

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Center
April 23, 2019

Those present were Commissioners: Don Lawley, President; Patty Birch, Vice President; Sandy Schier, Secretary; and Daisy Anderson, Commissioner. Additional attendees included: Tim Cournyer, CEO; Heidi Anderson, CNO; and Kirk Cole, Chief of Staff

Guests: Lisa McDaniel, Aaron Gee, and Carie Micheau

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

Addition or Changes to the Agenda

1. Move In-Service Distribution Retirement Plan Change under Community Communication

Public Comments

There were no public comments.

Community Communication

There was no community communication.

In-Service Distribution Retirement Plan Change

A recommendation was made by the Retirement Committee to change the age that employees can take an in-service distribution from age 65 to age 62. An in-service distribution is a way to access retirement funds without separating from employment, allowing employees to semi-retire and have access to their retirement funds if they choose to remain employed either on a part-time or full-time basis.

Departmental Report

Carie Micheau, Compliance Officer reported:

Carie reviewed Compliance stats from July 2018 to March 2019; there were twelve Compliance issues reported. The severity of the issues reported were: five high issues, two medium issues, and five low issues. Mondays and Thursdays were the average days the complaints were made, and all twelve reports were from employees.

Carie updated the Board on the 2018 and 2019 Annual Work Plan and discussed the 2019 Billing Audit Schedule.

PSQR Board Report

Heidi Anderson, CNO, presented the Patient Safety and Quality Report in Deborah Dillon's absence.

Medical Staff Meeting

The March 13, 2019, Medical Staff meeting minutes were reviewed. Commissioner Birch made a motion to approve the meeting minutes; Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff meeting minutes from March 13, 2019, as presented.

Medical Staff Privileges

The privileges for Joseph Reis, ARNP, and Danielle DeOliveira, ARNP, were reviewed. Commissioner Schier 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 re-appointment of privileges for Joseph Reis, ARNP, and appointment of Danielle DeOliveira, ARNP.

Performance Improvement Committee

The February 25, 2019, Performance Improvement Committee meeting minutes were reviewed. Commissioner Birch made a motion to approve the meeting minutes; Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Performance Improvement Committee meeting minutes from February 25, 2019, as presented.

Board of Commissioners Meeting

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

Vouchers

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

ACTION: It was moved, seconded, and passed to approve the March General A/P vouchers numbered 101971 to 102430, in the amount of \$1,635,347.17 and the General P/R vouchers numbered 547635 to 547716 in the amount of \$76,650.66.

Write Offs

March 2019 write-offs were reviewed. Commissioner Anderson made a motion to approve the write offs; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the March 2019 write-offs totaling \$66,488.47.

Old Business

There was no old business discussed.

New Business

The Board reviewed the four capital equipment requests that were presented. The Board agreed to table the requests until the next BOC meeting and there was no action taken. The Board would like more information on the requests and have also requested to have a more standardized process. Items are being submitted to the Board too prematurely and it is unclear if the requests are in the best interest of the hospital.

Washington Rural Health Collaborative Annual Report

Tim passed around the WRHC Annual report and briefly discussed. Tim recommended the Board review the annual report at their convenience.

Staffing Update

Dr. Kasey Gregory will be here for an onsite interview on May 14th. She has family in Clallam Bay, and will be spending a week in the area visiting.

Dr. Lyndes, had a clinic in Sequim that recently closed due to his wife's retirement. Dr. Lyndes met with Tim a few weeks ago, as he would like to work part-time. He is very interested in working in Forks and Tim has been talking more in depth with Dr. Lyndes about a future in Forks.

Tim passed around a press release regarding our Managing Infection Risk Certification. The press release went out to the Washington State Hospital Association who will be circulating to other hospitals in the state. Tim is very proud of the certification and the staff accomplishments. The press release will be published in the Forks Forum. The Board would also like the press release to be published in the Peninsula Daily News.

Tim Cournyer, CEO, reported:

Calvary Chapel

Larry Hughes recently met with Tim and discussed parking at the church. Larry told Tim he does not mind staff parking in the church parking lot during the week, but in exchange would like the

hospital to repaint the parking lines and fix a sign that was damaged after a hospital employee backed into it.

Larry visited Tim again recently inquiring if the hospital would be interested in purchasing the building. At this time, the Board agreed it was not in the best interest of the hospital to purchase the building.

340B Update

The team met with Rx Preferred and are moving forward with the company as the third-party vendor.

HB 1155

Heidi updated the Board on House Bill 1155, concerning meal breaks, rest breaks, and mandatory overtime for certain health care employees. As of yesterday, the eight hours only shift was removed from the bill.

Aaron Gee added that there also may be a bill changing to allow all insurances to pay for the first six visits to Physical Rehabilitation without a referral from a provider.

Other Discussion

There were no other topics discussed.

Finance

Tim Cournyer, CEO, presented the March year-to-date financial report, which was reviewed and discussed.

- Gross patient revenue for March was \$4,332,556.
- Net patient revenue for March was \$2,373,158.
- Net A/R days are 51.6.
- Day's cash on hand is 53.
- There were 1,544 Clinic visits, 16 surgeries, 473 emergency room visits, and 0 emergency births for March.
- Total operating expenses for March was \$2,536,468.
- Total non-operating income for March was \$43,362.
- Net income for the month was \$31,610.
- Total cash on hand is \$4,165,030.
- Acute average census is 2.4.
- LTC average daily census is 11.5.
- Custodial swing average daily census is 7.0.

Clinic Graphs

The Board of Commissioners reviewed the March 2019 Clinic visits per provider.

Ambulance

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

There is currently an advanced EMT class in session. Tim Wade will begin looking into purchasing a new Ambulance this year.

There being no further business to discuss, the meeting was adjourned at 6:40 p.m.

Board of Commissioners next meeting is scheduled for May 28, 2019 at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary