

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes  
Lee Merrick Conference Room  
January 28, 2020

Those present were Commissioners: Don Lawley, President; Patty Birch, Vice President (attended via- telephone); 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, CIO; and Kirk Cole, MD.

Guests: Bryon Dirkes, Janet Schade, Deborah Dillon, and Doug Devine

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**

There was no community communication.

**Department Report**

Doug Devine updated the Board on the Cardiopulmonary Department. Doug said since the last time he reported to the Board, he gave the Board six department goals, all of which have been met. Doug explained those goals to the Board. Deanna Read, Respiratory Therapist, started a few months ago and is doing well. Doug said having two RT's available is allowing the number of patients seen to increase. Dr. Shima has offered additional time to read more tests now that he has closed his practice.

**Oath of Office**

Commissioner Anderson received the highest number of votes for the office of Hospital District 1. Commissioner Position No. 1 during the General Election held November 5, 2019. Commissioner George made a motion to reappoint Commissioner Anderson as Board of Commissioner, Commissioner Schier seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to re-appoint Commissioner Anderson as Board Commissioner for Clallam County Public Hospital District No. 1; Commissioner Position 1.

### **Election of Officers**

The Board agreed to continue with the current officers as follows: Don Lawley, President; Patty Birch, Vice-President; Sandy Schier, Secretary; Daisy Anderson, Commissioner; and Jerry George, Commissioner. Commissioner George made a motion to continue with the current officers for 2020, Commissioner Anderson seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to reelect the officers for 2020, as presented.

### **Medical Staff Meeting**

November 13, 2019, and December 11, 2019, Medical Staff meeting minutes were reviewed. Commissioner Birch 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 Medical Staff meeting minutes from November 13, 2019, and December 11, 2019, as presented.

### **Medical Staff Privileges**

The privileges for Betty Yang, MD; Laura Fridley, MHC; Bradley Pederson, DPM; Emery Chang, MD; and Char-el Montana, MHC, 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 Betty Yang, MD and Laura Fridley, MHC and the re-appointment of privileges for Emery Chang, MD and Char-el Montana, MHC.

### **Performance Improvement Committee**

The November 18, 2019, Performance Improvement Committee meeting minutes were reviewed. Commissioner Schier 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 Performance Improvement Committee meeting minutes from November 18, 2019, as presented.

### **Board of Commissioners Meeting**

The Board of Commissioners meeting minutes from November 26, 2019, were reviewed. Commissioner Birch made a motion to approve the Board of Commissioners 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 November 26, 2019.

### **Vouchers**

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

**ACTION:** It was moved, seconded, and passed to approve the November General A/P vouchers numbered 104984 to 104514, in the amount of \$1,827,302.95, the December General A/P vouchers numbered 105515 to 105782, in the amount of \$1,513,681.50 and the General P/R vouchers numbered 548517 to 548617 in the amount of \$108,057.39.

### **Write-Offs**

November and December 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 November 2019 write-offs totaling \$93,532.22 and the December 2019 write-offs totaling \$14,160.53.

### **FCH Old Business**

#### **FFMC Update**

Tim updated the Board on the Forks Family Medical Clinic. FFMC has been open for almost four months. Tim discussed the revenue the new clinic is bringing in and the clinic continues to grow. Dr. Lyndes is averaging 16-18 patients a day and is booked out until March. Dr. Gregory's patient load is increasing; she is also seeing patients in Clallam Bay one day a week.

#### **Bogachiel Clinic Update**

Tim passed around and read an email he received from Dr. Faron Bauer, Medical Director. The email gave an update to the positive outcomes the Clinic has had recently.

#### **Other**

Tim said that we have launched the 340B program and in the first two weeks, we received a check for \$45,000. It cost us around \$10,000 in supplies, which makes our profit \$35,000 in 2 weeks. Tim is not sure if we will continue to see similar payments in the future.

### **FCH New Business**

#### **Capital Equipment Request – Nova Stat Profiler Prime Plus Analyzer**

The Nova Stat Profiler Prime Plus analyzer will replace the iSTAT analyzer. The Nova analyzer is easier to use, will decrease turn-around-time, and add tests to our in-house menu. The iSTAT

analyzer was purchased in 2006. When a blood gas test is needed, the ordering physician must call the Laboratory at least ten-minutes in advance so the iSTAT can be prepared. The nova analyzer stays on standby and is ready to analyze specimen 24/7 giving results within one minute.

**ACTION:** It was moved, seconded, and passed to approve the Capital Purchase Request of the Nova Stat Profiler Prime Plus Analyzer, not to exceed \$21,000.

