

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
January 22, 2019

Those present were Commissioners: Patty 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; and Kirk Cole, Chief of Staff.

Guests: Deborah Dillon, Nikki Reed, Janet Schade, Jay Sarnowski, Aaron Gee, Candace Princeton, Starla Daman, Rick Stockdale, and Kevin Klumper

Don Lawley, President, was not present.

The meeting was called to order at 5:00 p.m. by Patty Birch.

Addition or Changes to the Agenda

1. Move Executive Session to begin at 5:40p.m. We have a call with an attorney who was only available at that time.

Public Comments

There were no public comments.

Community Communication

There was no community communication.

Dynamic Collector

Rick Stockdale and Kevin Klumper from Dynamic Collectors briefed the Board on their company. Dynamic Collectors has been in business for 29 years and mainly have hospital and court accounts. Rick feels the company works well with their customers and they do the best they can to help with their customers' debts. Kevin explained the process of how the agency works from beginning to end. Kevin explained changes coming to collections and the impact it will have on hospitals. Kevin offered 50% of collected interest to the hospital, if they could take over all the hospitals accounts. Rick and Kevin thanked the hospital for their business.

ASP Moment

Janet Schade updated the Board on the Antimicrobial Stewardship Program. The purpose of the Antimicrobial Stewardship Program is a systematic effort to educate and persuade prescribers of antimicrobials to follow evidence-based prescribing, to stem antibiotic overuse, and thus antimicrobial resistance.

In 2016, we saved \$11,000, \$10,000 in 2017, and \$16,000 in 2018. Janet gave a special recognition to Jay Sarnowki, who was the Laboratory Director for 53 years. After retirement, Jay

came back to work on the Antimicrobial Stewardship program. Janet explained all the duties that Jay preforms for the program and thanked her for her exceptional work.

Medical Staff Meeting

The November 14, 2018 and December 12, 2018, Medical Staff meeting minutes were reviewed. Jerry made a motion to approve the meeting minutes; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from November 14, 2018 and December 12, 2018, as presented.

Medical Staff Privileges

The privileges for Jeffrey Wallhoff, MD; William Aurich, MD; Richard Dickson, MD; Chuck Bouis, CRNA; Mark 'Linton' Petersen, MH Therapist; and Heidi Ross, MH Therapist were reviewed. Sandy made a motion to approve the Medical Staff privileges; Daisy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the re-appointment of privileges for Jeffrey Wallhoff, MD; William Aurich, MD; Richard Dickson, MD; Chuck Bouis, CRNA; Mark 'Linton' Petersen, MH Therapist; and Heidi Ross, MH Therapist.

Performance Improvement Committee

The November 19, 2018 and December 17, 2018, Performance Improvement Committee meeting minutes were reviewed. Sandy 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 November 19, 2018 and December 17, 2018, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from November 27, 2018, were reviewed. Sandy 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 November 27, 2018.

Vouchers:

November and December 2018 Vouchers were reviewed. Jerry made a motion to approve the vouchers; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the November General A/P vouchers numbered 100544 to 100978, in the amount of \$1,634,086.85 and the General P/R vouchers numbered 547239 to 547376, in the amount of \$153,679.21 and December General A/P vouchers numbered 100979 to 101286, in the amount of \$1,423,234.47 and the General P/R vouchers numbered 547377 to 547464, in the amount of \$83, 447.89.

Write Offs:

December 2018 write-offs were reviewed. Jerry made a motion to approve the write offs; Daisy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the December 2018 write-offs totaling \$61, 939.33.

Executive Session

Patty Birch announced that the Board is convening to executive session pursuant to RCW 42.30.110(l) (i)-Discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss potential litigation. "Potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(20(a) concerning:

1. Threatened litigation;
2. Litigation that is reasonably anticipated;
3. Litigation or legal risks of a proposed action or current policy when public discussing is likely to result in adverse consequences.

Executive Session: The Board convened to executive session at 5:37pm for twenty minutes.

The Board reconvened to open meeting at 5:57p.m.

There was no action taken.

Old Business:

Resolution 2019-517- Phone System Finance

Paul presented resolution 2019-517, for the new phone system. Daisy made a motion to approve resolution 2019-517; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Resolution 2019-517- Phone System Finance.

New Business:

Capital Equipment Request- Mobile ICRM

Maintenance would like to purchase a mobile ICRM package and portable differential pressure monitor for compliance in Infection Control. Daisy made a motion to approve the purchase of the Mobile ICRM; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Mobile ICRM, not to exceed \$6,700.

Capital Equipment Request – OR Cabinets

The OR would like to purchase new stainless-steel cabinets on wheels. The cabinets will have adjustable shelves, slope tops which are easier to clean, and tempered glass doors. The cabinets will have lockable latches. Daisy made a motion to approve OR cabinets; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the OR Cabinets, not to exceed \$12,000.

Capital Equipment Request – ELI 380 Electrocardiographs

Replacement of the old Burdick unit at the Clallam Bay Clinic. Having a new EKG machine will allow the clinic to connect to Pyramis. Jerry made a motion to approve the purchase of ELI 380 Electrocardiographs; Daisy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the ELI 380 Electrocardiographs, not to exceed \$12,500.

Resolution 2019-518- WRHC Interlocal Agreement

The Collaborative and PHD want to terminate their contracts and combine into one new Interlocal agreement. Tim presented a resolution to terminate the current contract. Daisy made a motion to approve resolution 2019-518; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Resolution 2019-518.

Tim Cournyer, CEO, reported:

EHR Update

There are no new updates with the EHR and Tim is hoping to have an answer next month. Tim would like to have the full board present for the presentation.

Admitting Remodel

The Admitting remodel is complete. The room was painted, new carpet installed, and a more ergonomical worktable was put in for the multiple staff that use the workstation throughout the day.

Harrison Clinic

The building purchase closed last month, and Tim asked the Board to start determining what we would like to use the building for. Tim would like to have a special meeting in the future regarding the building. There are multiple possibilities for the building's use.

Olympic Peninsula Health Services

Tim has had conversations with Olympic Peninsula Health Services about bringing the Medication Assisted Treatment (MAT) program to Forks one day a week. Tim received an email Monday from a representative he had been working with and they are no longer working with OPHS. Tim now is unsure how he feels about working with Olympic Peninsula Health Services. OPHS will be coming to the next staff meeting at the Clinic in February.

Voicemail Issues

The voicemail system went down before Christmas at the hospital and WEOS. We have been waiting on the replacement parts. The replacement parts recently arrived, and they are not capable of fixing voicemail. Today, Todd found out that the school has the same voicemail system as us and they have an extra server. Todd will meet with the school soon about their extra server. Tim also asked Todd to investigate the costs for a solution. Aaron Gee added a comment stating the voicemail system is affecting patient care.

Other

Tim passed around reading material for the Board to review on a comprehensive behavioral health plan.

Today, we received a signed contract from Rebecca Pfaff, MD. We also have tentative OB coverage for 2019 to provide Dr. Pfaff with time off. Dr. Pfaff will start seeing Family Practice patients March 1st and we plan to reopen OB April 1st. We are currently working on contracts for Dr. Sivesind, Dr. Curran, and Dr. Hill to provide OB call coverage allowing Dr. Pfaff time off.

Finance

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

November Financials

- Gross patient revenue for November was \$ 3,748,780.
- Net patient revenue for November was \$ 2,209,461.
- Net A/R days are 46.3.
- Day's cash on hand is 59.
- There were 23 surgeries and 408 emergency room visits for November.
- Total operating expenses for November was \$2,383,280.
- Total non-operating income for November was \$17,327.
- Net income for the month was \$2,104.

- Total cash on hand is \$4,484,391.
- Acute average census is 1.2.
- LTC average daily census is 11.5.
- Custodial swing average daily census is 8.0.

December Financials

- Gross patient revenue for December was \$ 3,634,973
- Net patient revenue for December was \$ 2,135,074.
- Net A/R days are 41.4.
- Day's cash on hand is 57.
- There were 25 surgeries and 420 emergency room visit for November.
- Total operating expenses for December was \$3,105,296.
- Total non-operating income for December was \$198,410.
- Net income for the month was (\$198,410)
- Total cash on hand is \$4,434,780.
- 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 November and December 2018 Clinic graphs.

Ambulance

Last year we discussed remounting one of our older ambulances, but, we have determined that it is more beneficial to purchase a new ambulance.

Starting an Advanced EMT course next week. There will be eight-ten nurses taking the class.

There will be a basic EMT class starting in the summer.

There being no further business to discuss, the meeting was adjourned at 6:42 p.m.

Board of Commissioners next meeting is scheduled for February 26, 2019 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary