

San Juan County Public Hospital District #2: Lopez Island Hospital District
Board of Commissioners
Regular Board Meeting
September 27, 2018
Minutes

Commissioners Present

Commissioner Berger
Commissioner Campbell
Commissioner Graville
Commissioner Orcutt

Staff

Supt. Presson

Guests

Mark Bresnick, UW Medicine

Commissioners Absent

Commissioner Presley

I. Call to Order

The meeting was called to order by the Board Chair, Commissioner Campbell, at 5:30 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.

III. Special Presentation – BoardDocs Demo

Superintendent Presson introduced Cheryl Domby, eGovernance Coordinator with BoardDocs who was participating by phone. As a refresher, BoardDocs is the software platform that was included in the grant application submitted via the WA State Archives Local Records Grant Program.

Cheryl provided a 30-minutes web demo of their software solution, which is a cloud-based Board Management service developed specifically for public governing bodies. It provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the Internet. BoardDocs can offer a simple way to maintain a searchable, legal repository for all documents.

Questions were asked about how the solution works with the LIHD's existing website. Cheryl indicated that there would be a link embedded in the website that would take someone directly to BoardDocs. In addition, access can be given to members of District Committees who aren't Commissioners so they can access documents specific to their work. Commissioner Berger asked if the company has experience working with PHDs. While they don't currently work with other PHDs, they do work with the WA State School Board Association and are familiar with the records retention requirements in the state. They work with over 3,000 public boards throughout the country, including a lot of other types of special purpose districts that are similar in size and scope to the LIHD. Finally, a question was asked as to who owns the data housed within BoardDocs if the District was to leave. Cheryl confirmed that all

documents are owned by the District and would be returned if the relationship was terminated. She shared that BoardDocs enjoys a 98% retention rate and are committed to excellent service. They offer 24/7 customer support and will come on site for the initial training. The solution is cloud-based so there are no restrictions on the number of users. The contract term is usually 12 months and there is a one-time set-up fee of \$1,000 plus an ongoing annual subscription fee. There are no specific system requirements and Commissioners will be able to access BoardDocs on any device as long as they have an internet connection.

As a follow-up, Cheryl will provide a more details on their security specifications and examples of how other entities have integrated BoardDocs with their websites.

IV. Consent Agenda

Included in the Board packet under this item were Minutes from the August 23rd Regular Board meeting and a monthly Voucher report dated September 12th. There were no changes to either of the items. **A motion was made by Commissioner Berger, seconded by Commissioner Orcutt, and unanimously carried to approve the Consent Agenda.**

V. UW Highlights

Superintendent Presson introduced a new member of the UW Medicine team for Lopez, Mark Bresnick. Mark is the new Assistant Director of Operations and reports to Darren Layman. His position is the result of a recent restructuring of the UW Neighborhood Clinics (UWNC). A consultant has been working with UWNC to look at their leadership structure for quite some time. Previously, everything reported up to the Executive Leadership team, which has been Debra Gussin and Darren Layman. Having such a large scope of responsibility made it tough to be as responsive as they would ideally like, and it was determined that a regional leadership structure would better serve the individual clinics. The result was the creation of three initial regions: North, South and Central. The Lopez Island Clinic falls within the North region along with Orcas, Smokey Point, Northgate and Woodinville clinics.

Mark shared his background. He has been with UWNC for three years and was previously with Group Health. He has worked in small, rural communities which share a lot of similarities with the islands. His believes his background is well suited to understanding the unique needs of the island, and he is looking forward to working closely with the staff and the LIHD. His plan is to be in the Clinic two days per month, and he will try to coordinate visits with the Board meetings.

VI. Committee Reports

- a. **Finance Committee: Budget Process and Draft Budget** – Commissioner Berger shared that he has been working with Superintendent Presson to prepare the 2019 Draft Budget in anticipation of the November 8th budget and levy hearings. Superintendent Presson walked the Board through the draft Budget document that they developed. The spread sheet is somewhat similar to last year's format. It includes columns for the Adopted 2018 Budget and the 2018 Forecasted Actuals based on experience through June 30, 2018. The 2019 budget is then compared to the 2018 budget to show differences. Finally, there is a column which provides a brief explanation as to how the numbers were derived and/or what is driving the differences from the current year.

Superintendent Presson highlighted a few of the larger changes impacting the current and next years' numbers. The updated financials from LIPT showed their intent to reduce their expected 2018 subsidy from \$40,000 to \$35,000. They have asked to take the balance of the contract, or \$35,000, in 2019.

Peggy Means shared that the next year is a critical year for the practice, and they are looking forward to moving into a permanent space. Once they are able to increase their square footage they'll be able to find economies of scale by being able to have more than one therapist work at a time. Commissioner Berger asked if the practice has done any marketing, and it was apparent that the limitations in the Clinic space made it tough to expand as they were at capacity. There was a question if working Saturdays could help expand capacity, yet that was not an ideal scenario in the current space. While they have gotten through the majority of the contracting, they aren't yet being fully compensated.

In wrapping up the budget discussion, Superintendent Presson referred to items in the packet which included the Levy Certification and Ordinance Resolution Forms from the Department of Revenue. She reminded the Board that they will be completed once the new budget is adopted next month. In addition, she received the levy calculation from the San Juan County Assessor, which is based on the preliminary 2018 total assessed value for Lopez. She also cautioned that, based on the date of the hearings and requirement to post notice for two weeks prior, the 2019 draft budget will be posted on the website for review once the notice is in the paper on October 24th so a day before the Board meets again. **One final comment from the Commissioners was to increase the font as large as possible. As far as handouts for the hearing, they suggested Superintendent Presson bring 25 copies.**

A motion was made by Commissioner Graville, seconded by Commissioner Orcutt and unanimously carried to approve the 2019 Draft Budget, with the revisions as discussed. Any additional comments are to be sent to Superintendent Presson. She and the Chair of the Finance Committee are authorized to make any additional edits before posting.

- b. **Quality Committee** – Superintendent Presson reported that she is working with Darren Layman from UW to schedule the Quality Committee's review of the Quality Dashboard during their 10/25 visit. It's been a challenge getting on the Medical Director's calendar, and Superintendent Presson felt it would be beneficial to take advantage of having UW leadership on the island to convene the Committee at that time. Commissioner Orcutt shared that Ted Phillips will be leaving Lopez so the Committee will lose him. **Commissioner Orcutt will be looking for someone to take his place. He also mentioned that the Committee plans to get back together with LIPT in October to review their Quality Dashboard again. Superintendent Presson will work on getting that date firmed up.**

- c. **Communications Committee** – Commissioner Graville shared that the Committee is making good progress on their goal to release a jointly produced newsletter in October. There is agreement to get UW Medicine the articles by the second week in October, and they will create a digital layout and return for final review on 10/22. The CWMA and LIHD articles will clarify our respective roles, funding, goals and focus areas. UW Medicine will focus on a year in review and health topic, and Lorna will create an introductory paragraph to help explain that Health Matters will no longer be but something is coming to take its place. Still to be determined if the piece will be a mailer or an insert in the Islands' Weekly. The Committee's goal is to create a community, collaborative focus with this new approach. Commissioner Graville asked if the other Commissioners would like to see the draft before the newsletter is finalized or if the Board will authorize the Communications Committee to approve. There was some sensitivity to how each organization would approach their funding, and **Commissioner Orcutt indicated a desire to see the draft if it was available after 10/15.**

VII. Operations Report

- a. **Monthly Financials** - Superintendent Presson presented the financial reports from San Juan County's financial management system as of August 31st. Since so much of the earlier budget discussion included current financials there wasn't any new to report.
- b. **Superintendent Highlights** - Superintendent Presson shared the agenda for the upcoming meeting between UW Medicine Clinical Leadership, Chief Havner, and Doctor Sullivan from SJ County EMS. This is somewhat of a follow-up from the meeting Superintendent Presson and Chief Havner hosted over the summer, and is meant to create a closer collaboration between EMS and UW Medicine.
- c. **Articles of Interest** – included in the packet was an article about the new Lopez Island Paramedic who just completed her training at Harborview.

VIII. Old Business

- a. **Superintendent 2019 Performance Goals** – Superintendent Presson brought her edited goals back to the Board following initial review at the August meeting. At that time, there was one change to be made to Goal #3. The original wording and revised wording read as follows:

ORIGINAL: Crisis and emergency planning Adopt a Policy that addresses how the LIHD will respond to emergency and crisis situations.

REVISED: Crisis and emergency planning – Adopt a Policy that addresses how the LIHD communicates with the community, first responders and the media during emergencies and crisis situations. This includes inquiries for all sensitive or controversial issues relating to the health care issues on Lopez Island.

A motion was made by Commissioner Orcutt, seconded by Commissioner Berger and unanimously carried to approve the 2019 Goals for Superintendent Presson with the one revision as stated above.

- b. **Revision of Records Management Policy** - Superintendent Presson brought back the formerly adopted Records Management Policy following review by the WA State Archives office. The Senior Records Consultant asked to use the LIHD Policy as a sample since their office gets asked quite a bit for examples yet didn't have any on hand. She reviewed our policy and felt it was comprehensive, and had also asked a colleague to review. He had some minor comments and changed a couple of references that were included in the packet.

A motion was made by Commissioner Graville, seconded by Commissioner Berger and unanimously carried to approve the revised Records Management Policy. This will replace the previously adopted Policy.

IX. New Business

- c. **Meetings Policy** – Commissioner Campbell asked the Board if there was an interest in creating a policy around when materials would be shared with the public. It would help set expectations as to what is posted on the website and shared during Board discussion. **There was consensus to consider such a policy and Superintendent Presson will bring back a draft for review.**

X. Commissioner Comments

Commissioner Berger revisited some of the earlier discussion around the sustainability of LIPT. Similar to the Clinic, they have a challenging payor mix. He looks forward to having them move into a new space to determine if there is additional capacity that will create a sustainable business model.

XI. Upcoming Meetings

A list of upcoming meets was included on the Agenda. **Commissioner Campbell asked Superintendent Presson to see if the dates for the June conference in Chelan are available as it would be good to get those on everyone's calendars.**

XII. 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 7:58 pm.



Signed: Christa Campbell, Board President



Attest: Iris Graville, District Secretary