

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Special Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
September 6, 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; Andrea Perkins-Peppers, CIO; Heidi Anderson, CNO; Paul Babcock, CFO; and Kirk Cole, MD, Chief of Staff.

Guests: Deborah Dillon, Carie Micheau, Tim Wade, Todd Broussard, Clint Wood, Kim Hull

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

Public Comments

There were no Public Comments

Community Communication

Reviewed a thank you card from a patient regarding the great care she received.

Departmental Report

Carie Micheau, Compliance Officer reported:

Carie presented changes to the Code of Conduct and Compliance and Ethics Program.

Jerry made a motion to approve the changes made to Code of Conduct and Compliance and Ethics Program, Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve changes made to Code of Conduct and Compliance and Ethics Program, as presented.

Carie reviewed Compliance stats from January to June 2018; there were ten Compliance issues reported. The severity of the issues reported were: four high issues, two medium issues, and four low issues. Wednesday and Fridays were the average days the complaints were made and all ten reports were from employees.

Carie is working on the 2018 Annual Work Plan. The work plan consists of reviewing billing audit results, denials for systemic issues and method for correcting claims, Compliance training for staff district wide, and reviewing contracted services for any conflicts of interest.

Medical Staff Meeting

The July 11, 2018, Medical Staff meeting minutes were reviewed. Jerry made a motion to approve the meeting minutes; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from July 11, 2018, as presented.

Medical Staff Privileges

The request to approve privileges for Anand Selvam, MD; Marvin Hoffert, MD; Joel Yelland, MD; Faron Bauer, MD; Bruce Higginbotham, MD; and Howard Welsh, ARNP, was reviewed. Jerry made a motion to approve the Medical Staff privileges, Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the appointment of privileges for Anand Selvam, MD and Marvin Hoffert, MD and the reappointment of Joel Yelland, MD; Faron Bauer, MD; Bruce Higginbotham, MD; and Howard Welsh, ARNP.

Performance Improvement Committee

The May 21, 2018 and July 23, 2018, Performance Improvement Committee meeting minutes 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 Performance Improvement Committee meeting minutes from May 21, 2018 and July 23, 2018, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from July 24, 2018, were reviewed. Jerry made a motion to approve the meeting minutes; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from July 24, 2018.

Vouchers:

July 2018 Vouchers were reviewed. Patty made a motion to approve the vouchers; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the July 2018 General A/P vouchers numbered 099118 to 099480 the amount of \$1,350,128.07 and the General P/R vouchers numbered 546833 to 546931 in the amount of \$96,294.34.

Write Offs:

August 2018 write offs were reviewed. The Board of Commissioners asked about the significant increase of write offs. Tim said there was a number of factors; one of the largest being when a patient is incarcerated, their Medicaid is suspended and the jail doesn't pay, so the visits are written off. Another reason was a staff member who is responsible for the write-offs was on Medical leave for a period of time. That person is now back working and a lot of the write offs were from her catching up her time off. Daisy made a motion to approve the write offs; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the August 2018 Write-offs totaling \$32,774.44.

Old Business:

Radiology Electrician Project- Bid Opening

Clint received one bid from Angeles Electric. The bid came in at \$82,611.45, tax of \$7,021.97. The total sum for the bid was \$89,633.42. Daisy made a motion to move forward with the bid from Angeles Electric; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to authorize Administration to execute a contract with Angeles Electric, not to exceed amount of \$89,633.42.

MAT Program

At the last BOC meeting, Tim discussed the MAT program. In August, a meeting was held with representatives from Olympic Community of Health, various employees throughout the organization, and other local agencies. The presentation consisted of two parts, one being the MAT program and the second was the Six Building Blocks program.

Tim passed around the Six Building Blocks packet (Leadership and consensus; policies, patient agreements, and workflows; tracking and monitoring patient care; planned, patient-centered visits; caring for complex patients, and measuring success) and explained we will be implementing the program in the hospital and clinics. We will also get funding to support the program. Tim reviewed the statistics in Clallam County from opioid abuse, which on average in Clallam County, there were 119.7 opioid prescriptions for pain written for every 100 people in 2016. The death rate per 100,000 from 2012-2016 was 16.5 in Clallam County and the state average is 9.3. Tim hopes to start the program in the next few months.

Capital Request Cost Analysis Policy and Procedure

Paul presented an updated Policy and Procedure on Capital Equipment Requests. We are required to get three bids for all Capital Equipment request and many times we are unable to get all three. When the auditors review the capital equipment request they expect to see three bids. The revised policy allows us to get fewer bids. We will attempt to always provide three, but in times we are unable to, we can move forward with the request. Daisy made a request to approve the Capital Request Cost Analysis Policy and Procedure, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Request Cost Analysis Policy and Procedure.

Annual Review of Quality Manual

Deborah presented the annual review of the Quality Manual to the Board of Commissioners Jerry made a motion to approve the annual review of the Quality Manual, Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Annual Quality Plan review.

New Business:

Capital Equipment Device- Lucas Device

Jefferson Country donated funds to purchase another Lucas machine for the second Ambulance. A Lucas machine is an automatic compression device for CPR. Patty made a motion to approve the purchase of the Lucas Device using the funds donated from Jefferson County; Daisy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for new Lucas Device for the second Ambulance, not to exceed \$16,000.

Capital Equipment Device- Ambulance Shed Doors

The original bid from the last Board of Commissioners included the wrong door openers. When Teresa confirmed that we were getting what we asked for, it was discovered that the M&P Door Company had not quoted the openers we asked for, as they did not think that they were available. Patty made a motion to approve the purchase the new Ambulance bay doors using funds from the EMS levy; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for new Ambulance bay doors, not to exceed \$27,000.

Capital Equipment Device- Raizer Lift Chair

The raizer lift chair will allow the safe lifting on non-injured, minor injured or sick people off the floor without risking injury to staff or patient. The device was demonstrated to EMS and hospital staff and all were in favor of purchasing. Daisy made a motion to approve the purchase the raizer lift chair using funds from the EMS levy; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the raizer lift chair, not to exceed \$7,000.

Capital Equipment Device- Phone System

Our current phone system is outdated. A new phone system would provide Managers much needed information/data to assist with Management decisions. A new phone system will provide direct lines to relieve pressure from admitting staff. A new system also provides additional features to improve communication capabilities as identified at the Strategic Planning meeting. Sandy made a motion to approve the purchase of a new phone system, which will be financed; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the new phone system, not to exceed \$180,000.

Capital Equipment Device- Bariatric Bathing System

The LTC is in need of a functioning bathing system. Currently the residents can only receive a shower or a bed bath. The current system has been inoperable for over three years. A bariatric bathing system is needed for some of the residents who do not fit in a regular bathing system. Sandy made a motion to approve the purchase the Bariatric bathing system; Daisy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Bariatric bathing system, not to exceed \$25,000.

Tim Cournyer, CEO, reported:

DNV Survey

Deborah updated the Board of Commissioners with the recent DNV survey. The surveyors were here for two days. DNV closed all but one of the six non conformities from the last survey in 2017. From this survey there were three NC-1 nonconformities and four NC-2 nonconformities.

EHR Update

Tim met with the representatives from Premera which consisted of three consultants, an attorney, and the Vice President of Premera last week regarding the money Premera would like to potentially delegate to Clallam County. During the meeting, Tim learned that Premera is in the early stages of the plan and deciding how to use the funds. All agencies will be required to submit an application, which will be early in 2019. Tim would like to hold off on the decision of the EHR until we find out if we will receive the funds from Premera. If we are awarded the money, it will be used to purchase the new EHR system.

Finance

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

- Gross patient revenue for July was \$ 3,687,711.
- Net patient revenue for July was \$ 2,234,220.
- Net A/R days are 45.4.
- Day's cash on hand is 71.
- There were 18 surgeries and 537 emergency room visits for July.
- Total operating income for July was \$ 2,468,928.
- Total non-operating income for July was \$32,328.
- Net income for the month was (\$87,022).
- Total cash on hand is \$5,342,165.
- Acute average census is 1.4.
- LTC average daily census is 12.0.
- Custodial swing average daily census is 8.0.

Clinic Graphs

Reviewed the July 2018 Clinic graphs.

Ambulance Report:

Heidi Anderson, CNO, presented the Ambulance report for July 2018. There were 57 calls dispatched, 28 patients transported to Forks Community Hospital, 11 inter-facility transfers, 7 cancellations, 11 refusals, 2 lift assists, 1 DOA, and there were 8 overlapping calls.

Don Lawley announced that the Board is convening to executive session pursuant to RCW 42.30.110(1) (g)-To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and evaluate salary and benefits.

Executive Session: The Board convened to executive session at 6:14 pm for fifteen minutes.

The Board reconvened to open meeting at 6:29 p.m.

There being no further business to discuss, the meeting was adjourned at 6:29 p.m.

Board of Commissioners next meeting is scheduled for September 25, 2018 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary