

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

Board of Commissioners - Regular Meeting

May 27, 2020

REMOTE MEETING DUE TO COVID-19

Zoom Video/Audio

4:30 – 6:30 pm

Minutes

Commissioners Present

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

Staff

Superintendent Presson

Commissioners Absent

None

I. Call to Order

The meeting was called to order by the Chair, President Graville, at 4:30 pm. President Graville summarized the online meeting protocols and restrictions that remain in place as a result of COVID-19 and the Governor's Proclamation that was extended through May 31st. The Board remains restricted to taking action only on items that are deemed "routine and necessary" or related to the COVID-19 outbreak.

II. Public Comment

There were no members of the public present interested in making a public comment at this time.

III. Commissioner Resignation

President Graville shared a letter of resignation from Commissioner Rebecca Presley, which was to take effect immediately and leaves seat #2 vacant.

All members of the Board expressed their appreciation to Commissioner Presley for her service. She was recognized by all Commissioners and the Superintendent for her significant contributions since the inception of the District, including her support during the transition to UW Medicine. Everyone enjoyed working with her and agreed she will be greatly missed, as hers will be large shoes to fill. Commissioner Presley thanked the Board for the opportunity to serve. She expressed her confidence in the Board and Superintendent's ability to continue their important and essential work to keep the community healthy. Commissioner Presley left the meeting after the Board's acceptance of her resignation.

IV. Consent Agenda

Included in the meeting materials were Minutes from the April 22, 2020 Regular Board meeting and an AP Voucher report dated April 24th in the amount of \$2,627.63.

MOVED by Commissioner Berger, seconded by Commissioner Campbell to approve the Consent Agenda as presented. No further discussion. VOTE: 4:0:0. Motion Carried.

V. COVID-19 Updates

- a. **UW Medicine Lopez Island Clinic** - Dr. Wilson provided a summary of activity at the UW Medicine Lopez Island Clinic. He is starting to see more patients in person and they continue to perform COVID testing. To-date, there haven't been any positive tests resulting from their efforts, and there remains only one confirmed positive case on Lopez.

Dr. Wilson explained that the Clinic is going to start focusing on panel management. This means they will reach out to patients for specific disease categories to ensure adherence to screening and tests. Finally, he reported that the Clinic Manager, Crystal Rovente, is starting to work more hours following her FMLA.

Commissioner Campbell asked if patients are concerned about coming to the Clinic for care due to COVID concerns. Dr. Wilson responded that patients are more comfortable coming to the Clinic; however, there is still a telehealth option available for anyone with concerns. Mark Bresnick, Assistant Director of Operations for UW Neighborhood Clinics, reported that, based in current projections, the Clinic's financials should come in at the District's Maximum Funding Cap. This is when combined with the PPP funds that will be applied to the Lopez Clinic. This was very good news since the majority of the UWNC Clinics are not in such good financial shape.

Commissioner Berger asked about the high cost of vaccines and if either Dr. Wilson or Mark had any insights into what might be going on. Dr Wilson said he would explore further with the Clinic Manager and RNs; however, he did recall a period earlier in the year where there was an issue with the refrigerator. Where it was kept was a small room and the appliance pumps out a lot of heat. There were some fluctuations in temperature and times when they had to discard vaccines. Mark confirmed that loss is part of the answer and there may also be increased usage, but he isn't seeing what should be a corresponding increase in revenue. Commissioner Campbell noted that there was a \$22,000 expense for vaccines in the month-by-month actual report. It's possible that is related to the loss as it was significantly higher than any other month.

Mark reported on activities within the larger UW organization. While there are furloughs, UWNC is not doing anything before July 1st. If there were hours or staff reductions it would jeopardize their PPP funds because a stipulation to have the loan forgiven is that you have to maintain staff. There was continued discussion about what

could happen in the future, and Mark will keep the Board apprised of developments. Since Lopez is a small staff, he hopes to minimize any impact in order to be able to provide services. He should be able to report more at the June Board meeting. He shared some of the safety protocols, and the efforts to fill schedules to bring in more patients so that people don't end up with negative consequences as a result of delaying care. There are signs on the waiting room chairs to keep people separated, and anyone with a respiratory issue is asked to wait in their car and enter through the back entrance.

- b. **Community Updates** – Commissioner Campbell reported on her involvement with Lopez Recovers, which is largely focused on helping businesses reopen. This includes getting them safety supplies and finding employees to staff up. The LIFRC is handling the social services and doing an amazing job. There are new partnerships being created which will continue to support local businesses long-term.

