

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
May 23, 2017

Those present were Commissioners: Daisy Anderson, President; Patricia Birch, Secretary; Sandy Schier, Commissioner; and Jerry George, Commissioner. Additional attendees included: Tim Cournyer, CEO; Gary Harmon, MD, Chief of Staff; and Laura Kripinski, ARNP, CNO. Absent was Commissioner Don Lawley, Vice President.

The meeting was called to order at 5:00 p.m. by Daisy Anderson.

Public Comments:

There were no public comments.

Community:

There were no community communications.

Department Report:

Theresa Wentworth, Director of Food and Nutritional Services, updated the board on the Dietary Department. For the first quarter of 2017, there have been 6,925 patient meals served; 641 senior nutrition meals served; 853 caterings; 7,279 café meals; 3,105 espresso; 765 misc. meal factors; and 13,124 employee meals.

Theresa presented the 2017 first quarter quality indicator of temperature checks.

Recently, there was mold found in the office in Dietary, which is located on the other side of the wall of the dishwasher. A few employees have been sick multiple times with phenomena and asthma/lung issues in the past year. The office has been repaired and put back together.

Tim Cournyer and the Board of Commissioners thanked Theresa for the great food available in the café.

Antimicrobial Stewardship Moment:

Janet explained the different roles that antimicrobials have and the roles they play in helping us.

Managing Infection Risks:

DNV is coming on Tuesday for part two of two steps to become DNV certified for Infection Control. DNV GL has launched a new certification designation that promotes the reduction of infection risks in hospitals through an assessment process called Managing Infection Risk (MIR). This training shows healthcare facilities how to build successful systems for reducing healthcare associated infections and associated costs. This program is geared towards a multidisciplinary team, which includes: infection preventionists, nurses/physician leaders, quality/risk managers, facility managers (E.S., C.S.) and micro/lab managers.

Medical Staff Meeting:

The April 12, 2017, Medical Staff meeting minutes were reviewed. Patty made a motion to approve the meeting minutes; Jerry seconded and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from April 12, 2017, as presented.

Performance Improvement Committee:

The April 17, 2017, Performance Improvement Committee meeting minutes were reviewed. Patty made a motion to approve the meeting minutes; Jerry seconded and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from April 17, 2017, as presented.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from April 25, 2017 and May 11, 2017 were reviewed. Patty made a motion to approve the meeting minutes; Jerry seconded and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from April 25, 2017 and May 11, 2017.

Vouchers:

April 2017 Vouchers were reviewed.

ACTION: It was moved, seconded, and passed to approve the April 2017 General A/P vouchers numbered 093612 to 093955 in the amount of \$941,042.85 and the General P/R vouchers numbered 545233 to 545330 in the amount of \$87,896.91.

Write Offs:

May 2017 write offs were reviewed.

ACTION: It was moved, seconded, and passed to approve the May 2017 Write-offs totaling \$50,409.86

Old Business:

There was no old business presented.

New Business:

Capital Purchase Request, Generator for the Bogachiel Clinic. Clint received quotes on a used generator that was thirteen years old. In addition to purchasing the used generator, we would still need to purchase the battery charger, transfer switch, remote annunciators, and shipping. The cost for the used generator would be \$30,500 plus tax. The cost to purchase a brand new generator is 47, 894 plus tax. The Board of Commissioners agreed to purchase the new generator. Jerry made a motion to approve the purchase of the new generator; Sandy seconded and the motion carried.

ACTION: It was moved, seconded, and passed to approve the purchase of the generator for the Bogachiel Clinic, not to exceed \$52,000.

Tim Cournyer added that when the Bogachiel Clinic was built the funds came from the MOB bond project. There are still funds available in the account, which is where the funds will be used to purchase the generator.

Capital Purchase Request, Sleep Lab Diagnostic Equipment. The current sleep lab equipment is several years old and is not supported on the current system. Both sleep lab bed rooms, need updated. This upgrade is a requirement to meet current sleep lab regulations. Jerry made a motion to approve the purchase of the sleep lab diagnostic equipment; Sandy seconded and the motion carried.

ACTION: It was moved, seconded, and passed to approve the purchase of the Sleep Lab diagnostic equipment, not to exceed \$39,000.

Capital Purchase Request, replace heat pump in the billing office. The heat pump system will replace a seventeen year old system at the billing office. The current heat pump has a compression that is broken. Jerry made a motion to approve the purchase heat pump replacement for the billing office; Sandy seconded and the motion carried.

ACTION: It was moved, seconded, and passed to approve the purchase heat pump replacement for the billing office, not to exceed \$7,000.

District CEO Report:

Tim Cournyer, CEO reported:

Clinic Update: Tim asked Terry Megiveron, Clinic Administrator to give an update.

- Healthcare Authority Funding Opportunity: Terry presented a funding opportunity from the Healthcare Authority, which is seeking letters of consent from partners in Clallam, Jefferson, and Kitsap counties for projects under the Medicaid Demonstration project. The areas of interest for the Clinics are: transitional care, diversion intervention, and chronic disease prevention and control. There is over thirty-eight million dollars available to three counties. The application will be submitted this Friday, to the Healthcare Authority.
- Department of Health Recertification- Clallam Bay Medical Clinic: There was a surprise inspection on May 17, 2017, with no deficiencies cited. A big thank you to Janell Richmond, Rich Winters, and Howard Welch for stepping up and assisting the surveyors.
 - Jerry George passed around a card to be signed by the Admin team and Board of Commissioners, congratulating the Clallam Bay Medical Clinic for their great work.
- EHR Improvements: In February, Andrea, Rae, Jordan, Dr. Harmon, Dr. Bauer, and Terry attended Island Hospital for a site visit. Island hospital uses the same EHR system, and had some of the issues we've experienced. Since the visit we've implemented several updates and additions and are working on additional items. The changes are working well and we have had positive feedback.
- Health Maintenance Team: The team audited nine providers and found eighty-five encounters. There were seven recommendations given which included: over coding, under coding, unconfirmed diagnosis, referencing other notes, sick vs. preventative, support for medical decisions, and other documentation issues.
- Fun Walk- Challenge: The staff at the Clinic is doing a virtual fun walk of over 4,000 miles from Forks to the Key West, FL. They will have themed milestone celebrations of potlucks, parties, and prizes. The virtual walk is an employee sponsored event that encourages the staff to participate. They will be logging their steps on a weekly basis.

Physical Therapy Director Change: Aaron Gee who has been with us since last year has decided to accept the Physical Therapy Director position. This change goes into effect June 1, 2017. Aaron was a travelling Physical Therapist just here filling in; when he decided he liked the area and wanted to be here permanently.

LTC- Pharmacy Change:

Dawn Harris came to Tim concerned with the current Pharmacy used in the Long Term Care. Dawn recommended Omnicare, which she has worked with in the past and has positive feedback with the company. Dawn also shared that changing pharmacies could be cost savings.

WSHA- CEO & Trustee Patient Safety Summit: Tim attended the WSHA- CEO & Trustee Patient Safety Summit on May 1st. The summits theme was, "Board Leadership in Times of Change" which focused on critical issues in hospitals and health systems today. The summit had four speakers present and the biggest focus was on encouraging the Board of Commissioners to become more involved in the hospital.

Finance:

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

- Total patient revenue has increased from the prior April by \$69,067.
- Total patient revenue for April is \$3,501,471.
- Total revenue deductions for April are \$1,451,016.
- Total revenue deductions year to date \$6,172,702.
- Net patient revenue for April is \$2,050,401.
- Net patient revenue year to date is \$8,691,123.
- Miscellaneous income for April was \$191,540.
- Miscellaneous income year to date was \$730,285.
- Net A/R days are 43.49.
- Net operating income for April was \$1,383.
- Net income year to date is \$310,733.
- Total cash at the end of April was \$4,210,682.

Acute care inpatient average daily census for April was 2.1 patients per day compared to a budget of 2.5 patients per day, and prior month of 3.3 patients per day. Swing Bed average daily census was 1.8 patients per day compared to a budget of 2.9 and prior month of 2.3 patients per day. Custodial Swing Bed had an average daily census of 8 compared to a budget of 8 and a prior month of 8. Long Term Care average daily census totaled 12 patients per day compared to a budget of 11.8 and prior month of 11.5 patients per day. Newborns totaled 4 for the month, compared to a budget of 6 and prior month of 10. There were 15 total surgical cases in month including 1 inpatient case. April surgical activity included: 10 surgeries and 5 scope procedures. Total surgical volume was lower than March volume. ER visits totaled 434, an average of 14.5 patients per day, compared to a budget of 16 patients per day, and prior month of 12.5 patients per day. Clinic visits totaled 1,680 for month compared to a budget of 1,717 and prior month of 1,876.

Clinic Graphs:

Reviewed the Bogachiel Medical Clinic and Clallam Bay Medical Clinic graphs for April 2017.

Ambulance Report:

Laura presented the Ambulance report through May 2017. To date, there have been 271 calls dispatched, 161 patients transported to Forks Community Hospital, 24 inter-facility transfers, 22 cancellations, 45 refusals, 16 lift assist only, and 19 non-ems related dispatch calls.

The quality indicators are at one-hundred percent for proper documentation of ALS/BLS services and the reports completed, detailed, and accurate within twenty-four hours is at seventy-nine percent with a goal of ninety-five percent. Tim Wade is looking into why this is lower than normal.

There being no further business to discuss, the meeting was adjourned at 6:30 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Patricia Birch, Secretary