

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
March 28, 2017

Present: Commissioners Daisy Anderson, Don Lawley, Patricia Birch, Sandy Schier, and Jerry George; Tim Cournyer, CEO; Gary Harmon, Chief of Staff; and Laura Kripinski, ARNP, CNO.

The meeting was called to order at 5 p.m. by Daisy Anderson.

Public Comments:

There were no public comments.

Community Survey:

Jody Corona shared the community survey results with the Board. There were 422 individuals surveyed and 82 of them offered to participate in a focus group to drill down further on their responses. The board agreed it would be beneficial to have a focus group with these individuals. Tim will have Jody send their names and contact information. He will provide an update at the next board meeting.

Community:

There was no community communication.

Medical Staff Meeting:

The February 8, 2017, Medical Staff meeting minutes were reviewed. Dr. Harmon discussed utilization review issues specifically finding facilities with an open bed to get patients transferred in a timely manner.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from February 8, 2017, as presented.

Performance Improvement Committee:

The January 23, 2017 and February 27, 2017, Performance Improvement Committee meeting minutes were reviewed.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from January 23, 2017 and February 27, 2017, as presented.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from February 28, 2017 were reviewed.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from February 28, 2017.

Vouchers:

February 2017 Vouchers were reviewed.

ACTION: It was moved, seconded, and passed to approve the February 2017 General A/P vouchers numbered 092815 to 093172 in the amount of \$1,353,187.43 and the

General P/R vouchers numbered 545042 through 545137 in the amount of \$93,240.80.

Write Offs:

March 2017 write offs were reviewed.

ACTION: It was moved, seconded, and passed to approve the March 2017 Write-offs totaling \$18,735.55.

New Business:

There was no new business discussed.

Old Business:

Environment of Care Annual Committee Report: The Board revisited the discussion on the report and questioned the rise in staff injuries. Clint believes staff is reporting every incident regardless of the severity, as instructed. L&I claims are down from the previous year. Don asked if staff training is emphasized in LTC since they have the most injuries. Clint reported that Gordon Oakes does train staff on lifting patients using the lifts. However, staff is now getting shoulder injuries from the lifts whereas backs were primarily injured prior to using the lifts.

WRHC Financial Measures: Tim reviewed the WRHC Financial Measures. We are doing well in a lot of areas and need work in others. This is a good tool to identify the areas we need improvement in. Overall, he was pleased when he reviewed it.

Medical Staff By-Laws:

The new Medical Staff By-Laws were reviewed.

ACTION: It was moved, seconded, and passed to approve the Medical Staff By-Laws.

DNV Response Update: Deborah stated the Objective Evidence Summary for the eight NC-1s is due to DNV this Thursday and will be turned in on time. She also reported on the 2016 third quarter WSHA Patient Safety Comparison Report. It measures our statistics with the other hospitals in the collaborative in regards to adverse drug events, diabetic care, nursing sensitive measures, infection measures, antimicrobial stewardship overall days of therapy, surgical site infections, postoperative pulmonary embolism or deep vein thrombosis, and OB measures.

District CEO Report:

Tim Courmyer, CEO reported:

Candidate Filing: May 15-19, 2017: Tim reminded Patty, Sandy, and Jerry to file during the week of May 15-19, 2017, to ensure they are placed on the November election ballot.

QVSD Scholarship: The hospital donated more items to the QVSD Scholarship Auction than ever before. Staff donated \$400, purchased 2 pieces of wall art with the money, and donated them. FCH donated five sports physicals, one massage from PT, and one membership to Fit For Life. The Auction raised over \$128,000 which is amazing!

Anesthesia Update: Robert Ellison, CRNA was offered a CRNA position in our district and accepted. Today he signed a contract and will begin working on June 5, 2017. Chuck will be here full-time until Robert starts.

EMS Funds: The resolution for the EMS Levy funds states the funds can be used for emergency medical care or emergency medical services in the district, including related personnel and training costs, equipment, supplies, vehicles and structures. We have been paying for these items out of the operating fund and not taking them out of the levy monies. Tim said we are going to recover those expenses, or part of them, for 2016 and reimburse the operating budget. The total recovered will be approximately \$250,000. We will also be purchasing a new ambulance and rescue rig. A 5 year budget will be created for EMS to purchase equipment needed and reimburse the operating fund. We will recoup what we can while leaving money for what we need.

Provider Update: Tim has met with Jonas Merrill PA-C, Dr. Jackson, and Dr. Cole and obtained agreements for the next 2-3 years of employment. He is also in talks with Aaron Gee, PT, who may be interested in our PT Director position. He has a passion for sports medicine and would like to pursue that in Forks.

Finance:

Paul Babcock, CFO, presented the February and year-to-date financial report, which was reviewed and discussed.

- Total patient revenue has increased from the prior February by \$507,219.
- Total patient revenue for February is \$3,586,214.
- Total revenue deductions for February are \$1,531,817.
- Net patient revenue for February is \$2,054,397.
- Miscellaneous income for February was \$169,670.
- Net A/R days are 48.65.
- Net operating income for February was \$67,861.
- Net income year to date is \$222,782.
- Total cash at the end of February was \$2,932,419.

Acute care inpatient daily census was 2.3 patients per day, Swing Bed average daily census was 3.0 patients per day, Long Term Care average daily census totaled 11.8 patients per day, and newborns totaled 6 for the month.

There were 24 total surgical cases in month including 3 inpatient cases. ER visits totaled 355; an average of 13 patients per day, and Clinic visits totaled 1,715 for the month.

Clinic Graphs: The numbers at Bogi are an improvement from 2016. We now have stability in the providers and it shows. Clallam Bay has good numbers as well.

Antimicrobial Steward (ASP) Moment: Janet Schade spoke to the board about sepsis and the race to start the correct antibiotic within the necessary timeframe.

Ambulance Report: Tim Wade reviewed the February stats for the Ambulance Department. There have been 165 calls this year-to-date. He has recently hired a full-time EMT who will begin working on May 1st as well as a part-time EMT. A Letter of Intent has been submitted to Braun Ambulance for a new ambulance. The Letter of Intent is solely for the purpose of holding a build slot. It does not hold us to purchase the ambulance from them if we decide not to.

Daisy Anderson announced that the Board is convening to executive session pursuant to RCW 42.30.110(1) (i)-To discuss potential litigation.

Executive Session: The Board convened to executive session at 7:10 p.m. for ten minutes.

The Board reconvened to open meeting at 7:20 p.m.

There being no further business to discuss, the meeting was adjourned at 7:22 p.m.

The Board of Commissioners next meeting is scheduled for April 25, 2017 at 5:00 p.m.

Minutes recorded by Carie Micheau, Executive Assistant.

Patricia Birch, Secretary