

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
October 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; Andrea Perkins-Peppers, CIO; Heidi Anderson, CNO; and Paul Babcock, CFO.

Guests: Deborah Dillon, Lisa McDaniel, Tim Wade, Aaron Gee

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

Addition or Changes to the Agenda

Tim removed the PEBB discussion from the agenda under Admin Report.

Public Comments

There were no public comments.

Community Communication

There were no community communications.

Departmental Report

Tim Wade updated the Board of Commissioners with the Ambulance Department. Currently, the Forks Ambulance is made up of 1 Paramedic, 1 Registered Nurse, 7 Advanced Emergency Medical Technicians, 13 Emergency Medical Technicians, and 4 students. The department has 4 Ambulances, 1 Command Vehicle, 1 Vehicle Extrication Unit, 1 Disaster Relief Trailer, and 1 Offsite Emergency Care Trailer.

As of October 1, Forks EMS responded to 569 calls for service in 2018. EMS has been working closely with the Police Department and Fire Department to improve response time, mutual aid capabilities, and professional relationships.

Tim is currently recruiting for another full time EMT and has received 6 applications from across the state and locally. Some of 2018 projects included our new ambulance becoming certified and equipped to respond to calls and the vehicle graphics being designed as a result of a community art competition. Two winners were selected and both designs were merged into one.

The command vehicle has new graphics that match the new ambulance. This provides a uniform appearance and a professional look that has garnered favorable community response.

We have completed several CPR classes in the community and have regularly scheduled classes available.

Medical Staff Meeting

The September 12, 2018, 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 September 12, 2018, as presented.

Medical Staff Privileges

There was a request to approve privileges for Beverly Harn, MD. 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 Beverly Harn, MD.

Performance Improvement Committee

The September 17, 2018, Performance Improvement Committee meeting minutes were reviewed. Patty made a motion to approve the meeting minutes; Daisy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from September 17, 2018, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from September 25, 2018, 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 September 25, 2018.

Vouchers:

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

ACTION: It was moved, seconded, and passed to approve the September 2018 General A/P vouchers numbered 099868 to 100179 the amount of \$1,244,742.10 and the General P/R vouchers numbered 547029 to 547128 in the amount of \$115,069.72.

Write Offs:

October 2018 write offs were reviewed. Daisy asked about the write offs from the clinic. Paul commented, we'll see more write offs over the next few months. 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 October 2018 Write-offs totaling \$28,895.18

Old Business:

There was no old business discussed.

New Business:

Capital Equipment Request- Change Order for HVAC Design

Tim presented the second change order for the HVAC design. It was found that the west wing rooms of Long Term Care and Physical Rehabilitation don't have integrated controls that is causing heating and cooling in each of these rooms. Patty made a motion to approve the purchase of the second change order for the HVAC design, Daisy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for second change order, not to exceed \$19,000.

Capital Equipment Request – Zoll Defibrillators

The Zoll monitors we are using in the Ambulances have reached the end of their lifespan and the machines are failing. Tim will be going to West Jefferson next month to request a donation of funds to help with purchasing one defibrillator. The funds to purchase the remainder of the defibrillators will be from the EMS levy. Patty made a motion to approve the purchase of the Zoll Defibrillators 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 Zoll Defibrillators using funds from the EMS levy, not to exceed \$111,000.

Surplus Equipment

Physical Rehabilitation would like to surplus a leg press machine and a recumbent bike. Both machines are not utilized anymore.

West End Outreach Services 1998 Chrysler Stratus broke down and is not worth fixing

Patty made a motion to approve the surplus of the Physical Rehabilitation equipment and the District Vehicle, Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to the surplus of the surplus of the Physical Rehabilitation equipment and the district vehicle

Special BOC Meeting – 2019 Budget

There will be a Special BOC meeting to discuss the 2019 Budget on November 14th at 4pm.

Tim Cournyer, CEO, reported:

Annual Quality Management Review

Deborah Dillon, Director of Patient Safety & Quality, updated the board with the Annual Quality Board report for 2018. Deborah presented the 2019 internal audit schedule. Daisy made a motion to approve the 2019 internal audit schedule as presented, Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the 2019 internal audit schedule as presented.

Strategic Plan Report

Tim presented his quarterly report on the strategic Plan. He explained that he would take portions of the plan and report on them each quarter with the goal of reporting on the whole plan over a twelve month period.

1. Maintain AR days at or below 45 days and days of cash on hand at 60 days.

Tim reported that AR days have grown to 50.22 because of staff retirements but he expects that to drop as new staff is trained. Tim reported that days of cash are 68 which is above our goal of 60 per the strategic plan.

Marketing

Tim updated the Board on marketing. We are using social media and traditional marketing efforts to inform district residents about existing and new services available to the community, physicians, and staff. We have used Facebook as the first marketing focus and next will be using Twitter and Instagram to post updates. Our website page views are up 22% in the last 30 days and new searches are up 17%. All Bogachiel provider files have recently been updated. We are now doing "Provider of the Month" to be published in the Forks Forum and are pioneering "Ask an Expert" section in the Forks Forum.

The Hospital Foundation was represented at Forever Twilight in Forks and received several mentions in the survey given to all the Twilight participants. The Foundation is also being represented at many Forks Chamber events.

Employee Engagement Survey

Lisa McDaniel, HR Director, explained the results from the Employee Engagement survey, which had an 87% return rate with an overall score from staff of 4.3. Lisa will be reviewing the results with Managers and staff in the future.

Finance

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

- Gross patient revenue for September was \$ 3,545,644
- Net patient revenue for September was \$ 1,842,119
- Net A/R days are 50.22.
- Day's cash on hand is 68.
- There were 10 surgeries and 490 emergency room visits for September.
- Total operating expenses for September was \$2,350,151.
- Total non-operating income for September \$47,853
- Net income for the month was (\$163,914).
- Total cash on hand is \$5,139,899.

- Acute average census is 2.5
- LTC average daily census is 12.0.
- Custodial swing average daily census is 8.0.

Clinic Graphs

Reviewed the September 2018 Clinic graphs. Daisy asked about the Clinic visits being down. Tim responded there are a number of reasons the numbers are declining, but with the new providers coming on board he believes those numbers will start increasing in early 2019. Don commented Clallam Bay and Bogachiel Clinic's numbers are both down from prior years.

Ambulance Report:

Heidi Anderson, CNO, presented the Ambulance report for September 2018. There were 66 calls dispatched, 38 patients transported to Forks Community Hospital, 9 inter-facility transfers, 9 cancellations, 6 refusals, 0 lift assists, 2 DOA, and 14 overlapping calls.

Don Lawley called for a five minute break.

Don Lawley announced that the Board is convening to executive session pursuant to RCW 42.30.110(1)(b)-Considers election of site or acquisition of real estate.

Executive Session: The Board convened to executive session at 6:45 pm for thirty minutes.

The Board reconvened to open meeting at 7:15 p.m.

The Board would like Tim to make an offer on the building located at 461 W. G Street. The offer is not to exceed appraised value and is contingent upon an inspection.

Don Lawley, Patty Birch, Daisy Anderson, and Jerry George voted to move forward with making an offer for the property, Sandy Schier abstained from voting.

There being no further business to discuss, the meeting was adjourned at 7:18 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary