

**San Juan County Public Hospital District #2  
Dbá Lopez Island Hospital District (LIHD)**

**Board of Commissioners  
Regular Meeting  
Lopez Island Fire & EMS - Meeting Room**

**Wednesday, January 22, 2020  
4:30 pm - 6:30 pm**

**Commissioners Present**

Albert Berger  
Christa Campbell  
Iris Graville, Board Secretary  
James Orcutt  
Rebecca Presley, Board President

**Commissioners Absent**

None

**Staff**

Superintendent Presson

**1. OPENING ITEMS**

**A. Call to Order**

The meeting was called to order by Board Chair, Commissioner Presley, at 4:35 pm.

**B. Public Comment**

There was no public comment at this time.

**2. 2020 ELECTION OF OFFICERS - Action**

**A. 2020 Election of Officers**

Per the Bylaws, the term of the LIHD President and Secretary runs on a calendar basis for one year. In January, an election is held and the new officers begin to serve the 2020 term effective immediately. Superintendent Presson presented the slate of Officers being Commissioner Graville as President and Commissioner Berger as Secretary.

**MOVED by Commissioner Campbell, seconded by Commissioner Orcutt, to approve the 2020 Slate of Officers as presented. VOTE 5:0:0. MOTION CARRIED.**

**B. 2020 Appointment of Committee and Work Group Chairs**

Per the Bylaws, the term of the Chairs for the Finance, Communications and Quality Committees also expired at the end of 2019. Superintendent Presson presented the proposed slate of Committee and Work Group Chairs to serve the 2020 term. Commissioners Berger and Orcutt will continue to Chair the Finance and Quality Committees, respectively. Commissioner Campbell will take over as Chair of the Communications Committee. In terms of other assignments, Commissioner Graville will lead the work with UWNC Regional Leadership and will serve as liaison with the Lopez Island Fire and EMS. Commissioners Berger and Orcutt agreed to be back-up to attend the LIFE Board meetings. Commissioner Presley will lead the work with the local UW Medicine Lopez Clinic team.

**MOVED by Commissioner Presley, seconded by Commissioner Campbell, to approve the slate of Committee and Work Group Chairs as presented. VOTE 5:0:0. MOTION CARRIED.**

### **3. CONSENT AGENDA - Action**

There were two items contained in the Consent Agenda: 12/18/19 Regular Board meeting minutes and an AP Voucher Report in the amount of \$14,779.20.

**MOVED by Commissioner Presley, seconded by Commissioner Berger, to approve the Consent Agenda as presented. VOTE 5:0:0. MOTION CARRIED.**

### **4. COMMITTEE REPORTS**

#### **A. Finance Committee**

Commissioner Berger presented the Lopez Island Physical Therapy (LIPT) Q'4 2019 financial report. The big news for 2019 was the practice moved into their new space. The District offered \$35,000 in support for 2019 and, as the practice had a successful year, they don't need the full amount. Their request is approximately \$3,000 below budget, or a total 2019 subsidy payment of \$33,994.

Commissioner Berger reviewed the 2019 highlights which are summarized below. He noted that the providers are seeing approximately 9 patients/day with a hope to increase that to 10 patients/day in 2020. They face similar challenges in the payer mix, with almost 2/3rds of patients on Medicare and 10% on Medicaid. Each of the government payers provide reduced reimbursement and that presents an ongoing challenge. Even so, the practice is hoping to end 2020 without a loss.

- Visits 15% over budget.
- Revenue 24% over budget.
- Expenses 3% over budget
- Expense/Visit is only \$4/Visit higher than 2018 despite moving to new space and taking on higher costs of utilities, supplies and maintenance.
- Revenue/Visit increased from \$72 to \$78 over 2019
- The practice is feels it's possible to average 10 patients per day, although the fourth quarter had its challenges with staff illness, holidays, graduations, etc.
- The payer mix is largely Medicare (64%) and Medicaid (10%) patients.
- They are monitoring receivable to determine if they need to change billing companies.

#### **B. Quality Committee**

Commissioner Orcutt reported the Committee is waiting to meet with Dr. Jaffy from UWNC. Superintendent Presson noted that it's likely Dr. Jaffy will want to schedule the next meeting once they have a strategy in how they will fill the Medical Director/Clinic Chief role. Dr. Wilson expressed interest in taking on the responsibilities and Dr. Jaffy would continue to provide oversight. Overall, the Board was pleased to have Dr. Wilson step into this leadership role. Since it will reduce his clinical time, there was an interest in making sure that wouldn't cause access issues for patients, especially in the busy summer months. The Board also wanted to make sure Dr. Wilson would continue to have strong support from UWNC Regional leadership. In order to see if there might be other gaps, the Board asked that Superintendent Presson share the Clinic Chief job description. Commissioners were asked to review the job description and provide feedback to Superintendent Presson on or before the end of the month.

## **C. Communications Committee**

The Communications Committee shared the final version of HealthMatters 2.0 which was published in the Weekly the week of January 15th. Superintendent Presson reported she is working with UWNC to have the Newsletter translated into Spanish. Once completed, she will have a supply of Newsletters in English and Spanish available at the UW Clinic, Pharmacy, LIFE and LIFRC.

## **5. OLD BUSINESS**

### **A. 2020 Meetings Calendar**

Based on the decision to remain on the same schedule, Superintendent Presson presented the 2020 Regular Board meetings calendar. Being that the Rural Hospital Leadership conference falls on the regularly scheduled Board meeting date in June, it's possible that meeting will be canceled. The Board will decide as the year progresses. Commissioners asked Superintendent Presson to post the 2020 schedule on the Lopez Rocks calendar.

### **B. UWNC Renewal Term (2020 - 2023)**

Following discussion at the November 13th Regular Meeting, Commissioners Presley and Campbell have been working with Superintendent Presson to finalize the Renewal Term conditions with UWNC. In mid-January, UWNC provided an initial Renewal Amendment draft that was discussed with the Board in order to inform the next iteration. It was noted the reference to HealthMatters needed to be updated to reflect the name being HealthMatters 2.0. The Board also asked that UWNC define what they mean when they refer to "...staffing levels and standardized practices established by WUPN for a remote, rural clinic model." It would be good to know what that means in terms of types of providers (e.g. MD and Nurse Practitioner, etc.). There was also a question about interaction with EMS. Chief Havner indicated there is the monthly call with UWNC Regional Leaders, Orcas/Lopez Fire Chiefs, the San Juan County Medical Program Director and UW Medicine Lopez Island Clinic Chief. There is also the monthly run review that LIFE hosts with the SJC MPD on the 1st Tuesday of the month. Superintendent Presson noted that Dr. Jaffy asked to have review of particular cases discussed in the monthly meetings as opposed to having UWNC providers participate in the monthly run reviews. This is due to the personal health information shared; however, there is a strong desire to work together in reviewing cases that involved both LIFE and the Clinic to identify issues/opportunities to improve the level of acute and after-hours services and coordination. The Board reiterated the importance of having the Clinic Chief participate in the monthly EMS calls.

The only other area the Board asked to revisit was around the subsidy caps.

Superintendent Presson explained UWNC's approach to the new term was to work together early in the year to develop a strategy around services, which would then inform the budget discussion. If both sides couldn't come to agreement on the budget, either could initiate the 6-month termination. Discussion continued around the value of having maximum funding caps for the three-year term, and Superintendent Presson was asked to revisit this issue with UWNC.

The Commissioners were asked to review the Renewal Amendment in more detail and provide feedback to Superintendent Presson on or before January 31st. Superintendent Presson was also asked to send the document to Peggy Means for feedback. An updated draft will be brought to the February Regular Board meeting.

### **C. Modification to Bylaws and Meeting Conduct**

Annually, the Commissioners revisit how they are conducting business and decide if there are any areas of the existing Bylaws that should be amended. Areas identified by the Superintendent as being in need of updating due to District procedures were highlighted in

yellow. She also conducted a review of other Bylaws to update certain areas that required more definition, and walked the Board through all of the proposed updates.

**MOVED by Commissioner Berger, seconded by Commissioner Campbell, to approve the updated Bylaws and Meeting Conduct. VOTE 5:0:0. MOTION CARRIED.**

#### **D. Communications Policy & Procedures**

A first draft of the Communication Policy & Procedures was shared with the Board at the October Board meeting, and the second review was postponed. There have not been any suggested changes or modifications to the draft that was previously presented, and it was brought back for action. Overall, the Board was pleased with the work of the Committee. Commissioner Campbell asked that a section be added to address the communication protocol should the District become involved in a legal issue. There was agreement to have Superintendent Presson explore that further and bring back an updated draft.

#### **E. Personnel Policy**

A first draft of the LIHD Personnel Policy was shared with the Board in August. Based on feedback at the meeting, an updated draft was brought to the Board in December. The Superintendent highlighted all changes in yellow and walked the Board through the document. After a discussion, there was consensus to remove Section 6.2.1.5 and 6.2.1.6 having to do with Sick Leave Buyback and Sick Leave Converted to Standard Pay. Also, reference to "comprehensive time" in Section 6.2.8 Bereavement Leave, will be deleted since it's not relevant.

**MOVED by Commissioner Campbell, seconded by Commissioner Berger, to approve the LIHD Personnel Policy as amended. VOTE 5:0:0. MOTION CARRIED.**

#### **F. Open Source Wellness - update from LIFRC**

A discussion was held around the proposal to support the wellness program launched by Lopez Island Family Resource Center (LIFRC) called Open Source Wellness (OSW). Commissioner Presely expressed her confidence in the LIFRC and felt the OSW program fit with the District's mission to improve health. She would like to see the District partner with LIFRC and went on record as being supportive of the request. Chief Havner shared that LIFE is supporting the program with resources, and he's had several Paramedics and EMTs work with the Coaches to learn how to take vital signs that will be measured as part of the program.

Commissioners Orcutt and Berger expressed significant concerns that the program wasn't something that the District should support financially. They felt it was too new and not yet proven, and the charge of the District is to cover basic health care needs. While Commissioner Campbell agreed evidence was important, she also felt there could be a compromise. Rather than provide the full \$10,000 in support up front, the Board could give \$5,000 now and the balance at the close of the program once the outcomes are known. She would also like to see if participants become more engaged with their health care and the clinic. Commissioner Graville expressed her support of the program and felt what OSW provides complements the Clinic and offers the types of wellness services they can't provide.

Three of the Commissioners expressed support for the compromise approach to financial support of LIFRC and OSW. While the item had been discussed for over six months and was scheduled for a vote, the question of a conflict of interest was brought up by Commissioner Orcutt. The potential conflict had to do with the fact that Commissioner Graville's daughter has since been hired as a Coach for the OSW program. As a result of the COI question, the

vote was tabled. Superintendent Presson was asked to explore this issue with the MRSC and bring information back to the Board before revisiting the vote.

## **6. NEW BUSINESS**

### **A. Proposed Amendments to Travel & Expense and Financial Management Policies**

As part of the annual policy review, Superintendent Presson highlighted and walked the Board through a few minor changes in the Travel & Expense and Financial Management Policies. Commissioner Campbell recommended that when Commissioners are traveling they be provided with the Per Diem rates for the area they will be staying. Commissioner Berger also noted the 2020 mileage reimbursement rate is slightly reduced from 2019, and is now \$.575 per mile. Superintendent Presson will update the Expense Reimbursement Form with that information.

**MOVED by Commissioner Campbell, seconded by Commissioner Berger, to approve the updated LIHD Travel & Expense and Financial Management Policies as amended. VOTE 5:0:0. MOTION CARRIED.**

## **7. OPERATIONS REPORTS**

### **A. Monthly Financial Reports**

The County had not yet closed out the 2019 fiscal year so there was not a monthly financial report.

### **B. Monthly UW Clinic Report**

Superintendent Presson shared the updated Activity Tracking Log that will be reviewed with UWNC leadership on a monthly basis. It will become a regular part of the Board packet so Commissioners remain up to date on activities within the Clinic and Regional leadership. There is also a new report that shows patients who called in after-hours and how they were handled. This will become part of the regular monthly reporting package.

Superintendent Presson shared a few updates from the Orcas Island Health Care District that could impact Lopez. A positive development was communication between UWNC and Island Hospital. There is a new CEO at Island Hospital who is interested in learning about the island Clinics to see if there might be ways for the hospital to partner and fill gaps. The CEO, CFO and COO are scheduled to meet with two Commissioners from the Orcas Island PHD on February 4th and two Commissioners from Lopez are welcome to participate. Several Commissioners expressed interest and Superintendent Presson will keep the Board informed as the details are finalized.

## **8. CLOSING ITEMS**

**Superintendent Presson reminded the Commissioners of their annual requirement to complete the Form F-1, which is due by April 15th.**

**Newly elected Board President, Commissioner Graville, called the meeting adjourned at 6:34 pm.**