Public Hospital District 3 of Pacific County
Ocean Beach Hospital and Medical Clinics
BOARD OF COMMISSIONERS MEETING
December 19, 2024

AGENDA	DISUSSION / CONCLUSION	RECOMMENDATIONS / ACTION / FOLLOW-UP
CALL TO ORDER	The Public Hospital District 3 of Pacific County Board of Commissioners Meeting was called to order December 19, 2024, at 4:00pm by Nancy Gorshe. **Commissioner's present:** Nancy Gorshe, Chairperson Ariel Smith, Secretary, Commissioner Madeline Matson, Commissioner Sandy Stonebreaker, Commissioner **Zoom/Conference Line**: Elise Chayet, Commissioner **Also, Present** Merry-Ann Keane, CEO Brenda Sharkey, CNO Eric Volk, CFO Tammie Jefferies, Executive Assistant **Staff Audience:** Christine Bighaus, Wil Wallace, Terry Smith (Zoom) and Carol Zahorsky (Zoom)	
CONENT AGENDA Agenda December Leadership Communication	Nancy Gorshe added additional items to the agenda.	A motion to approve the Consent Agenda Sandra Stonebreaker; Elise Chayet seconded. The motion passed by unanimous vote.
Board Education	Education: Gabie Colburn, Social Worker	

	Difficult to Discharge	
Board Business	Elections for 2025 Chairperson and Secretary Nominations opened for Chairperson: Ariel Smith nominated Nancy Gorshe to continue being Chairperson; Madeline Matson moved the nomination; Sandy Stonebreaker seconded. All in favor. Nominations opened for Secretary: Madeline Matson nominated Ariel Smith to continue being Secretary; Elise Chayet moved the nomination; Sandy Stonebreaker seconded. All in favor.	Moved and Approved. Nancy Gorshe will be 2025 Chairperson and Ariel Smith will be Secretary.
Board Calendar	Board Meeting Schedule: Meetings will be held via Zoom and In-Person Ad-Hoc Bond Funds Utilization – Thursday 1/2/25 at 10:00pm Foundation Meeting – 1/8/25 Environment of Care – Tuesday 1/21/25 at 2:00 pm Quality Committee – Wednesday, 1/15/25 at 12:00pm Strategic Planning Committee – 1/16/25 Finance Committee – 1/15/25 Board Meeting - 1/23/25 – 4:00pm	
Medical Staff	Dr. Belknap reported: the resident currently is Dr. Chang. Dr. Smith will be coming back for a second rotation in April. Medical students started in October. There are students scheduled through March 2025. WSU has approached Dr. Belknap about sending more students. Medical Staff is still in process of reviewing the bylaws. They will also be reviewing the Bylaws Policy & Procedures. Peer Review 4th quarter is scheduled to be done in January 2025. Chief of Staff Announcement: Dr. Weaver will be the next Chief of Staff beginning January 1st, 2025. Dr. Belknap will be Vice Chief of Staff. Credentialing appointments: Appointments: Tele-Radiology Allison Vasan, MD Tele-Radiology David Gimarc, MD Tele-Radiology	A motion to approve the appointments was made by Sandra Stonebreaker; Ariel Smith seconded. The motion passed by unanimous vote.
Quality Report	Quality Report: Elise reported there were four polices they reviewed; Burn policy, Cervical Spine Clearance, EMALA and Hospital Staffing Compliance. Brenda presented education on Creating a Shared Vision	
Foundation	Madeline reported the foundation and board of commissioners had a lunch meeting. The focus was to get the two boards together to meet and start building a closer relationship. They each talked about the goals for 2025. There was some discussion on putting in place a liaison between the hospital and foundation which was part of the strategic plan.	

EOC Report	Sandy reported Laboratory Expansion, DOH construction review started a month early. Inline Construction is the General Contractor and they are ready to begin when we give them the green light. Chiller replacement; we are anticipating the unit to be here in January 2025. This chiller is the one that helps cool inpatient and surgery. The kitchen hood is officially done. The new hood is in with a new fie suppression system and the new convection ovens are installed and are reported to be working well. The architect for the Clinic Expansion has been chosen. They are firming up the contract before they announce who it is. Pharmacy/Nursing expansion, the DOH has begun the review of this project. They will begin the public bidding process in a couple of weeks. The OR room sprinklers are currently on hold as we formally begun a full modernization project for the OR department.	
Strategic Planning 2025 Strategic Plan	The Strategic Planning Retreat went very well. They met for a full day in November. The attendance was made up of all board members, administration, providers, and foundation board member. Nancy asked the board for any discussion, minor couple additions. Nancy asked for a motion to approve the 2025 Strategic Plan. The strategic plan will be shared with all staff and the leadership will have it posted in each department. The plan will also be added to the website.	A motion to approve the 2025 Strategic Plan was made by Madeline Matson; Ariel Smith seconded. The motion passed by unanimous vote.
Community Health Needs Assessment 2025-2027	The board of commissioners reviewed the Community Health Needs Assessment. Nancy asked for a motion to approve the CHNA. The CHNA will be posted on the website.	A motion to approve the 2025-2027 CHNA was made by Madeline Matson; Ariel Smith seconded. The motion passed by unanimous vote.
Projects Sub Committee	Elise reported that they have come up with a spreadsheet to track all the projects.	
Finance Report November	Eric Volk presented the November Finance report. See attached. November Vouchers: 63634 thru 63885 Total Distribution Accounts Payable $2,303,421.64 General Account – including ACH Transactions & Wires 5995 thru 5997 & 1058-1059 Net Wages including direct deposit transactions $979,116.72 Total General Account: $3,282,538.36 **Total: $3,282,538.36** Unrestricted cash decreased approximately $346k. Net accounts receivable decreased	A motion to approve the November vouchers was made by Sandra Stonebreaker; Elise Chayet seconded. The motion passed by unanimous vote.

	approximatley $355k. Prepaids and other increased approximately $52k as prepaid services were purchased. Capital assets increased by $280k net depreciation. Accrued payroll Increased $47k due to increased days in the payroll accural. Accounts Payable increased due to timing of the check run at month end. **November** Operating Margin -16.8% Total Margin -8.1% Unrestricted days cash on hand: 123 Inpatient Admissions: 23 Inpatient Length of Stay: 3.92 Swing Bed Admits: 2 Swing Bed Length of Stay: 7.78 Acute Patient Days: 170 Swing Bed Patient Days: 11 Days in Net A/R Days: 59 Debt Service Coverage: .29 Bond Projects:	
CEO Report	Our 2025 Strategic Planning session was held in November to establish priorities and chart the District's course for 2025. The Leadership team is looking forward to the year ahead	

	OBHMC BOND PROJECTS (1/7/2025)	TARGET COMPLETE DATE	ESTIMATED COST (NO TAX) (BID	TAXES @8.1%	JAN FEB MAR 2024: Q-1	APR MAY JUN 2024: Q-2	JUL AUG SEP 2024: Q-3	OCT NOV DEC 2024: Q-4	JAN FEB MAR 2025: Q-1	APR MAY JUN 2025: Q-2
1	LAB EXPANSION	2025-Q1	$ 443,959	$ 35,961				NEW		
	STATUS: INTITAL DOH CONSTRUCTION REVIEW DONE, GC IN PLACE; INITIAL DOH REPORT RECEIVED, RESPONSE SUBMITTED 12/4/2024 (AM);									
2	NURSING STATION / PHARM EXPANSION	2025-Q2	$ 995,000						NEW NEW	
	STATUS: DOH CONSTRUCTION FEE TENDERED, PLANS LOADED 11/8/2024/BACK FROM DOH ~1/17/2025; RESPONSE TO DOH SENT IN (12/4); SIEMENS FIRE SYSTEM - $21K									
3	ILWACO CLINIC EXPANSION W/RFQ PROCES	TBD	$ 6,000,000					NEW		
	STATUS; BOULDER #1, RFFP's REVIEWED; OBHMC PROJECT TEAM MEETING NEEDED ; PROJECT KICK-OFF PENDING ; REQUIREMENTS LIST, NOTIFY TOP 3 - CONTRACT BA101-2017 W/BOULDER; SIGN B1									
4	OR MODERNIZATION/AIR HANDLERS	TBD	$ 1,650,000					NEW	NEW	
	STATUS: L&B VENDOR SELECTED! MKE/KGA/InLine/Integrated AH Meetings MAY NEED TO SHUT THE OR'S DOWN FOR "X" WEEKS; Ideal Plan is to Phase The Project (Not be down in the NS/PE/PACU Are									
5	KITCHEN REMODEL	TBD	$ 350,000					NEW	NEW	
	STATUS: INITIAL DESIGN PHASE ; NEW RANGE HOOD INSTALLED!; NEW CONVECTION OVEN HERE; NEW FREEZER THIS WEEK;									
6	MRI (ROOM ADDITION ONLY)	TBD	ON-HOLD					ON - HOLD		
	STATUS: INITIAL DESIGN PHASE; EQUIPMENT DECISION PENDING (S, G, or P); NO AH REDUCES VIBRATION RISK; ROBERT MACH (ARBOR CEO/RT) AGREES ON 1.5T MRI (MAY BALE ON SIEMENS FREE.MA									
			==========							
	SUB-TOTAL (BOND FUNDS COMMITTED)		$ 9,438,959							
	OTHER FUNDS (MT/OBHF) - $12K + FOR OBHF		$ 422,000							
	BOND INTEREST (END OF 11/2024)		$ 338,477		<== ACTUAL THRU 11/2024					
			==========							
	TOTAL TAXES ON COMMITTED FUNDS			$ 35,961						
	BOND FUNDS (UNCOMMITTED/CONTINGENCY)		$ 1,321,518							

KEY:
- IN DEVELOPMENT
- PARTIALLY UNDERWAY
- AT DOH FOR REVIEW
- GC WORK STARTED
- EXPECTED FINISH DATE

	with a clear vision and associated work to move the District forward; the District team is looking forward to the resulting transparency and accountability. Financials: October showed a positive margin of $159,000. The purchasing Matrix was adopted by the Board last month and implemented immediately thereafter. Overtime continues to be a struggle for the team; strategies have been proposed by the clinical team and are being trialed and implemented now. Staffing Committee: Following RCW 70.41.420 (6)(c) the staffing committee will submit the current staffing plan to the state. A letter from the CEO accepting the current staffing plan has been presented to the committee in accordance with the RCW. Patient Experience: This continues to be a focus for the District understanding that patients, and our communities, are our sole purpose for being. As per our strategic plan we will be implementing approved tactics to meet our goals. Community Connection: Ladies Night was hosted by OBHMC; the event was well attended with positive feedback. We are looking forward to a follow up event in the spring. Bond Projects: The lab project has submitted responses to DOH's queries; the GC is ready to start as soon as we receive the green light. The Nursing station and pharmacy refresh has received follow up queries from DOH so the team is working hard to get all responses back as soon as possible; the Board of Pharmacy application has been submitted so we are now awaiting a site visit. The Architect was chosen for the Express Care expansion project. We are awaiting the engagement contract from the firm. The air handlers and the OR refresh remain with engineering. DOH/CMS: OBH was visited by DOH representing CMS related to an EMTALA complaint. The complaint was closed without findings. The ED team did an excellent job of charting that showed compliance with the law. Key Positions: OBHMC continues to recruit for a controller, a coder to assist with the ACO work, the Materials project position, as well as MDs/DOs.	
	At 5:00pm Nancy announced they will be going into Executive Session for about 20 minutes Pursuant to RCW 42.30.110 for legal counsel and real estate.	
	5:25pm General Session reopened. The board approved for Administration to do due diligence with property of interest.	
CEO Report continued	Merry-Ann reported an update on the Versabadge project. The day of the roll out didn't go as planned. They have made the decision to put it on hold for 6 months and they will relook at the project and decide at that time if they want to move forward with it Merry-Ann asked the board for approval for a 5% COLA increase for Non-Union staff.	A motion was made to COLA 5% increase for Non-Union staff was made by Ariel Smith; Madeline Matson seconded. The motion passed by unanimous vote.
Public Participation	Nancy opened the meeting up to public participation. No discussion.	

Adjournment	Nancy asked for a motion to adjourn the general meeting; Elise Chayet made a motion; Sandy Stonebreaker seconded; all were in favor. Meeting adjourned at 5:30pm	

Submitted and signed by: Tammie Jefferies, Executive Assistant 12.19.2024