

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
June 26, 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, MD, Chief of Staff.

Guests: Bobbie Reaves, Tanya MacNeil, and Donna Moulton

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

Changes or Additions to the Agenda

Public Comments

Patty commented that she attended the Ambulance open house, which she said was very nice and had a good turnout.

Donna Moulton expressed her thankfulness of the quick response from FCH staff with her husband's recent care.

Community Communication

Departmental Report

Bobbie Reaves, Environmental Services Manager, updated the Board with her department. Bobbie expressed areas of hardship with staff turnover and strategized ways to keep staff. There are currently 16 staff members in the department. Per Diem staff is working 2-3 days a week and part time staff is working up to 32 hours a week. The department also adjusts staffing as they can to make sure all shifts are filled. Bobbie commented the new stand on floor cleaner is reducing the number of employee injuries.

Jay Sarnowski does regular tests for C-diff in all patient rooms and all tests have turned out negative, showing all the rooms are thoroughly cleaned. The department is maintaining above average cleanliness for the district. Heidi mentioned that Medicare.gov has FCH listed above average for hospital cleanliness.

Medical Staff Meeting

The May 9, 2018, Medical Staff meeting minutes were reviewed. Don commented on the Suboxone program. Dr. Cole commented that Dr. Frank is moving out of state and will be unable to help, but Howard Welsh is researching the program. Andrea commented she met with a lady who is willing to come out and talk to providers about setting up the Suboxone program. 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 May 9, 2018, as presented.

Medical Staff Privileges

The request to approve privileges for Marshall Stepanian, MD was 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 Marshall Stepanian, MD.

Performance Improvement Committee

The April 16, 2018, Performance Improvement Committee 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 Performance Improvement Committee meeting minutes from April 16, 2018, as presented.

The Board commented that they like how the districts monthly meeting minutes are provided for the board to review. The minutes keep the board updated and are very informative.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from May 22, 2018, 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 Board of Commissioners meeting minutes from May 22, 2018.

Vouchers:

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

ACTION: It was moved, seconded, and passed to approve the May 2018 General A/P vouchers numbered 098408 to 098751 in the amount of \$1,206,090.65 and the General P/R vouchers numbered 546606 to 546696 in the amount of \$83,864.14.

Write Offs:

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

ACTION: It was moved, seconded, and passed to approve the June 2018 Write-offs totaling \$16,721.74.

Old Business:

Boiler-Room Roof Replacement

We received one bid for the roof replacement, which was submitted from Hoch Construction. The bid totaled \$89,113.22. The bid does not include the three tab shingles, which we are purchasing ourselves. Tim asked Clint if it would be cheaper to replace the roof in-house. Clint

responded that it would be cheaper. Clint and the crew could replace one portion this summer and finish the rest next summer. Patty said the Maintenance crew always does an exceptional job. Tim has some ideas he'd like to brainstorm.

The Board agreed that the bid was higher than expected and feels the Maintenance crew can do the job and save the district money. Jerry made a motion to not accept the submitted bid from Hoch Construction; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to not accept the bid submitted from Hoch Construction.

Surplus Equipment

We received two bids for the ADA bus. The highest bid was \$1,110.00. Sandy made a motion to accept the highest bid; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to accept the bid of \$1,110 for the ADA bus.

Clint said there were no bids submitted for the Ford Contour. Tim and Clint discussed that we would like to surplus the car for salvage. Sandy made a motion to surplus the Ford Contour for salvage; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to surplus the Ford Contour for salvage.

New Business:

Capital Equipment Request- Refrigerator Replacement

One of the large reagent storage refrigerators needs to be replaced in the Laboratory. The current refrigerator was installed in October of 1990 and has had a significant amount of repairs in the last two years. The refrigerator is a critical unit and stores up to \$50,000 of reagents at a time. Clint also recommended that the refrigerator needs replaced.

Jerry made motion to approve the purchase of the refrigerator replacement for the Laboratory; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the refrigerator replacement in the Laboratory, not to exceed \$7,000.

Capital Equipment Request- Change Order for HVAC Design

The engineers will need additional engineering designs for replacing the Long Term Care air handling unit, remove the baseboard heat in patient rooms, and replace exhaust fans that are located in the areas with AHU replacements with direct drive type fans. Jerry made a motion to approve the change orders for the HVAC system; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the HVAC system change orders, not to exceed \$38,000.

Resolution 5018-512 WRCH Interlocal Agreement

The Collaborative would like to establish a new interlocal agreement to separate themselves from the PHD Board interlocal. Tim and Paul commented the Collaborative is very beneficial to the hospital. Jerry made a motion to approve resolution 2018-512; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution 2018-512 for approval of the WRCH Interlocal Agreement.

Tim Cournyer, CEO, reported:

WRHAP- Cost Comparison

Tim reviewed the WRHAP cost comparisons for 2013-2016.

Staffing Update

Tim received an email from Dr. Flowers and he is out until October at the earliest. Dr. Flowers also expressed he understood if we had to find a replacement.

Tim is moving ahead with scheduling throughout the year. Tim is working on a contract with Dr. Chang who does Scopes and General Surgery. Tim is looking at changing how we do surgery and exploring only having one surgeon here, two weeks a month. We do not have enough volume for two surgeons on staff.

Patty asked how we will cover C-sections. Tim said that has been in discussion and it would include using the midwife and other staff to help reduce staff burnout.

Marketing/Foundation Coordinator

Shannon Damron started Monday and has experience in Marketing and Grant writing.

Midwife Update

Racheal Adair has accepted our offer and is available mid-September

Board Salary Update

The legislator is increasing the commissioners' compensation to \$128 per meeting. The Board is to be compensated each hospital meeting they attend. Laci will be tracking the meetings each Board member attends monthly, and submitting timecards.

Finance

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

- Gross patient revenue for May was \$ 3,977,526.
- Net patient revenue for May was \$ 2,252,325.
- Net A/R days are 38.5.

- Day's cash on hand is 77.
- There were 18 surgeries and 483 emergency room visits for May.
- Total operating income for May was \$2,422,973.
- Total non-operating income for May was \$30,932.
- Net income year to date is \$39,723.
- Total cash on hand is \$5,814,835.
- Acute average census is 0.5.
- LTC average daily census is 12.0.
- Custodial swing average daily census is 8.0.

Clinic Graphs

Reviewed the May 2018 Clinic graphs.

Ambulance Report:

Heidi Anderson, CNO, presented the Ambulance report for May 2018. There were 46 calls dispatched, 37 patients transported to Forks Community Hospital, 11 inter-facility transfers, 4 cancellations, 13 refusals, 4 lift assists, 2 DOA's, and there were 5 overlapping calls.

There is an EMT class finishing up soon, hoping to get more EMT's on staff.

There being no further business to discuss, the meeting was adjourned at 6:03 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary