

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
March 24, 2020

Those present were Commissioners: Don Lawley, President; Patty Birch, Vice President; Daisy Anderson, Commissioner; and Sandy Schier, Commissioner. Additional attendees included: Tim Cournyer, CEO; Paul Babcock, CFO; and Heidi Anderson, CNO.

Guests: Theresa Wentworth and Jeff Gingell

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

Addition or Changes to the Agenda

There were no additions or changes to the agenda.

Public Comments

There were no public comments.

Community Communications

Jeff Gingell, who works in Radiology and is also a councilman for the City of Forks, reported that the City of Forks is very appreciative how the hospital immediately started planning for the COVID-19 emergency in an effort to keep everyone safe.

Department Report

Theresa Wentworth, Dietary Manager, discussed the Dietary department. Theresa discussed the amount of meals in 2018 and 2019 that the department prepared for patients, employees, and the community. Theresa also briefed the Board on the multiple food options available for purchase in the café. Theresa added several temperature taking processes into SQSS, that work well for Dietary staff. COVID changes have not negatively affected Dietary staffing.

Medical Staff Meeting

The February 12, 2020, Medical Staff meeting minutes were reviewed. Commissioner Anderson made a motion to approve the meeting minutes; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from February 12, 2020, as presented.

Medical Staff Privileges

The privileges for Stanford Tran, MD and Tara Huggins, MHC, were reviewed. Commissioner Anderson made a motion to approve the Medical Staff privileges; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the appointment of privileges for Stanford Tran, MD and the re-appointment of privileges for Tara Huggins, MHC.

Performance Improvement Committee

The February 10, 2020, Performance Improvement Committee meeting minutes were reviewed. Commissioner Birch made a motion to approve the meeting minutes; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from February 10, 2020, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from February 25, 2020, March 4, 2020, and March 20, 2020, were reviewed. Commissioner Birch made a motion to approve the Board of Commissioners meeting minutes; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from February 25, 2020, March 4, 2020, and March 20, 2020.

Vouchers

The February 2020 vouchers were reviewed. Commissioner Anderson made a motion to approve the vouchers; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the February General A/P vouchers numbered 1061814 to 106550 in the amount of \$1,273,119.55 and the General P/R vouchers numbered 548718 to 548820 in the amount of \$88,494.83.

Write-Offs

The February 2020 write-offs were reviewed. Commissioner Anderson made a motion to approve the write-offs; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the February 2020 write-offs totaling \$222,964.00.

FCH Old Business

There was no FCH Old Business discussed.

FCH New Business

Capital Equipment Request – Liko Lift

This new lift will replace the Liko Golve 8008, which is past its life span. The industry standard life of lifts are around 5-7 years depending on wear. Staff are also in favor of this brand as it is very lightweight and easy to maneuver while lifting the LTC residents several times a day. There is also a parallel leg opening, which makes maneuvering around wheelchairs easier.

Commissioner Anderson made a motion to approve the purchase of the Liko Lift, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the Liko Lift, not to exceed \$7,600.

Other

There was no other business discussed.

LTC Old Business

There was no LTC Old Business discussed.

LTC New Business

There was no LTC New Business discussed.

Tim Cournyer, CEO, reported:

COVID-19

The last three weeks have been focused around the changing circumstances of COVID-19. The goal from the beginning was to keep our patients and employees safe. Many things have changed and now the facility is locked down. Tim discussed the various changes that took place the last few weeks from just warning people to be cautious to now screening patients through a check-in station. There are no visitors in the hospital. The café is closed to the public, staff call in meals for pick up, and senior meals are offered with curbside pickup only. Tim stressed that our biggest concern is keeping our staff and patients safe, especially Long Term Care residents as they are extremely vulnerable.

Dr. Bauer updated the Board on the last 24 days since the outbreak happened. After the first week of meetings, there was a COVID-19 Response Team formed. A lot of work went into the planning, which was based off of Centers for Disease Control and Prevention and Public Health guidelines. There is a decontamination tent set up where respiratory patients are directed to. This helps to keep other patients and staff clear from repository illnesses. The overall outcome is to keep an outpatient clinic open.

Heidi updated the Board on our current PPE supplies for the district and discussed our usage last week to give an idea how much we are going through.

HCA Emergency Funding

Tim reported that the federal government sent our hospital \$147,000.

Other

Tim passed around Olympic Community of Health 2019 Annual Report for the Board to review at their leisure.

Finance

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

- Gross patient revenue for February was \$4,728,759.
- Net patient revenue for February was \$2,620,217.
- Net A/R days are 54.4.
- Days cash on hand is 47.
- There were 1,752 Clinic visits, 16 surgeries, 424 emergency room visits, and 4 births in February.
- Total operating expenses for February was \$2,620,217.
- The total non-operating income for February was \$34,820.
- Net income for the month was \$48,953.
- Total cash on hand is \$4,044,059.
- Acute average daily census is 1.9.
- LTC average daily census is 18.0.

New Patients Per Provider

The Board of Commissioners reviewed February 2020 new patients per provider.

Ambulance

The Board reviewed the February 2020 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutual aid, overlapping calls, average response time, average turnout time, and average on-scene time.

Commissioner Lawley called for a seven minute break.

Commissioner 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.

Executive Session: The Board convened to executive session at 6:20 pm for fifteen minutes.

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

Commissioner Birch made a motion to offer Heidi Anderson the CEO position here at Clallam County Public Hospital District No. 1 dba Forks Community Hospital effective May 19, 2020, Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to offer Heidi Anderson the CEO position here at Clallam County Public Hospital District No. 1 dba Forks Community Hospital effective May 19, 2020.

There being no further business to discuss, the meeting was adjourned at 6:37 pm.

The Board of Commissioners' next meeting is scheduled for April 28, 2020, at 5:00 pm. in the Lee Merrick Conference Room.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary