

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Virtual Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
April 28, 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 via telephone; Heidi Anderson, CNO, Andrea Perkins, CIO; and Dr. Cole, Chief of Staff

Guests: Janet Marion, Carie Micheau via telephone, and Deborah Dillon, via telephone

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

There was no community communication.

Oath of Office

Commissioner George resigned on February 26, 2020. During the March 25, 2020, Special Board of Commissioners meeting Janet Marion was appointed to fulfill Commissioner George's term. Commissioner Birch made a motion to appoint Commissioner Marion as a Board Commissioner for Clallam County Public Hospital District No. 1; Commissioner Position 5, Commissioner Anderson, seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to appoint Commissioner Marion to fulfill Commissioner George's term as a Board Commissioner for Clallam County Public Hospital District No. 1; Commissioner Position 5.

Departmental Report

Carie Micheau, Compliance Officer reported:

Carie reviewed Compliance stats from October 2019 to March 2020; there were seven Compliance issues reported. The severity of the issues reported were: four high issues and three medium issues. All seven reports came from employees. Carie updated the Board on the 2019 Annual Work Plan and Provider Credentialing Update.

PSQR Board Report

Deborah Dillon, Director of Patient Safety and Quality, updated the Board.

Deborah updated the Board on the department's goals for 2020, discussed quality initiatives, and reviewed great catches/occurrences received. Deborah said our DNV accreditation is on hold for CMS to re-approve our recertification. DNV is now offering virtual re-accreditation and we expect our virtual re-accreditation survey will be in 6-8 weeks.

Deborah discussed internal audits the hospital team are performing, discussed the weekly walks that are being performed with the CEO and CFO, and patient complaints.

Medical Staff Meeting

The March 11, 2020, Medical Staff meeting minutes were reviewed. Commissioner Anderson 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 Medical Staff meeting minutes from March 11, 2020, as presented.

Medical Staff Privileges

The privileges for William Coyne, MD, and Joseph Pullara, MD, were reviewed. Commissioner Anderson made a motion to approve the Medical Staff privileges; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the re-appointment of privileges for William Coyne, MD, and Joseph Pullara, MD.

Performance Improvement Committee

The March 16, 2020, Performance Improvement Committee meeting minutes were reviewed. Commissioner Anderson 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 March 16, 2020, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from March 24, 2020, and March 25, 2020, were reviewed. Commissioner Anderson 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 March 24, 2020, and March 25, 2020.

Vouchers

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

ACTION: It was moved, seconded, and passed to approve the March General A/P vouchers numbered 106551 to 106900 in the amount of \$1,379,642.94 and the General P/R vouchers numbered 548821 to 548923 in the amount of \$89,388.83.

Write-Offs

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

ACTION: It was moved, seconded, and passed to approve the March 2020 write-offs totaling \$271,621.42.

FCH Old Business

There was no FCH Old Business discussed.

FCH New Business

Resolution 2020-528 - Appointment of Superintendent

Commissioner Anderson made a motion to approve Resolution 2020-528 - Appointment of Superintendent, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution 2020-528 - Appointment of Superintendent.

CNO Update

Heidi said Kelly Thompson has accepted the Chief Nursing Officer position and will start on May 10th. There will be interviews in the next few weeks to fill Kelly's position.

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 Update

We can start doing elective surgeries again after May 19th if we have enough PPE. Heidi discussed our current PPE on stock and discussed future timeframes we can purchase more PPE.

We have handed out over 1,000 cloth masks to patients. To date, we have had two positives, but they are not directly related to Forks. We are getting COVID-19 results back between 1-3 days.

Jesse Jones – KIRO 7 News

Jesse Jones from KIRO 7 news delivered face shields to Forks Community Hospital last week. A large group met Jesse and his photographer over at Bogachiel Clinic by the COVID tent to speak with staff, hand out face shields, film a mock patient in the tent, and graciously did some photo ops. The photographer spent some time with EMS as well and then at the ED entrance doing a shoot of the ambulance and hospital building. The face shields are reusable and can be washed in a dishwasher or wiped down. The filming will air on April 30th during the 5 PM & 11 PM newscasts.

Other

The COVID tent was destroyed during the windstorm Sunday night, Maintenance has already replaced it with a new tent.

Finance

Paul Babcock, CFO, presented the March date financial report, which was reviewed and discussed.

- Gross patient revenue for March was \$3,974,987.
- Net patient revenue for March was \$2,624,271.
- Net A/R days are 46.4.
- Days cash on hand is 64.
- There were 1,477 Clinic visits, 14 surgeries, 356 emergency room visits, and 4 births in March.
- Total operating expenses for March was \$2,854,000.0
- The total non-operating income for March was \$52,148.
- Net income for the month was \$(95,100).
- Total cash on hand is \$5,579,318.
- Acute average daily census is 1.4.
- LTC average daily census is 18.0.

New Patients Per Provider

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

Ambulance

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

There being no further business to discuss, the meeting was adjourned at 6:30 pm.

The Board of Commissioners' next meeting is scheduled for May 26, 2020, at 5:00 pm. in the Lee Merrick Conference Room.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary