

**San Juan County Public Hospital District #2: Lopez Island Hospital District  
Board of Commissioners  
Regular Board Meeting  
August 23, 2018  
Minutes**

**Commissioners Present**

Commissioner Berger  
Commissioner Graville  
Commissioner Orcutt  
Commissioner Presley

**Staff**

Supt. Presson

**Commissioners Absent**

Commissioner Campbell

**I. Call to Order**

In the absence of Board Chair, Commissioner Campbell, the meeting was called to order by the Acting Board Chair, Commissioner Presley, at 5:30 pm.

**II. Public Comment**

Commissioner Presley asked the public attendees if anyone would like to participate in the Public Comment item. Bruce Ellestad, who serves as the technology consultant for the District, was in attendance and asked if any of the Commissioners were continuing to have issues with their District laptop or software. A discussion was held around document storage and security. Bruce is continuing work closely with Superintendent Presson to determine the best long-term solution to protect the District and enable compliance with the Public Records and Records Management policies.

Lauren Stephens shared that CWMA continues to look for a new location for the LIPT group. CWMA appreciates UW's willingness to allow the group to remain until a space with the right square footage is identified. CWMA is very invested in the practice being successful and financially viable and will likely continue to subsidize until the practice has a stronger financial footing.

Chief Havner shared a document he created to help guide the upcoming discussions with UWNC, LIHD and EMS. The document is designed to provide all parties involved in the delivery of health care a clear understanding of each other's scope. It's intended to ask/answer questions specific to the Clinic's prior capabilities, what exists today and how that's different than in the past, and what changes might be required in the future to best meet the needs of a rural, remote and isolated island. The answers will help drive future policies and procedures to ensure good collaboration across entities and the delivery of high-quality, island-appropriate care for all Lopezians and visitors.

### III. Consent Agenda

Included in the Board packet under this item were Minutes from the July 26<sup>th</sup> Regular Board meeting and a monthly Voucher report dated August 20<sup>th</sup>. There were no changes to either of the items. **A motion was made by Commissioner Graville, seconded by Commissioner Berger, and unanimously carried to approve the Regular Meeting Minutes of July 26, 2018. A separate motion was made by Commissioner Graville, seconded by Commissioner Orcutt, and unanimously carried to approve the August 20, 2018 Voucher Report.**

### IV. Committee Reports

- a. **Finance Committee** - Commissioner Berger provided an update on the cash flow analysis and associated assumptions used in the financial modeling. He reiterated the Board's intent to use the GO Bond proceeds to pay off the SJC Interlocal and CWMA loans. This will support the stipulations in the usage of long-term financing, which has limitations specific to using funds to pay for capital expenditures or settle an obligation. By consolidating the outstanding debt that was incurred as a result of start-up costs and initial operating expenses, the District is able to execute the strategy for financing while mitigating the overall debt load. Commissioner Berger also reported that UWNC has agreed to move from a quarterly to a semi-annual payment structure to align with receipt of tax revenue. This is going to be a tremendous help in managing the District's cash flow without having to access short-term financing. He appreciated Superintendent Presson's work and UWNC's flexibility in accommodating this change. Finally, also built into the model are funds to establish a reserve.
- b. **Quality Committee** – Commissioner Orcutt indicated no new developments following the meeting with LIPT last month. As a reminder, the Committee will get back together with LIPT in October to review initial results with the intent of bringing the first Quality Report to the Board in December. He is working with Superintendent Presson to schedule a review of the UWNC Quality Dashboard and hopes to have that on the calendar in the next month.
- c. **Communications Committee** – Commissioner Graville provided a report on the 8-22-18 meeting of the Communications Committee. In addition to Superintendent Presson, other attendees included Darren Layman from UW, Ann Palmer from CWMA, and Lorna Reese, Community representative. The group identified goals among the entities: CWMA wants to publish something in October to coincide with fundraising; communicate a clear picture of who we are and how we fit together, and clarify for the community the ongoing role of CWMA; UW wants to share what's available at clinic and how it affects community. UW hopes to offer faster turnaround with information. They also hope for a vehicle to share monthly health articles since Wen Murphy, ARNP, is interested in writing a monthly column.

The Committee recognized a pressing need for a jointly-created publication and there was much discussion about timing, content and format. The Committee agreed on a



proposal to create a print and digital newsletter for publication in October. Content to include an introduction with a history of Health Matters and how this newsletter will be different. Both CWMA and LIHD will write an article which focuses on their purpose, funding and focus. Finally, UW Medicine will write a year-in-report since opening the UW Medicine Lopez Island Clinic. The group also felt including stories and photos will be important, as well as a new name and logo for the publication. Commissioner Graville asked the Board for approval to proceed as outlined with a goal of producing the new publication in October. The intent is for each of the three entities to contribute either financially or in-kind services. Superintendent Presson will work on soliciting bids for the printing work.

Superintendent Presson had also prepared a draft communication strategy document, which is a comprehensive approach to managing communications between LIHD, its partners, and the community. Review was tabled until a future meeting since there was a time sensitive issue that everyone rallied around after sharing each other's goals.

**A motion was made by Commissioner Orcutt, seconded by Commissioner Berger and unanimously carried to have the Communications Committee collaborate with CWMA and UWNC to develop and produce a digital and print newsletter for distribution to the community in October.**

## **V. Operations Report**

- a. **Monthly Financials** - Superintendent Presson presented the financial reports from San Juan County's financial management system as of July 31<sup>st</sup>. Nothing unusual to report from a revenue or expense perspective. There was some property tax revenue received which could be early payments for the October tax bills. All expenses were in alignment with signed AP Voucher reporting.
- b. **Superintendent Highlights** - Superintendent Presson reviewed a draft of her 2019 Performance Goals. Other than one clarification in regard to Emergency Communication, there were no other changes requested to the document as presented. She will revise and bring back to the September meeting for final action.
- c. **UW Medicine Highlights** – Darren Layman was in attendance and shared an update on the recent reorganization of UW Medicine. There will be two additions to the UW Medicine team: Mark Bresnick and Dr. Matty Jaffy. Darren explained the new management structure for the Neighborhood Clinics has been in the works for quite some time. As UW Medicine continues to grow the Neighborhood Clinics, currently 14 primary care and 6 urgent care clinics, they realized a change in leadership model would better support local clinic leaders. They've created regional leadership teams, Lopez and Orcas Island Clinics being in the North Region, and added an Associate Director under Darren and an Assistant Medical Director under Dr. McGough. The two new leaders will

be able to more closely monitor and mentor the Lopez Island Clinic leadership and staff. The other clinics in the North Region include: Smokey Point, Woodinville and Northgate.

- d. **Articles of Interest** – included in the packet was an article on the CMS's new Rural Strategy.

#### **VI. Old Business**

The Records Management Policy was brought back to the Board for a second review. Superintendent Presson noted the correction previously identified on Attachment B was corrected. She also shared that she had the opportunity to review the file structure with a representative from the AGs office who was visiting to talk about Public Records. While not required due to the exemption from maintaining an index, she did come up with a way to include all sub-folders for online documents and email in the file structure.

**A motion was made by Commissioner Berger, seconded by Commissioner Orcutt and unanimously carried to adopt the Records Management Policy.**

#### **VII. New Business**

Included in the Board Packet was an Interlocal Agreement between Orcas Island Health Care District and LIHD. The agreement was created to facilitate the reimbursement of health care costs for Superintendent Presson that are paid to PEBB on behalf of OIHCD.

**A motion was made by Commissioner Graville, seconded by Commissioner Berger and unanimously carried to approve the entering into this Interlocal Agreement with OIHCD for the reimbursement of PEBB premium payments associated with Superintendent Presson's benefits coverage obtained through LIHD.**

#### **VIII. Commissioner Comments**

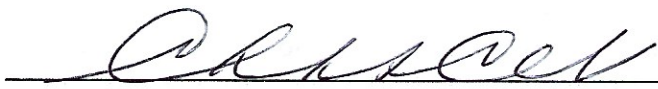
No comments to report.

#### **IX. Upcoming Meetings**

Commissioner Presley noted the next regular meeting of the Board is scheduled for September 27<sup>th</sup>.

#### **X. Adjourn**

Commissioner Presley asked if there was any further business to discuss, comments or questions from the Board. Hearing none she adjourned the meeting at 7:25 pm.



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Signed: Christa Campbell, Board President



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Attest: Iris Graville, District Secretary