

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 1
FORKS COMMUNITY HOSPITAL

Board of Commissioners Meeting Minutes
Lee Merrick Conference Room
November 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; Paul Babcock, CFO, who attended via tele-conference; and Kirk Cole, MD.

Guests: Aaron Gee

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

Addition or Changes to the Agenda

There were no additions or changes to the agenda.

Public Comments

There were no public comments.

Community Communication

Reviewed a card from Dr. Claire Nordeen thanking everyone for their generosity during her employment with FCH.

Medical Staff Meeting

The October 9, 2019, Medical Staff meeting minutes were reviewed. Commissioner Schier 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 Medical Staff meeting minutes from October 9, 2019, as presented.

Medical Staff Privileges

The privileges for Matthew Voorsanger, MD; Kasey Gregory, MD; and John Osland, MD; were reviewed. Commissioner Anderson made a motion to approve the Medical Staff privileges; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the appointment of privileges for Kasey Gregory, MD; and John Osland, MD; and the re-appointment of privileges for Matthew Voorsanger, MD.

Performance Improvement Committee

The October 21, 2019, Performance Improvement Committee meeting minutes were reviewed. Commissioner Schier 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 Performance Improvement Committee meeting minutes from October 21, 2019, as presented.

Board of Commissioners Meeting

The Board of Commissioners meeting minutes from October 22, 2019 and November 6, 2019, were reviewed. Commissioner Birch made a motion to approve the Board of Commissioners 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 October 22, 2019 and November 6, 2019.

Vouchers

October 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 October General A/P vouchers numbered 104666 to 104983, in the amount of \$1,273,375.21 and the General P/R vouchers numbered 548373 to 548281 in the amount of \$108,439.07.

Write-Offs

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

ACTION: It was moved, seconded, and passed to approve the October 2019 write-offs totaling \$55,684.47.

FCH Old Business

Swing Bed Update

Tim updated the Board on the swing beds. We submitted our Plan of Correction earlier this month. Our target date to move the beds back to Long Term Care beds is January 1st. Tim received a letter from CMS and they gave us until January 15th to move the beds back.

RHC Update

CMS no longer performs RHC surveys and they hire out with two companies. We hired The Compliance Team for our survey. We had a mock survey earlier this month with Katie Jo Raebel from Wipfli. We had our final call with The Compliance Team last week and we have now moved onto the scheduling portion. Our RHC survey should be in January or February.

Quileute Health Center/PT

The Quileute Health Center has contacted us about having a Physical Therapist come out to the tribe one-day week. Tim and Aaron discussed and negotiated rates. The tribe would like to move forward with FCH providing PT services one day a week and forwarded a draft contract to Tim. Tim submitted the contract to legal for review.

Other

There is no other business discussed.

FCH New Business

Capital Equipment Request – Hill Rom Procedural Stretchers

The operating room has two procedural stretchers and needs two more. Commissioner Anderson made a motion to approve the purchase of the Hill Rom Procedural Stretchers; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the Hill Rom Procedural Stretchers, not to exceed \$8,200.

Capital Equipment Request – Physical Therapy Reception Desk

Aaron Gee presented to the Board regarding the needs for a new Reception Desk in the Physical Rehabilitation department and why it is needed. There are many HIPAA concerns with the current set up and the current desk is not set up for two receptionists, which there will be two there in the future. Commissioner Anderson made a motion to approve the purchase of the Physical Therapy Reception Desk; Commissioner Schier seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve the Capital Purchase Request of the Physical Therapy Reception Desk, not to exceed \$6,900.

Other

There was no other business discussed.

LTC Old Business

There was no Long Term Care old business discussed.

LTC New Business

There was no Long Term Care new business discussed.

Tim Cournyer, CEO, reported:

Washington Poison Center

Tim passed around a letter we received from the Washington Poison Center. The letter shows the call statistics for the hospital. Tim feels this is a great service to have and he would will be renewing our membership with them.

ED Short Term Issue

One of our ED Physicians had to have emergency surgery, which caused several open shifts in November and December. We were able to reach out to our other ED physicians and many of them offered to help fill the open shifts. Since some of the shifts were within a few days or weeks, we had to offer higher compensation to the providers.

EKG Coverage

Dr. Shima will be on vacation for three weeks in January. Dr. Coyne has offered to read EKG's during Dr. Shima's absence.

FFMC/Lab Project

The Lab and FFMC are working on a project to have patients needing labs to have them done before the provider visit. This will enable lab to do the test and have the results to the provider prior to the patient visit.

Staff Update

i. Surgery

Melene Bourm, Surgery Manager, decided to step back from Management to a part-time nursing position and will also be working with Dr. Voorsanger at the Clinic. Heather Engeseth accepted the Surgery Manager position.

ii. Human Resources

We hired a new Director for Human Resources, Bryon Dirkes. We held two interviews when he was on-site and everyone thought he would be a great fit. Bryon will start January 6th.

Other

Heidi requested funds from West Jefferson to see if they could help with the purchase of the new IV pumps. Heidi said she should hear back from West Jefferson after December 9th.

Finance

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

- Gross patient revenue for October was \$4,630,865.
- Net patient revenue for October was \$2,633,476.
- Net A/R days are 56.3.
- Days cash on hand is 63.

- There were 1,686 Clinic visits, 24 surgeries, 417 emergency room visits, and 5 births in October.
- Total operating expenses for October was \$2,719,009.
- The total non-operating income for October was \$46,527.
- Net income for the month was \$124,795.
- Total cash on hand is \$5,097,771.
- Acute average census is 2.6.
- LTC average daily census is 12.0.
- Custodial swing average daily census is 7.0.

Bond Resolution 2019-523

Paul discussed resolution 2019-523 for refinancing the current hospital bond. Refinancing the bond will help save the hospital over \$1,000,000 during the life of the bond. Commissioner Anderson made a motion to approve Resolution No. 2019-523, Commissioner Birch seconded, and the motion carried.

ACTION: It was moved, seconded, and passed to approve Resolution No. 2019-523.

Clinic Graphs

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

New Patients Per Provider

The Board of Commissioners reviewed October 2019 new patients per provider.

Ambulance

The Board reviewed the October 2019 Ray Ellis Memorial Volunteer Ambulance Corps incidents, transports, mutual aid, overlapping calls, average response time, average turnout time, and average on-scene time. Heidi commented our transfers are down because one of our fulltime EMT's is out on medical leave until January. Heidi said the EMT class is going well. There were 19 students that signed up and 17 students are still in the class.

Don Lawley discussed the next BOC meeting that is currently scheduled for December 24th. The Board would like to cancel the December meeting.

There being no further business to discuss, the meeting was adjourned at 6:31 p.m.

The Board of Commissioners' next meeting is scheduled for January 28, 2020 at 5:00 p.m. in the Lee Merrick Conference Room.

Minutes recorded by Laci Johnson, Executive Assistant.

Sandra Schier, Secretary