

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes  
Community Health Conference Room  
March 27, 2018

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

The meeting was called to order at 5:00 p.m. by Don Lawley

**Changes or Additions to the agenda**

1. Add Executive Session RCW 42.30.110(1) (f)-Receive and evaluate complaints or charges brought against a public officer or employee.

**Public Comments**

There were no public comments.

**Departmental Report**

Lisa McDaniel, Human Resources Director, updated the Board of Commissioners on the Human Resources Department. Lisa presented the department's 2018 goals and upcoming opportunities. Lisa runs monthly data and explained to the board how crucial data is to the Human Resources world. Last year the districts turnover rate was at 17.5% and national average turnover rate is 15.8%. Lisa's goals are to bring the turnover rate down by finding the right employees through behavioral interviews and thorough reference checks. The most crucial year of hiring a new employee is the first year of employment. After the first year, statistics show the turn-over rate is lower. Lisa presented the organization sick leave use and FCH has lower sick leave use compared to other organizations. Lisa also briefed the Board of Commissioners on the usage of sick leave, FMLA, costs per new hire, average cost of benefits, and recent and future initiatives.

**ASP Moment**

Last year, Janet applied for a grant from our old liability company, Coverys. Later in the year, Janet received news that FCH was awarded the grant in the amount of \$15,000. The Antimicrobial Stewardship committee strategized and decided to use the money on an informational program where patients can receive information on their healthcare, certain healthcare topics, healthcare education, hospital services, doctor biography's, etc. A sample of the program, Mediplay, was presented with several different examples of what the program offers. A Capital Equipment Request will be discussed in New Business.

**Medical Staff Meeting:**

The February 14, 2018, Medical Staff meeting minutes 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 Medical Staff meeting minutes from February 14, 2018, as presented.

**Medical Staff Privileges:**

The requests for privileges for Miriam Talley, CRNA and Tara Huggins, MHC, were reviewed. Patty 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 privileges for Miriam Talley, CRNA and Tara Huggins, MHC.

**Performance Improvement Committee:**

The January 22, 2018 and February 26, 2018, Performance Improvement Committee meeting minutes were reviewed. Patty asked Deborah to add Patti to the minutes as she has been attending. 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 Performance Improvement Committee meeting minutes from January 22, 2018 and February 26, 2018, as presented.

**Board of Commissioners Meeting:**

The Board of Commissioners meeting minutes from February 27, 2018, 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 Board of Commissioners meeting minutes from February 27, 2018.

**Vouchers:**

February 2018 Vouchers were reviewed. Sandy made a motion to approve the vouchers; Jerry seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the February 2018 General A/P vouchers numbered 097257 to 097606 in the amount of \$1,288,927.03 and the General P/R vouchers numbered 546335 to 546421 in the amount of \$76,790.61

**Old Business:**

**Harrison Clinic**

Tim received addition performance data from Harrison and this has brought on more questions regarding the Clinic. Tim hopes to present the Pro Forma at the April Board of Commissioners meeting.

**Lab Prices**

There was a patient concern with our Lab prices and the patient sent a list comparing Olympic Medical Centers prices compared to FCH. Tim and Paul did a comparison of other Critical Hospitals including OMC regarding Lab charges. We've adjusted some of our prices, both up and down. An average comparison was used for the adjustment. Tim, Paul, and Doug will be doing an overall review of all the Lab prices and will reevaluate at a later date.

**New Business:**

**Capital Equipment Request**

With the money received from a \$15,000 grant from Coverys, we'd like to purchase the following: 1) establish a television programming and educational network called Mediplay in waiting areas of the clinic and ED and 2) place wall-mounted computers in hospital patient's rooms for video teaching, eHR charting by staff, application of smart pumps and eventually bedside medication verification. Ongoing support in Y2 is to be funded by Pharmacy through cost savings of antimicrobial stewardship. Jerry made a motion to approve the Capital Purchase Request for Mediplay, Sandy seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request for Mediplay not to exceed 15,000.

**Capital Equipment Request**

The Zoll x-series cardiac monitors/defibrillators will help to standardize cardiac monitoring defibrillators in the ED and Acute care. Currently we have two different models with different functionality causing frustration and confusion with staff /providers. Additional units will standardize nursing units. The current monitors can go to the Clallam Bay Medical Clinic and this will help standardize patient monitors and CPR pads. Daisy made a motion to approve the Capital Purchase Request for the Zoll Cardiac monitors/defibrillators, Patty seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request for purchasing Zoll Cardiac monitors/defibrillators, not to exceed 68,000.

**Tim Cournyer, CEO reported:**

**Strategic Planning**

Last Friday was our Strategic Planning session. Tim felt the session went well. The Board also agreed with Tim that the session was very beneficial. Tim will work with Jody on the next steps of the Strategic Plan.

**EPIC Meeting**

Andrea and Tim went to Port Angeles and met with Eric Lewis and representatives from EPIC. The next step is having an Epic demo in April. Tim would like to send a team to two different hospitals to view the Epic EHR at other hospitals. Andrea feels it's hard to make any decisions without seeing the program.

**POC/Clinic Leadership Team**

The POC committee was established a few years ago and Tim will be dissolving the POC committee and starting a Clinic Leadership Team. Tim has been meeting with Dr. Bauer and Barbara bi-weekly and setting goals for the year. Once goals are outlined, Tim will present to the board.

### **Staff Update**

Dr. Stepanian has signed a contract. We are waiting on his DOH license to be reactivated. We are working on the credentialing process with him. Once we have an established start day, we will work on marketing to let the community know about OB services opening back up to the community.

We have had phone conversations with a pediatrician who has expressed interest. Working on an onsite interview.

### **Finance:**

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

- Gross patient revenue for February was \$3,850,375.
- Net patient revenue for February was \$3,850,375
- Net patient revenue for February was \$1,987,773.
- Net A/R days are 39.4.
- Day's cash on hand is 58.
- There were 17 surgeries and 445 emergency room visits for February.
- Total operating income for February was \$2,228,276.
- Total non-operating income for February was \$28,402.
- Net income year to date is (\$42,428).
- Total cash on hand is 4,361,475

### **Ambulance Report:**

Tim Cournyer presented the Ambulance report for February 2018. There were 49 calls dispatched, 24 patients transported to Forks Community Hospital, 6 inter-facility transfers, 6 cancellations, 8 refusals, 1 lift assist only, and 3 non-emergency related dispatch calls.

Don Lawley, President, called for a five minute break at 6:05pm

The Board of Commissioners returned to open session at 6:10pm.

Don Lawley announced that the Board is convening to executive session pursuant to RCW 42.30.110(1) (f)-Receive and evaluate complaints or charges brought against a public officer or employee.

**Executive Session:** The Board convened to executive session at 6:10 pm for twenty minutes.

The Board reconvened to open meeting at 6:26 p.m.

There being no further business to discuss, the meeting was adjourned at 6:26p.m.

The Board of Commissioners next meeting is scheduled for April 24, 2018 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

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Sandra Schier, Secretary