

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
February 27, 2018

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

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

Changes or Additions to the agenda

There were no changes or additions to the agenda.

Public Comments

There were no public comments.

ASP Moment

Janet presented to the Board about the purpose of the Antimicrobial Stewardship Committee and their mission. The ASP is designated to help save lives. Janet gave a real life case of an infection from antibiotic use that resulted in C-diff and death. Janet explained what the ASP committee is implementing to help reduce over use of antibiotics and ways to reduce infections throughout the district.

Medical Staff Meeting:

The January 10, 2018, Medical Staff meeting minutes were reviewed. Patty made a motion to approve the meeting minutes; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from January 10, 2018, as presented.

Medical Staff Privileges:

The requests for privileges for Jeffery Chen, MD and Tristan McGovern, MD, were reviewed. Patty made a motion to approve the Medical Staff privileges, Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the reappointment of privileges for Tristan McGovern, MD and the appointment of Jeffery Chen, MD.

Performance Improvement Committee:

The December 18, 2017, Performance Improvement Committee meeting minutes were reviewed. Jerry made a motion to approve the meeting minutes; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from December 18, 2017, as presented.

Board of Commissioners Meeting:

The Board of Commissioners meeting minutes from January 23, 2018, were reviewed. Patty made a motion to approve the meeting minutes; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Board of Commissioners meeting minutes from January 23, 2018.

Vouchers:

January 2018 Vouchers were reviewed. Jerry made a motion to approve the vouchers; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the January 2018 General A/P vouchers numbered 096907 to 097256 in the amount of \$1,440,210.06 and the General P/R vouchers numbered 546242 to 546334 in the amount of \$80,881.31

Write Offs:

February 2018 write offs were reviewed. The board questioned the multiple bad debts from one patient. One problem that is reoccurring in other places including Forks, is insurance companies are now sending the patient a questionnaire regarding their injury and patients are not returning them, which the insurance will not pay until the questionnaire is returned. The Board brainstormed ways to reduce this or capture the patients when they return again to contact the insurance company. Daisy made a motion to approve the write offs; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the February 2018 Write-offs totaling \$81,146.34.

Old Business:

Harrison Clinic

Tim will be keeping Harrison Clinic on old business until we have an outcome. Tim received financial information last week from Harrison and will bring more information to the March Board of Commissioners meeting. Patty asked about the financials and Tim said he briefly reviewed the financial analysis from Harrison Health Partners and feels the overview looks good.

New Business:

Capital Equipment Request

The existing blood bank refrigerator was installed over twelve years ago and is too small for the current use and has required pertinent repairs. The blood bank refrigerator is the most critical refrigerator in the Laboratory. All blood used for transfusions are stored in the blood bank refrigerator. Regulations require all blood units to be stored in a monitored refrigerator with an alarm system that is monitored 24/7. Jerry made a motion to approve the Capital Purchase Request for the new blood bank refrigerator, patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the new blood bank refrigerator, not to exceed 7,000.

Capital Equipment Request

The hospital is currently down six Hospira Plum IV pumps due to end of life and unreplaceable parts, and we need to replace them. We will be staying with the current brand for replacement since we get tiered prices on fluids and tubing. Daisy made a motion to approve the Capital Purchase Request for purchasing six Hospira Plum IV pumps, Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for purchasing six Hospira Plum IV pumps, not to exceed 14,000.

Surplus- Pediatric Cribs

There are two pediatric cribs that are old and broken and we are unable to locate parts for the cribs. There have only been four admits in the last two years of adolescents and Dr. Shima said there would be no need to purchase new cribs. There may be a need down the road. Clint would like to dispose of the cribs for scrap at West Waste. Jerry made a motion to approve the surplus of the two pediatric cribs, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to the surplus of the two pediatric to West Waste for scrap.

Retirement Plan

We recently initiated a retirement committee. Lisa explained the current retirement plan.

Issue:

The current retirement plan design with Forks Hospital severely restricts the potential for employee contributions to their retirement due to misaligned flow of contributions to the group plans.

Currently the plans associated to the group are 457b governmental and 401a pension plans. The current flow of contributions to the plan are as follows:

- Mandatory 4.7% Employer contribution to the 457b plan for Social Security Replacement.
- Mandatory 3% Employee contribution to the 457b plan for Social Security Replacement.
- Mandatory 4.5% Employer contribution to the 401a plan for pension contribution.

The current maximum contribution an employee can voluntarily make to any group retirement plan is \$18,500 if under the age 50, plus an additional \$6,000 if over age 50. The only plan employees can make voluntary contributions to is the 457b plan. Currently the Social Security

Replacement contributions are flowing into the 457b plan, directly reducing the amount an employee can defer voluntarily to their retirement.

Example:

Employee earning \$100,000 would have mandatory contributions to the 457b plan of \$7,700, directly reducing the amount they can save for retirement to \$10,800 (\$18,500 - \$7,700 = \$10,800). This especially affects the higher earners in the Hospital that are generally hard to hire and retain due to restrictions imposed by the Social Security Replacement plan.

Recommendation:

Redirect all employer mandatory and employee mandatory contributions to the 401a plan, significantly improving employees ability to save more for their retirement, thus allowing employees to fully contribute up to \$18,500 or \$24,500 if over age 50 in their 457b plan. In addition, an employee would also be allowed to contribute additional dollars beyond the mandatory 3% into the 401a plan, but are limited to a one-time decision on the amount of the deferral.

Lisa asked the Board's approval to amend of the current retirement plan. Jerry made a motion to approve the request, Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to amend the current retirement plan as presented.

Tim Cournyer, CEO reported:

Strategic Planning Session

The strategic planning session was canceled due to the Department of Health survey and we need to reschedule to another date. The committee would like to reschedule the meeting for March 23rd. We will check with Jody Corona to see if she is available.

Staffing Update

We interviewed Dr. Stepanian, OB-GYN, who has signed an employment offer agreement. He would like to work full time and have two – three day weekends off a month. In the past, a few OB doctors from Port Angeles offered to help and we would also look into locums. He will also do Family Practice and is willing to start as soon as possible.

DOH Survey

The Department of Health showed up last week for our survey. Heidi went through and briefed the Board on the preliminary lists of deficiencies. The Fire Marshall also showed up on February 26th.

WRHAP Handout

Tim passed around a Washington Rural Healthcare handout for the Board of Commissioners to read.

Finance:

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

- Total patient revenue has increased from the prior January by \$179,274
- Total patient revenue for January was \$4,114,918.
- Total revenue deductions for January were \$1,679,093.
- Net patient revenue for January and the year was \$2,400,889.
- Miscellaneous income for January and the year was \$157,312
- Net A/R days are 31.10
- Gross A/R days are 54.01
- Net operating income for January was (\$36,663).
- Net income year to date is (\$36,663).
- Total cash at the end of January was \$4,801,217.

January's gross patient revenue of \$4,117,393 is above the prior year January by \$179,274 with Inpatient revenues below the prior January by (\$260k), and above in Outpatient by \$428k and ER by \$72k, and down in the Clinics (\$60k). ER volumes were up compared to December, but Surgeries were down; there were no Births as anticipated. January gross patient revenue was an increase compared to the prior month of \$349,173, due mostly to our price increase which went into effect; we were just above our budget target by \$2,475.

Acute care inpatient average daily census for January was 2.3 patients per day compared to a budget of 2.4 patients per day, and prior month of 1.7 patients per day. Swing Bed average daily census was 2.0 patients per day compared to a budget of 2.7 and prior month of 3.5 patients per day. Custodial Swing Bed had an average daily census of 8 compared to a budget of 8 and a prior month of 8. Long Term Care average daily census totaled 12 patients per day compared to a budget of 12 and prior month of 12 patients per day. There were 10 total surgical cases in month including 2 inpatient cases. January surgical activity included: 9 surgeries and 1 scope procedures. Total surgical volume was down by 10 compared to our December volume. ER visits totaled 486, an average of 16 patients per day, compared to a budget of 15 patients per day, and prior month of 14 patients per day. Clinic visits totaled 1,892 for month compared to a budget of 1,815 and prior month of 1,470.

Clinic Graphs:

The Board reviewed the Bogachiel Medical Clinic and Clallam Bay Medical Clinic graphs for January 2018.

Ambulance Report:

Heidi Anderson presented the Ambulance report for January 2018. There were 55 calls dispatched, 31 patients transported to Forks Community Hospital, 7 inter-facility transfers, 3 cancellations, 9 refusals, 1 lift assist only, and 3 non-ems related dispatch calls.

Don Lawley announced that the Board is convening to executive session pursuant to RCW 42.30.110(1) (f)-Receive and evaluate complaints or charges brought against a public officer or employee.

Executive Session: The Board convened to executive session at 6:25 p.m. for twenty minutes.

The Board reconvened to open meeting at 6:41 p.m.

There being no further business to discuss, the meeting was adjourned at 6:41p.m.

The Board of Commissioners next meeting is scheduled for March 27, 2018 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary