

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
May 28, 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; Andrea Perkins-Peppers, CIO, and Kirk Cole, Chief of Staff

Guests: Melene Bourm, Deborah Dillon, and Aaron Gee

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

Addition or Changes to the Agenda

1. Remove Capital Equipment Request – Software for Disaster Recovery

Public Comments

There were no public comments.

Community Communication

There was no community communication.

Medical Staff Meeting

The April 10, 2019, Medical Staff meeting minutes were reviewed. Commissioner George made a motion to approve the meeting minutes; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from April 10, 2019, as presented.

Medical Staff Privileges

The privileges for Rebecca Pfaff, MD; Mark 'Jason' Sanders, MD; Benjamin Curran, MD; and Stephanie Bechtold, ARNP, were reviewed. Commissioner Birch made a motion to approve the Medical Staff privileges; Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the appointment of privileges for Rebecca Pfaff, MD; Mark 'Jason' Sanders, MD; Benjamin Curran, MD; and Stephanie Bechtold, ARNP.

Performance Improvement Committee

The March 25, 2019, Performance Improvement Committee meeting minutes were reviewed. Commissioner Birch made a motion to approve the meeting minutes; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from March 25, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from April 23, 2019, were reviewed. Commissioner Anderson made a motion to approve the meeting minutes; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from April 23, 2019.

Vouchers

April 2019 vouchers were reviewed. Commissioner Birch made a motion to approve the vouchers; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the April General A/P vouchers numbered 102431 to 102750, in the amount of \$1,114,180.82 and the General P/R vouchers numbered 547717 to 547796 in the amount of \$86,173.32.

Write-Offs

April 2019 write-offs were reviewed. The Board asked about the write-off from September 24, 2018 in the amount of \$43,924.45. Tim will find out more information and report back to the Board. Commissioner Anderson made a motion to approve the write-offs; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the April 2019 write-offs totaling \$118,514.61.

Old Business

Med Staff Bylaws

Dr. Cole and Tim have been working on revising the Medical Staff Bylaws. Tim discussed the section regarding Joint Conference Committee and the Governing Board as we do not currently have that committee. The Board discussed and agreed that we will not move forward with the committee and revise the by-laws to remove it from the language. There is a Medical Staff representative who attends the Board meetings and if at any time the Medical Staff requests a member of the Governing Board to attend a meeting, they will make the arrangements for someone to attend.

New Business

Capital Equipment Request – Electrocautery Unit for Lap Procedures

The Surgery department would like to purchase an electrocautery unit for lap procedures. The electrocautery unit can be used in gallbladder, appys, tubal ligations, and general surgeries. The unit has many attachments that are disposables. Commissioner Anderson made a motion to approve the purchase of the Electrocautery Unit for Lap Procedures; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Electrocautery Unit for Lap Procedures, not to exceed \$24,000.

Capital Equipment Request – Furniture and Equipment for the Forks Family Medical Clinic

Request to purchase one electrical patient exam table (500-pound limit), four standard patient exam tables (500-pound limit), five provider stools, five bariatric waiting room chairs, and five exam room chairs. Commissioner Anderson made a motion to approve the purchase of the furniture and equipment for the Forks Family Medical Clinic; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for furniture and equipment for the Forks Family Medical Clinic, not to exceed \$21,000.

Capital Equipment Request – Humidity and Temperature Sensors

Installation of four humidity and temperature sensors in the surgery suite. Code requires that areas where sterile supplies are stored be monitored for humidity and temperature levels. Commissioner Birch made a motion to approve the purchase of Humidity and Temperature Sensors; Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for Humidity and Temperature Sensors, not to exceed \$11,000.

Dietary Consultant

We received a letter from Amanda Cash who owns Nutrition Trails. Amanda submitted a letter terminating her contract with the hospital in August. We are searching for another Dietitian.

Special Education Fund Program Policy

Tim reviewed the Special Education Fund Program Policy to clarify the budget of the funds. The current policy states that the Board will review applicants and decide if they will approve or deny the request. The Board would like the policy revised and the Administrative team can review the applicants and make the final decision. Tim will have Lisa revise the policy and Tim will bring it to the June Board meeting to be reviewed.

Tim Cournyer, CEO, reported:

Staffing Update

Teresa Neprud will be leaving after her locums' assignment is up in September.

Dr. Lyndes is interested in working part-time at the new Clinic. Kasey Gregory, MD, interviewed a few weeks ago and is also interested in working part-time. Dr. Gregory and Dr. Lyndes had lunch while Dr. Gregory was in the area and discussed their potential work schedule at the Forks Family Medical Clinic.

Dr. Sanders, our locum's physician, contacted Tim and asked for a draft contract. Tim put together a contract, and Dr. Sanders responded immediately and showed interest in starting employment September 1st.

Elizabeth Yeater worked at FCH as a nurse a few years ago but resigned to pursue her education to become an ARNP. Elizabeth is currently working at FCH for the summer as a nurse while she waits for her ARNP license, which should be finalized in the fall. Tim would like to have a discussion with her soon about potentially working at the Forks Family Medical Clinic.

Dr. Coyne will no longer be seeing patients at the Clinic. Dr. Coyne has agreed to help with first assist for OB and is willing to take on more projects.

LTC Shortage

The Long Term Care is down five nursing staff. We are working on hiring short term CNA's for a few months.

Other Discussion

Tim met with Chuck Carlson last week and Chuck had sent more information to RX Preferred and their estimation is that the hospital will save even more money than they originally thought.

Finance

Tim Cournyer, CEO, presented the April year-to-date financial report, which was reviewed and discussed.

- Gross patient revenue for April was \$4,479,546.
- Net patient revenue for April was \$2,460,580.
- Net A/R days are 53.0.
- Days cash on hand is 59.
- There were 1,620 Clinic visits, 27 surgeries, 412 emergency room visits, and 3 births in April.
- Total operating expenses for April was \$2,538,383.
- Total non-operating income for April was \$36,296.

- Net income for the month was \$104,920.
- Total cash on hand is \$4,680,129.
- Acute average census is 2.1.
- LTC average daily census is 12.0.
- Custodial swing average daily census is 8.0.

Commissioner Birch asked if there was a way to find out how many new patients there are at each Clinic. Andrea can run the report and add it to the Board of Commissioners Packet each month.

Clinic Graphs

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

Ambulance

The Board reviewed the April 2019 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutually aid, overlapping calls, average response time, average turnout time, and average on time scene.

Commissioner 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 6:30 pm for ten 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 6:40 p.m.

Board of Commissioners next meeting is scheduled for June 25, 2019 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary