

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
February 25, 2020

Those present were Commissioners: Don Lawley, President; Patty Birch, Vice President (attended via- telephone); Daisy Anderson, Commissioner; and Jerry George, Commissioner (attended via- telephone). Additional attendees included: Tim Cournyer, CEO; Paul Babcock, CFO; and Heidi Anderson, CNO.

Guests: Doug Holt, Tim Wade, Clint Wood, Carie Micheau, and Aaron Gee

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

The Board reviewed a positive comment that was submitted to the Forks Forum regarding our Ask an Expert column we placed informing the public about the Coronavirus in January.

Department Report

Doug Holt, Laboratory Manager, updated the Board of Commissioners on the Laboratory Department. Doug went over the changes that the Laboratory has achieved in the last three years. One of the biggest changes were transitioning the Laboratory to being staffed (from 7 am-5 pm) 365 days a year. The department has reduced specimen turnaround by having nursing personnel collect samples at IV start; also increased patient satisfaction. Doug also reviewed the Laboratory's 2019 Financials; 2019 Revenue & Expense Budget; 2019 Revenue/Test & Cost/Test; and 2019 increased workload. Doug also reviewed the 2020 project; making sure POC glucose results are entered into EMR and assume that POC tests are billed.

Medical Staff Meeting

The January 15, 2020, Medical Staff meeting minutes 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 Medical Staff meeting minutes from January 15, 2020, as presented.

Medical Staff Privileges

The privileges for Jeffrey Chen, MD; Eric Weppler, MD; and Sasha Jensen, ARNP, were reviewed. Commissioner Anderson 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 appointment of privileges for Sasha Jensen, ARNP and the re-appointment of privileges for Jeffrey Chen, MD; and Eric Weppler, MD.

Performance Improvement Committee

The December 16, 2019, Performance Improvement Committee 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 Performance Improvement Committee meeting minutes from December 16, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from January 28, 2020, were reviewed. Commissioner Anderson made a motion to approve the Board of Commissioners 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 January 28, 2020.

Vouchers

The January 2020 vouchers were reviewed. Commissioner Anderson made a motion to approve the vouchers; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the January General A/P vouchers numbered 105783 to 106180, in the amount of \$1,628,506.13 and the General P/R vouchers numbered 548618 to 548717 in the amount of \$96,424.17.

Write-Offs

The January 2020 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 January 2020 write-offs totaling \$30,010.33.

Policy and Procedure Reviewal

During the January Board of Commissioners meeting, the Board requested to review new policies and procedures. Tim and Clint discussed an old policy for surplus that has not been updated in over twenty years. Clint and Tim both agreed the amounts in the surplus were very low and they would like to increase the limits on the policy, with the Board's approval. Commissioner Anderson made a motion to approve the surplus of hospital district property policy and procedure with the recommendations to increase the surplus limits, Commissioner Birch seconded, and the motion carried

ACTION: It was moved, seconded, and passed to approve the surplus of hospital district property policy and procedure with the recommendations to increase the surplus limits.

FCH Old Business

There was no FCH Old Business discussed.

FCH New Business

Capital Equipment Request – *New Ambulance*

Purchase of a new ambulance. The quoted price includes graphics, radio installation, and a Stryker power load gurney. All the work for the new ambulance will be done at the manufacturing site and no subcontracting is required. Commissioner Anderson made a motion to approve the purchase of the new ambulance, Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the new ambulance, not to exceed \$290,000.

Environment for Care – *2019 Annual Report*

Clint reviewed the 2019 annual Environment for Care report with the Board. Commissioner Anderson commented the report shows many improvements in 2019. Commissioner Anderson made a motion to approve the 2019 Annual Environment for Care report, Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the 2019 Annual Environment for Care report.

Surplus Equipment Request

1996 Gerry Trailer

1997 Ford Ambulance

1993 Ford Van

We would like to surplus the three items listed above. All items are no longer used by the facility and we would like to surplus. Commissioner Anderson made a motion to approve the surplus of the 1996 Gerry Trailer with a minimum bid of \$300, 1997 Ford Ambulance with a minimum bid of \$2,250, and the 1993 Ford Van with a minimum bid of \$500; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to the surplus the 1996 Gerry Trailer, 1997 Ford Ambulance, and the 1993 Ford Van.

Approve FCH Organization Chart

Tim presented the updated 2020 FCH organizational chart and explained the changes. Commissioner Anderson made a motion to approve the updated organizational chart with modifications as presented; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the updated organizational chart with modifications as presented.

Other

There was no other business discussed.

LTC Old Business

There was no LTC Old Business discussed.

LTC New Business

Approve LTC Organization Chart

Tim presented the updated LTC organizational chart and explained the changes. Commissioner Anderson made a motion to approve the updated organizational chart with modifications as presented; Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the updated LTC organizational chart with modifications as presented.

Tim Cournyer, CEO, reported:

LTC Funding Project

Tim had previously discussed the possibility of asking the public to help us support Long term Care financially by approving a maintenance and operations levy. After researching it was determined that we could not raise the needed funding because of levy limits.

Accounts Receivable Update

We hired a consultant who arrived yesterday to investigate our billing and rising AR days. Within two days of her arrival, she has found several areas of improvement. Tim asked the consultant if there would be a plan after she leaves. The consultant will work with the department and come back to check in with the processes. Once Tim receives the final report, he will report to the Board.

HCA- Tribal Affairs Administrator

Tim had a discussion with the HCA's director of Tribal Affairs. They discussed how FCH could partner with the tribes to offer healthcare in Forks to tribal members. There will be more detailed information coming and Tim will keep the board informed as this moves forward.

Union Negotiations

Tim said that both contracts expire this June 30, 2020. The Administrative team has met and has been prepping for the negotiations.

Other

Commissioner George informed the Board that he will be moving out of the county and will be resigning as of this evening's Board of Commissioners meeting. Tim said he has communicated with the county and the Board will appoint a new Board member to fulfill Commissioner George's term. Commissioner Lawley thanked Commissioner George for his dedication to the hospital and wished him the best of luck.

Tim also said that one of our hospitalists has fallen ill. Dr. Pfaff stepped in to see patients, Dr. Chen who was a locum in the past and lives in Sequim is willing to help when he is available. Dr. Austin one of our ED physicians also works as a hospitalist at Swedish has offered to help.

Finance

Paul Babcock, CFO, presented the January date financial report, which was reviewed and discussed.

January Financials

- Gross patient revenue for January was \$5,254,212.
- Net patient revenue for January was \$2,559,531.
- Net A/R days are 67.4.
- Days cash on hand is 36.
- There were 1,696 Clinic visits, 8 surgeries, 469 emergency room visits, and 1 birth in January.
- Total operating expenses for January was \$2,601,675.
- The total non-operating income for January was \$43,549
- Net income for the month was \$88,504.

- Total cash on hand is \$2,968,654.
- Acute average daily census is 3.0
- LTC average daily census is 11.9.
- Custodial swing average daily census is 4.3

Bond Resolution 2020-525

Paul discussed resolution 2020-525 allowing the hospital to transfer funds from a dormant county treasure account to general funds and close the dormant account. Commissioner Anderson made a motion to approve Resolution No. 2020-525, Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution No. 2020-525 to allow new bank accounts with a local bank.

Bond Resolution 2020-526

Paul discussed resolution 2020-526 for approving the transfer of funds from the treasurer account. Commissioner Anderson made a motion to approve Resolution No. 2020-526, Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution No. 2020-526 to allow new bank accounts with a local bank.

Bond Resolution 2020-527

Paul discussed resolution 2020-527 for allowing the hospital to open new bank accounts with First Federal Savings and Loan. Commissioner Anderson made a motion to approve Resolution No. 2020-527, Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution No. 2020-527 to allow new bank accounts with a local bank.

SAO Accountability Audit 2017 & 2018

Accounting has been working with the State Auditor's Office for the 2017 and 2018 Accountability. Paul said the audit went well and there were no immediate issues.

New Patients Per Provider

The Board of Commissioners reviewed January 2020 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. Tim said 12 students recently graduated from the EMT class. Some of those included are local firefighters. Heidi investigated the higher

response time and reported that one EMT was out on medical leave and has resigned, and the second EMT is leaving for another position.

There being no further business to discuss, the meeting was adjourned at 6:48 p.m.

Commissioner Lawley called for a twelve-minute break.

Commissioner 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.

Executive Session: The Board convened to executive session at 7:00 pm for fifteen minutes.

The Board reconvened to open a meeting at 7:15 pm.

There was no action taken.

There being no further business to discuss, the meeting was adjourned at 6:48 pm.

The Board of Commissioners' next meeting is scheduled for March 24, 2020, at 5:00 pm. in the Lee Merrick Conference Room.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary