

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
August 27, 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; Paul Babcock, CFO; Heidi Anderson, CNO; and Kirk Cole, MD.

Guests: Carie Micheau, Janet Schade, Melene Bourm, Deborah Dillon, Kim Hull, Nikki Reed, Lucritia Stansbury, Candace Princeton, Jay Sarnowski, and Aaron Gee.

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

Addition or Changes to the Agenda

Public Comments

There were no public comments.

Community Communication

There was no community communication.

Pharmacy Departmental Report

Janet Schade, Pharmacy Manager, updated the Board of Commissioners on the Pharmacy Department. Janet introduced her staff, Candace Princeton and Jay Sarnowski. Janet explained the goals the department has achieved and reviewed the Pharmacy's five-year plan that started in 2017. Janet explained a project she has taken on called, Mediplay. Mediplay is played in the hospital and clinic waiting rooms to educate the community. We were able to get Mediplay from a grant and we have a volunteer that keeps Mediplay updated.

Medical Staff Meeting

The July 10, 2019, Medical Staff 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 Medical Staff meeting minutes from July 10, 2019, as presented.

Medical Staff Privileges

The privileges for Harry Lyndes, MD, were reviewed. Commissioner Birch made a motion to approve the Medical Staff privileges; Commissioner Anderson seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the appointment of privileges for Harry Lyndes, MD.

Performance Improvement Committee

The July 15, 2019, Performance Improvement Committee meeting minutes were reviewed. Commissioner George 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 Performance Improvement Committee meeting minutes from July 15, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from July 23, 2019, 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 Board of Commissioners meeting minutes from July 23, 2019.

Vouchers

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

ACTION: It was moved, seconded, and passed to approve the July General A/P vouchers numbered 103571 to 103898, in the amount of \$1,590,238.54 and the General P/R vouchers numbered 548001 to 548092 in the amount of \$86,766.35.

Write-Offs

July 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 July 2019 write-offs totaling \$87,511.37.

Old Business

Medical Staff Bylaws

Dr. Cole emailed the final version of the bylaws to the Board of Commissioners earlier this month to review. Tim thanked Dr. Cole for his hard work revising the Medical Staff Bylaws.

Commissioner Birch made a motion to approve the Medical Staff bylaws as presented, Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Medical Staff bylaws.

Forks Family Medical Clinic Update

The building is coming along well. We still need to install the gutters, install the new sign, and have housekeeping do a deep cleaning of the whole building. We are still waiting on the licenses and once they are approved, we can open the clinic and set up the RHC survey.

Char Weston has accepted the Lead Receptionist position. Rachelle Nicholas, MA-C, was hired earlier this month and we are in negotiations with another Certified Medical Assistant. There have been skype interviews with ARNPs and we hope to hire an ARNP soon. We are working on completing Dr. Lyndes and Dr. Gregory insurance credentialing.

New Business

Capital Equipment Request – Trophon 2 Automated Probe Disinfection System

The Trophon machine would replace the current method of disinfecting the transvaginal probe used with our ultrasound machine. Currently, we use Cidex OPA that requires utilization of the decontamination room for processing. Cidex OPA is a very harsh chemical that requires many safety precautions and extensive steps and documents to stay compliant. Eliminating Cidex would streamline the disinfecting process, creating less of a chance for user errors in compliance, and most importantly provide a safer environment for our staff and patients no longer exposing them to this potentially hazardous chemical. The Trophon machine is self-contained and uses a hydrogen peroxide chemistry for high-level disinfection of the probe. It is a small unit that can be mounted on the wall in the ultrasound room with no safety concerns. It has automated simple-to-use quality checks that are electronically obtained and documented. Commissioner Anderson made a motion to approve the purchase of the Trophon 2 Automated Probe Disinfection System; Commissioner George seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request for the Trophon 2 Automated Probe Disinfection System, not to exceed \$11,000.

2019 Infection Control Annual Report

Nikki Reed asked the Board if they had any questions regarding the 2019 Infection Control Annual Review that was provided in the Board of Commissioners packet for reviewal. Commissioner Birch made a motion to approve with one correction, Commissioner George seconded, and the motion carried.

Quileute Health Center- Physical Therapy

Aaron Gee and Tim recently met with Michele Lefebvre, Director of the Quileute Health Clinic, regarding the need for Physical Therapy services in La Push. Tim is working on a contract with the Clinic.

Surplus of Old Equipment

Heidi would like to donate the old slit lamp to the Department of Corrections. Commissioner Anderson made a motion to approve the surplus of the slit lamp, Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to the surplus of the slit lamp to the Department of Corrections.

Other

Swing Bed Update

We received the Corrective Action Plan response from the Department of Health, and they accepted all but one staffing issue. Tim met with staff today and they believe they found a way to resolve the swing bed issue.

December Board of Commissioners Meeting

The Board would like to move the December Board of Commissioners meeting that is currently scheduled for December 24th to December 17th.

Tim Cournyer, CEO, reported:

Sports Physicals

We held a free sports physical clinic on August 10th. We had several staff volunteer to help with the clinic and three providers volunteered their time. Over eighty students were present at the Sports Physical Clinic. The Quiallyute Valley School District contacted requesting another sport physical clinic next year. Laci read a letter that Lucritia Stansbury sent out to all staff and QVSD employees thanking everyone for their hard work in making the night successful.

PhD Employment Compensation Dividend

Tim read an email he received from the PhD board to the Board of Commissioners.

Strategic Plan Update

Tim has asked Shannon Damron to present at a future Board of Commissioners meeting to discuss marketing as marketing is a large part of the strategic plan. Shannon will discuss current marketing tactics and the next twelve-month plan.

1. Develop and implement objective performance evaluations.

Tim reported that performance evaluations were evaluated and revamped to provide a more objective review. Managers will also have the option to include peer review in the evaluations of staff.

2. Implement house-wide customer service and leadership training.

Tim reported that over 80% of staff have received AIDET training. AIDET training focuses on five communication behaviors to improve verbal and non-verbal communications with staff and patients.

3. Engage in advocacy and community partnerships that improve health status.

Tim reported that we have joined the Olympic Peninsula Healthy Community Coalition which currently is promoting the 5210 public education programs to improve health in our communities. The 5210 program promotes eating 5 servings of vegetables, limiting screen time to 2 hours, 1 hour of exercise, and 0 sugary drinks per day

Olympic Peninsula Healthy Community Coalition

The hospital is looking into adding a 5-2-1-0 initiative in 2020. The 5-2-1-0 initiative is an easy-to-remember plan that spells out exactly what you need to do to keep yourself and your family healthy and fit. 5-2-1-0 stands for 5 or more servings of fruits and vegetables per day, no more than 2 hours of unproductive screen time per day, 1 or more hours of vigorous physical activity per day, and 0 sugar-sweetened beverages per day.

Other

There were no other topics discussed.

Finance

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

- Gross patient revenue for July was \$4,202,561.
- Net patient revenue for July was \$2,199,173.
- Net A/R days are 66.2.
- Days cash on hand is 45.
- There were 1,532 Clinic visits, 24 surgeries, 471 emergency room visits, and 1 birth in July.
- Total operating expenses for July was \$2,558, 241.
- The total non-operating income for July was \$117,799.
- Net income for the month was \$8,740.
- The total cash on hand is \$3,574,546.
- Acute average census is 1.2
- LTC average daily census is 12.0
- Custodial swing average daily census is 8.0.

Bond Proposal Discussion

Since the end of our annual audit in June, the District has been working with Piper-Jaffray, our underwriter, on a Bond proposal for direct placement with a bank. We are seeking \$13 million in funding for the HVAC & EHR projects, as well as refunding the 2008 bonds that were done at a high-interest rate at the time. Right now, this is a proposal trying to interest banks, we hope to have some interest back from banks by the end of September and could potentially close by the end of October. Of course, the Board of Commissioners would have to review and approve any new bonds, but we want to keep the Board in the know of where we are at right now. Our underwriter has been very positive and thinks that now is a good time to get such financing in place. If we are unsuccessful, the next step would be to try a public offering which will require some feasibility studies for the projects and more work to achieve the same end. We will keep the Board informed of further developments.

Clinic Graphs

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

New Patients Per Provider

The Board of Commissioners reviewed July's new patients per provider.

Ambulance

The Board reviewed the July 2019 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutually aid, overlapping calls, average response time, average turnout time, and average on-scene time.

There being no further business to discuss, the meeting was adjourned at 6:10 p.m.

Board of Commissioners' next meeting is scheduled for September 24, 2019, at 5:00 p.m.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary