



Wednesday, April 22, 2020
Board of Commissioners Regular Meeting

San Juan County Public Hospital District #2
Dbá Lopez Island Hospital District
4:30 pm – 6:30 pm
Join Zoom Meeting
<https://zoom.us/j/93760652765>
Join by Phone Only
+1 669 900 9128 US
Meeting ID: 937 6065 2765

1. Opening Items (4:30)

Subject A. Call to Order

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 1. Opening Items (4:30)

Access Public

Type Action, Information, Procedural

Recommended Action The meeting will be called to order by the Board Chair once there is a quorum.

The Board Chair will review the parameters and guidelines for participating in a Zoom meeting.

The LIHD is complying with the Governor's Proclamation 20-25, which was extended through May 4th and a subsequent waiver to certain requirements of the OPMA. The latter remains in effect until April 23rd.

While the Board is allowed to conduct meetings, we are restricted to taking action on matters that are "necessary and routine or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency." Important to note the term "action" includes discussion - meaning the intent of the Proclamation is that meetings be short, efficient, and restricted to necessary business. While routine is more self-explanatory (e.g. approval of minutes and vouchers), necessary items are those where any decision that if not taken prior to April 23, 2020 would have negative impacts on the District or the taxpayers.

Subject B. Public Comment

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 1. Opening Items (4:30)

Access Public

Type Information, Procedural

The purpose of the public comment period is for the public to inform the Commissioners about their views on matters before the Board. The views expressed by the Public are very important to the Board. This item is not intended for debate and discussion with the public. Public comments will be limited to three (3) minutes.

The Agenda format for 2020 now includes a second Public Comment period at the end of the Agenda.

2. Consent Agenda

Subject A. Draft Regular Board Meeting Minutes

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent), Minutes

Recommended Action Approval as part of the Consent Agenda

Minutes [View Minutes](#) for Jan 22, 2020 - Board of Commissioners Regular Meeting

The January 22, 2020 Regular Board Meeting Minutes are submitted for approval as part of the Consent Agenda.

Subject B. AP Voucher Reports

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Approval as part of the Consent Agenda

The following AP Voucher Reports have been authorized by the Auditing Officer and are presented to the Board for final approval:

1. January 26th (LIPT Subsidy)
2. February 25th
3. March 30th (LIPTSubsidy)

4. March 30th

File Attachments

[2020-01-26 LIHD AP Report_LIPT_signed.pdf \(305 KB\)](#)

[2020-02-25 LIHD AP Report_signed.pdf \(350 KB\)](#)

[2020-03-30 LIHD AP Report_LIPT signed.pdf \(224 KB\)](#)

[2020-03-30 LIHD AP Report_signed.pdf \(782 KB\)](#)

Subject	C. Approval of Consent Agenda
Meeting	Apr 22, 2020 - Board of Commissioners Regular Meeting
Category	2. Consent Agenda
Access	Public
Type	Action (Consent)
Recommended Action	Recommend approval of items on the Consent Agenda.

The LIHD has adopted rules of Parliamentary Procedure, Robert's Rules, which provide for a Consent Agenda listing several items for approval of the Board by a single motion. Most of the items listed under the Consent Agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the Consent Agenda at the request of any Commissioner.

3. COVID-19 Updates (4:40 - 5:15)

Subject	A. UW Medicine Lopez Island Clinic Update
Meeting	Apr 22, 2020 - Board of Commissioners Regular Meeting
Category	3. COVID-19 Updates (4:40 - 5:15)
Access	Public
Type	Discussion, Information

Dr. Wilson, Clinic Chief, will discuss the impact of COVID-19 on Clinic operations and care delivery. He will provide an overview of testing, including recently approved expanded testing of asymptomatic essential workers, as well as how much of the care is now being delivered via telehealth.

While few details are known at this time, we will also touch on the recent correspondence from Debra Gussin (attached) in regard to Clinic staff being moved under UW Medicine as of January 1, 2021.

File Attachments

[2020_04_02 UWNC Employee Integration.pdf \(119 KB\)](#)

Subject	B. COVID-19 Activities within the Community
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Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting
Category 3. COVID-19 Updates (4:40 - 5:15)
Access Public
Type Discussion, Information

LIHD Commissioners who are involved in COVID-19 activities will report on those local activities. We will also ask representatives from CWMA and Lopez Island Fire & EMS to provide a short overview of how the crisis is impacting their activities.

4. Committee Reports (5:15 - 5:30)

Subject A. Finance Committee

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting
Category 4. Committee Reports (5:15 - 5:30)
Access Public
Type Discussion, Information, Reports

The Finance Committee will provide an initial report on how discussions are coming along with UWNC in regard to their Fiscal Year 2021 Budget, as well as timing to receive the three-year Pro Forma that goes along with the 2021-2023 CSA renewal. The Committee has also asked for an assessment of the impact of COVID-19 on Clinic operations, as well as the recently reported move of staff to UW Medicine as of 1.1.2021.

In addition to providing a subsidy to UWNC, the District supports Lopez Island Physical Therapy. Unlike the Clinic, LIPT has closed operations as a result of COVID-19. Attached is an overview of the impact on LIPT's operations that contains a summary that was recently presented to the CWMA Board, as well as an update and request to the LIHD Board.

Finally, the Committee will review how the COVID-19 crisis could impact Property Tax receipts and the District's long-term financial outlook. The SJC Treasurer issued a recent press release outlining options for taxpayers impacted by COVID-19. That can be accessed at: <https://www.sanjuanco.com/CivicAlerts.aspx?AID=893> .

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File Attachments

[2020_04_22 LIPT Financial Summary.docx \(18 KB\)](#)
[2020_Q'1 Budget to Actual LIPT.pdf \(286 KB\)](#)

Subject B. Quality Committee

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting
Category 4. Committee Reports (5:15 - 5:30)
Access Public
Type Discussion, Information

As UWNC is focused on COVID-19, the work of the Quality Committee is on hold. The Committee hopes to be able to get back together in Q'3 to revisit the quality metrics and develop a plan for the second half of 2020.

Subject C. Communications Committee

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting
Category 4. Committee Reports (5:15 - 5:30)
Access Public
Type Discussion, Information

The Communications Committee is learning a lot through the COVID-19 crisis and will likely revisit the Crisis Communication plan. For now, there is no update other than both the Superintendent and Board President have been actively posting information from the County and other reliable sources. The Superintendent has also posted information relative to the Clinic's activities around COVID-19 testing, the transition to telehealth, and her work on the County's EOC.

The Committee will also discuss a strategy for timing and distribution of HealthMatters 2.0 in light of changes to the Islands' Weekly.

5. Old Business (5:30 - 5:40)

Subject A. UWNC Renewal Term (2020 - 2023)

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting
Category 5. Old Business (5:30 - 5:40)
Access Public
Type Discussion, Information

Following discussion at the November 13th Regular Meeting, Commissioners Presley and Campbell worked with Superintendent Presson to propose an initial starting point in the Renewal Term conditions with UWNC. In mid-January, UWNC provided the same group an initial Renewal Amendment draft.

The Board has not met since January and UWNC has been largely consumed with COVID-19 activities. The Superintendent has asked UWNC for a status on the renewal document and hopes to have a response to discuss with the Board.

6. New Business (5:40 - 6:00)

Subject **A. Technology Support**

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 6. New Business (5:40 - 6:00)

Access Public

Type Action, Discussion

Recommended Approve moving email hosting to Microsoft 365 via NW Technology and contract
Action with them to provide ongoing tech support.

In the process of working with the new Web Manager to migrate the website, we ran into some technical challenges that led to concerns around our current email hosting environment and technical support. The Superintendent will discuss those in more detail, and, for reference, is including information from the company that provides this type of support for the OIHCD.

This move will replace BoardDocs in 2021, and the Superintendent will utilize SharePoint as the document management system. This will also reduce the overall technology budget.

File Attachments

[2020_03_19 NWTQ3496_QuoteValet_Monthly.pdf \(268 KB\)](#)

[2020_03_19 NWTQ3496_QuoteValet_Transition.pdf \(111 KB\)](#)

Subject **B. Crisis Planning Work Group**

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 6. New Business (5:40 - 6:00)

Access Public

Type Action, Discussion

Recommended Recommend approval to create a new Work Group charged with developing a
Action Crisis Plan for LIHD. If approved, also identify two Commissioners other
 stakeholders or community leaders/members to be invited to participate (e.g. UW
 Medicine Lopez Island Clinic, EMS, CWMA).

In addition to having a Policy for how to communicate during a crisis, the COVID-19 pandemic has brought up other contingencies that the Board will want to learn from and develop a Policy to address should there be a similar event in the future.

7. Operations Reports (6:00 - 6:20)

Subject **A. Monthly Financial Reports**

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 7. Operations Reports (6:00 - 6:20)

Access Public

Type Discussion, Information, Reports

File Attachments

[6531_2020_03 Treasurer Mo Report.pdf \(73 KB\)](#)
[6534_2020_03 Treasurer Mo Report.pdf \(72 KB\)](#)
[6531_2020_03 Expenditure Status.pdf \(109 KB\)](#)
[6531_2020_03 Revenue Detail.pdf \(105 KB\)](#)
[6534_2020_03 Expenditure Status.pdf \(101 KB\)](#)
[6534_2020_03 Revenue Detail.pdf \(98 KB\)](#)

Subject **B. Monthly UW Clinic Report**

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 7. Operations Reports (6:00 - 6:20)

Access Public

Type Discussion, Information, Reports

The most recent UWNC/LIHD Activity Report and March After-Hours Report are attached.

File Attachments

[2020-03 Community Care Line Report.pdf \(187 KB\)](#)
[2020_4_17 LIHD_UW 2020 ACTIVITIES ACTION ITEMS.xlsx \(25 KB\)](#)

Subject **C. 2020 Board Calendar & Meetings Schedule**

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting

Category 7. Operations Reports (6:00 - 6:20)

Access Public

Type Action

The Superintendent provided an updated 2020 Board Calendar of key meetings and activities.

In light of Board meetings being held remote for the foreseeable future, the Board will reconsider the current meetings schedule and time of meetings.

A few items to consider:

1. Re-schedule of the mid-year Report from UWNC in May to coincide with review of their FY'21 Budget.
2. Being the AWAPHD Conference was canceled revisit the need to schedule a Board meeting in June.

File Attachments
[2020_04 LIHD Board Calendar.docx \(36 KB\)](#)

8. Closing Items (6:20 - 6:30)

Subject	A. Public Comment
Meeting	Apr 22, 2020 - Board of Commissioners Regular Meeting
Category	8. Closing Items (6:20 - 6:30)
Access	Public
Type	Information, Procedural

The purpose of the public comment period is for the public to inform the Commissioners about their views on matters before the Board. Since there could be items discussed during the Board meeting that inform the public and leave them wanting to comment, a second Public Comments period has been added to the standard Agenda format for 2020.

Similar to the Public Comment at the start of the meeting, this item is not intended for debate and discussion with the public. Public comments will be limited to three (3) minutes.

Subject	B. Commissioner Comments
Meeting	Apr 22, 2020 - Board of Commissioners Regular Meeting
Category	8. Closing Items (6:20 - 6:30)
Access	Public
Type	Discussion, Information

Commissioners will report on any meetings they attended in their official capacity, or other items of interest they would like to share with the Board that weren't addressed in one of the formal Agenda items.

Subject	C. Upcoming Meetings and Key Activities
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Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting
Category 8. Closing Items (6:20 - 6:30)
Access Public
Type Information

A list of upcoming Board and Committee meetings will be discussed. The next Regular Meeting of the LIHD is scheduled for May 27th.

Subject D. Meeting Adjournment

Meeting Apr 22, 2020 - Board of Commissioners Regular Meeting
Category 8. Closing Items (6:20 - 6:30)
Access Public
Type Action, Procedural
Recommended Action At the conclusion of all business, the Chair will adjourn the meeting.