

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
February 26, 2019

Those present were Commissioners: Don Lawley, President; Patty 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; and Kirk Cole, Chief of Staff.

Guests: Deborah Dillon, RN; Angie Purlsey, RN; John Painter and Susan Donham, Merchants Credit; Tom Wells; and Mr. & Mrs. John Robinson

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

Addition or Changes to the Agenda

1. Add Parking Update to Administrators Report

Public Comments

John Robinson and his wife voiced concerns to the Board of Commissioners regarding the care John received from a provider at the Clallam Bay Medical Clinic. John explained his medical history to the Board of Commissioners and the care he received from the provider. John is very upset and would like these issues resolved. Tim asked that Mr. Robinson meet with him briefly to discuss Tim's investigation of the concerns.

Tom Wells voiced concerns regarding the Hospital's plan for usage of the building they recently purchased. Tom's biggest concern, as a person who owns property next to the building, is the rumors of the building being used as a Medicated-Assisted Treatment (MAT) Clinic. Tim explained that there have been no decisions made regarding the building's usage and he would like to have a special Board of Commissioners meeting in March to determine the future use of the building.

Community Communication

There was no community communication.

Tim Cournyer exited the meeting at 5:11 p.m. to meet with Mr. Robinson.

Merchants Credit

John Painter, Sales & Marketing Executive, introduced himself and explained Merchants Credit to the Board and the services the company offers to the hospital. Susan Donham, Marketing Director, introduced herself to the Board of Commissioners. Merchants Credit was established in 1937 and specializes in healthcare and credit union collections. Susan explained the history of Merchants Credit. Merchants Credit trains their employees to offer compassion and professionalism to their collection clients. Susan showed the Commissioners a PowerPoint presentation with the hospital statistics. Susan said that from 2012-present, there were

\$2,392,352 dollar's assigned to Merchants Credit and they have collected over \$212,000 for the hospital.

Tim Cournyer entered back into the meeting at 5:34 p.m.

Departmental Report

Clint Wood, Facilities Manager, updated the Board on the Maintenance Department. A large project they have accomplished is the installation of the Clallam Bay Medical Clinic generator. The department has over a 99% success rate with work orders submitted through SQSS. Some of the department's goals for 2019 are, to get the secure hold room completed in the Emergency Department and the HVAC upgrade in the hospital. Clint recently did a safety and security assessment of the hospital, which was passed around to review.

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. Daisy made a motion to continue with the current officers for 2019, Jerry seconded, and the motion carried.

Medical Staff Meeting

The January 9, 2019, 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 9, 2019, as presented.

Medical Staff Privileges

The privileges for Robert Craven, MD and Eric Wepler, DO, 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 re-appointment of privileges for Robert Craven, MD and the appointment of Eric Wepler, DO.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from January 22, 2019, 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 Board of Commissioners meeting minutes from January 22, 2019.

Vouchers

January 2019 Vouchers were reviewed. Don commented that each month at Finance committee, they will randomly pick from the vouchers and verify the information on the statement. 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 General A/P vouchers numbered 101287 to 101629, in the amount of \$1,251, 128.33 and the General P/R vouchers numbered 547465 to 547555, in the amount of \$104,983.17.

Write Offs

January 2019 write-offs were reviewed. Daisy made a motion to approve the write offs; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the January 2019 write-offs totaling \$91,234.75.

Old Business

Old Harrison Clinic Discussion

Tim would like to have a special Board of Commissioners meeting in the next few weeks to discuss the direction the Board would like to go with the usage of the building. The Board of Commissioners agreed they would like to schedule the special meeting on Wednesday, March 6, 2019, at 5pm in Lee Merrick Conference Room.

340B Update

Our application for the 340B was accepted. The next step is to select a vendor. We met with one company and have reached out to another company for a presentation. We are projected to launch the second quarter and Tim predicts the 340B program could save the hospital over \$30,000 a month.

New Business

Environment for Care – 2018 Annual Report

Clint reviewed the 2018 annual report for Environment for Care.

Capital Equipment Request – Replacement Analyzer for Bacteriology Analyzer

Request to replace the bacteriology analyzer and blood culture analyzer in the Laboratory, both of which are over ten years old. Daisy made a motion to approve the purchase of the Mobile ICRM, which will be financed directly with Fisher; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Mobile ICRM, which will be financed, not to exceed \$68,000.

Resolution 2019-519- Authorizing the Chief Executive Officer and Chief Financial Officer to finance equipment and facility improvement through bonds or other financial instruments.

Paul presented resolution 2019-519, that initiates the CEO and CFO to designate certain expenditures for potential reimbursement from bonds that may be authorized and approved for issuance by the Commission in the future. Jerry made a motion to approve resolution 2019-519; Sandy seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Resolution 2019-519, for Authorizing the Chief Executive Officer and Chief Financial Officer to finance equipment and facility improvement through bonds or other financial instruments

Resolution 2019-520- Coastal Community Bank Financing

Paul presented resolution 2019-520, for the issuance of a Limited Tax General Obligation Bond, 2019, in the amount of \$510,000, issued for the purpose of financing the acquisition and installation of medical and other equipment and facilities; specifying the installment payments, interest rate, terms, and covenants and fixing the form of the bond; and approving the sale and providing for the delivery of the bond to Coastal Community Bank. Daisy made a motion to approve resolution 2019-520; Jerry seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Resolution 2019-520, for Coastal Community Bank Financing.

Tim Cournyer, CEO, reported:

Staffing Update

Rebecca Pfaff, MD, starts on Friday and OB will reopen the beginning of April.

Bogachiel Clinic Update

Jonas Merrill is currently out 6-8 weeks. Stephanie Bechtold, ARNP, was able to start sooner than predicted, which has helped during Jonas' absence.

Teresa Neprud, ARNP, is interested in extending her locums contract three months or longer. She is also interested in taking over LaRayne's Pain Management patients when LaRayne retires the end of March.

Dr. Sanders will be working at the Clinic starting March 4th, for a 3-6-month Locums assignment.

Tim will be spending significant time at the Clinic in the next few months to help some areas that need some attention.

HCA Alternative Payment Method- Update

Tim attended a webinar last week regarding the HCA Alternative Payment method. Tim believes in the future, Medicare will start using a global budget, where the HCA comes out and reviews our budget and gives us funds for Medicaid and Medicare patients each month. Tim explained there will be a 5-7 year pilot program and they are looking for hospitals to trial the program. Tim does not want to participate in the pilot program and the Board agreed with Tim's decision.

Long Term Care- Citation

In January, we had a resident that assaulted another resident and we have since discharged the resident. We reported the incident to the state and it was investigated. Long Term Care received a citation from the state, because a resident was assaulted while in our care.

Other Discussion

Physical Therapy Services offered in the Community

Aaron Gee, Physical Rehabilitation Director, has been in contact with the Quileute Tribe to discuss Physical Therapy needs in La Push. Tim met with Michele Lefebvre, Clinic Director, and discussed the services the Quileute Health Clinic would like to offer in the community. Tim will report back to the Board.

Aaron Gee also specializes in Sports Medicine and is interested in donating his time to help at the schools. Tim wants to determine Aaron's liability while volunteering at the school. Tim does not believe our liability would cover Aaron at the schools, but Tim talked with Brian Werst, our hospital Attorney, and Brian says that the school could add Aaron on their liability. Tim and Aaron will meet with the school soon to discuss further.

EHR Update

Patty asked Tim about an update to the EHR. In 2018, it was discussed that by this February, there would be a decision made with the direction of the new EHR; if we would move forward with Meditech or EPIC. Tim said last week, he talked with another hospital and they could not afford a complete EHR upgrade, so they implemented a hybrid system, where they updated their Clinic to EPIC and kept their hospital on Meditech Magic. With the upcoming repairs to the HVAC system and the cost to upgrade the EHR, Tim said both projects could cost over nine million dollars. Tim stated he would like to research if a hybrid system might work for us before making a recommendation to the Board as a hybrid system may meet our needs and would save us one to two million, compared to buying a system wide EHR. Andrea explained our dilemma with Meditech and they said they could work with us on possible solutions and there is a call scheduled tomorrow to discuss more in depth.

Parking Update

Patty said she is very concerned about the current staff parking and the cold weather conditions when staff are called in, in an emergency. Tim said, during the day if there is an

emergency, most staff are already on the premises. If staff are called in for a middle of the night emergency, they can park in patient parking areas. Tim is also assigning five spots in the Long-Term Care parking lot that are designated as, "Hospital Emergency Response Team Parking Only." These spots will be available for staff who are called in, in an emergency only and the parking spots are available 24 hours a day. We have had a lot of issues with employees parking in patient parking areas, and not leaving parking for the patients; we are here to serve our patients.

Finance

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

- Gross patient revenue for January was \$ 4,491,463.
- Net patient revenue for January was \$ 2,343,470.
- Net A/R days are 45.8.
- Day's cash on hand is 56.
- There were 25 surgeries and 481 emergency room visit for January.
- Total operating expenses for January was \$ 2,527,834.
- Total non-operating income for January was \$37,341.
- Net income for the month was 16,554.
- Total cash on hand is \$ 4,444,944.
- Acute average census is 1.9.
- LTC average daily census is 10.0.
- Custodial swing average daily census is 8.4.

Clinic Graphs

The Board of Commissioners reviewed the January 2019 Clinic graphs.

Ambulance

Reviewed January 2019 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutually aid, overlapping calls, average response time, average turnout time, and average on time scene.

Life flight recently opened a base at Fairchild Airport in Port Angeles. Heidi has a meeting next week to discuss the services they can offer to Forks. Heidi will report more information to the Board.

There being no further business to discuss, the meeting was adjourned at 7:04 p.m.

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

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary