

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
November 27, 2018

Those present were Commissioners: Don Lawley, President; Patricia Birch, Vice President; 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, Chief of Staff.

Guests: Aaron Gee, Clint Wood, Deborah Dillon

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

Addition or Changes to the Agenda

Public Comments

There were no public comments.

Community Communication

Reviewed letters received from the University of Washington medical students who shadowed various physicians in the facility last spring.

Departmental Report

Aaron Gee, Physical Rehabilitation Director, updated the Board on the Physical Rehabilitation department. Aaron briefed the Board on the current staff, upcoming changes with surplus old equipment, purging of paper documents, and changes to the layout of the department. Aaron explained upcoming advertiments and promotions in the department. Several of the department staff are also involved in various hospital commitments and also provide employee ergonomic evaluations. The department also partakes in training and education with nursing staff, CNA certification, and Long Term Care in-services. Goals for 2019 include; the department holding a Tai Ji Quan: Moving for Better Balance class, purchasing new updated equipment, establishing relationships with Quileute Health Clinic, Forks High School, reinstating the contract with all the schools to provide occupational therapy and physical therapy, renovate the reception area, and filling vacant positions.

Medical Staff Meeting

The October 10, 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 October 10, 2018, as presented.

Medical Staff Privileges

The privileges for Andrew Latimer, MD; Monroe Whitman, MD; Kim Schorer, CRNA; Mabel Thackeray, MH Therapist; and John 'Clark' Miller, MH Therapist were reviewed. Patty made a motion to approve the Medical Staff privileges; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the appointment of privileges for Monroe Whitman, MD; Kim Schorer, CRNA; Mabel Thackeray, MH Therapist; and John 'Clark' Miller, MH Therapist and the reappointment of Andrew Latimer, MD.

Performance Improvement Committee

The October 15, 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 October 15, 2018, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from October 23, 2018 and November 14, 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 October 23, 2018 and November 14, 2018.

Vouchers:

October 2018 Vouchers were reviewed. Tim explained that the auditors prefer that the Board of Commissioners randomly review statements and make sure that they are signed by appropriate department managers. The Board discussed and agreed the Finance Committee would review random statements twice a year; which will be January and June. Daisy made a motion to approve the vouchers; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the October 2018 General A/P vouchers numbered 100180 to 100543 the amount of \$1,285,307.31 and the General P/R vouchers numbered 547129 to 547238 in the amount of \$127,689.80.

Write Offs:

October 2018 write offs were reviewed. Jerry made a motion to approve the write offs; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the October 2018 Write-offs totaling \$76,548.95

Old Business:

Board Approval for Electrical Work

The electrical work is complete in the Radiology X-ray room and Clint is satisfied with the work. Jerry made a motion for approval of the electrical work; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the electrical work in Radiology.

Harrison Clinic

Last month, the Board instructed Tim to submit an offer up to the appraised value on the old Harrison Clinic building. The first offer was rejected; Tim countered the offer at \$ 260,000, which was accepted. The purchase is still contingent on the appraised value. The appraiser will be here at the end of the month.

New Business:

Capital Equipment Request- ENT Scope

The ENT scope is broken at the Clinic and is non- repairable. The scope is 11 years old and is past its life expectancy and no longer supported. Patty made a motion to approve the purchase of the ENT scope; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for ENT scope, not to exceed \$7,200.

Capital Equipment Request – Wanderguard

The current Wanderguard system is only working intermittently, which is putting the residents at risk for elopement. With the system only working at times, we have to pay staff overtime to watch the doors so the residents do not leave the premises. Daisy made a motion to approve Wanderguard system; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Wanderguard system, not to exceed \$22,000.

Capital Equipment Request – Hospital Bed Replacement

There are ten hospital beds that need replaced, which were purchased in 1992. The new beds will have built in scales and better safety features with alarms and lights. Updating the mattresses could help decrease bed sores on patients. We would also like to purchase new bedside tables and over the bed tables, which were also purchased in 1992. We currently have

Hillrom products and would like to stay standardized with the rest of the beds. Daisy made a motion to approve the purchase of ten new hospital beds, bedside tables, and over the bed tables; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the ten new hospital beds, bedside tables, and over the bed tables, not to exceed \$90,000.

Surplus Equipment -Ambulance Bay Doors

The Ambulance Bay doors have been replaced and we would like to surplus the old bay doors and garage door openers. Daisy made a motion to approve the surplus of the Ambulance Bay doors and garage door openers; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to the surplus the Ambulance Bay doors and garage door openers

Approve Organizational Chart

Tim presented the updated 2018 FCH organizational chart and explained the changes. Jerry made a motion to approve the updated organizational chart as presented; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the updated organizational chart presented.

Tim Cournyer, CEO, reported:

CEO Contract

The board met with Tim and agreed to present Tim with a contract renewal of three years.

Resolution No. 2018-516

Resolution 2018-516 regarding re-appointment of the superintendent. Daisy made a motion to approve resolution 2018-516; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution 2018-216.

Staffing Update

Stephanie Bechtold, ARNP, signed a contract and she expects to start by mid-March once she finishes school and applies for her Washington State Department of Health license.

Tim presented Rebecca Pfaff, FP/OB, a contract and she seemed happy with it. We also have verbal commitment from Dr. Sivesind, Dr. Curran, and Dr. Hill, who would all rotate call every other weekend to provide Dr.Pfaff time off.

Robert Hermann, MD, is here on an extended interview and expressed interest in working here as soon as possible.

OCH Update

Tim received an email from Elya Prystowsky today indicating she will be resigning March 1, 2019.

Finance

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

- Gross patient revenue for October was \$ 4,109,196.
- Net patient revenue for October was \$ 2,393,812.
- Net A/R days are 48.5.
- Day's cash on hand is 69.
- There were 12 surgeries and 415 emergency room visits for October.
- Total operating expenses for October was \$2,542,722.
- Total non-operating income for October was \$39,460.
- Net income for the month was \$10,352.
- Total cash on hand is \$5,139,899.
- Acute average census is 1.7
- LTC average daily census is 12.0.
- Custodial swing average daily census is 8.0.

Clinic Graphs

The Board of Commissioners reviewed the October 2018 Clinic graphs.

Ambulance

Hired a new full time EMT, Katie Isch.

There being no further business to discuss, the meeting was adjourned at 6:02 p.m.

Board of Commissioners next meeting is scheduled for January 22, 2019 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary