

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
October 22, 2019

Those present were Commissioners: Don Lawley, President; Patty Birch, Vice President who attended via teleconference; Sandy Schier, Secretary; Daisy Anderson, Commissioner; and Jerry George, Commissioner. Additional attendees included: Tim Cournyer, CEO; Paul Babcock, CFO; Andrea Perkins-Peppers, CIO, and Kirk Cole, MD.

Guests: Carie Micheau, Deborah Dillon, Aaron Gee, and Sarah Huling

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

Addition or Changes to the Agenda

There were no additions or changes to the agenda

Public Comments

There were no public comments.

Community Communication

Reviewed a letter from a past patient thanking the hospital for their great care.

Departmental Report

Carie Micheau, Compliance Officer reported:

Carie reviewed Compliance stats from April 2019 to September 2019; there were eleven Compliance issues reported. The severity of the issues reported were: two high issues, six medium issues, and three low issues. Thursday and Fridays were the average days the complaints were made, and all eleven issues were reported from employees.

Carie updated the Board on the 2019 Annual Work Plan and Provider Credentialing Update.

Carie inserted the Code of Conduct and Compliance and Ethics Program in the Board packets for review and approval. Commissioner George made a motion to approve the Code of Conduct and Compliance and Ethics Program, Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Code of Conduct and Compliance and Ethics Program.

PSQR Board Report

Deborah Dillon, Director of Patient Safety and Quality, updated the Board.

Deborah and Tim updated the Board on the swingbed issues. Deborah said that we submitted our Plan of Correction to the state and they have shared our response with CMS. Most of our Plan of Correction has been approved, but they want us to move our swing beds to a different location in the hospital. The Admin team has been in discussion on how to move forward.

Deborah discussed the goals for 2020 and the audit schedule for 2020. Commissioners Anderson made a motion to approve the goals for 2020 and the audit schedule for 2020, Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the goals for 2020 and the audit schedule for 2020

Medical Staff Meeting

The September 11, 2019, Medical Staff 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 Medical Staff meeting minutes from September 11, 2019, as presented.

Medical Staff Privileges

The privileges for Robert Epstein, 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 appointment of privileges for Robert Epstein, MD.

Performance Improvement Committee

The September 16, 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 September 16, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from September 24, 2019 and October 2, 2019, were reviewed. Commissioner George 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 September 24, 2019 and October 2, 2019.

Vouchers

September 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 September General A/P vouchers numbered 104273 to 104665, in the amount of \$1,535,536.24 and the General P/R vouchers numbered 548190 to 548281 in the amount of \$122,318.71.

Write-Offs

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

ACTION: It was moved, seconded, and passed to approve the September 2019 write-offs totaling \$53,622.09.

FCH Old Business

CMS/Swingbed Update

The CMS/Swingbed update was discussed during the PSQB report.

FFMC Update

The Forks Family Medical Clinic opened on September 30th. We have hired an ARNP, Sasha Jensen, who will start on January 6th. We are working with the Compliance Team to get our RHC status.

EHR and HVAC Financing Update

We have a bank that has agreed to lend us money for our EHR and HVAC project. Paul will present more information during the Budget meeting in November.

Other

FCH New Business

Capital Equipment Request – Vehicle Charging Station

We have had a higher number of providers and staff who have electric cars and need a place to charge their vehicles while at work. We researched three companies and found Sema Connect, which has charging stations at OMC, Kalaloch, and Lake Crescent. We would like to install a dual charging station next to the helipad. The charging station will also be available for public use. Sema Connect does all the billing and we get 94% of the profit. Our out of pocket expense is the price of electricity and purchase of the charging station. Tim feels more employees and people in general will be purchasing electric cars in the future. Commissioner Anderson made a motion to approve the purchase of the Vehicle Charging Station; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the Vehicle Charging Station, not to exceed \$7,900.

Hello Rache/Virtual Scribes

Tim has been corresponding with a company called Hello Rache, which is a virtual scribe company. The provider would take an iPad into the patient room and the scribe would type the note. After the visit, the provider would review the note and make any necessary changes. Andrea has some questions about the company and HIPPA. Tim is looking more into the company.

Other

There was no other business discussed.

LTC Old Business

There was no Long Term Care old business discussed.

LTC New Business

There was no Long Term Care new business discussed.

Tim Cournyer, CEO, reported:

Forks Police Department

Chief Rowley reached out to Tim and asked if the hospital could send a provider to the jail two-three times a week, for one - three hours to lower the amount of inmates that they bring to the hospital and clinics. Tim responded to Chief Rowley letting him know that we don't have the staffing to support their need and if things change, we could revisit.

Vehicles

Tim discussed the current hospital vehicles that are used for hospital business and travel. The 2012 escape has had many issues, which makes it difficult for employees to take when they are traveling longer distances. Maintenance, E.S. and I.S have had a higher need of a vehicle when traveling to the clinics and hospital apartments. We would like to give the 2012 Escape to the needed departments and purchase a more economical vehicle for traveling. We also have the 2013 Escape which is 4-wheel drive. Tim will revisit this next year.

Other

Tim passed around a letter of support for North Olympic Healthcare Network. The Board approved Tim to sign the letter of support.

Tim updated the Board on the 340B. We received our application back because our name did not match our HRSA name. We used our legal name, Clallam County Public Hospital District No. 1 and HRSA has Forks Community Hospital listed as our name. We changed the paperwork, resubmitted, and are waiting to hear back.

Finance

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

- Gross patient revenue for September was \$4,467,904.
- Net patient revenue for September was \$2,341,645.
- Net A/R days are 56.4.
- Days cash on hand is 59.
- There were 1,601 Clinic visits, 31 surgeries, 418 emergency room visits, and 5 births in September.
- Total operating expenses for September was \$2,659,968.
- The total non-operating income for September was \$44,028.
- Net income for the month was \$14,435.
- Total cash on hand is \$4,780,776.
- Acute average census is 2.2.
- LTC average daily census is 12.0.
- Custodial swing average daily census is 7.5.

Clinic Graphs

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

New Patients Per Provider

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

Ambulance

The Board reviewed the September 2019 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutual 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 6:40 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary