

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes  
Community Health Conference Room  
May 22, 2018

Those present were Commissioners: Don Lawley, President; Patricia Birch, Vice President; Sandy Schier, Secretary; and Jerry George, Commissioner. Additional attendees included: Tim Cournyer, CEO; Andrea Perkins-Peppers, CIO; Heidi Anderson, CNO; Paul Babcock, CFO; 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) (G)

**Public Comments**

Donna Moulton asked about the meeting minutes from the last meeting and a few updates since then. Tim informed Donna that the Board of Commissioners meeting minutes will be available after they've been approved. Tim answered Donna's questions that Dr. Stepanian started this month and we had been in contact with a Pediatrician, but he took a different job. Donna also asked about the EPIC demos. Tim updated that the EPIC demos were postponed and took place yesterday. A team of employees is also going to Ocean Beach this Friday to meet with Ocean Beach hospital and discuss their recent implementation of EPIC.

**Community Communication**

Reviewed an email from a patient regarding their positive experience with the patient portal.

**Departmental Report**

Kerstin Hampton, Medical Records and Admitting Supervisor, updated the Board of Commissioners on the departments she managers. Kerstin introduced the Admitting staff: Susan, Tracie, Jamie P. Jamie G, Rachel, Veronica, and Socorro. Kerstin updated the board with what's happening in the Admitting department and the goals for 2018. Kerstin reviewed the first quarter admitting stats and performance improvements.

Kerstin introduced the Medical Records staff: Don, Corinne, and Elizabeth and updated the Board on what the department has achieved and their goals. Recently Corinne and Kerstin completed the AHIMA on-line ICD10 coding classes. Medical Records also started doing charge capture in 2017.

**ASP Moment**

This month the Antimicrobial Stewardship committee celebrated their second anniversary. Janet discussed infections and when antibiotics are needed and not needed. In 2016 to 2017, we dropped our antibiotic costs by 11% and then from 2017 to 2018, the costs dropped by 10%.

**Medical Staff Meeting:**

The April 11, 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 April 11, 2018, as presented.

**Medical Staff Privileges:**

The requests for privileges for David Herrington, MD; Andrew Wilke, MD; Theodore Matheny, MD; and Donna West, ARNP, 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 re-appointment of privileges for David Herrington, MD; Andrew Wilke, MD; Theodore Matheny, MD; and Donna West, ARNP.

**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 April 24, 2018, were reviewed. Sandy 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 April 24, 2018.

**Vouchers:**

April 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 April 2018 General A/P vouchers numbered 098050 to 098407 in the amount of \$393,259.19 and the General P/R vouchers numbered 546512 to 546605 in the amount of \$82,912.33.

**Write Offs:**

May 2018 write offs were reviewed. Sandy asked what the time frame is when the write offs are sent to collections. Tim said the average time is around six months, depending on the situation. Jerry made a motion to approve the write offs; Patty seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the May 2018 Write-offs totaling \$32,282.60.

**Old Business:**

### **Harrison Clinic**

We've been discussing Harrison Clinic the last few months and Tim had Paul put together a proforma of the Clinic with prior Harrison Clinic information and our estimated costs if the hospital took over. The proforma showed a loss of over a quarter of a million dollars. Jerry asked what the benefits of the hospital would be if they took over the Clinic and Tim said it would lower the chances of another Clinic coming into town and keeping the Clinic in the community. If the Board wants to move forward, Tim would like to get a legal perspective. Paul explained that for the Clinic to break even, they would need to have about 1300 more patient visits a month, which is a large jump and may not be realistic. Jerry asked what happens to the current patients. Tim commented that he met with David Schutz, CEO of Harrison, and David asked that we work with Harrison to transfer the patients to the Bogachiel Clinic. The Board of Commissioners agreed that it was not in the best interest of the hospital to take over the Harrison Clinic.

### **Board Self Evaluations**

The Board has schedule a Special Board of Commissioners meeting on June 26<sup>th</sup> at 3pm, prior to the June Board of Commissioners meeting to discuss Board Self Evaluations. Don said it is something the Board should do annually.

### **Strategic Plan**

Tim presented the Strategic Plan that Jody Carona put together following the Strategic Planning session in March. Tim recommended taking one or two goals from the Strategic plan to be reviewed quarterly at the Board of Commissioners meetings. Jerry made a motion to approve the Strategic Plan, Patty seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Strategic Plan as presented.

### **New Business:**

#### **Tim Courneyer, CEO, reported:**

##### **Smoking Cessation Plan**

The hospital started a smoking cessation this month for employees of the district. Tim asked Deborah to explain the plan to the Board. This month there was six employees that signed up. Deborah went over the incentives to help employees stop smoking.

##### **WRHC Comparative Charts**

Tim reviewed the WRHC comparative charts and the stats of Forks Community Hospital compared to other hospitals in the Collaborative.

##### **Staffing Update**

Dr. Stepanian is here and getting settled. Dr. Flowers is out on medical leave and we haven't heard when he will be back. We are working on finding surgery coverage. We have been able to fill June with locums and Dr. Chang.

## **Finance**

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

- Gross patient revenue for April was \$ 3,672,415.
- Net patient revenue for April was \$ 2,094,843.
- Net A/R days are 45.0.
- Day's cash on hand is 78.
- There were 21 surgeries and 453 emergency room visits for April.
- Total operating income for April was \$2,345,774.
- Total non-operating income for April was \$65,508.
- Net income year to date is \$5,260.
- Total cash on hand is \$5,847,033.
- Acute average census is 1.9.
- LTC average daily census is 11.9.
- Custodial swing average daily census is 8.0.

## **Clinic Graphs**

Reviewed the April 2018 Clinic graphs.

## **Ambulance Report:**

Heidi Anderson, CNO, presented the Ambulance report for April 2018. There were 38 calls dispatched, 31 patients transported to Forks Community Hospital, 9 inter-facility transfers, 4 cancellations, 2 refusals, 0 lift assists, 0 DOA's, no CPR's in progress, and there were 4 overlapping 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 ten minutes.

The Board reconvened to open meeting at 6:45 p.m.

There being no further business to discuss, the meeting was adjourned at 6:45 p.m.

Special Board of Commissioners meeting is scheduled for June 26, 2018 at 3:00 p.m.

Board of Commissioners next meeting is scheduled for June 26, 2018 at 5:00 p.m.

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Minutes recorded by Laci Johnson, Executive Assistant.

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Sandra Schier, Secretary