

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Virtual Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
May 26, 2020

Those present were Commissioners: Don Lawley, President; Patty Birch, Vice President attended via telephone; Sandy Schier, Secretary; Daisy Anderson, Commissioner; and Janet Marion, Commissioner Additional attendees included: Heidi Anderson, CEO; Paul Babcock, CFO via telephone; Kelly Thompson, CNO; Andrea Perkins, CIO; and Dr. Cole, Chief of Staff

Guests: Tim Cournyer

Guests via telephone: Dawn Harris, Deborah Dillon, Melanie Koskela, and Lucritia Stansbury

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

Addition or Changes to the Agenda

Heidi said she would like to read a letter she received this morning. The letter was from Vicky Goakey, MDS Coordinator, announcing her retirement at the end of July.

Public Comments

There were no public comments.

Community Communications

There was no community communication.

Departmental Report

Dawn Harris, LTC Administrator reported:

Dawn updated the Board on the Long Term Care department. Dawn said she is very proud of the department for all their work during the COVID pandemic. Dawn reported there have not been any cases of COVID and there have not been any other illnesses in the unit since March 4th. The department is doing several activities to keep the residents entertained as they are having a hard time not seeing their families. Dawn said Shar Carlson has been hired to replace Vicky Goakey after she retires in July. Dawn discussed the department's current goals and areas of improvement they are working on.

Medical Staff Meeting

The April 8, 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 April 8, 2020, as presented.

Medical Staff Privileges

The privileges for David Herrington, MD; Donna West, ARNP; Ming Lin, MD; and Douglas Migden, DO, were reviewed. Commissioner Birch 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 appointment of privileges for Ming Lin, MD, and Douglas Migden, DO, and the reappointment of David Herrington, MD, and Donna West, ARNP.

Performance Improvement Committee

The April 20, 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 April 20, 2020, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from April 28, 2020, and May 4, 2020, were reviewed. Commissioner Schier made a motion to approve the Board of Commissioners meeting minutes; Commissioner Marion seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from April 28, 2020, and May 4, 2020.

Vouchers

The April 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 April General A/P vouchers numbered 106901 to 107259 in the amount of \$1,235,437.27 and the General P/R vouchers numbered 548924 to 549079 in the amount of \$124,703.47.

Write-Offs

The April 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 April 2020 write-offs totaling \$149,184.42.

FCH Old Business

RHC Status for FFMC

We are waiting to hear back from WIPFLI regarding scheduling our virtual RHC survey. We expect the RHC survey will be scheduled within the next few weeks.

Custodial Swingbed Plan

Tim and Heidi discussed the hospital's swingbeds, which have been put on hold due to COVID. Tim said we can answer all the deficiencies and we would like to reapply.

IV Pumps still on hold due to COVID

The Board approved IV pumps last year, but due to COVID, we have not been able to install the pumps. I.S. is working on a few issues, but until Baxter can travel again, the project will stay on hold.

FCH New Business

Capital Equipment Request – ProPress Pipe Crimping Tool

Maintenance requested to purchase a progress pipe crimping tool. This tool will give the department the ability to repair all-copper pipes in the facility including the large 1 1/2" pipes and not have to hire outside plumbers. Commissioner Anderson made a motion to approve the purchase of the ProPress Pipe Crimping Tool, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the ProPress Pipe Crimping Tool, not to exceed \$6,600.

Capital Equipment Request – New Ambulance

During the February Board of Commissioners meeting, the Board approved the purchase of a new ambulance. After more research, it was decided the hospital should purchase a diesel truck base rather than a gas truck base. Tim Wade submitted a new quote, which includes graphics, radio installation, a Stryker power load gurney, and a 4X4 Ram Cummins Diesel. All the work for the new ambulance will be done at the manufacturing site and no subcontracting is required. Commissioner Marion made a motion to approve the purchase of the new ambulance, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the new ambulance, not to exceed \$300,000.

Approve FCH Organization Chart

Heidi presented the updated FCH organizational chart and explained the changes. Commissioner Schier made a motion to approve the updated organizational chart with modifications as presented; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the updated FCH organizational chart with modifications as presented.

Approve RHC Organization Chart

Heidi explained that Rural Health Clinics need an organization chart. The organization chart was designed like the hospital organizational chart. Commissioner Anderson made a motion to approve the RHC organizational chart with modifications as presented; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the RHC organizational chart as presented.

Other

There was no other business discussed.

LTC Old Business

There was no LTC old business discussed.

LTC New Business

Approve LTC Organization Chart

Heidi presented the updated LTC organizational chart and explained the changes. Commissioner Anderson made a motion to approve the updated organizational chart with modifications as presented; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the updated LTC organizational chart as presented.

Heidi Anderson, CEO, reported:

COVID Update

There have not been any new positive COVID cases since last week. Dr. Unthank asked that we write a letter of support for Clallam County moving to phase 2. The Clallam County Board of Directors meets on May 27th and we should hear back soon as to if we will be applying for the next phase. We started surgeries again last week. The Admin team is discussing what phases visitors will be allowed back in the hospital.

Aurelia Wilson Retirement

Heidi placed Aurelia Wilson's resignation letter in the packets for the Board to read. Aurelia will be retiring on September 11th.

Clinic Update

Barbara Schmidt resigned a few weeks ago and there will be some restructuring to the clinics. Lucritia Stansbury has accepted the RN Clinical Supervisor position and Melanie Koskela has accepted the Administrative Clinic Supervisor. They have been working diligently on a Performance Improvement Plan for the Clinic. Heidi will be meeting with them both weekly to help them transition.

Outpatient Services Reopening

On May 18, Governor Inslee began allowing hospitals statewide to provide elective surgeries and non-urgent procedures, as long as they adhere to guidelines ensuring adequate personal protective equipment (PPE) and screening and sanitation standards remain in place.

Forks Family Medical Clinic Providers

There will be two providers going out on Maturity leave. Sasha Jensen, ARNP, will be out starting in June and will return in August. Kasey Gregory, MD, will be out starting in September and returning in December.

Union Negotiations

We are in the second week of RN negotiations. We received the economic proposal last week from the union. Our counter-proposal was presented today and there were a few questions from the nurse bargaining team. Heidi said they hope to wrap up tomorrow and then start the tech negotiations next week.

Hospitalist Update

Dr. Jeffery Chen worked a locums assignment a few years ago with us and we have been in communication with him recently. Dr. Chen will be working a rotation while Dr. Coyne is on vacation this summer. Two of our ED providers will also be working a few days as a hospitalist to finish covering the vacation. We are hoping to bring Dr. Chen on permanently; allowing the Hospitalists to work 10 days on, then 20 days off with the possibility of having to be called in if another Hospitalist is unable to fulfill their shifts.

Stroke/Stemi Recertification

We have been working on our Stroke/Stemi Certification, which is due every three years. We were given a two-week extension for the recertification because the State sent the application to an email address that no longer exists. Heidi asked Commissioner Lawley to sign the certifications for the state.

Other

There were no other topics discussed

Finance

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

- Gross patient revenue for April was \$3,356,356.
- Net patient revenue for April was \$1,622,813.
- Net A/R days are 44.
- Days cash on hand is 118.
- Days cash on hand (non-COVID) is 65.
- There were 1,122 Clinic visits, 0 surgeries, 249 emergency room visits, and 1 birth in April.
- Total operating expenses for April was \$2,633,739.
- The total non-operating income for April was \$43,499.
- Net income for the month was \$(737,846).
- Total cash on hand is \$10,145,106.
- Total cash on hand (non COVID) is \$5,596,934.
- Acute average daily census is 1.4.
- LTC average daily census is 20.0.

New Patients Per Provider

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

Ambulance

The Board reviewed the April 2020 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutual aid, overlapping calls, average response time, average turnout time, and average on-scene time. Heidi said we will be hiring a full-time EMT, which will help lower our response 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 6:00 pm for thirty minutes.

The Board returned to open session at 6:29 pm.

There being no further business to discuss, the meeting was adjourned at 6:29

The Board of Commissioners' next meeting is scheduled for June 23, 2020, at 5:00 pm. in the Lee Merrick Conference Room.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary