

**San Juan County Public Hospital District #2: Lopez Island Hospital District  
Board of Commissioners  
Regular Board Meeting  
December 13, 2018  
Minutes**

**Commissioners Present**

Albert Berger  
Christa Campbell  
Iris Graville  
Rebecca Presley

**Staff**

Supt. Presson

**Commissioners Absent**

James Orcutt

**I. Call to Order**

The meeting was called to order by the Board Chair, Commissioner Campbell, at 5:35 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 November 8<sup>th</sup> Special meeting and November 15<sup>th</sup> Regular meeting. There were a few grammatical changes that will be addressed before the minutes are posted. **A motion was made by Commissioner Berger, seconded by Commissioner Presley, and unanimously carried to approve the Consent Agenda.**

**IV. Committee Reports**

- a. **Finance Committee** – There was no report from the Finance Committee other than to confirm that the loan with CWMA has now been paid off in full.
- b. **Quality Committee** – In the absence of Commissioner Orcutt, Superintendent Presson reported that the Quality Committee is scheduled to meet with UW to review their quality reports on January 22<sup>nd</sup> when Dr. Matt Jaffy is on Lopez.
- c. **Communications Committee** – Commissioner Graville shared that the Communications Committee will be meeting before the end of the year to start planning their strategy for 2019. In addition to revisiting Health Matters 2.0, the Committee's main focus will be on creating an overall Communication Policy. As a reminder, earlier in the year the Board

adopted a Social Media Policy and there needs to be a strategy for the broader scope of Communication protocols.

## V. Operations Report

- a. **Technology Update** – the proposal from BoardDocs was revisited in conjunction with the contract received for the IT grant award of \$13,000. The Superintendent shared that she had the District's technology consultant, Bruce Ellestad, participate on a demo of BoardDocs. He was also asked to review their security and back-up protocols, as well as examine the process should the Board decide to terminate the relationship after the grant funding ends. Bruce felt the platform was comprehensive and secure, and could provide a way to address the District's technology gaps. Commissioner Berger asked if BoardDocs store back-ups at a different location than the primary storage, which Bruce confirmed. Bruce went on to say that while the District owns the data in the platform, upon termination the information would be returned in a way that might require some additional costs to make it useable.

After continued discussion, the consensus of the Board was to accept the IT grant award for the purchase of the BoardDocs software. **A motion was made by Commissioner Presley, seconded by Commissioner Graville, and unanimously carried to authorize Superintendent Presson to execute the contract with the Office of the Secretary of State, Division of Archives and Records Management in the amount of \$13,000 for the purchase of BoardDocs software.**

This item also required the Board to review a comparison of the two options available through BoardDocs: Pro and LT. Both offer the "Plus" option which enables the creation of Committee level folders and the opportunity to store all of the District's documents in a secure manner. The Commissioners discussed the pros and cons associated with each, and was asked to consider if they should contract for the full suite of services with Pro or reduce the contract to the lower tier. Commissioner Campbell said that it was hard to determine if the full suite would be useful. Since the grant was for the full suite, her thought was to go with Pro Plus so the Board can try out the features. It will be important to actively use the platform and should they not add value the Board is able to downgrade to LT Plus in the second year. **A motion was made by Commissioner Presley, seconded by Commissioner Berger, and unanimously carried to authorize Superintendent Presson to execute the contract with BoardDocs for the Pro Plus option in year one.**

- b. **Monthly Financials** - Superintendent Presson presented the financial reports from San Juan County's financial management system for the month of November 2018. She noted that the District continues to receive property tax revenue, with an additional \$67,525 reflected on the Revenue Report for November. This brings total tax proceeds in 2018 to \$810,736. There was a question as to two small negative entries in the

Property Tax Revenue column. Superintendent Presson expects those might be what's known as "Refunds", which occur when people who have paid taxes are later approved for special programs. On the Monthly Treasure's Report, the General Fund showed an Ending Cash Balance of just over \$306,000, while the Ending Cash Balance on the Debt Service fund reflected \$23,156 which is the GO principal and interest payment due December 1<sup>st</sup>. On the Expense side, the main activity other than the normal payroll costs was the payment of \$221,550 to CWMA which paid off the short-term loan.

- c. **2019 Board Calendar** - Superintendent Presson shared an updated version of the Board Calendar. This version reflects the change in meeting day/time that was approved at the last Board meeting. She will continue to update and distribute the calendar as activities arise throughout the year.
- d. **UW Highlights** – the Superintendent provided an update from the 12/7 UW/EMS/PHD call. She reported that progress was made in regard to improving communication between the paramedics/EMTs and providers during and after hours. Agreement was also reached about supporting paramedic/EMT use of the backroom at the Clinic. Chief Havner is scheduled to meet with UW next month to walk through the space and come up with a list of items to be stocked. He confirmed that progress was made yet there are a few gaps remaining to be worked through. One has to do with scheduling clinic appointments after hours. It's important to be able ensure appointments are accommodated when the medic and on-call provider decide a person can stay on the island subject to being seen the next day. The group hasn't yet come up with a process to guarantee that will happen. The EMTs must be confident a patient will be called back and given access to care in the timeframe agreed to on the call-in order for this process to be successful.

Commissioner Graville asked about the space and how it might be used once PT is relocated. That remains to be determined. Commissioner Campbell brought to light a situation she heard about and would like to understand how UW and EMS are reviewing cases so they can learn what is working and where there are still opportunities for improvement. Chief Havner talked about the process with UW whereby they create what's called a Patient Safety Net or "PSN". That initiates a complete review of the patient's experience, and generates a report that the providers discuss to ensure continuous quality improvement. The Chief recommended Commissioners direct people to Mark Bresnick at UW, and he will initiate the PSN process. We will also find out if the PSN reports, taking out protected health information, can be shared to give the Board a sense of trends and the types of issues that might need to be addressed.

**VI. Old Business**

- a. **Bylaws** – The Board continued to review the proposed updates to the Bylaws and Addendum which sets forth protocols for meetings. It was decided that this item would be brought back to the January meeting for action.

**VII. New Business**

- a. **Revised Public Records Policy** – Superintendent Presson had asked the Consultant she's been working with from the Office of the Attorney General to review the Public Records Policy that was adopted when the District was formed. Due to the number of suggested changes, the Board authorized Superintendent Presson to revisit the Policy and bring a new version back to the Board in January.
- b. **2019 Board Officers** – The Bylaws set forth the term of the Board officers for one year, and Commissioner Campbell shared that she will be stepping down from her role as Chair for 2019. **A motion was made by Commissioner Graville, seconded by Commissioner Berger, and unanimously carried to elect Commissioner Presley to serve as Board Chair for the 2019 Calendar Year.**

**A motion was made by Commissioner Berger, seconded by Commissioner Presley, and unanimously carried to elect Commissioner Graville to serve as Board Secretary for the 2019 Calendar Year.**

**VIII. Commissioner Comments**

The Commissioners thanked Commissioner Campbell for her service as Chair, and for the great job she has done since taking on the role when the District was formed in May 2017.

**IX. Upcoming Meetings**

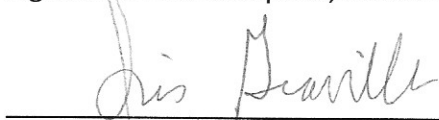
Commissioner Campbell reminded the Board that the next regular meeting will be held on Wednesday, January 23<sup>rd</sup> at 4:30 pm.

**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 7:05 pm.



Signed: Christa Campbell, Board President



Attest: Iris Graville, Board Secretary