

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
June 25, 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 Cournyer, CEO; Heidi Anderson, CNO; and Andrea Perkins-Peppers, CIO.

Guests: Carie Micheau, Teresa Kennedy, Janell Hess, Melene Bourm, Lucritia Stansbury, and Rebecca Pfaff, MD.

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

Addition or Changes to the Agenda

Public Comments

There were no public comments.

Community Communication

There was no community communication.

Bid Opening for 61 Ash Ave

We received one bid from Western Washington Construction. The total bid came in at \$97,308.23. The Board felt the bid was too high and would like to advertise and have bids resubmitted. It was suggested to divide the bids into two; one for replacing the decks and the second for painting the building. Clint will advertise and separate the work into two bids.

Medical Staff Meeting

The May 15, 2019, Medical Staff meeting minutes were reviewed. Commissioner Birch asked about the decision to not sign the preferred provider agreement with Airlift Northwest. Heidi explained that the Medical Staff decided against signing a preferred provider agreement as they did not feel it would make any difference whether we called Airlift Northwest or Life Flight to transport a patient. Heidi said they usually go with the company who can arrive the fastest and most of the medivacs have been Airlift Northwest. Commissioner Birch feels that it would be in our best interest to sign the preferred provider agreement with Airlift Northwest. Heidi will bring the agreement back to the July ED committee to discuss more in depth. 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 May 15, 2019, as presented.

Medical Staff Privileges

The privileges for Kirk Cole, MD; John Shima, MD; Regina McGovern, MD; and Jonas Merrill, PA-C were reviewed. Commissioner Schier made a motion to approve the Medical Staff privileges; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the re-appointment of privileges for Kirk Cole, MD; John Shima, MD; Regina McGovern, MD; and Jonas Merrill, PA-C.

Performance Improvement Committee

The April 15, 2019 and May 20, 2019, Performance Improvement Committee meeting minutes were reviewed. Commissioner Schier 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 Performance Improvement Committee meeting minutes from April 15, 2019 and May 20, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from May 28, 2019, were reviewed. Commissioner Anderson made a motion to approve the meeting minutes; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from May 28, 2019.

Vouchers

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

ACTION: It was moved, seconded, and passed to approve the May General A/P vouchers numbered 102751 to 103215, in the amount of \$1,835,122.50 and the General P/R vouchers numbered 547797 to 547910 in the amount of \$125,365.07.

Write-Offs

May 2019 write-offs were reviewed. 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 May 2019 write-offs totaling \$88,069.48.

Old Business

Med Staff Bylaws

All the revisions to the bylaws by the Medical Staff have been completed. Dr. Cole will be forwarding the Bylaws to the Board and legal to review. If there are no crucial changes, we will present the Med Staff bylaws for final review at the July Board of Commissioners meeting.

Clinic –May New Patient Report

There will be a new report added to the monthly Board packets to show how many new patients per provider were seen the prior month. The Board reviewed the May new patient report.

Education Policy

The education policy was revised per the Board of Commissioners request during the May meeting. Commissioner Birch made a motion to approve the education policy, Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the education policy as presented.

Clinic Ultrasound Discussion

The Clinic would like to have an ultrasound machine to use for routine care, but due to costs it has not moved forward. Rebecca Pfaff, MD, found an ultrasound machine that meets all her requirements and needs for obstetric office visits that costs less than five thousand dollars. Dr. Pfaff said Dr. Epstein from North Olympic Healthcare Network currently uses the same ultrasound machine in his office and he is very happy with it. Having an ultrasound machine at the Clinic will help Dr. Pfaff ensure we are offering explicit medical care to OB patients. She will only be using the ultrasound for routine OB appointments. Anything serious will be sent over to Radiology for further examination. Dr. Cole reviewed the ultrasound machine and is also happy with it stating it will work with our PACS system.

Other

New Business

Tim Cournyer, CEO, reported:

Capital Equipment Request – Laboratory Replacement Freezer

The most recent CMS/CLIA surveyor noted that the freezer in the Laboratory's maximum range is -20 degrees celsius. To maintain the integrity of clinical reagents the freezer must be rated at -30 degrees celcius. Purchasing a new freezer will provide increased capacity as well as replace our existing blood bank freezer that is twelve years old. Commissioner Anderson made a

motion to approve the purchase of the Laboratory Replacement Freezer; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Laboratory Replacement Freezer, not to exceed \$9,100.

Capital Equipment Request – Glidescope for Operating Room and Emergency Department

Request to purchase a glidescope that is used to facilitate intubation for surgical and emergency cases in the Operating Room and the Emergency Department. When compared to laryngoscopes, the glidescope places a camera in the mouth providing a superior view of the laryngeal inlet (vocal cords). Commissioner Birch made a motion to approve the purchase of the Glidescope for the Operating Room and Emergency Department; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Glidescope for Operating Room and Emergency Department, not to exceed \$30,000.

Capital Equipment Request – Mindray Patient Monitors

The current cardiac monitor system is no longer supported. Two anesthesia machines need replacement for the same reason. Commissioner Anderson made a motion to approve the purchase of the Mindray Patient Monitors; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Mindray Patient Monitors, not to exceed \$500,000.

Capital Equipment Request – Meditech Interface for Mindray Patient Monitors

With the purchase of the new patient monitors, we need to purchase an interface from Meditech to Mindray for patient monitoring. Commissioner Anderson made a motion to approve the purchase of the Meditech Interface for Mindray Patient Monitors; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Meditech Interface for Mindray Patient Monitors, not to exceed \$15,000.

Grant Update – Rebecca Pfaff

Dr. Pfaff updated the Board on the birth equity grant we received. The grant will help bring funds for prenatal care at the Sophie Trettivick and Quileute Tribal Clinics and allow our providers to travel to the tribal clinics for prenatal care.

Other

Tim Cournyer, CEO, reported:

Legislative Update

Tim spoke with Starla today and Starla is scheduled to present her departmental report at the next Board meeting. During her presentation she would like to explain the legislative update more in depth.

Write Off

There was a large write off in last month's meeting that the Board inquired more information on. Tim investigated the write off and there was a patient that was dropped off at the hospital and had nowhere else to go and could not be released. The patient was admitted to Swing Bed under private pay, while we continued to search for placement. The patient was able to be placed in Long-Term Care before they passed away. The collections company is currently going after the estate for payment.

DOH Visit

On June 11th, the Department of Health arrived to investigate a complaint that was placed from CMS regarding our custodial beds. The surveyors spent three days in the hospital. We have not received any feedback from the visit. Tim will report back later after we receive the letter from CMS.

Clinic CGCHAPS

Tim passed around CGCHAPS from the Clinic showing improvement. The Board reviewed and is very satisfied with the results.

Staffing Update

Dr. Sanders signed an employment contract and will start employment the beginning of September. He will finish up his locum's assignment with the Clinic this month and then will be taking July and August off with pre-existing plans.

Kasey Gregory, MD, signed an employment contract and will start by or before October 1, 2019. She will be working two days a week at the Forks Family Medical Clinic and one day a week and the Clallam Bay Medical Clinic.

Dr. McGovern's last day will be September 21st. We are recruiting for a new Orthopedic Surgeon.

Elizabeth Yeater, ARNP, withdrew her application. We will be searching for another ARNP for the Forks Family Medical Clinic.

Rachael Adair, ARNP, is leaving in July due to a family issue that has come up. Rachael would like to possibly return in the future.

Other – LTC Bus

The Hospital Foundation has been fundraising for the new Long-Term Care bus. We have found a bus that meets all the Long-Term Care Mega Rules and will cost \$75,000 wrapped and off the lot. The Foundation started fundraising in February 2019 and to date have raised \$54,863, which is seventy-three percent of the funds needed. Thirteen days ago, an anonymous donor offered to match all donations up to \$10,000 by August 1st.

Finance

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

- Gross patient revenue for May was \$4,630,336
- Net patient revenue for May was \$2,375,338.
- Net A/R days are 57.7.
- Days cash on hand is 41.
- There were 1,764 Clinic visits, 17 surgeries, 470 emergency room visits, and 2 births in May.
- Total operating expenses for May was \$2,576,544.
- Total non-operating income for May was \$28,854.
- Net income for the month was \$98,248.
- Total cash on hand is \$3,291,949.
- Acute average census is 2.1.
- LTC average daily census is 11.6.
- Custodial swing average daily census is 8.0.

There were eight EMTs who passed their advance EMT state test.

Clinic Graphs

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

Ambulance

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

Commissioner Lawley called for a three-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 6:25 pm for twenty-five minutes.

The Board reconvened to open meeting at 6:50 p.m.

There was no action taken.

There being no further business to discuss, the meeting was adjourned at 6:51 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary