

San Juan County Public Hospital District #2: Lopez Island Hospital District
Board of Commissioners
Regular Board Meeting
July 26, 2018
Minutes

Commissioners Present

Commissioner Berger
Commissioner Campbell
Commissioner Graville (remote)
Commissioner Orcutt
Commissioner Presley

Staff

Supt. Presson

Guests

None

Commissioners Absent

None

I. Call to Order

The meeting was called to order by the Board Chair, Commissioner Campbell, at 5:31 pm.

II. Public Comment

Commissioner Campbell asked the public attendees if anyone would like to participate in the Public Comment item. There were no public comments at the start of the meeting; however, at the end of the Agenda Lauren Stephens reported on the loan issue that was in question with CWMA. At their recent Board meeting, CWMA voted to pay off their line of credit with Islanders Bank at the same time honor their contract with LIHD. The LIHD Board voiced their appreciation to Lauren for the follow-up.

III. Consent Agenda

Included in the Board packet under this item were Minutes from the June 28th Regular Board meeting and monthly Voucher reports dated July 6th and 24th. There were no changes to any of the items. **A motion was made by Commissioner Presley, seconded by Commissioner Berger, and unanimously carried to approve the Consent Agenda.**

IV. Committee Reports

- a. **Finance Committee: Budget Updates** – Commissioner Berger reminded the Board at the last meeting the Board voted to extend the General Obligation Bond (GO Bond) draw window from September 1st to December 1st 2018. The Resolution brought to the Board reflects that change with no other modifications to the GO Bond.

Commissioner Campbell asked for any discussion. Hearing none, Commissioner Campbell read Resolution 2018-08, Section 2: Authorization of Bond. The change on page two: "The District may make Draws on the Bond once per month until [~~September 1, 2018~~][December 1, 2018], at which time the final Bond balance will be set."

Roll call was taken and Resolution 2018-08 was unanimously adopted as read.

CWMA Loan – Superintendent Presson conveyed the outcome of recent conversations with the bond attorney, Cynthia Weed, and Islanders Bank as it had come to light that the original strategy in the debt financing assumed both the County and CWMA loans would be consolidation within the GO Bond. The Board directed Superintendent Presson to talk with the County about early payoff of the CWMA loan and explore options with CWMA. **Due to the impact this has on the District's overall financial picture the Board postponed discussion of the FY 18 budget adjustments and 5-year cash flow analysis. These items will be brought back in August for action in combination with the final determination on loan payouts.**

- b. **Quality Committee** – Superintendent Presson reported that the Lopez Island PT practice submitted their Q'2 budget-to-actual report, and their reimbursements are covering their costs so they are operating in the black for the most recent quarter. As such, they have decided not to request their quarterly subsidy payment at this time. Positive revenue is a result of continued Medicare catch up payments as well as success in their overall contracting efforts. Superintendent Presson was happy to be able to help reverse Premera's decision to close contracting for PT services in San Juan County, and they are now working with LIPT to complete the contracting process.

Commissioner Orcutt shared feedback from the Quality Committee's second meeting with LIPT on quality reporting. The group has narrowed their scope to track measures around Patient Access and Satisfaction, and Quality of Care. The Committee focused on metrics specific to Quality of Care. These included measuring pain levels, functional status and fall risk. The first two being more focused on outcomes versus fall risk which was more of a process measure. The group's discussion centered around the tool used to report and measure improvements in each area. Commissioner Orcutt commended LIPT for their positive attitude and collaboration with the Committee. **The group plans to get back together in October to review initial results with the intent of bringing the first Quality Report to the Board in December.**

- c. **Communications Committee** – Commissioner Graville and Superintendent Presson met on July 18th for a planning and strategy discussion. Together, they created a list of goals that will be discussed with the Communications Committee. Commissioner Graville reminded the Board that the Committee consists of Ann Palmer and Lorna Reese, and a representative from the Marketing area of UW will also be involved. They are targeting a meeting in mid-August.

In preparation for that meeting, Commissioner Graville and Superintendent Presson are looking at policies to see how other organizations approach internal and external communications. Another key goal for the Committee will be to develop a collective strategy on Health Matters, and it will be important to revisit the language in the UW

contract to enable a more collaborative and responsive approach to communication. Commissioner Campbell asked if the Committee will also be looking at communicating in urgent/crisis situations, and Commissioner Graville confirmed that is definitely a focus. Developing an approach to sensitive and controversial issues is on the agenda, including whether or not we need to identify a spokesperson. Also, looking at rules for communication more broadly than what is outlined in LIHD's Social Media Policy as that is all that exists today.

Discussion was held and it was suggested that Brendan Cowan, Director of Emergency Management for SJC might be a good contact to engage and might have some resources to help in developing the policy. Commissioner Presley suggested that the higher the seriousness or legal implications, the more important it is to keep information consistent and coming from the Superintendent who acts as the agent for the Board.

Commissioner Graville continued to encourage Commissioners to provide feedback and suggestions. She will bring a draft Communications Policy back to the Board for review in September.

V. Operations Report

- a. **Monthly Financials** - Superintendent Presson presented the financial reports from San Juan County's financial management system as of June 30th. We are now halfway through the year and YTD revenues are at 65% of budgeted, or \$496,176.

On the expenditure side it was a quiet month. Other than payroll and regular debt service, the only significant warrant issued was for the Q'3 office lease. Superintendent Presson shared that she had an old Foster Pepper bill written off which saved the District \$480. **As mentioned earlier, the mid-year budget review and recommended FY 18 adjustments will be brought back to the August meeting.**

- b. **Superintendent Highlights** - Superintendent Presson noted that the highlight for the month was the successful completion of the Accountability Audit. The District received a very positive result from the State Auditor. There were no findings or management reportings and the cost of the audit was reduced by \$600 as a result of the District's organization and responsiveness. The Auditor will return next year and suggested if things go as smoothly the District can move to every-other-year cycle.
- c. **UW Medicine Highlights** – Superintendent Presson shared an Action Items spread sheet outlining all of the items that she and Commissioner Campbell are tracking with UW. While this level of detail isn't usually brought to the Board, they both felt a more detailed view into the numerous issues being discussed with UW was warranted. The general concerns that have surfaced recently have to do with UW's coordination with EMS, and discussion was held around the issues of "urgent" versus emergent care, use of the clinic back room, and return of specific medications that were previously stocked

in the clinic. Everyone agreed it's important to understand if the clinical leadership within UW is supportive of looking at our rural, remote model differently than they would an urban primary care clinic.

Commissioner Berger shared a memo from a meeting of what was called the Urgent Care Committee, back in May 17, 2017. Representatives from UW, LIHD and Lopez Fire were present, and UW provided answers to some of the issues being discussed today. There definitely seemed to be a disconnect, and it was agreed the letter would be revisited with UW clinical leaders. The Board stressed the importance of the conversation not only to define the scope of services within the Clinic, but equally important to ensure there is strong collaboration with EMS and a clear understanding of roles/responsibilities across each entity.

- d. **Articles of Interest** – included in the packet were two articles submitted by Ted Phillips that addressed issues unique to physicians practicing in a rural setting.

- VI. **Executive Session** – pursuant to RCW 42.30.110 Executive Sessions item (g), the Board went into Executive Session to review the performance of the Superintendent in conjunction with the annual performance review process. Commissioners went into Executive Session at 7 pm and at 7:15 elected to extend Executive Session for an additional 15 minutes. The Commissioners returned to open session at 7:30 pm.

Based on the Superintendent's positive evaluation, and in preparation for the FY 19 budget process, Commissioner Campbell asked for a motion to modify Superintendent Presson's 2019 compensation package. The change would increase her monthly benefit allowance to cover the PEBB insurance premium for herself and her spouse. The actual amount is TBD as it will depend on the actual PEBB premium and will include the \$500 monthly benefit contribution received from Orcas Island Health Care District. The LIHD monthly contribution will not exceed \$800.

A motion was made by Commissioner Presley, seconded by Commissioner Berger and unanimously carried to approve the FY 19 Superintendent compensation package.

VII. Old Business

Nothing to report

VIII. New Business

- a. **Revision of Public Records Policy** - Superintendent Presson provided a brief update on a recommended change to the existing Public Records Policy. Following her meeting with a representative from the State Archives office and recommendations discussed at the PRA session in Lake Chelan, it's proposed that wording on page 3 under the

Responsibility of the Records Office remove reference to maintenance of an index of agency records since RCW 42.56.070 provides relief for small Districts. New wording states that the District has determined maintaining an index of records would be unduly burdensome for the staff.

A motion was made by Commissioner Presley, seconded by Commissioner Orcutt and unanimously carried to approve the new wording for the Public Records Policy, Resolution 2017-15, formerly adopted in January 2017.

- b. **Records Retention Policy** – Superintendent Presson presented for first review a draft of the Records Management Policy. This policy covers the disposition of documents in both electronic and paper formats. Included in the Policy was a listing of paper and electronic files and a suggested naming convention for each. Due to the magnitude of information, the Policy will be brought back for discussion at the August meeting. Superintendent Presson will also complete Exhibit B. This outlines the file structure and will be changed to include all sub-folders for online documents and email.

IX. Commissioner Comments

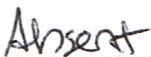
No comments to report.

X. Upcoming Meetings

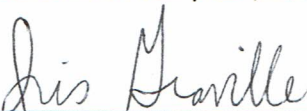
Commissioner Campbell reminded the Board that the August 23rd Board meeting will be held at 5:30 pm at the Lopez Library. Superintendent Presson noted a meeting with a representative from the Health Care Authority will be held on August 8th. Anyone interested in hearing information on PEBB benefits and the enrollment process is welcome to attend. UW representatives to be visiting Lopez on August 9th, and Superintendent Presson will be meeting with a consultant from the AG office on August 14th to review our public records request processes to ensure we have the best practices going forward.

XI. Adjourn

Commissioner Campbell asked if there was any further business to discuss, comments or questions from the Board. Hearing none she adjourned the meeting at 7:50 pm.



Signed: Christa Campbell, Board President



Attest: Iris Graville, District Secretary