

**San Juan County Public Hospital District #2: Lopez Island Hospital District  
Board of Commissioners  
Regular Board Meeting  
November 15, 2018  
Minutes**

**Commissioners Present**

Commissioner Berger  
Commissioner Campbell  
Commissioner Graville  
Commissioner Orcutt  
Commissioner Presley

**Staff**

Supt. Presson

**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.

**III. Consent Agenda**

Included in the Board packet under this item were Minutes from the October 25<sup>th</sup> Regular Board meeting and monthly Voucher reports dated October 29<sup>th</sup> and November 12<sup>th</sup>. There were no changes to either of the items although Commissioner Graville had some minor grammatical edits on the minutes that she will provide to Superintendent Presson. **A motion was made by Commissioner Orcutt, seconded by Commissioner Berger, and unanimously carried to approve the Consent Agenda with the minutes subject to any grammatical edits.**

**IV. Committee Reports**

- a. **Finance Committee** – There was no report from the Finance Committee.
- b. **Quality Committee** – Commissioner Orcutt reported that the Quality Committee met with Lopez Island PT prior to the Board meeting. The group reviewed an updated Quality Report, which LIPT has begun populating. They are starting to report on a few key metrics related to Functional Change, Pain and Access/Patient Satisfaction. They are using various tools to capture data. One of the key areas is in assessing fall risk for patients over 65. They are also asking whether or not there's a "Willingness to Recommend" as a way to determine patient satisfaction. The metric being tracked to determine access is days to the soonest appointment and same day return calls. There was adequate capacity when the group was started; however, as they are able to bill insurance there's now a wait time for appointments.

There was a question as to how and when the patient satisfaction surveys are conducted. Commissioner Orcutt shared that the surveys are delivered in person, not online, and are completed once the patient reaches the end of the care plan.

Lauren Stephens from CWMA was asked how close the group is getting to finding a location. She responded that CWMA has identified a great space and things are going well. That said, the space will need to be remodeled so it will be a number of months before LIPT can move. The owner needs to go through the permitting process which could create some delays. The space is going to be large enough for both practitioners to see patients at the same time, which hasn't been the case in the medical clinic building. The owner of the space has been very supportive and is going to pay for the remodel up front and let CWMA pay him back over time.

**Commissioner Orcutt shared that he is still hoping to schedule a Quality Committee meeting with UW before the end of the year. As discussed during UW's presentation in October, he would like to dig into the data to better understand how it was derived. Superintendent Presson is working with UW to gather a date for the meeting.**

- c. **Communications Committee** – Commissioner Graville is in the process of scheduling the next meeting of the Communications Committee. She is also targeting for that to take place before the end of the year.

## **V. Operations Report**

- a. **Monthly Financials** - Superintendent Presson presented the financial reports from San Juan County's financial management system for the month of October 2018. She also included an updated Revenue Status Report showing Property Tax revenue as of November 9<sup>th</sup>, which she was happy to see came in just over \$800,000. The other highlight on the Revenue side was receipt and recording of Insurance Recoveries from OIHCD in support of the health insurance premium for the Superintendent. On the Expense Report, not much in October other than the normal payroll items and the \$10,000 subsidy payment to LIPT.
- b. **2019 Board Calendar** - Superintendent Presson shared the first draft of the 2019 Board Calendar. She asked that Commissioners review and provide feedback so the Calendar can be finalized at the December Board meeting. **There was discussion around the day/time for 2019 meetings, and the Board reached consensus to move meetings to the 4<sup>th</sup> Wednesday of the month. The start time will also be moved to begin an hour earlier at 4:30.**
- c. **Town Hall** – the Superintendent mentioned that in her last meeting with Chief Havner they talked about the Fire Commission's desire to host a Town Hall. The idea would be

to have all entities that contribute to the island's health care system participate. This would include Island Air, Airlift Northwest, Family Resource Center and LIHD. He would like to have each entity provide a brief overview of their services and allow the community to ask questions. It will also increase awareness of all available resources, as some islanders aren't aware of things such as LIFER ability to health with transportation off island.

Commissioner Campbell thanked the Chief for the overview and expressed concern with people not being registered at the Clinic and being turned away. She would like to promote the need to sign up with the clinic even if they aren't the person's primary provider of care. Commissioner Berger asked if some people not signed up with the Clinic are using EMS for primary care. Chief Havner was asked if the medics could track what percentage of their calls are from people who aren't signed up with the Clinic. The question was asked if registration requires an office visit, and discussion that some people might feel that this would make the Clinic their Primary Care Physician (PCP). It would be helpful to educate the community on the fact that this would only give access to the Clinic and not necessarily replace their PCP. **There was consensus of the Board to create an announcement to educate people on what it means to be registered and how to go about registering with the Clinic.**

Commissioner Campbell asked about the timing for the Fire Commission event and Chief Havner indicated it would likely be early in 2019. Commissioner Berger emphasized that he doesn't see the Clinic as a gatekeeper but would like to see the Clinic staff evaluate and direct people to EMS, if appropriate. He would like to educate people on when to call 911 and what's considered a life-threatening injury or illness. Commissioner Presley agreed that it's important to provide information so people know where to go. Commissioner Graville indicated her greatest concern is around community education. There was agreement that EMS shouldn't be burdened with educating the community and having UW and the Clinic provide information on services available, what's changed from the past, and where to seek care would be very helpful. There was also a desire for additional training of staff to ensure everyone is patient centered. Commissioner Orcutt shared his experience in managing change in clinical environments and a willingness to help. Superintendent Presson will continue to provide updates on the ongoing meetings with UW and EMS.

## **VI. Old Business**

- a. **Interlocal Agreement** - Commissioner Campbell reminded the Board that they adopted an Agreement with Orcas Island Health Care District (OIHCD) to allow for the reimbursement of PEBB health insurance premiums paid by LIHD on behalf of the shared Superintendent. Since the document is an Interlocal Agreement, OIHCD felt it necessary to pass a Resolution in addition to adopting the Agreement. The OIHCD Board did so at their last Board meeting, and Resolution 2018 –11 is brought to the LIHD for action.

Commissioner Campbell read Resolution 2018-11, a Resolution of the Board of Commissioners of the San Juan County Public Hospital District No. 2, Dba Lopez Island Hospital District, authorizing an Interlocal Agreement between Orcas Island Health Care District (OIHCD) and Lopez Island Hospital District (LIHD) providing for the provision of employee medical and other benefits. Commissioner Berger asked if there was a time limit in the Agreement, and the only limitation was that the Agreement applies as long as both Districts employ the same Superintendent.

There was discussion around the need to include amounts paid by each District. The initial Resolution made reference to the OIHCD contribution stating: *OIHCD has agreed to pay \$500 a month of the cost for medical and other benefits for Presson in her capacity as OIHCD Superintendent and LIHD has agreed to pay some portion of the premium for the medical and other benefits provided to Presson in her capacity as LIHD Superintendent.* After further discussion it was decided that the modified language presented in an updated document was more appropriate and wouldn't require constant updating as contributions changed. This section of the Resolution now reads: ***OIHCD and LIHD have each agreed to pay a portion towards the cost for medical and other benefits for Presson in her capacity as Superintendent for the Districts***

**Commissioner Campbell took a roll call of the Board and Resolution 2018-11, with the noted modification, was unanimously adopted at a vote of 5:0.**

- b. **Resolution to Authorize Superintendent Presson to request Final General Obligation Bond draw** - Superintendent Presson reported that when she connected with Islanders Bank to request the final GO Bond draw, it was recommended that the Board pass a Resolution allowing her to make this request.

Commissioner Campbell read Resolution 2018-12, a Resolution of the Board of Commissioners of the San Juan County Public Hospital District No. 2 dba Lopez Island Hospital District authorizing the Superintendent to execute draw requests associated with the Limited Tax General Obligation Bond with Islanders Bank.

**Commissioner Campbell took a roll call of the Board and Resolution 2018-12 was unanimously adopted at a vote of 5:0.**

## **VII. New Business**

- a. **Meetings Policy** – Commissioner Campbell shared that the Meetings Policy included in the packet will be considered in the larger context of reviewing the Bylaws. Since a review of the Bylaws happens every December, the information was provided as information only in preparation for a discussion next month.

Superintendent Presson summarized a few of the items she identified that will be revisited in the existing Bylaws. They include updates to Article II in the following Sections:

- Section 2.2 – consider removal of reference to a District seal and replace with District logo.
- Section 2.4 related to Vacancy in Commissioner Position – add reference to attached RCW 42.12.070
- Section 3.1 remove reference to meetings being held at Grace Church and revisit stated day/time
- Section 4 refer to attached document with suggested changes to satisfy OPMA policy and add language
- Section 5 refer to attached document with suggested changes to satisfy OPMA policy and add language

Commissioner Campbell asked the Commissioners to review the Bylaws and come to the next Board meeting with any additional comments or changes for consideration.

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

There were no additional Commissioner comments.

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

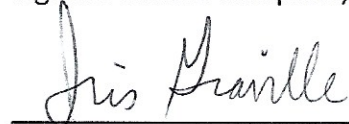
A list of the remaining 2018 meeting was listed on the Agenda.

#### **X. 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 7:00 pm.



Signed: Christa Campbell, Board President



Attest: Iris Graville, District Secretary