### **Billing Audit**

We have had a lot of discussions recently about our growing AR days. We have had another increase in days and we are to the point that we are not sure why this is happening. Tim and Paul have discussed hiring a third party to bring in a consultant to help us from start to finish of the process to find out where the issues are happening. The goal is to identify the problem and then train the employees to bill correctly. Paul has one more possibility he is looking into before we move forward with the consultant.

### **Policy Discussion**

Tim discussed the Board's input on hospital policies and if the Board would like to review all policies, or possibly review new policies. Commissioner Lawley suggested reviewing new policies quarterly. Commissioner Schier commented she needs more education on Lucidoc to be able to review policies. The Board has requested additional training if needed. Laci will work with Cassie Howell to schedule upcoming Lucidoc education.

### **Other**

There was no other business discussed.

### **LTC Old Business**

There was no LTC Old Business discussed.

### **LTC New Business**

### **LTC Survey Update**

The surveyors came in last week to survey the Long Term Care Unit. There were no deficiencies found. The state also said our facility is the only Long Term Care in the State of Washington that has Trauma Informed Care plans.

### **Tim Cournyer, CEO, reported:**

### **Introduction of New Employee**

Tim introduced Bryon Dirkes, new HR Director, to the Board. Bryon comes to FCH with over twenty years experience in HR healthcare.

### **Olympic Medical Center- Admin Changes**

Tim received a call from Eric Lewis last week informing Tim that Eric has decided to retire. Eric's last day at OMC is May 1<sup>st</sup>. Tim said he and Eric will be meeting before Eric's last day.

### **Swing Bed Update**

We received our license moving our swing beds back to Long Term Care beds. The unit has been busy working on discharging the swing bed patients and admitting them to Long Term Care.

### **Credentialing Update**

Last month, Medicare provided FCH with an A+ on their Medicare credentialing report card. During the period of June 2019 and November 2019, Carie Micheau submitted 71 applications to Medicare. This was done to make all our provider's enrollments electronic. Prior to being electronic, the average number of days for approval was 114 days. We are now at a steady 30 days for application approvals. None of the 71 applications were denied or rejected.

### **Other**

Dr. Aurich resigned and will not be returning to work shifts in the ED. Dr. Higginbotham has decided to retire. Dr. Tran will start working in the ED in February. Dr. Osland, Orthopedic Surgeon, and Sasha Jensen, ARNP, both started this month. Dr. Epstein is also helping with OB call and has expressed interest in helping in our ED when he has availability.

### **Finance**

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

### **November Financials**

- Gross patient revenue for November was \$3,409,768.
- Net patient revenue for November was \$2,099,289.
- Net A/R days are 56.5.
- Days cash on hand is 45.
- There were 1,413 Clinic visits, 10 surgeries, 345 emergency room visits, and 4 births in November.
- Total operating expenses for November was \$2,579,541.
- The total non-operating income for November was \$34,104.
- Net income for the month was (\$294,772).
- Total cash on hand is \$3,691,942.
- Acute average daily census is 1.8
- LTC average daily census is 12.0.
- Custodial swing average daily census is 6.8.

### **December Financials**

- Gross patient revenue for December was \$4,497,030.
- Net patient revenue for December was \$2,206,416.
- Net A/R days are 59.7.
- Days cash on hand is 41.
- There were 1,496 Clinic visits, 16 surgeries, 396 emergency room visits, and 6 births in December.
- Total operating expenses for December was \$3,424,879.
- The total non-operating income for December was (\$18,880).
- Net income for the month was (\$1,206,758).
- Total cash on hand is \$3,393,238.
- Acute average daily census is 2.5.
- LTC average daily census is 12.0.
- Custodial swing average daily census is 7.0.

### **Bond Resolution 2020-524**

Paul discussed resolution 2020-524 for allowing the hospital to open new bank accounts with a local bank. Commissioner Schier made a motion to approve Resolution No. 2020-524, Commissioner Anderson seconded, and the motion carried.

**ACTION:** It was moved, seconded, and passed to approve Resolution No. 2020-524 to allow new bank accounts with a local bank.

### **New Patients Per Provider**

The Board of Commissioners reviewed November and December 2019 new patients per provider.

### **Ambulance**

The Board reviewed the November and December 2019 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutual aid, overlapping calls, average response time, average turnout time, and average on-scene time. Heidi said our response time went up and will clarify with Tim.

There being no further business to discuss, the meeting was adjourned at 6:10 p.m.

The Board of Commissioners' next meeting is scheduled for February 25, 2020, at 5:00 p.m. in the Lee Merrick Conference Room.

Minutes recorded by Laci Johnson, Executive Assistant.

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Sandra Schier, Secretary