

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
September 24, 2019

Those present were Commissioners: Don Lawley, President; Sandy Schier, Secretary; Daisy Anderson, Commissioner; and Jerry George, Commissioner. Additional attendees included: Tim Cournyer, CEO; Paul Babcock, CFO; Heidi Anderson, CNO; Andrea Perkins-Peppers, and Kirk Cole, MD.

Guests: Tanya MacNeil, Aaron Gee, Deborah Dillon, Kelly Thompson, and Harry Lyndes, 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.

Social Services Departmental Report

Kelly Thompson, RN Social Services, updated the Board of Commissioners regarding the Social Services department. Kelly said Leta Lawhead, Social Worker, was recently hired. Kelly said one of the challenges the department faces is limited resources. Kelly presented two charts to the Board: Contact Following ED Visit and Hospital Discharge and Contact Following ED Visit or Hospital Discharge. Kelly inserted an article in the BOC packets where FCH was highlighted for reducing ED visits by fifty percent.

Medical Staff Meeting

The August 14, 2019, Medical Staff meeting minutes were reviewed. Commissioner Anderson 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 Medical Staff meeting minutes from August 14, 2019, as presented.

Medical Staff Privileges

The privileges for Claire Nordeen, MD, were reviewed. Commissioner Anderson made a motion to approve the Medical Staff privileges; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the re-appointment of privileges for Claire Nordeen, MD.

Performance Improvement Committee

The August 19, 2019, Performance Improvement Committee meeting minutes were reviewed. Commissioner Schier made a motion to approve the meeting minutes; Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from August 19, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from August 27, 2019, were reviewed. Commissioner Anderson 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 Board of Commissioners meeting minutes from August 27, 2019.

Vouchers

August 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 August General A/P vouchers numbered 103899 to 104272, in the amount of \$1,719,362.62 and the General P/R vouchers numbered 548093 to 548189 in the amount of \$86,743.50.

Write-Offs

August 2019 write-offs were reviewed. Commissioner Anderson made a motion to approve the write-offs; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the August 2019 write-offs totaling \$80,642.22.

Old Business

Forks Family Medical Clinic Update

Forks Family Medical Clinic is scheduled to open Monday, September 30th. We have hired Char Weston, Lead Receptionist; Rachele Nicholas, MA-C; Angelica Luna, MA-C; two part-time physicians, Dr. Harry Lyndes and Dr. Kasey Gregory. We are still recruiting for a midlevel, but Teresa Neprud will be working at the clinic three days a week until a midlevel is hired.

Tim introduced Dr. Lyndes to the Board.

West Jefferson Thank You Letter

The Board of Commissioners signed a thank you letter for West Jefferson thanking them for all their donations to help purchase equipment for the hospital.

New Business

Capital Equipment Request – IV Pumps

Our current contract for IV pumps expires on October 31st and our pricing will increase significantly. We would like to purchase new IV pumps. Changing to Baxter will save money. Commissioner Anderson made a motion to approve the purchase of the IV pumps; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the IV pumps, not to exceed \$89,000.

Special Board Meeting

Tim would like to schedule a Special Board of Commissioners meeting next Wednesday, October 2, 2019 at 3pm to discuss Medicare Requirements for Swingbed.

Paul commented he would like to schedule the annual Special Board of Commissioners meeting to discuss the budget. The Board of Commissioners agreed to schedule the meeting for November 6th at 3pm.

Other

There will be a Public Records Act and Open Public Meetings Act webcast this Friday, September 27th. Tim said the recommended audience is CEOs and Commissioners. Laci will send the link out to the Board allowing them to register if they would like to watch the webcast.

Tim Cournyer, CEO, reported:

Marketing Presentation

Shannon Damron, Marketing & Foundation Coordinator, presented the marketing plan to the Board. Shannon explained the goals for marketing over the next 12 months and explained the current marketing strategies.

WEOS Update

Tanya MacNeil, WEOS Director, gave an update to the Board. The department is currently fully staffed. There are six Mental Health providers, one SUD provider, three full time and two part time Case Managers, an ARNP Psychiatrist one day a week for adults, and an ARNP Psychiatrist for youth once a week for two hours. WEOS has over 300 current clients. Tanya said there are some changes coming in 2020 and the BHO that has been in place for the last 20 years is dissolving.

In June, the department incorporated their new EHR, Carelogic, which is going well. Tanya said the staff are liking the new EHR and they are working out a small handful of issues.

Lisa McDaniel

Lisa McDaniel, HR Director, is retiring after the New Year. Lisa has offered to help when needed until we are able to fill the position after she returns from some planned trips. Lisa also reached out to two people she has worked with in the past and one has applied for the position. There have been many applicants applying for the position, and we will be setting up interviews soon.

Staffing Update- Dr. Osland

We interviewed three Orthopedic Surgeons. There were two great candidates and after discussion with the interview team, it was decided to move forward and offer the position to Dr. John Osland. Dr. Osland is from Bainbridge Island. Dr. Osland would like to spread out his shifts to make sure he can give appropriate follow-ups to his patients. Dr. Osland is very open for physicians to call at any time with questions and concerns. Dr. Osland will start December 16th for orientation and training and he will start seeing patients January 13th.

Other

There were no additional discussions.

Finance

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

- Gross patient revenue for August was \$3,941,659.
- Net patient revenue for August was \$2,507,378.
- Net A/R days are 59.5.
- Days cash on hand is 59.
- There were 1,458 Clinic visits, 16 surgeries, 476 emergency room visits, and 5 births in August.
- Total operating expenses for August was \$2,497,446.
- The total non-operating income for August was \$45,056.
- Net income for the month was \$105,102.
- Total cash on hand is \$4,733,052.
- Acute average census is 2.4.
- LTC average daily census is 12.0
- Custodial swing average daily census is 8.0.

Clinic Graphs

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

New Patients Per Provider

The Board of Commissioners reviewed August 2019 new patients per provider.

Bonds

Paul said there were over fifty proposals sent out to banks for the HVAC and EHR. We received two responses and Paul feels we are in a good spot with the two banks and hoping to be able to present the proposals to the Board soon.

Ambulance

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

There being no further business to discuss, the meeting was adjourned at 5:55 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary