

**GRAYS HARBOR COMMUNITY HOSPITAL
BOARD OF DIRECTORS REGULAR MEETING
June 21, 2018**

COMMISSIONERS PRESENT

Michael Bruce, District 2
Melanie Sturgeon, At Large 2
Robert Torgerson, At Large 1
Maryann Welch, District 1

OTHERS PRESENT

Niall Foley, Executive Director Finance
Tom Jensen, CEO, GHCH
Teresa Ramirez, Executive Assistant, GHCH
Attorney Brad Berg, Foster Pepper PLLC (via
conference line at the time of Exec. Session)
Members of the Public

ABSENT

Andrew Bickar, District 4
Miles Longenbaugh, District 3
Becky Walsh, District 5

CALL TO ORDER

President Welch called the meeting to order at 6:00p.

Absences

Commissioners Miles Longenbaugh, Becky Walsh, and Andy Bickar provided notice that they would not be in attendance during today's meeting.

Action: A motion was made by Commissioner Bruce, seconded by Commissioner Torgerson, and unanimously carried to approve Commissioners Longenbaugh, Walsh, and Bickar's absence.

Public Comment – Agenda Topics

President Welch opened the meeting to members of the public for comment regarding topics listed on the agenda.

CONSENT AGENDA

Submitted under the Consent Agenda were the Hospital Board Minutes of May 22, 2018.

ACTION: A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce and unanimously carried to approve the Consent Agenda.

BOARD DISCUSSION AND ACTION

Medical Staff Credentialing

Submitted was the Medical Staff Credentialing Report.

ACTION: A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to approve the reappointment of Benjamin Gould, MD, to Active Staff for a period of two years in the Specialty of Family Medicine.

ACTION: A motion was made by Commissioner Bruce, seconded by Commissioner Torgerson, and unanimously carried to approve the appointment of Jarrett Riley, DO, from Provisional to Active Staff for a period of two years in the Specialty of Pediatrics.

- ACTION:** A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to approve the appointment of Jeffery Chen, MD, to Locum Staff for a period of one year in the Specialty of IM/Hospitalist.
- ACTION:** A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to approve the reappointment of Justin Marasigan, DO, to Active Staff for a period of two years in the Specialty of IM/Gastroenterology.
- ACTION:** A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to approve the appointment of Brady Miller, MD, to Provisional Staff for a period of one year in the Specialty of Medical Oncology.
- ACTION:** A motion was made by Commissioner Sturgeon, seconded by Commissioner Torgerson, and unanimously carried to approve the reappointment of John Miller, MD, to Active Staff for a period of two years in the Specialty of IM/Neurology.
- ACTION:** A motion was made by Commissioner Torgerson, seconded by Commissioner Sturgeon, and unanimously carried to approve the reappointment of Ryan Farrer, DO, to Active Staff for a period of two years in the Specialty of Radiology.
- ACTION:** A motion was made by Commissioner Bruce, seconded by Commissioner Sturgeon, and unanimously carried to approve the appointment of Pierre Lanthiez, MD, to Provisional Staff for a period of one year in the Specialty of Teleradiology.
- ACTION:** A motion was made by Commissioner Torgerson, seconded by Commissioner Sturgeon, and unanimously carried to approve the appointment of Vinod Nigam, MD, to Provisional Staff for a period of one year in the Specialty of Teleradiology.
- ACTION:** A motion was made by Commissioner Sturgeon, seconded by Commissioner Bruce, and unanimously carried to approve the appointment of Craig Calhoun, MD, to Locum Staff for a period of one year in the Specialty of Anesthesiology.
- ACTION:** A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to approve the reappointment of Justin Marasigan, DO, to Active Staff for a period of two years in the Specialty of Gastroenterology.
- ACTION:** A motion was made by Commissioner Sturgeon, seconded by Commissioner Bruce, and unanimously carried to approve the appointment of Marjorie Nunez, ARNP, as a Provisional Allied Health Professional for a period of one year in the Specialty of Urology.
- ACTION:** A motion was made by Commissioner Sturgeon, seconded by Commissioner Torgerson, and unanimously carried to approve the reappointment of Damon Pierce, MD, to Active Staff for a period of two years in the Specialty of Surgery, General/Vascular.

ACTION: A motion was made by Commissioner Bruce, seconded by Commissioner Sturgeon, and unanimously carried to approve the appointment of Rachel Sell, MD, from Provisional to Active Staff for a period of two years in the Specialty of General Surgery.

Resignations were noted:

- Gary Gridley, MD, Anesthesiology
- Sarah Pedersen, PA-C, Emergency Medicine
- Samuel Salen, MD, Teleradiology
- Kenneth Tan, ND, Teleradiology

CHAIRMAN'S REPORT

Commissioners Welch and Bruce attended the Westport City Council meeting with Mr. Jensen and Dr. Wong, with the presentation being well received.

President Welch brought forward that one of the Board's strategic goals is to be more proactive in communicating; therefore, Commissioners will be participating more frequently on radio talk shows. Commissioner Torgerson recommended that a schedule be established with the various radio stations, and Ms. Long agreed to follow-up with this. It was recommended that at least two commissioners participate together whenever possible.

Employee Forums

The next set of employee forums is scheduled in August as follows:

- 29th 7:30a West Campus
- 30th 1:30p West Campus
- 31st 10:00a East Campus

Commissioners were requested to notify Ms. Ramirez of their ability to participate.

Commissioner Torgerson requested that Commissioners notify one another if they cannot participate in a public event, employee forum, etc., in order for another commissioner to participate in their place.

Rural Health Advocacy Days

In addition to Mr. Jensen, President Welch will be attending the Rural Advocacy Days in WA DC, September 24th, 25th, and 26th.

Meeting Change

Due to the dates of the Rural Health Advocacy Days, President Welch recommended, and it was agreed, to move the September Board meeting from the 25th to the 20th at 6:00p.

COMMITTEE REPORTS

Board Quality Report

Commissioner Sturgeon provided report on the June Board Quality Committee meeting. Topics of review encompassed:

- Annual summation:
 - Goal 1: Developing a Culture of Safety & Quality
 - Goal 2: Becoming a Highly Reliable Organization
 - Goal 3: National Patient Safety Goals Compliance
 - Goal 4: Eliminating Hospital-Acquired Conditions

- Goal 5: Improving Data Collection Capability and Analysis to Drive Process Changes
- Goal 6: Maintaining Full Accreditation
- Goal 7: Information Transparency
- Culture of Safety Survey; an overall improvement was noted from last year's survey.

President Welch inquired about the impact that readmissions is having on the Hospital's financials. Mr. Foley will report back with information.

Board Finance Report

Commissioner Torgerson provided report on the June Board Finance Committee meeting. See Attachment A for notable information.

GHCH Foundation Board Report

Commissioner Torgerson provided report on the submitted, amended and proposed GHCH Foundation Articles of Incorporation. In summary the amendments include, 1) the number of board members who can serve; 2) four additional members including the CEO, three Hospital Board Members, and members of the medical staff; and 3) addition of officer, Treasurer.

ACTION: A motion was made by Commissioner Bruce, seconded by Commissioner Sturgeon, and unanimously carried to approve the amended and proposed GHCH Foundation Articles of Incorporation.

ADMINISTRATION

Executive Suite Summary Report

Submitted was the Executive Suite Summary for June, which included the updated HMG Recruiting Report.

- Mr. Jensen and Dr. Wong are making headway on a potential pediatrician and nurse practitioner in family medicine. Multiple conversations are being held with other provider candidates that will hopefully materialize into site visits.

OLD BUSINESS

NEW BUSINESS

Board Education

(July) Tactics for Performance – Nancee Long

(July or Aug.) Residency – Dr. Joe Stengel

(Aug) County Hazard Mitigation Plan – David Plant, Plant Services Director

(Sept) Jackson Hewitt Recruiting Process

GOOD OF THE ORDER

None

PUBLIC COMMENT – General

President Welch opened the meeting to members of the public for comment.

EXECUTIVE SESSION

President Welch announced at 6:56p that the Board of Commissioners will hold an Executive Session for no more than 30 minutes under RCW 42.30.110(1)(i) to discuss legal risk of proposed action.

ACTION: A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to convene an Executive Session, followed by Commissioners reconvening in public session.

ACTION: At 7:16p a motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to adjourn the Executive Session and reconvene the public Board meeting.

The Public Meeting was reconvened at 7:17p.

Submitted was Resolution 2018-06 Approving KeyBank Loan Modification Agreement, as well as the Forbearance Agreement for Board approval.

Action: A motion was made by Commissioner Torgerson, seconded by Commissioner Bruce, and unanimously carried to approve Resolution 2018-06 Approving KeyBank Loan Modification Agreement.

ADJOURNMENT

The meeting adjourned at 7:21p.

Attachment A Board Finance Report

May Financial Highlights:

- Reviewed were May financial highlights:
 - (+) Surgical Volumes
 - OP surgical cases and minutes met target for the month. A reversal of YTD trend
 - IP surgical cases met target; minutes 14% above target
 - (-) IP Volumes
 - Acute admits 12% below target; -9% YTD
 - Acute Patient Days down 24% from target; -16% YTD
 - (-) Case Mix Index
 - Medicare CMI 1.32 compared to budget of 1.4
 - Total CMI .8967 compared to budget of 1.0

May Consolidated Financial Summary:

• Total Revenue:	\$31,992,416
• Revenue Deductions:	\$24,213,160
• Net Operating Revenue:	\$ 8,041,998
• Total Expenses:	\$ 8,942,300
• Net Income:	\$ (859,658)

Notable Information:

- The impact of the Budget Proviso and some Navigant initiatives are based off of hospital volumes, while the RHC initiative is driven by primary care clinic visits.
- Commissioner Longenbaugh inquired about the reduction in ED FTE's and its impact on ED Throughput. Mr. Jensen indicated that adjustments were made to ED shifts and changes in MD coverage. Ms. Brandt added that weekly ED Throughput meetings are being held.
- Development of the Care Transition Team will have an overall positive impact on revenue.
- Self-Pay Campaign

Mr. Foley reported that part of the initiatives with Navigant is to improve A/R by focusing on self-pay collections. A sizable amount of A/R is correlated to patients with either no insurance or an unpaid balance after insurance reimbursement. In order to jumpstart resolution of these outstanding balances, patient statements will now include language indicating that a 35% prompt pay discount will be offered if patients pay their balance in full within the first 30 days of receiving their statement.

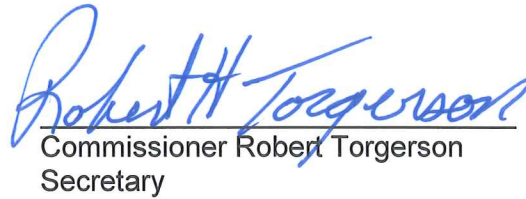
The self-pay population (patients without insurance and who do not qualify for charity care) whose accounts are aging out (91 days and older), will receive a re-generated statement offering them a one-time opportunity to receive a discount on their balance: if paid in full within 30 days, a 45% discount; if paid in full within 60 days, a 35% discount; if paid in full within 90 days, a 25% discount. The expectation is that 10%-15% of patients will take advantage of the opportunity.

- A large volume of Charity Care applications are being processed in Patient Accounts. The hospital's charity care policy follows federal ACA requirements.

MINUTES AND ATTACHMENT APPROVED AND ADOPTED THIS 24th day of July, 2018.

ATTEST:


Teresa Ramirez
Recording Secretary


Commissioner Robert Torgerson
Secretary