrison Health is discontinuing their services at the Forks location. Originally, North Olympic Healthcare Network was going to take over the clinic after the New Year. They recently withdrew from the agreement. There has been some interest of the hospital taking it over. Tim

met with Dr. James, and he plans on staying here for a few more years. Paul is going to contact Harrison and run a financial analysis.

Tim Cournyer, CEO reported:

SQSS Update

Melene went to SQSS training in Kansas and learned more about the program. There are helpful videos and questions that can help learn more about SQSS.

Chief Nursing Officer Update

The Admin team and staff interview two candidates, Terry Camp and Heidi Anderson. Tim met separately with the candidates. Tim will offer the position at the end of the week to the chosen candidate.

Breast Cancer Awareness Project Update

October is Breast Cancer Awareness Month. Every mammogram performed gets a gift which this year was a pink FCH mug, pink pen, and chocolate. We marketed in the Forks Forum, social media, and mailed reminders to patients. This year there have been over 100 mammograms, which doubled from last year.

EHR Update

Meditech will be here in November to give demos of the new EHR system. Andrea has a list of modules that will include staff to get their feedback. Eric Lewis, CEO from Olympic Medical Center also offered his staff support if we decided to purchase the EPIC EHR.

Finance:

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

- Total patient revenue has increased from the prior September by \$66,970.
- Total patient revenue for September was \$3,752,376.
- Total revenue deductions for September were \$1,531,330.
- Total revenue deductions year to date \$14,109,476.
- Net patient revenue for September was \$2,221,046.
- Net patient revenue year to date is \$19,181,458.
- Miscellaneous income for September was \$120,665.
- Miscellaneous income year to date was \$1,582,360.
- Net A/R days are 48.61.
- Net operating income for September was (68,749).
- Net income year to date is \$142,321.
- Total cash at the end of Septembers was \$4,658,939.

September's gross patient revenue of \$3,752,376 is above the prior year September by \$66,970 with Inpatient revenues below the prior September by (\$126k), but above in Outpatient, the Clinics, and in ER revenues. ER volumes were up slightly over August, as well as in Surgeries,

but we were down in Births as anticipated. September gross patient revenue was an increase compared to the prior month of \$19,884, and was better than budget by \$33,307.

Acute care inpatient average daily census for September was 1.7 patients per day compared to a budget of 2.5 patients per day, and prior month of 1.7 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 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 1 for the month, compared to a budget of 6 and prior month of 3. There were 19 total surgical cases in month including 4 inpatient cases. September surgical activity included: 17 surgeries and 2 scope procedures. Total surgical volume was slightly higher than August volume. ER visits totaled 488, an average of 16 patients per day, compared to a budget of 16 patients per day, and prior month of 14 patients per day. Clinic visits totaled 1,671 for month compared to a budget of 1,717 and prior month of 1,818.

Budget Meeting

Tim would like to have a Special Board of Commissioners meeting on November 15th at 4pm to go over the 2018 budget.

Clinic Graphs:

The Board reviewed the Bogachiel Medical Clinic and Clallam Bay Medical Clinic graphs for September 2017.

Ambulance Report:

Laura Kripinski presented the Ambulance report through September 2017. To date, there have been 599 calls dispatched, 346 patients transported to Forks Community Hospital, 69 inter-facility transfers, 43 cancellations, 100 refusals, 19 lift assist only, and 38 non-ems related dispatch calls.

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 6:21 p.m. for ten minutes.

The Board reconvened to open meeting at 6:31 p.m.

There being no further business to discuss, the meeting was adjourned at 6:32p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Patricia Birch, Secretary