

**CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL**

**Board of Commissioners Meeting Minutes  
August 25, 2020**

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

Guests: Tim Cournyer, Lucritia Stansbury, Melanie Koskela, Brian Dirkes, Deborah Dillon, & Rebecca Pfaff, MD.

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

**Addition or Changes to the Agenda**

There was no additions or changes made to the agenda.

**Public Comments**

There were no public comments.

**Community Communications**

There were no community communications.

**Departmental Report**

Bryon Dirkes, Human Resources Director, updated the Board of Commissioners on the HR Department. Bryon discussed the departments goals and the status of those goals. Bryon discussed the Leadership program that will be happening later this year. The Admin Team, Directors, Managers, and Supervisors will be attending the Leadership program. Bryon discussed the curriculum with the Board.

**Medical Staff Meeting**

The July 8, 2020, Medical Staff meeting minutes were reviewed. Commissioner Birch made a motion to approve the meeting minutes; Commissioner Anderson seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Medical Staff meeting minutes from July 8, 2020, as presented.

**Medical Staff Privileges**

The privileges for Johannah "Lindsey" Hay, MD; Shannon Trelease, MD; Faron Bauer, MD; Jubilee Mattix, ARNP; Joel Yelland, MD; Rienra Sivesind, MD; and Anand Selvam, MD, were reviewed. Commissioner Schier 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 Johannah “Lindsey” Hay, MD and Shannon Trelease, MD and the reappoint of privileges of Faron Bauer, MD; Jubilee Mattix, ARNP; Joel Yelland, MD; Rienra Sivesind, MD; and Anand Selvam, MD.

#### **Performance Improvement Committee**

The July 20, 2020, Performance Improvement Committee meeting minutes were reviewed. Commissioner Birch made a motion to approve the meeting minutes; Commissioner Marion seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from July 20, 2020, as presented.

#### **Board of Commissioners Meeting**

The Board of Commissioners meeting minutes from July 28, 2020 and August 13, 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 July 28, 2020 and August 13, 2020.

#### **Vouchers**

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

**ACTION:** It was moved, seconded, and passed to approve the July General A/P vouchers numbered 108002 to 108429 in the amount of \$1,197,171.54 and the General P/R vouchers numbered 549298 to 549402 in the amount of \$88,5958.35.

#### **Write-Offs**

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

**ACTION:** It was moved, seconded, and passed to approve the July 2020 write-offs totaling \$104,308.21.

## **FCH Old Business**

### *Resources for Surgery*

Heidi reached out to the Collaborative to inquire if any hospitals have Surgery resources they would be willing to share with us. Heidi received an email from Ocean Beach Hospital today. They have an OR nurse who is part of the Association of Perioperative Registered Nurses (AORN) and she is willing to come to FCH and help the Surgery Department.

### *Forks Family Medical Clinic Staffing*

Sasha Jensen returned from Maternity leave in the beginning of August. Dr. Gregory will be on maternity leave until December or possibly after the New Year. Jonas Merrill and Dr. Yelland have both been working extra days at FFMC to ensure there is a provider available to see patients.

## **FCH New Business**

### *Capital Equipment Request – Hillrom- Upgrade Existing Cardiac Stress Treadmill System*

The current cardiac stress treadmill system requires an upgrade. The system is no longer supported and needs to be updated from windows 7 to windows 10. Commissioner Anderson made a motion to approve upgrading the existing cardiac stress treadmill system, Commissioner Schier seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request of upgrading the existing cardiac stress treadmill system, not to exceed \$22,000.

### *Capital Equipment Request- United Refrigeration – Replace Ice Machine in LTC*

The ice machine in Long Term Care stopped working a few weeks ago and requires replacement as soon as possible. The ice machine was nineteen years old. Heidi approved the ice machine replacement prior to the August Board of Commissioners meeting. Commissioner Marion made a motion to approve the purchase of the LTC ice machine replacement, Commissioner Schier seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request of replacing the Ice Machine in LTC, not to exceed \$6,200.

### *Capital Equipment Request- Clallam County Sheriff's Department – Replacement of Radio Repeater at Forks City Hall*

The radio repeater at Forks City Hall is over twenty years old and needs replaced. Jefferson County donated the funds for the replacement. Commissioner Marion made a motion to approve the replacement of the radio repeater at Forks City Hall, Commissioner Schier seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request of replacing the radio repeater at Forks City Hall, not to exceed \$13,200.

#### *Foundation Agreement*

The Board reviewed the Foundation Agreement. Commissioner Schier made a motion to approve the Foundation Agreement as presented, Commissioner Birch seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Foundation Agreement as presented.

#### *Notification of Special Board of Commissioners Meeting Policy & Procedure*

Commissioner Anderson made a motion to approve the Notification of Special Board of Commissioners Meetings Policy and Procedure, Commissioner Birch seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve the Notification of Special Board of Commissioners Meeting Policy & Procedure.

Commissioner Lawley requested the Board of Commissioners set a date for the Board Evaluations and review the Board of Commissioners bylaws. The Commissioners agreed they would schedule the session on September 22, 2020 at 3:30 pm prior to the 5:00pm Board of Commissioners meeting.

#### *Board Members on Committees*

It was discussed and agreed that each Board member would serve on the following hospital committees:

- Performance Improvement Committee – Daisy Anderson and Patty Birch
- Finance Committee – Don Lawley & Sandy Schier
- Clallam Bay Advisory Board – Don Lawley
- Ethics Committee – Daisy Anderson & Janet Marion
- Patient Family Advisory Council (PFAC) – Patty Birch and Janet Marion

#### *Other*

The REMVAC agreement is not ready to be fully executed between Forks Community Hospital and the Ray Ellis Memorial Volunteer Ambulance Corps (REMVAC). Heidi said the REMVAC Board is still reviewing the agreement. Kelly added she will be attending the next REMVAC Board meeting to address any questions or concerns their Board may have regarding the agreement. Heidi hopes to finalize the agreement next month.

#### **LTC Old Business**

There was no LTC old business discussed.

## **LTC New Business**

### *Staffing Incentives*

Labor Management proposed giving an incentive to LTC staff who work additional shifts to help fill empty shifts. Staff will receive \$25 for half a shift worked and \$50 for a full shift. If staff are required to stay for an additional shift, they will also receive the incentive.

### **Heidi Anderson, CEO, reported:**

#### *WRHC Manager Presentations*

Heidi completed a survey she received from the Washington Rural Healthcare Collaborative (WRHC) and she shared her concerns regarding the Collaborative. Elya Prystowsky, WRHC Executive Director, reached out to Heidi and planned a date to offer an WRHC orientation to FCH Admin Team, Directors, Supervisors, and Managers. The presentation was August 19th and there were two sessions offered to accommodate schedules. Elya sent a PowerPoint to be shared with the staff prior to the presentation. Elya explained the Collaborative to everyone and offered a Q & A session.

#### *Strategic Planning*

Heidi discussed the district's current strategic plan with the Board.

#### *Patient Safety of Culture Survey for RHC Medical Clinics*

The Agency for Healthcare Research and Quality (AHRQ) developed the Survey on Patient Safety Culture as a way to assess a hospital and its personnel's values, attitudes, perceptions, and competency for health and safety within that organization. "Organizations with a positive safety culture are characterized by communications founded on mutual trust, by shared perceptions of the importance of safety, and by confidence in the efficacy of preventive measures." The Survey asks staff questions about communication, openness, support, frequency of reporting errors or problems, response to reporting, education, follow-through, etc. regarding maintaining and improving patient safety. This survey is standardized so that hospitals across the country can compare, contrast and learn from each other, as well as monitoring one's own change over time. Thus, evaluating the effectiveness of improvement projects or changes in policy. This will be our second survey. This year we have the survey question developers, Westat, providing the survey to the Bogachiel Clinic and WEOS so that they can trial some new questions regarding diagnostic safety. At the same time, Jaime and Deborah will be sending out the hospital, LTC and the two smaller clinic surveys in a Survey Monkey format.

#### *Internet Security: Phishing Drills & Staff Trainings*

There have been several email hacks lately and I.S. will be doing staff training on internet security. This will teach staff what to look for and be aware of when they receive unknown emails. Tim Cournyer said Administrative staff emails are highly targeted.

### *Portal Numbers*

Medical Records has been very busy with patients signing up to access the portal. The numbers are higher due to COVID and patients not being able to come into the hospital.

### *OMC Collaboration*

Heidi and Olympic Medical Center CEO, Darryl Wolfe, wrote a letter of support for our county health department to receive more help. They are currently backlogged with contact tracing due to the increase of positive COVID-19 cases in Clallam County over the last month.

Heidi read an email she received from Dr. Unthank thanking Lucritia for all her hard work and help during COVID.

### *Current Ambulance Vehicle Situation*

Our second out Ambulance broke down and it will cost over \$12,000 to be repaired. After discussion, it was decided it would not be worth the costs to repair especially due to the truck being almost twenty years old. Clint suggested fixing the ambulance that we have been using for COVID overflow. The cost to repair the charging issue is around \$800. Once the new prior purchased ambulance is delivered, we will start planning to purchase a third new ambulance, which would complete our fleet. Tim Wade is also researching used ambulances that are for sale.

### *Other*

The Ultrasound table that was approved for purchase during the July Board of Commissioners meeting arrived this week and has been set up.

### **Finance**

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

- Gross patient revenue for July was \$5,146,163.
- Net patient revenue for July was \$2,592,408.0
- Net A/R days are 62.0.
- Days cash on hand is 186.
- Days cash on hand (non-COVID) is 104.
- There were 1,424 Clinic visits, 23 surgeries, 372 emergency room visits, and 4 births in July.
- Total operating expenses for July was \$2,851,336.
- The total non-operating income for July was \$2,009,381.
- Net income for the month was \$(105,934).
- Net income for the month (Non- COVID) was (159,029).
- Total cash on hand is \$16,201,971.
- Total cash on hand (non COVID) is \$9,051,567.
- Acute average daily census is 2.0.
- LTC average daily census is 19.3.

**New Patients Per Provider**

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

**Ambulance**

The Board reviewed the July 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 6:39 pm.

The Board of Commissioners' next meeting is scheduled for September 22, 2020, at 5:00 pm in the Lee Merrick Conference Room.

Minutes recorded by Laci Johnson, Executive Assistant.

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Sandra Schier, Secretary