

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
April 24, 2018

Those present were Commissioners: Don Lawley, President; Patricia Birch, Vice President; Sandy Schier, Secretary; and Jerry George, Commissioner. Additional attendees included: Tim Courmyer, CEO; Andrea Perkins-Peppers, CIO; Heidi Anderson, CNO; and Johns Shima, CMO.

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

Changes or Additions to the agenda

There were no changes or additions to the agenda.

Public Comments

There were no public comments.

Community Communication

The Board of Commissioners reviewed a picture published by the Forks Forum for the AED's that were donated to the community from the Lloyd Allen Charitable Trust.

Capital Equipment Request

Clint introduced the representatives from Trane. Our current HVAC system is very old. Some parts of are from 1971 and controls are from the 1993 unit. One HVAC unit no longer works, and we budgeted to replace the HVAC system this year. This request is part one of possibility of three phases. Tim asked Jim how long this process may take. Jim responded that from the date the request is approved, they will have a proposal or contract in hand within 180 days. Jerry asked the scope of the HVAC replacement and the upcoming costs. Clint updated the board on the different processes and costs associated with the project.

Patty asked Clint what other issues may arise in the near future. The next issue is the boiler; they are very old. The boilers are running, but not efficiently and will most likely be the next needed replacement. Our hospital generator is also older and will need replaced in time. Patty made a motion to approve the Trane engineering design for the HVAC replacement, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for Trane engineering design for the HVAC replacement, not to exceed \$108,000.

Departmental Report

Teresa Kennedy updated the Board of Commissioners on the Purchasing and Central Supply department. The Purchasing department consists of Teresa and Tami, who do all the hospital ordering with the exception of Pharmaceuticals and Food. The department works throughout the year with our Collaborative GPO, Intalere, to negotiate with manufactures; suppliers, and distribution to optimize saving opportunities to the members. In 2017, the department was able to help save \$521,396.50; with additional savings in share backs and rebates.

The Materials Management team, Tina and Leeanna, process all incoming deliveries, which is over one-hundred packages a week. They stock the main storeroom, patient care areas, Clinics, and ancillary departments. Tina and Leanna also are responsible for the decontamination of all patient care equipment and instruments and reprocessing and sterilizing instrument trays and single packs.

Teresa also updated on the departments recent accomplishments. They moved Purchasing to Materials Management storeroom to open up more office space, implemented locking/Proxcard entry supply carts in the ED, tablets for inventory stock, new IV pump contracts, Med/Surg distribution contracts, methods to eliminate outdated supplies in the organization, and storeroom inventory counts.

ASP Moment

Janet updated the board on the recent Department of Health survey. The Pharmacy received a score of 90% and she discussed the corrective action plan. Most of the discrepancies are from new Pharmacy laws that are in effect.

Medical Staff Meeting:

The March 14, 2018, 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 March 14, 2018, as presented.

Medical Staff Privileges:

The requests for privileges for William Coyne, MD and Joseph Pullara, MD, 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 William Coyne, MD and Joseph Pullara, MD.

Performance Improvement Committee:

The March 19, 2018, Performance Improvement Committee meeting minutes were reviewed. Sandy 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 March 19, 2018, as presented.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from March 23, 2018 and March 27, 2018, were reviewed. Sandy 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 March 23, 2018 and March 27, 2018.

Vouchers:

March 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 March 2018 General A/P vouchers numbered 097607 to 098049 in the amount of \$1,586,510.22 and the General P/R vouchers numbered 546422 to 546511 in the amount of \$77,640.78.

Write Offs:

April 2018 write offs were reviewed. Sandy made a motion to approve the write offs; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the April 2018 Write-offs totaling \$74,249.62.

Old Business:

There was no old business discussed.

New Business:

Capital Equipment Request

RALS- Web 3 is a data management system for point-of-care connectivity replacing the POC system, which is no longer supported. The RALS- Web 3 automatically documents patient glucose testing done in the hospital and clinics and tracks all patient results. Jerry made a motion to approve the RALS- Web 3, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for RALS- Web 3, not to exceed 12,000.

Capital Equipment Request

Our current hematology analyzer lease expires this October and the current costs are \$1,776.88 per month. The Laboratory would like to purchase a new System Hamartiology Analyzer. The cost would be less per month, than the current system. Jerry made a motion to approve the purchase System Hematology Analyzer, Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for System Hematology Analyzer, not to exceed \$115,568.28.0

Surplus Supplies- District Vehicles

The LTC ADA buses' anti-lock brake module is not working and the module is not produced anymore. Clint was not able to find a replacement. The bus was donated by Clallam County Transit and a new motor was installed when we received it.

The 1998 Ford Contour needs a new transmission and hasn't been used in three years.

Patty made a motion to approve the surplus of the two District Vehicles, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to the surplus of the surplus of the two District Vehicles.

Tim Cournyer, CEO, reported:

WRHC

Tim presented the 2017 at a glance Washington Rural Healthcare Collaborative presentation.

Strategic Planning

The Administrative team had a phone conference with Jody Carona. Jody will work on the finalizing the Strategic Plan and Tim would like to present it at the May Board of Commissioners meeting.

Olympic Community of Health

Tim had a meeting with Elya Moore who is the CEO of OCH. Tim's interest in the OCH is to find out if there will be money available for the new EHR, which he believes there will be. Tim felt the OCH is very beneficial to the hospital. The OCH scope is forming the communities together. Tim was asked to be an alternate of the OCH board. Tim was unable to attend the OCH meeting today, but Paul and Barbara attended.

Finance:

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

- Gross patient revenue for March was \$ 4,258,984
- Net patient revenue for March was \$ 2,350,409
- Net A/R days are 39.5.
- Day's cash on hand is 66.
- There were 24 surgeries and 451 emergency room visits for March.
- Total operating income for March was \$2,489,255
- Total non-operating income for March was \$25,166.
- Net income year to date is \$75, 376.
- Total cash on hand is \$4,992,264.

Clinic Graphs:

Patty asked about the decline in Clinic numbers and what we are not doing to have a decline in patients. Don responded that there are multiple reasons why the numbers are declining. We are unsure what the cause is, and determining what is wrong will help us fix the problem.

Tim commented that the new Clinic Admin team has addressed a list of issues they are working on to help improve clinic functions.

Ambulance Report:

Heidi Anderson, CNO, presented the Ambulance report for March 2018. There were 49 calls dispatched, 23 patients transported to Forks Community Hospital, 6 inter-facility transfers, 7 cancellations, 9 refusals, 6 lift assists, 1 DOA, no CPR in progress, and 3 non-ems related dispatch calls.

Don Lawley, President, called for a five minute break at 6:30pm

The Board of Commissioners returned to open session at 6:35pm.

Don Lawley announced that the Board is convening to executive session pursuant to RCW 42.30.110(1) (g)-To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and evaluate salary and benefits.

Executive Session: The Board convened to executive session at 6:35 pm for five minutes.

The Board reconvened to open meeting at 6:41 p.m.

There being no further business to discuss, the meeting was adjourned at 6:41 p.m.

The Board of Commissioners next meeting is scheduled for May 22, 2018 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary