

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
June 23, 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; Kelly Thompson, CNO; Andrea Perkins, CIO; and Dr. Cole, Chief of Staff

Guests: Tanya MacNeil

Guests attending via-telephone: Teresa Kennedy and Deborah Dillon

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

Addition or Changes to the Agenda

1. Add Clinic Laboratory Discussion to Admin Report

Public Comments

There were no public comments.

Community Communications

There was no community communication.

Departmental Report

Tanya MacNeil, Director of West End Outreach Services, updated the Board of Commissioners on the West End Outreach Services department. Tanya discussed clinical staffing which consists of five Mental Health providers, one Substance Use Disorder (SUD) provider, three full-time Case Managers and two part-time Case Managers, one Psych ARNP one day a week who sees adults, and one Psych ARNP one day a week for two hours who sees adolescents. The department continues to provide 24/7 crisis services and working on establishing co-occurring services with Cedar Grove.

Currently, there are almost 400 active clients seeking services from WEOS. The department provides services every Thursday at the Clallam Bay Medical Clinic, which supports clients that live further out west and who may have transportation issues. WEOS is working on a potential contract to provide behavioral health services on the reservation. The process is temporarily on hold due to COVID-19 but should resume soon. Linton Peterson has been working with the Makah Tribe on supporting the tribe with developing a crisis response plan.

Tanya discussed current projects the department has been focusing on. They are working on plans for implementing a mutual OCH change plan and ensuring that the referral process is the same across clinics. Managing mutual high utilizers and addressing ongoing behavioral and physical health concerns in the proper clinic setting and reducing the unnecessary use of the ED, expanding teen centered BH services both in the schools and the office, using both SUD and MH therapists co-facilitating, and the child family therapist, Char-el I Montana is working on a plan to facilitate autistic family support group that would move to a peer ran service.

Medical Staff Meeting

The May 13, 2020, Medical Staff 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 Medical Staff meeting minutes from May 13, 2020, as presented.

Medical Staff Privileges

The privileges for Clinton Bliss, 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 appointment of privileges for Clinton Bliss, MD.

Performance Improvement Committee

The May 18, 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 May 18, 2020, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from May 26, 2020, were reviewed. Commissioner Anderson made a motion to approve the Board of Commissioners meeting minutes with one correction; Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from May 26, 2020.

Vouchers

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

ACTION: It was moved, seconded, and passed to approve the May General A/P vouchers numbered 107260 to 107655 in the amount of \$1,993,479.95 and the General P/R vouchers numbered 549080 to 549194 in the amount of \$95,562.03.

Write-Offs

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

ACTION: It was moved, seconded, and passed to approve the May 2020 write-offs totaling \$75, 994.23.

FCH Old Business

RHC Survey

Deborah Dillon and Rae Wilson worked very hard to prepare for the RHC survey, which was completed virtually a few weeks ago. There was one deficiency found, which has already been corrected. Forks Family Medical Clinic is a Rural Health Clinic as of June 18th.

FCH New Business

Capital Equipment Request – Administration Building Heat Pump Replacement

The heat pump in the Administration building stopped working. Heidi said the unit has already been replaced as it was an urgent replacement as the heat and air conditioner no longer worked. Commissioner Anderson made a motion to approve the purchase of the Administration Building Heat Pump Replacement, Commissioner Marion seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the Arthrex Instruments and Implants not to exceed \$8,400.

Capital Equipment Request –Arthrex Instruments and Implants

Surgery would like to purchase instruments and implants for rotator cuff repairs and knee cases. Commissioner Anderson made a motion to approve the purchase of the Arthrex Instruments and Implants, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the Arthrex Instruments and Implants not to exceed \$5,500.

Capital Equipment Request – Dormakaba Admitting Door Replacement

The current double doors at the Admitting entrance need replaced. Commissioner Marion made a motion to approve the purchase of replacing the admitting doors, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the *Dormakaba Admitting Door Replacement*, not to exceed \$22,000.

Capital Equipment Request – Zoll Transport Ventilators

Purchase transport ventilators to be used in the field by EMS for resuscitation efforts and in the Hospital for transport of ventilator patients. Heidi said we will use the COVID dollars to purchase the ventilators because they will be used on patients who have COVID symptoms. 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 *Zoll Transport Ventilators Replacement*, not to exceed \$27,500.

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 Anderson seconded, and the motion carried.

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

Interlocal Agreement with Clallam County Fire Protection District No. 5

We were contacted by Clallam County Fire Protection District No. 5 last month who requested a meeting regarding the EMS tax levy dollars they receive from the hospital. Heidi reached out to our attorney, Brian Werst, who drafted a new Interlocal Agreement since the last Interlocal Agreement was signed in 1997. Brian also added language in the agreement that the hospital will pay CCFPD5 Fire District, on or before May 31 and on or before November 30 of each calendar year, the amount of revenue, based on the amount received by the Hospital District during the preceding six-month period pursuant to the Hospital District's emergency medical property tax levy from real property taxes collected upon property located within the boundaries of the Fire District. Commissioner Anderson made a motion to approve the hospital entering into a new Interlocal Agreement with Clallam County Fire Protection District No. 5, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the hospital entering into a new Interlocal Agreement with Clallam County Fire Protection District No. 5

Resolution 2020-530

Paul presented resolution 2020-530, allowing the hospital to sign the Interlocal agreement with Clallam County Fire Protection District No. 5. Commissioner Anderson made a motion to approve Resolution No. 2020-530, Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution No. 2020-530, allowing the hospital to sign the Interlocal agreement with Clallam County Fire Protection District No. 5.

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 Schier 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:

Gary Sinise Foundation

We received an email last week from a representative from the Gary Sinise Foundation, which is a nonprofit organization that serves meals to veterans and first responders. They thanked our hospital team for all they do, day in and day out and wanted to connect with us regarding serving a meal to the staff. After discussion, it was determined; Monday, June 29th would be a good day for the meal. Our goal is to provide a meal to all staff and all shifts. We are working with Devannie Anderson, from our local Subway to coordinate all the meals for 230 staff.

Union Negotiations – Nurses/Techs

Ratified the nurses' contract, which goes into effect the first full pay period in July. The negotiation team is currently working on Tech Negotiations and expects them to wrap up soon.

Community Needs Assessment

Heidi reached out to Jody Corona regarding performing another community needs assessment. Jody said a community needs assessment would also provide good data to use in our strategic planning session next year.

Strategic Plan Update

Heidi discussed the district's current strategic plan with the Board. Heidi discussed goals 1, 2, 4, and 6 and where we are with the goals.

Forks Chamber of Commerce

Heidi will be speaking during the Forks Chamber of Commerce meeting tomorrow. Heidi said she will discuss the recent leadership changes at FCH and where we stand with the current phase of the COVID pandemic. Heidi will also be addressing that with all our safety measures the district has implemented, it is safe for patients to see their medical provider or to seek medical attention during the pandemic.

Social Media Issue

Heidi said there was an event in the community earlier in the month that resulted in some of our staff being verbally abused on social media. Administration encouraged staff to not engage in the accusations on social media. Administration also sent out a memo to staff which Heidi provided copies to the Board of Commissioners to review.

Provider Contracts

Heidi is working to standardize provider contracts. Dr. Wallhoff, Dr. Shima, and Dr. Pederson recently renewed their contracts. Dr. Chen, Hospitalist, signed a contract to provide hospitalist coverage. Heidi also did an amendment to Dr. Bliss' contract to add in language for him to provide hospitalist work. Dr. Tran's contract will also have an amendment added soon as Dr. Tran and Dr. Bliss will be taking hospitalist days to cover Dr. Coyne's vacation in July.

Other

Patty requested to discuss the Laboratory at the Bogachiel Clinic. Patty asked about the costs associated with having an employee full time when the hospital Laboratory is across the street. Andrea said some lab draws we are required to offer in the clinic for our RHC status. Patty asked how the other two clinics do lab draws with an onsite Lab and Heidi responded that the nurses do the lab draws. Andrea commented this topic is currently being reviewed and there would be more information available later. Daisy also feels this should be reviewed and if the costs associated with the Clinic Lab are beneficial to the hospital.

Finance

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

- Gross patient revenue for May was \$3,922,704.
- Net patient revenue for May was \$1,732,894.
- Net A/R days are 57.7.
- Days cash on hand is 190.
- Days cash on hand (non-COVID) is 76.
- There were 1,246 Clinic visits, 9 surgeries, 271 emergency room visits, and 4 births in May.
- Total operating expenses for May was \$2,828,512.

- The total non-operating income for May was \$44,426.
- Net income for the month was \$765,249.
- Net income for the month (Non- COVID) was (1,004,612).
- Total cash on hand is \$10,145,106.
- Total cash on hand (non COVID) is \$5,596,934.
- Acute average daily census is 2.5.
- LTC average daily census is 20.0.

New Patients Per Provider

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

Ambulance

The Board reviewed the May 2020 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutual aid, overlapping calls, average response time, average turnout time, and average on-scene time. Edna Wade has been hired to fill the full time EMT. Heidi said the Ambulance crew has been instrumental in helping staff the central check in station.

Commissioner Lawley called for a five-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 6:17 pm for thirty minutes. At 6:50 pm Don Lawley called to extend Executive Session an additional fifteen minutes.

The Board returned to open session at 7:05pm.

There being no further business to discuss, the meeting was adjourned at 7:05 pm.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary