

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Community Health Conference Room
July 24, 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; Andrea Perkins-Peppers, CIO; Heidi Anderson, CNO; Paul Babcock, CFO; and Kirk Cole, MD, Chief of Staff.

Guests: Todd Broussard, Tim Wade, Barbara Schmidt, Dr. Faron Bauer, and Aaron Gee

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

Changes or Additions to the Agenda

1. Add Departmental Report – Clinics
2. Add New Business- Building Name Change for Community Health Conference Room
3. Add Capital Equipment Request- Generator for Clallam Bay Clinic
4. Add Capital Equipment Request- Meditech Interface

Public Comments

There were no Public Comments

Community Communication

There were no Community Communications

Departmental Report

Information Services Departmental Update

Todd Broussard, I.S. Director, introduced himself. Todd recently moved to the area and has over thirty years of I.T. experience; ten of those years are in healthcare. Since Todd's arrival, he and the department have been working on virtualization, security, and communication enhancements. The department's long term objectives are disaster preparedness and design infrastructure to allow for plug and play.

Forks Hospital Clinics Departmental Update

Barbara Schmidt and Dr. Faron Bauer presented an update on the Clinics and Clinic Medical Staff. Dr. Bauer said the biggest challenges he's been dealing with since he took the Medical Directorship position is finding Primary Care providers who see a variety of ages. Dr. Bauer's goal is to give a broad concept to providers who are interested in practicing in Forks. Dr. Bauer is also working on the needs of specialists.

Dr. Bauer explained that many of the providers at the Clinic have no idea of the organization of the hospital and what meetings they can participate in. The Clinic also holds a monthly Medical Staff meeting where they are given updates and recently started Grand Rounds.

Dr. Bauer said the biggest goal is to reduce provider turnover. The hospital offers a competitive salary, but one of the biggest issues is the lack of housing in the area.

Barbara Schmidt, Clinic Administrator, reviewed the Clallam Bay and Bogachiel Clinic visits for the 1st and 2nd quarter for 2018. There was a thirteen percent drop in patient visits due to a provider leaving. Barbara reviewed patient visits, visit time per provider, incomplete encounters for each clinic, work plan for the clinic, accomplishments to date, nurse staffing, reception, communication, and current phone system issues. Barbara discussed team huddles which is a mechanism to identify where problems exist daily and address solutions. Barbara is also working on a clinic facelift to make the waiting areas more presentable.

Patty asked how it is determined when a provider is full. Barbara responded that it depends on the care of the patients and the provider's capacity. Dr. Bauer said there are many complicated patients who are outside the skills level of a mid-level provider. Barbara also said that other midlevel's who are coming on board, are full time.

Medical Staff Meeting

The June 13, 2018, Medical Staff 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 Medical Staff meeting minutes from June 13, 2018, as presented.

Medical Staff Privileges

The request to approve privileges for Justin Tawfik, MD was 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 appointment of privileges for Justin Tawfik, MD.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from June 26, 2018, 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 Board of Commissioners meeting minutes from June 26, 2018.

Vouchers:

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

ACTION: It was moved, seconded, and passed to approve the June 2018 General A/P vouchers numbered 098752 to 099117 the amount of \$1,308,135.16 and the General P/R vouchers numbered 546697 to 546832 in the amount of \$142,105.50.

Write Offs:

July 2018 write offs were reviewed. Sandy made a motion to approve the write offs; Patty seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the July 2018 Write-offs totaling \$32,774.44.

Old Business:

There was no Old Business discussed.

New Business:

EKG Machine

We need a new EKG for use in the ER, Med/Surg, and Outpatient. The new EKG will feed into the Pyramis system (studies are read and stored) and the old EKG will go to the Bogachiel Clinic as they do not have an EKG machine that sends studies to Pyramis. We will be staying with the current vendor that the other equipment and Pyramis are through. Daisy made a motion to approve the purchase the new EKG machine; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for new EKG machine, not to exceed \$13,000.

Ambulance Bay Doors

The Ambulance shed needs new bay doors as the current ones are a safety concern. The new bay doors will have windows across the front that will allow light to come in and will have battery backup sensors and lights. Patty made a motion to approve the purchase the new Ambulance bay doors using funds from the EMS levy; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for new Ambulance bay doors, not to exceed \$17,000.

Expedition Vinyl Wrap

The current safety decals on the expedition are peeling off. The law requires approved reflective decals on the back of the vehicle and currently there are none. The expedition is black and almost invisible at night. A vinyl wrap the vehicle with white and blue reflectors stripes will improve the vehicles visibility and safety. Once the vinyl wrap is placed, Tim will present the vehicles new appearance to the community. Patty made a motion to approve the purchase of the expedition vinyl wrap using funds from the EMS levy; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Expedition vinyl wrap, not to exceed \$6,000.

Generator for Clallam Bay Clinic

Clint provided options for installing a generator at the Clallam Bay Clinic, as part of the new Strategic Plan. Daisy made a motion to approve the purchase of a generator for the Clallam Bay Clinic; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the purchase of a generator for the Clallam Bay Clinic, not to exceed \$6,000.

Meditech Interface-

With the implementation of Kronos, we need an interface on Meditech for Kronos' time data to flow into Meditech's payroll module. Patty made a motion to approve the purchase the Meditech Interface; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Meditech Interface, not to exceed \$15,000.

Approval for Bid for Electrical

Clint needs the board's approval to go out to bid for the electrical work on the Radiology project. Jerry made a motion to approve the going out to bid for the Radiology project; Patty seconded, and the motion carried.

Policy for Capital Equipment Requests

Our policy states we are supposed to go out to three bids for capital equipment requests. Paul would like to revise the policy within the requirements of the Washington law. Paul has a policy in draft.

The Board would like to table until the August Board of Commissioners meeting.

Building Name Change

Patty would like to rename the Community Health Conference Room. The board agreed to rename the conference room to Lee Merrick Conference Center.

Tim Cournyer, CEO, reported:

MAT Program

Dr. Frank reached out to Tim about the importance of having a MAT program on the West End. The MAT program is a Medication-assisted treatment, including opioid treatment programs (OTPs), which combines behavioral therapy and medications to treat substance use disorders. There will be a meeting in August that the Clinic will participate in.

Staffing Update

Rachael Adair, CNM; Jubilee Mattix, ARNP; and Emery Chang, MD all signed employment contracts.

ARNP Handout

Tim provided an ARNP handout for the board to review.

Lab & Xray Revenue – Harrison

At the last meeting it was asked about referrals from Harrison Health to the hospital. Tim said the referrals from Harrison brought in over 1.8 million in revenue in 2017. Aaron Gee commented that Dr. James works well with Physical Rehabilitation and refers many patients to the department.

EMR Updates-

We haven't received any pricing from EPIC, but they are coming tomorrow for a walk through. Tim received a phone call from Eric Lewis and he informed Tim that Premera received a tax refund of 381,000,000 and Premera wants to invest \$250,000,000 of that in transformational projects in Washington and Alaska, focusing on rural areas. Premera may be willing to fund all or part of a new EHR for FCH. Tim will be meeting with Premera August 27th and 28th and will report back at the September meeting.

Ron Hester Update-

We had our legal counsel draft a contract and Ron has not signed the contract. Tim will be contacting the Sheriff's office for the next step.

Other-

Finance

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

- Gross patient revenue for June was \$ 3,743,546.
- Net patient revenue for June was \$ 2,036,079.
- Net A/R days are 42.0
- Day's cash on hand is 71.
- There were 18 surgeries and 448 emergency room visits for June.
- Total operating income for June was \$ 2,278,415.
- Total non-operating income for July was \$33,591.
- Net income for the month was \$2,554.
- Total cash on hand is \$5,308,115.
- Acute average census is 1.5.
- LTC average daily census is 11.6.
- Custodial swing average daily census is 8.0.

Clinic Graphs

Reviewed the June 2018 Clinic graphs.

Ambulance Report:

Heidi Anderson, CNO, presented the Ambulance report for June 2018. There were 59 calls dispatched, 37 patients transported to Forks Community Hospital, 11 inter-facility transfers, 3 cancellations, 11 refusals, 2 lift assists, 0 DOA's, and there were 5 overlapping calls.

Tim commented that the Ambulance and Fire Department are working well together. Tim and Bill Paul have been meeting monthly.

Don Lawley, President, called for a two- minute break at 6:53.

Don 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 or to review the performance of a public employee and evaluate salary and benefits.

Executive Session: The Board convened to executive session at 6:55 pm for twenty-five minutes.

The Board reconvened to open meeting at 7:10 p.m.

The Board reconvened to open meeting at 7:20 p.m.

There being no further business to discuss, the meeting was adjourned at 7:21 p.m.

Board of Commissioners next meeting is scheduled for August 28, 2018 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary