

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
March 26, 2019

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

Guests: Deborah Dillon, RN; Starla Daman, Kim Hull, Tim Wade, Kirk & Teresa Neprud, Aaron Gee, Amanda Bennett, and Stephanie Doll.

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

Addition or Changes to the Agenda

Public Comments

Community Communication

There was no community communication.

Audit & Adjustment

Amanda Bennett, Director of Market of Audit & Adjustment introduced herself and explained the company. Audit & Adjustment was established in 1996 and 85% of their clients are in healthcare collections. Amanda briefed the Board on their different agency affiliations. Stephanie Doll, President, introduced herself and explained how Audit & Adjustment offers the best services and what they do for the hospital. Audit & Adjustment has been collecting for FCH for over two years and currently has a 22% collection for rate for the hospital. Stephanie explained the companies pledge and their staff's dedication to their clients. Stephanie showed the Board their virtual collector site, which is available 24 hours a day for clients to make payments.

Departmental Report

Kim Hull, Radiology Manager, updated the Board of Commissioners on the department.

- The department performed 136 mammograms in October for breast cancer awareness month (average is around 30), which is a new record.
 - Our performance improvement project is to increase our breast cancer screening rates overall. The goal is 60% by the end of the year, and we are currently averaging 47%. So far, we are almost 3% higher than last year currently. We have additional steps planned to help increase this number further:

- Continue sending reminder letters (in September we started going back 5 years instead of just 1 for those patients that like to wait longer to come in)
 - Start mailing informational/reminder letters to women that have been seen at the hospital but have no recent mammogram on file (this will catch the women that have never had a mammogram or haven't had one in over 5 years but have a provider and are still active in our system)
 - Provider information/education of what we offer and current recommendation.
 - Marketing/educating – Plan to have info on the waiting room TVs for patients.
 - Hopefully gain access to OMC's database to look up patients that have had their mammograms there as well, so we can include those in our screening list and not bother them with unnecessary reminders.
 - We now provide a small gift for all mammo patients (not just in Oct)
- We have installed and are enjoying our new X-ray machines
 - New Portable X-ray machine – Philips Mobile Diagnost
 - Lower dose
 - Higher quality images
 - Providers/Anesthesia can view images immediately at the patient bedside
 - Wi-Fi enabled between machine and PACS to streamline exam process.
 - New Fixed X-ray room 2 – Philips Digital Diagnost
 - Lower Dose
 - Automated controls enable fewer strains on techs
 - Faster throughout/streamlined workflow
 - Higher weight capacity for table and generator capability (Still have some power issues we are working on)
- Ultrasound – Elastography is a new billable CPT code. Our US machine has had this capability and our technologists are now performing these exams for the assessment of liver fibrosis or cirrhosis (including patients with Hepatitis C, Alcoholism/ETOH, etc.)

- CT – Slowly starting to research a new CT Scanner and injector.
 - Ours was originally installed in 2005 as a 6 slice and upgraded to a 16 slice in 2010.
 - We have seen a demo from Siemens so far but will be looking at Philips, GE and others as well.
 - This will be a process that will take at least a year to research.

- Personnel:
 - One X-ray/CT tech has cut back on her hours/call.
 - We hired Carl (X-ray/CT) who has been a wonderful asset. He is more than willing to fill in wherever needed. He lives in Forks and has no problem taking call and working weekends.

Medical Staff Meeting

The February 13, 2019, 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 February 13, 2019, as presented.

Medical Staff Privileges

The privileges for Wade Austin-Getsfrid, MD and Jakdej Nikomborirak, MD, 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 re-appointment of privileges for Wade Austin-Getsfrid, MD and Jakdej Nikomborirak, MD.

Performance Improvement Committee

The January 14, 2019, Performance Improvement Committee 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 Performance Improvement Committee meeting minutes from January 14, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from February 26, 2019 and March 6, 2019, 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 Board of Commissioners meeting minutes from February 26, 2019 and March 6, 2019.

Vouchers

February 2019 vouchers were reviewed. Daisy made a motion to approve the vouchers; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the February General A/P vouchers numbered 101630 to 101970, in the amount of \$1,275,252.31 and the General P/R vouchers numbered 547556 to 547634 in the amount of \$67,853.86.

Write Offs

February 2019 write-offs were reviewed. 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 February 2019 write-offs totaling \$36,130.06.

Old Business

340B Update

We have had two phone interviews with possible 340B vendors. Chuck Carlson was happy with the second vendor, Avanti Health. Chuck and Tim met last week, and Chuck would like to reach out to two other hospitals that Avanti Health is currently working with for recommendations before moving forward. After doing more research, Tim believes the hospital could save over \$500,000 a year with the 340B program.

New Clinic

Tim recently had a meeting with several staff members who will play a key part in the getting the new building (Old Harrison Clinic) up to date to become a clinic after the hospital purchased the building last year. After talking with the staff, the goal is to open the building by July 1st. We have had three applicants; two physicians and one midlevel recently apply. We are reviewing their CV's and hope to have interviews set up soon.

EHR

Andrea Perkins-Peppers, CIO, presented the Board the two EHR choices; Meditech and EPIC. Andrea explained the pros and cons of each program and also the price per system. Over a period of five years Meditech would cost around five million and EPIC would cost around eleven million dollars. Andrea and the Admin team recommended to the the Board that we move forward with Meditech. Tim commented we will be looking into financing before we bring a

capital equipment request forward. Due to upgrading the HVAC system this year, we will be waiting until next year to move forward with Meditech.

Six Building Blocks

We have identified the Six Building Block team which consists of Linton Petersen, Clinical Champion; Tanya MacNeil, Project Lead; Janell Hess, Data Lead; and the following team members: Barbara Schmidt, Heidi Anderson, and Lucritia Stansbury.

New Business

Registered Medical Assistant Apprenticeship Program

Heidi applied and we were granted to become a Registered Medical Assistant Apprenticeship site. Each apprentice will complete 2,000 hours on the job training, 410 hours of supplemental coursework, three in person lab days, and log and report on the job hours at our hospital. The program fee is \$3,750 for the course.

Tim Cournyer, CEO, reported:

Strategic Plan

Tim reported on the Strategic Plan goals 2,4, and 5, and the progress made towards those goals.

Goal #2

Grow Services that are needed in the community, support the District's mission and strengthen operations

Tim said that the purchase of the Harrison Clinic will enable us to provide needed access to family practice, walk in, and extended hours for the community especially with Harrison recently closing the clinic.

Goal #4

Support recruitment and retention of quality employees, medical professionals, and medical staff by creating a culture that is engaging, satisfying, and high performing.

Tim believes that the recent employment of a number of providers that either live in the area, have family ties to the area, or just love the Forks area and want to make Forks their home will make it easier to retain these providers in the long term as long as we make their employment experience a good one by having a well-run and rewarding practice that is focused on quality care.

Goal #5

Pursue the technology needed to provide the data and analytics necessary for advancing care delivery and improving patient outcomes.

Tim reported that the research of a new EHR system and selection of Meditech will enable us to meet this goal. He went on to say that we may have to postpone the actual implementation date as we are still working on obtaining financing.

SB 5190/HB 1155 – Nurse Breaks

Tim discussed Senate Bill 5190 and House Bill 1155 concerning meal and rest breaks and mandatory overtime for certain health care employees. Heidi has wrote many letters to the legislator and if this passes, this could affect the hospital financially. Heidi discussed the impact to the hospital if the bills pass. Heidi said hiring additional staff could cost around \$500,000.

Karen Keller

Tim read a retirement letter from Karen Keller. Karen retired a few years back as the Long Term Care Director, but spend the last few years as our Per Diem Would Care Nurse.

Other Discussion

Finance

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

- Gross patient revenue for February was \$ 3,825,440.
- Net patient revenue for February was \$2,081,726.
- Net A/R days are 44.5.
- Day's cash on hand is 55.
- There were 1,195 Clinic visits, 12 surgeries, 471 emergency room visits, and 2 emergency births for February.
- Total operating expenses for February was \$ 2,081,726.
- Total non-operating income for February was \$30,791.
- Net income for the month was \$18,326.
- Total cash on hand is \$ 4,345,774
- Acute average census is 2.7.
- LTC average daily census is 10.0.
- Custodial swing average daily census is 8.0.

Clinic Graphs

The Board of Commissioners reviewed the February 2019 Clinic visits per provider.

Ambulance

Reviewed February 2019 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutually aid, overlapping calls, average response time, average turnout time, and average on time scene.

There is currently an advanced EMT class in session. Tim will begin looking into purchasing a new Ambulance this year.

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)(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 6:20 pm for twenty minutes.

The Board reconvened to open meeting at 6:40 p.m.

There was no action taken.

There being no further business to discuss, the meeting was adjourned at 6:41 p.m.

Board of Commissioners next meeting is scheduled for April 23, 2019 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary