

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
January 23, 2018

Those present were Commissioners: Don Lawley, President; Patricia Birch, Vice President; Sandy Schier, Secretary; Daisy Anderson, Commissioner and Jerry George, Commissioner. Additional attendees included: Tim Cournyer, CEO; Heidi Anderson, CNO; Paul Babcock, CFO; Andrea Perkins-Peppers, CIO; and Kirk Cole, Chief of Staff.

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

Changes or Additions to the agenda

1. Remove Capital Equipment Request – Blood Bank Refrigerator

Public Comments

None

New Ambulance:

Tim Wade brought the new Ambulance to show the Board of Commissioners, which was delivered yesterday. The Ambulance isn't ready to be taken on calls until the decals and radios are installed.

Oath of Office

Don Lawley made a motion reappoint Patricia Birch, Sandra Schier and Gerald George as Board of Commissioners, Daisy Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to re-appoint Patricia Birch as a Board Commissioner for Clallam County Public Hospital District No. 1; Commissioner Position 2.

ACTION: It was moved, seconded, and passed to re-appoint Sandra Schier as a Board Commissioner for Clallam County Public Hospital District No. 1; Commissioner Position 4.

ACTION: It was moved, seconded, and passed to re-appoint Gerald George as a Board of Commissioner for Clallam County Public Hospital District No. 1; Commissioner Position 5.

Election of Board Members:

Patty Birch nominated Don Lawley as President to the Board of Commissioners, Sandy Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the nomination of Don Lawley as the Chair to the Board of Commissioners.

Gerry George nominated Patty Birch as Vice President to the Board of Commissioners. Daisy Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the nomination of Patty Birch as Vice President to the Board of Commissioners.

Don Lawley nominated Sandy Schier as Secretary to the Board of Commissioners. Jerry George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the nomination of Sandy Schier as Secretary to the Board of Commissioners.

Department Update

Carie Micheau, Compliance Officer, updated the Board of Commissioners with a Compliance update. In 2017, there were thirty-nine concerns brought to the Compliance department. All thirty nine concerns were investigated and eight of them remain open.

In August of 2017, FCH received a letter from Columbia Legal Services regarding our Charity care services. During an investigation, it was found that FCH has some deficiencies regarding the communication with Limited English Proficient (LEP) and Sensory-Impaired patients. In December, we implemented video remote interpreting units throughout the districts that are multilingual as well as ASL. The staff has been trained and the policy and procedures have been updated. We've also placed an option on our website that translates our website to a number of languages. We've also hung posters around the district informing patients of Charity Care/ financial assistance is provided, added Spanish charity care documents to the website, purchased Rosetta Stone language software for employees, placed signage around the hospital and the website notifying patients of the offered interpreting services; and continue to test the process and training the staff.

Carie explained to the Board the annual work plan for 2018, which had thirteen items. The Compliance Committee has narrowed it down to three items for 2018, which are: reviewing billing audit results and denials for systemic issues and methods for correcting claims, Compliance training for staff district wide, and review contracted services for any conflicts of interest concerns.

During the last DNV visit, we received a finding in regards to our contract managements. Carie is compiling all the contracts from department Managers in a spreadsheet and will keep track of when the contracts need to be renewed, need annual evaluations, and whether a Business Associate agreement (BAA) is required. The contracts are being stored on the Public drive in a contracts library.

The Compliance Committee has agreed there is a need for an Ethics Committees. Paul Babcock has a degree in Ethics and is passionate about the topic and has agreed to facilitate the committee. The first meeting will take place in February and will be held every other month.

ASP Moment

Janet Schade presented and reviewed the ASP report card for 2017. Our Antimicrobial Stewardship has been designated for the 2018 Department of Health honor roll for the third year in a row.

Medical Staff Meeting:

The December 13, 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 December 13, 2017, as presented.

Medical Staff Privileges:

The requests for privileges were reviewed for Emery Chang, MD; LaRayne Ness, ARNP; and Char-el Montana, MHS, were reviewed. Don made a motion to approve the Medical Staff privileges, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the reappointment of privileges for LaRayne Ness, ARNP; and Char-el Montana, MHS and the appointment of Emery Chang, MD.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from December 19, 2017, were reviewed. Patty made a motion to approve the meeting minutes; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from December 19, 2017.

Vouchers:

December 2017 Vouchers were reviewed. Don made a motion to approve the vouchers; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the December 2017 General A/P vouchers numbered 096528 to 096906 in the amount of \$1,301,850.54 and the General P/R vouchers numbered 546092 to 546241 in the amount of \$137,572.10.

Write Offs:

January 2018 write offs were reviewed. Don made a motion to approve the write offs; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the January 2018 Write-offs totaling \$109,187.30.

Old Business:

Board of Commissioners Bylaws

At the November Board of Commissioners meeting, Don Lawley presented revised bylaws for the Board of Commissioners. Our hospital lawyer reviewed the revisions and made additional corrections. Don made a motion to approve the amended bylaws as corrected by our attorney, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the amended Board of Commissioners bylaws.

Board Self Evaluations

Don would like to recreate the board self-evaluations. The Board would also like to plan a special meeting in March after the Strategic Planning session to review the board evaluations. The date will be discussed at a later time.

New Business:

Revisions to Medical Staff Bylaws

The Medical Staff committee made revisions to the Medical Staff Bylaws. The revisions were reviewed by our hospital lawyer who had additional recommends. The Medical Staff Committee approved the bylaws at the January 10th Medical Staff Meeting. Patty made a motion to approve the amended Medical Staff bylaws as presented, Don seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the amended Medical Staff bylaws.

Environment for Care – 2017 Annual Report

Clint reviewed the 2017 annual report for Environment for Care.

Tim Cournyer, CEO reported:

Meditech Feedback

Andrea Perkins-Peppers shared the employee feedback from the Meditech demos that took place the end of 2017. Most of the feedback was positive. Andrea is waiting for hear about an onsite Epic demo. Tim is scheduling a luncheon in Port Angeles with the EPIC representative and Eric Lewis, CEO of Olympic Medical Center.

Andrea also reported that they hired a new IT Manager and IT tech, and they started last week.

Strategic Plan

Tim contacted Jody Corona who agreed to help with coordinating our Strategic Plan. We'd like to have a Strategic planning session to be held offset. The Board agreed to hold the session February 22nd as the first choice and the second choice would be February 16th. Tim will contact Jody to finalize the plans and Laci will start planning the session when the date is confirmed.

North Olympic Healthcare Network

Tim has been communicating with Dr. Maxwell from North Olympic Healthcare Network about their providers coming to Forks once a week to see their OB patients. This would help reduce the patients travel to Port Angeles. FCH won't bill for the visit, but will charge an exam room fee.

Staffing Update

We have a locum's hospitalist, Dr. Jeffery Chen, working for Dr. Dickson while he took some time off. Dr. Chen lives in Sequim and currently is working in Maine, has expressed interest in working a week each month. Another hospitalist, Dr. William Coyne, also visited and is

interested in working a week a month to give Dr. Dickson a break. Dr. Coyne lives in Arlington and is also willing to work in the Clinic and can read EKG's and PFT's.

Finance:

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

- Total patient revenue has increased from the prior December by \$3,768,220.
- Total patient revenue for December was \$3,768, 220.
- Total revenue deductions for December were \$1,314,413.
- Total revenue deductions year to date \$18,672,932.
- Net patient revenue for December was \$3,768, 220.
- Net patient revenue year to date is \$44,307,496.
- Miscellaneous income for December was \$517,490.
- Miscellaneous income year to date was \$2,405,123
- Net A/R days are 51.87.
- Net operating income for December was 582, 028.
- Net income year to date is \$608,980.
- Total cash at the end of December was \$4,387,023.

December's gross patient revenue of \$3,768,220 is above the prior year December by \$163,399 with Inpatient revenues above the prior December by \$126k, and above in Outpatient \$32k, and down in the Clinics (\$157k). ER volumes were up compared to November, and Surgeries were also up; there were no Births as anticipated. December gross patient revenue was a modest increase compared to the prior month of \$60,598, although we missed our budget target by (\$74,818).

Acute care inpatient average daily census for December was 1.7 patients per day compared to a budget of 2.5 patients per day, and prior month of 2.2 patients per day. Swing Bed average daily census was 3.5 patients per day compared to a budget of 2.9 and prior month of 3.6 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 12 patients per day. Newborns totaled 0 for the month, compared to a budget of 6 and prior month of 0. There were 20 total surgical cases in month including 3 inpatient cases. December surgical activity included: 10 surgeries and 10 scope procedures. Total surgical volume was up by 1 compared to our November volume. ER visits totaled 443, an average of 14 patients per day, compared to a budget of 16 patients per day, and prior month of 13 patients per day. Clinic visits totaled 1,470 for month compared to a budget of 1,775 and prior month of 1,681.

Clinic Graphs:

The Board reviewed the Bogachiel Medical Clinic and Clallam Bay Medical Clinic graphs for December 2017.

Ambulance Report:

Tim Wade presented the Ambulance report through the end of 2017. During 2017, there were 730 calls dispatched, 421 patients transported to Forks Community Hospital, 86 inter-facility transfers, 46 cancellations, 126 refusals, 24 lift assist only, and 47 non-ems related dispatch calls.

There being no further business to discuss, the meeting was adjourned at 7:15 p.m.

The Board of Commissioners next meeting is scheduled for February 27, 2018 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary