

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes  
Community Health Conference Room  
December 19, 2017

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

Jerry George, Commissioner, attended via telephone.

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

**Changes or Additions to the agenda:**

There were no changes or additions to the agenda.

**Public Comments:**

Lee Roys brought up concerns with a past administrator and how Mr. Roys was treated. Tim encouraged Mr. Roys to come meet with him this week to discuss the concerns.

**ASP Moment**

Tim Cournyer gave the ASP moment in Janet Schade's absence. Janet asked Tim to pass onto the Board that for the third year in row, Forks Community Hospital, has been named to the 2018 Antimicrobial Stewardship honor roll.

**Medical Staff Meeting:**

The November 8, 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 November 8, 2017, as presented.

**Medical Staff Privileges:**

The requests for amending the privileges for Jonas Merrill, PA-C and Laura Kripinski, ARNP were reviewed. Don made a motion to approve the Medical Staff privilege amendments; Sandy seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the amendment to Jonas Merrill, PA-C and Laura Kripinski, ARNP, privileges.

**Performance Improvement Committee:**

The November 14, 2017, Performance Improvement Committee meeting minutes 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 Performance Improvement Committee meeting minutes from November 14, 2017, as presented.

**Board of Commissioners Meeting:**

The Board of Commissioners meeting minutes from November 28, 2017, 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 Board of Commissioners meeting minutes from November 28, 2017.

**Vouchers:**

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

**ACTION:** It was moved, seconded, and passed to approve the November 2017 General A/P vouchers numbered 096142 to 096527 in the amount of \$1,403,298.01 and the General P/R vouchers numbered 545992 to 546091 in the amount of \$89,207.62.

### **Write Offs:**

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

**ACTION:** It was moved, seconded, and passed to approve the December 2017 Write-offs totaling \$58,801.34

### **Old Business:**

#### **Board of Commissioners Bylaws**

At the November Board of Commissioners meeting, Don Lawley presented revised bylaws for the Board of Commissioners. Don suggested that the hospital lawyer review the bylaws, which we have not heard back. Don made a motion to approve the Board of Commissioners revised and amended byways per the lawyers review and suggestions; Patty seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Board of Commissioners revised and amended byways per the lawyers review and suggestions

#### **Harrison Health Clinic**

Tim had a meeting with the CEO of Harrison Health Center. Harrison is looking for someone to take over the Forks Harrison Clinic. The clinic will continue to operate until they find a replacement. Tim expressed the district may be interested in taking over the clinic. Harrison stated they would like to the current employees to stay employed and the rent is \$18,000 a year. Tim and Paul will be looking at the financial analysis of the clinic.

### **New Business:**

#### **Capital Equipment Request – Replace X-Ray machines**

CMS will be mandating that all X-ray becomes “DR” instead of CR”. CR is still what FCH uses and the new requirement will eliminate the reader/developing to the digital plates, and will produce immediate images. DR also reduces overall radiation dose. The x-ray machine in room 2 was purchased in 1993 and the portable x-ray machine was purchase in 1996, so both machines are past their life span. Patty made a motion to approve, Don seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the purchase the x-ray in room 2 and the portable x-ray, not to exceed \$312,000.

#### **Public Records Request**

We received a public records request from Columbia Legal Services regarding our Charity Care Services. The request requires pulling emails, policies and procedures, financials, and any documents regarding charity care back to 2011. The request is asking for a lot of information and will also include redacting confidential information. We expect to present all the documents to Columbia Legal Services by the end of February.

#### **Changes to the Retirement Plan**

The retirement committee has been meeting and proposed the following change to the retirement plan:

- Reduce the vesting schedule from seven to two years (from hire date). Vesting schedule to move from 50% vested in the first year and 50% in the second year. Effect: Separated employees receive full contribution after 2 years.
- Reduce the qualifying years and hours from one year and 1,000 hours to six months and 1040 hours. Effect: earlier contribution.
- Change the current age limit for pension contributions from 21 years to 18.
- Reduce the qualifying hour requirement from 1000 hours to 480 hours to maintain participation in the pension program. Effect: More employees will continue to receive pension contributions from FCH and those contributions will be made in a more timely fashion.
- Rewrite the loan policy to restrict loans to voluntary contributions and not the mandatory contributions that are made as part of the Social Security replacement program. Loans for qualifying financial hardship would remain an option for

employees. Effect: More retirement dollars will remain in the accounts that were intended as a replacement for social security.

Paul Babcock presented resolution 2017-511, authorization amendment and restatement of retirement plan via adoption of Valic retirement services company retirement plan. Don made a motion to approve resolution 2017-511, Sandy seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve Resolution 2017-511, authorization amendment and restatement of retirement plan via adoption of Valic retirement services company retirement plan.

**Tim Cournyer, CEO reported:**

**HR Update**

Lisa McDaniel, HR Director, updated the Board of Commissioners with updates in the department. Lisa has made several changes with softer language to the employee handbook and policy and procedures. Lisa has also signed up with a new firm, recruiting.com, which will allow our job postings to reach more people.

**Reimbursement Update**

Tim passed around Medicare pay-for-performance article and recommends the Commissioners to read it.

**Sick Leave**

Effective January 1, 2018, the district is responsible to pay sick leave to all employees. This only effects employees who are per diem and they will earn an average of one hour of sick leave for every forty hours worked.

**Board Evaluation Discussion**

Earlier in the year, the board discussed doing a self-evaluation. Tim recently visited Morton General Hospital, and they shared their board evaluation questions they have acquired from various hospitals. Tim suggested the Commissioners to review the self-evaluations to determine what questions if any they would want to use in their self-evaluation process.

**Finance:**

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

- Total patient revenue has increased from the prior November by \$952,298.
- Total patient revenue for November was \$3,707,623.
- Total revenue deductions for November were \$1,779,695.
- Total revenue deductions year to date \$17,358,519.
- Net patient revenue for November was \$1,779,695.
- Net patient revenue year to date is \$25,068,390.
- Miscellaneous income for November was \$149,499.
- Miscellaneous income year to date was \$1,887,633.
- Net A/R days are 51.19.
- Net operating income for November was (116,517).
- Net income year to date is (\$63,205).
- Total cash at the end of November was \$4,716, 198.

November's gross patient revenue of \$3,707,623 is above the prior year November by \$952,298 with Inpatient revenues above the prior November by \$124k, and above in Outpatient \$540k, and in the Clinics \$192k. ER volumes were down slightly compared to October, however, Surgeries were up; there were no Births as anticipated. November gross patient revenue was an increase compared to the prior month of \$166,903, although we missed our budget target by (\$11,446).

Acute care inpatient average daily census for November was 2.2 patients per day compared to a budget of 2.5 patients per day, and prior month of 1.5 patients per day. Swing Bed average daily census was 3.6 patients per day compared to a budget of 2.9 and prior month of 1.3 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 0. There were 19 total surgical cases in month but with no inpatient cases. November surgical activity included: 11 surgeries and 8 scope procedures. Total surgical volume was up significantly compared to our October volume. ER visits totaled 391, an average of 13 patients per day, compared to a budget of 16 patients per day, and prior month of 13 patients per day. Clinic visits totaled 1,681 for month compared to a budget of 1,717 and prior month of 1,823.

**Clinic Graphs:**

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

**Ambulance Report:**

Tim Cournyer, CEO, presented the Ambulance report through the beginning of December. To date, there have been 700 calls dispatched, 400 patients transported to Forks Community Hospital, 84 inter-facility transfers, 46 cancellations, 120 refusals, 21 lift assist only, and 47 non-ems related dispatch calls.

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

The Board of Commissioners next meeting is scheduled for January 23, 2018 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

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Patricia Birch, Secretary