

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
April 25, 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 5:00 p.m. by Daisy Anderson.

Public Comments:

There were no public comments.

Community:

The Board reviewed newspaper articles by the Forks Forum.

Department Report:

Doug Devine, Cardiopulmonary Director, updated the board on the departments he manages: Respiratory Therapy, Cardiopulmonary, and Sleep Lab. In addition to Doug; Dr. Shima is the Medical Director of Cardiopulmonary and Respiratory Therapy and Dr. Nikomborirak, is the Director of the Sleep Lab. Heather Dickinson is the EKG Tech and Sleep Lab Coordinator; Jeremy Lausch, Sleep Tech; and Jeffrey Baker, Respiratory Therapist.

Doug presented the recent key achievements, future programs, quality control initiatives, acute statistics, outpatient statistics, and yearly revenues of the three departments combined.

DNV Update:

We received a notification that DNV has accepted our plan of correction. There are still a few areas of concern, which are being looked into. They are still looking at the ISO certifications. DNV recently updated their Critical Access NIAHO standards for 2016.

Antimicrobial Stewardship Moment:

May is the one year anniversary of the ASP team, which includes: Gary Harmon, MD; Janet Schade, MS, RPh; John Shima, MD; James Flowers, MD; Richard Dickson, MD; Deb Dillon, RN; Jay Sarnowski, MT; and Laura Kripinski, CNO.

Janet explained what the team has achieved in the past year and the outcomes the team achieved. The ASP team will now be combined with the Infection Control committee.

Medical Staff Meeting:

The March 8, 2017, Medical Staff meeting minutes were reviewed. The Medical Staff Bylaws have been reviewed by the Board.

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

Medical Staff Privileges:

The requests for privileges were reviewed for Jonas Merrill, PA-C; Sandra White, MD; Cynthia Brooke, MD; Joseph Reis, ARNP; and Robert Ellison, CRNA.

ACTION: It was moved, seconded, and passed to approve the reappointment of privileges for Jonas Merrill, PA-C and Sandra White, MD and the appointment of Cynthia Brooke, MD; Joseph Reis, ARNP; and Robert Ellison, CRNA.

Performance Improvement Committee:

The March 20, 2017, Performance Improvement Committee meeting minutes were reviewed.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from March 20, 2017, as presented.

Tim commented on the PIC minutes that we have coder's in-house becoming trained and plan on ending our outsourcing contract, which becomes expired the end of this year. The coders should be trained and ready by July. FCH is a small customer of the outsourcing company, so sometimes the coding we need completed, is done after larger companies which has caused us to become behind.

Jerry asked why there are patients leaving the ER without being seen and Laura commented, there are too many people ahead of them, and their condition is not an emergency so they decide to leave and come back another day or make an appointment with their doctor.

Heidi Scherner, Social worker will also start monitoring patients who frequently visit the emergency room and follow up with the patient to try and eliminate unnecessary visits.

Board of Commissioners Meeting:

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

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

Vouchers:

March 2017 Vouchers were reviewed.

ACTION: It was moved, seconded, and passed to approve the March 2017 General A/P vouchers numbered 093173 to 093611 in the amount of \$1,261,648.74 and the General P/R vouchers numbered 545138 to 545232 in the amount of \$91,112.99.

Write Offs:

April 2017 write offs were reviewed.

ACTION: It was moved, seconded, and passed to approve the March 2017 Write-offs totaling \$12,639.12.

Old Business:

Pharmacy Update: Tim presented the RX corrections for 2017, which has significantly improved since January. In January, there were 104 errors, 67 errors in February, and 38 errors in March. Chinook Pharmacy is very happy with the improvement of errors. There are still issues with the wrong dosages' coming through, but that's being looked into.

Community Survey Focus Group: There is a handful of community members that expressed an interest in participating in the community survey focus group. Jody Corona has a list of the community members along with their contact information. Tim would like to have a special Board of Commissioners meeting in May to determine how to proceed with the group. The Board agreed to meet in May, the date is to be determined.

New Business:

Request to Surplus: A list of capital items; that are no longer operational or obsolete, was requested by Clint Wood.

ACTION: It was moved, seconded, and passed to approve the surplus of the capital items as requested.

Capital Purchase Request, Floor Scrubber. There are a lot of employee back injuries in Environmental Services caused by back positioning during mopping. The new floor scrubber is a stand on scrubber driven by the employee. .

ACTION: It was moved, seconded, and passed to approve the floor scrubber, not to exceed \$9,000.

District CEO Report:

Tim Cournyer, CEO reported:

Generator Update: We've found two gently used generators; we've received a quote on one that was around \$20,000, plus the additional costs of the need hookups would cost around \$30,000. We are waiting to receive the quote on the second generator. A brand new generator will cost around \$40,000.

Clallam Bay Fiber Update: There have been issues with CenturyLink getting the fiber in. The original goal was to have the fiber installed by December 2016, but there have been issues arise that has postponed the installation with CenturyLink. Hoping the fiber will be installed within the next sixty days. Originally, we were quoted \$247 a month, but it's been reduced to \$157 a month.

WSHA- CEO & Trustee Patient Safety Summit: Tim will be attending the WSHA- CEO & Trustee Patient Safety Summit this Monday, May 1st. The summits theme is, "Board Leadership in Times of Change" which will focus on critical issues in hospitals and health systems today.

Balance Blass: On April 24th, a Tai Ji Quan: Moving for Better Balance classes started. Kathe Smith from Port Angeles is teaching the class under a grant from Olympic Area Agency on Aging. The class is offered two times a week, for twelve weeks and will focus on ways to improve balance, muscle strength, balance, flexibility, mobility, and help reduce the risk of falls. There were over thirty participants interested and twenty-five attended the first class.

Finance:

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

- Total patient revenue has increased from the prior March by \$138,456.
- Total patient revenue for March is \$3,838,075.

- Total revenue deductions for March are \$1,602,092.
- Total revenue deductions year to date \$4,721,686.
- Net patient revenue for March is \$2,235,983.
- Net patient revenue year to date is \$6,640,722.
- Miscellaneous income for March was \$193,920.
- Miscellaneous income year to date was \$538,745.
- Net A/R days are 49.01.
- Days cash on hand 54- Goal was 60 days cash on hand
- Net operating income for March was \$72,737.
- Net income year to date is \$287,056.
- Total cash at the end of March was \$3,957,728.

Acute care inpatient daily census for March was 3.3 patients per day, Swing Bed average daily census was 2.3 patients per day, Long Term Care average daily census totaled 11.5 patients per day, and newborns totaled 10 for the month.

There were 21 total surgical cases in month including 2 inpatient cases. ER visits totaled 386; an average of 13 patients per day, and Clinic visits totaled 1,876 for the month.

Clinic Graphs: Reviewed the Bogachiel Medical Clinic and Clallam Bay Medical Clinic graphs for March 2017. Jerry George requested that the graphs be put in the Clallam Bay Charts in the packets the Clallam Bay Advisory meeting this week. Laci will have Janell put the graphs in the packets.

There being no further business to discuss, the meeting was adjourned at 6:12 p.m.

The Board of Commissioners next meeting is scheduled for May 27, 2017 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Patricia Birch, Secretary