

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

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

Those present were Commissioners: Daisy Anderson, President; Don Lawley, Vice President; Patricia Birch, Secretary; and Jerry George, Commissioner. Additional attendees included: Tim Courner, CEO; Laura Kripinski, CNO; Andrea Perkins-Peppers, CIO; and Kirk Cole, Chief of Staff.

Sandy Schier, Commissioner and Paul Babcock, CFO; were not present.

The meeting was called to order at 5:01 p.m. by Daisy Anderson.

**Changes or Additions to the agenda:**

Tim Courner requested the following changes to the agenda:

1. Oath of Office – removed from agenda
2. Add Old Business – Resolution 2107 – 510: EMS
3. Add New Business- Capital Equipment Request: Meditech D Server Replacement
4. Remove Executive Session – RCW 42.30.110(1) (g)-To review the performance of a public employee.

**Department Report:**

Deborah Dillon, Director of Patient Safety & Quality, updated the board with the Annual Management Review: Quality Management System (QMS). The ISO standards have changed from ISO: 9001-2008 to ISO: 9001-2015, so Deborah is updating the Quality Manual to reflect the new ISO standards. Deborah also asked the board if they are content with the current quality policy. Andrea suggested we see other hospital quality polices and Don agreed we should do a comparison. Deborah also updated the board on the status of the correction action for the DNV findings from August, discussed the 2017 internal audits and the 2018 internal audit schedule. Deborah also showed the board SQSS reports.

Deborah included in the BOC packets information on Enterprise Risk Management for Boards and Trustees: Leveraging the Value and recommended the board review the information and learn about risk management at the board level.

**ASP Moment**

Melene Bourm, Surgery Supervisor, updated the Board of Commissioners with the new penicillin testing. Recently, the new penicillin testing was implemented and trialed on two employees who had a reaction to penicillin in the past, but the test confirmed they no longer have the allergy. Less than one percent of the population is allergic to penicillin. The testing will soon be available to the public.

**Medical Staff Meeting:**

The October 11, 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 October 11, 2017, as presented.

**Medical Staff Privileges:**

The requests for privileges were reviewed for Bradley Pederson, DPM and Wilbert James, MD. Don made a motion to approve the Medical Staff privileges; Jerry seconded and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the appointment of Wilbert James, MD and re-appointment of Bradley Pederson, DPM.

**Performance Improvement Committee:**

The October 16, 2017, Performance Improvement Committee 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 Performance Improvement Committee meeting minutes from October 16, 2017, as presented.

**Board of Commissioners Meeting:**

The Board of Commissioners meeting minutes from October 24, 2017 and November 15, 2017, were reviewed. Don 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 October 24, 2017 and November 15, 2017.

**Vouchers:**

October 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 October 2017 General A/P vouchers numbered 095761 to 096141 in the amount of \$1,766,193.08 and the General P/R vouchers numbered 545889 to 545991 in the amount of \$80,690.57.

**Write Offs:**

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

**ACTION:** It was moved, seconded, and passed to approve the November 2017 Write-offs totaling \$45,703.31.

**Old Business:**

Resolution 2017-504: Tim presented the Board with Resolution No. 2017-510 for the 2018 EMS Levy.

**ACTION:** It was moved, seconded, and passed to approve Resolution 2017-510 for the 2018 EMS Levy.

**New Business:**

**Capital Equipment Request – Replace Heat Pump in Ambulance**

The heat pump in the Ambulance department needed replaced. Tim authorized an emergency purchase of the heat pump, due to the cold weather and no heat available. Jerry made a motion to approve, Patty seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase of the heat pump in the Ambulance building, not to exceed \$7,000.

**Capital Equipment Request – EHR system for WEOS**

West End Outreach Services current EHR system, Profiler, is no longer supported, so they need a new EHR. West End Outreach Services is part of a three county, four agency behavioral health system. The four agencies chose Valent and have all entered into contracts, reducing the startup costs as well as on going maintenance costs. Patty made a motion to approve, Don seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase of the EHR, Valent for West End Outreach Services, not to exceed \$17,000.

**Capital Equipment Request – Ultrasound for ED**

Jefferson County donated funds to purchase an ultrasound machine for the Emergency Department. The portable ultrasound comes with a cart and 3 transducers. The price also includes two days of onsite training and annual workshops. Patty made a motion to approve, Don seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase of portable ultrasound for the ED, not to exceed \$30,000.

**Capital Equipment Request - PACS**

The original PACS system in Radiology was purchase in 2008, and the hardware is reaching its end of life. The new PACS system is part of the hospitals new “virtual” project. Going virtual will eliminate the old servers and update the archiving process as well. The department will no longer have to burn copies of their studies onto DVD’s and will be stored onsite virtually as well as a redundant copy stored in an offsite cloud based station. Patty made a motion to approve, Jerry seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase the PACS virtual system, not to exceed \$25,000.

### **Capital Equipment Request – Microsoft Server Datacenter**

The Microsoft server datacenter licenses without the data center and each server would need to be licensed separately – each new virtual instance would need a license. The data center allows for unlimited servers. Don made a motion to approve, Jerry seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase Microsoft server datacenter, not to exceed \$7,000.

### **Capital Equipment Request – Conmed**

The newest cautery unit was purchased in 2003, another unit, which is used for a backup is over twenty years old and it's time to upgrade before one fails. Conmed will fit all the disposables that the Surgery department already has. Patty made a motion to approve, Don seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase Conmed cautery unit, not to exceed \$14,000.

### **Capital Equipment Request – Meditech D**

The current Meditech D server is broken and needs to be rebuilt. Andrea would like to purchase a new Meditech D server and keep the old one as a backup. Don made a motion to approve, Patty seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase Meditech D Server, not to exceed \$9,000.

### **Tim Cournyer, CEO reported:**

#### **Board Bylaw Review**

Don Lawley revised the Board of Commissioners bylaws and the board reviewed and would like the hospital legal counsel to review.

#### **Foundation Discussion**

Tim will be working on a letter to the Forks Forum to educate the community on the hospital foundation and gage interest to anyone who would like to help volunteer to get the foundation back up and going. Tim will also look into the Foundation bylaws to make sure we follow the correct guidelines.

#### **Translation Services**

In December, we will be launching InDemand, a video interpreting service. There will be mobile monitors placed in areas throughout the district, where they offer video remote interpreters in twenty three languages, including American Sign Language (ASL). In addition, they offer interpreting services in over two hundred additional languages by voice services. This service will give the best quality of care for our patients who need translation services, in addition to saving the district money by reducing the costs of a live interpreter waiting with a patient their whole appointment.

### **Clallam Bay Medical Clinic- Fiber Update**

The fiber has been installed at the Clallam Bay Clinic and the staff is very satisfied with the fast internet service.

### **Bogachiel Medical Clinic- Generator Update**

The generator has been installed and the final inspection will be December 4<sup>th</sup>.

### **OB Update**

We've had two interested parties, Elizabeth Morgan and the Ingles who are a father/son combo. Dr. Morgan does not have enough C-section experience and Tim began corresponding with the Ingle's and the father directed Tim to reach out to the son, Matt. Neither Tim nor the recruiter has been able to get ahold of the Ingle's since and we assume they are no longer interested. Tim met with Barbara and is continuing to search for OB physicians.

### **Surgery Update**

Dr. Lowey's locum's assignment is up December 12<sup>th</sup> and he will not be extending his services. Dr. Emery Chang, General Surgeon, will be starting in January as a locum's assignment to see if he is interested in a permanent placement. Tim commented that he is going to take a look at the surgery financially to see if having two surgeons is financially feasible.

### **Finance:**

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

- Total patient revenue has decreased from the prior October by \$90,726.
- Total patient revenue for October was \$3,540,719.
- Total revenue deductions for September were \$1,469,348.
- Total revenue deductions year to date \$15,578,824.
- Net patient revenue for September was \$2,071,371.
- Net patient revenue year to date is \$21,252,829.
- Miscellaneous income for October was \$155,744.
- Miscellaneous income year to date was \$1,738,134.
- Net A/R days are 54.79.
- Net operating income for September was (158,737).
- Net income year to date is \$11,338.
- Total cash at the end of October was \$4,628,682.

October's gross patient revenue of \$3,540,719 is below the prior year October by (\$90,726) with Inpatient revenues below the prior October by (\$261k), but above in Outpatient, and in the Clinics. ER volumes were up down compared to September, as well as Surgeries, and there were no Births as anticipated. October gross patient revenue was sharp decrease compared to the prior month of (\$211,657), and missed our budget target by (\$302,319).

Acute care inpatient average daily census for October was 1.5 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 1.3 patients per day compared to a budget of 2.9 and prior month of 2.1 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 0 for the month, compared to a budget of 6 and prior month of 1. There were 9 total surgical cases in month including 2 inpatient cases. October surgical activity included: 5 surgeries and 4 scope procedures. Total surgical volume was down significantly compared to our September volume. ER visits totaled 404, an average of 13 patients per day, compared to a budget of 16 patients per day, and prior month of 16 patients per day. Clinic visits totaled 1,823 for month compared to a budget of 1,775 and prior month of 1,671.

**Clinic Graphs:**

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

**Ambulance Report:**

Laura Kripinski presented the Ambulance report through October 2017. To date, there have been 645 calls dispatched, 365 patients transported to Forks Community Hospital, 73 inter-facility transfers, 45 cancellations, 113 refusals, 19 lift assist only, and 44 non-ems related dispatch calls.

There being no further business to discuss, the meeting was adjourned at 7:05 p.m.

The Board of Commissioners next meeting is scheduled for December 19, 2017 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

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Patricia Birch, Secretary