Commissioner Graville reported on the work of the Lopez COVID Health Support Group, which is largely focused on PPE, particularly cloth masks. The Enchanted Quilters have been sewing based on a CDC pattern, and volunteers have been setting up tables for distribution of free masks on Fridays at the Market and Post Office. Reports are that people are being receptive and appreciative. They are working on other types of PPE (e.g. gowns and gloves), as well as online training for people providing home care.

Commissioner Orcutt reported that all five residents of the Hamlet House remain healthy and things are going well.

Commissioner Berger expressed concerns around the Lopez Village Market's lack of enforcement around masks, and he would like to see them following the Health Officer's order. President Graville indicated that the County Department of Health is aware of the situation since community members have been calling to share similar concerns.

Superintendent Presson reported that the county will be placing a large road sign on each island near the ferry terminals. Now that things are opening up a bit, it will inform visitors of the County Health Order requiring a mask be worn in businesses. She also let the Board know that the reporting on test counts will be changed to once a week on Fridays. Finally, Health Officer Order #5 released late last week extended the transient accommodation ban to Phase 3. The opening up of non-essential travel will be lined up with the move into Phase 3. Health Office Order #6 was in response to comments to modify and give exceptions to the face covering order. This included for children under age 2, children between ages 2-12 in daycare, and medical /dental offices where masks can be removed to allow for procedures.

- c. **CWMA** – Lauren Stephens had no report from CWMA.

- d. **Lopez Island Fire & EMS** – Since there wasn't a representative from LIFE, President Graville provided a report from the last LIFE Board meeting that she attended. LIFE is going to begin antibody testing for EMT Officers and Administration since they received supplies from the State Emergency Management Department. At their next in-person meeting they plan to discuss the possibility of moving to a five-person board. It was also reported that emergency calls are up 15% from the same period last year, and that there are three distinct EMS team and each has a Paramedic. The big challenge for the department is the time to decontaminate following every call, which is taking a toll on staff and volunteers. The EMS Medical Program Director (MPD), Dr. Corsa, is meeting by Zoom with each team on a regular basis. He also has monthly run review calls with the Paramedics. There was nothing new reported on their levy lift or search for a new Chief. The Board hopes to resume their search in September/October and talked about how to increase the pool of candidates since they didn't feel the initial effort resulted in as good a pool as they would like.

Commissioner Campbell asked Dr. Wilson if he was participating in the monthly run reviews with Dr. Corsa. Dr. Wilson responded that was something he would like to resume. He shared he would like to recreate the close relationship he had with Dr. Sullivan with the new MPD. Commissioner Campbell expressed a desire for the PHD to do whatever they could to help facilitate that relationship. Mark shared that the monthly meetings between the District, LIFE and UW were going well and once a new Chief was on board that will help as there is no representative from LIFE in that group. Finally, there was an expressed desire to have regular representation from LIFE at the LIHD Board meetings, and a hope that either Commissioner Paige or Bordvick will attend regularly.

There was consensus of the Board to draft a letter to everyone involved in the health care response related to COVID-19. The goal will be to express the District's appreciation for their hard work during the pandemic, and President Graville will draft a letter for the Board's review.

VI. Committee Reports

- a. **Finance Committee** – Commissioner Berger reported that the Q'3 financial report was received from UW. He touched on a few key points: Revenue was down 10% and Total Operating Expenses were approximately 6% below budget. What was largely driving the favorable variance was that Provider Compensation was down over 13%. UW explained that some of that is due to the fact that Dr. Alperin's salary was built into the budget, and shortly after the start of the fiscal year he went to practicing 100% on Orcas. Overall, the Committee is pleased that the Actual YTD Shortfall is within 1% of the Budget, and it is welcome news that even with the COVID impact, UW expects the Lopez Clinic will come in on target for the current fiscal year. Commissioner Graville suggested

the Board post something on Lopez Rocks and the District website to express gratitude to the Clinic for keeping things on track through the pandemic.

Due to demands on their staff, UW hasn't yet provided the FY '21 budget and three-year renewal. Mark shared it's UW's goal is to provide the information in time for the Board to take action at the June Regular meeting. Commissioner Campbell asked how other Clinics that don't have a PHD are able to make up the shortfall in revenue due to COVID-19. She felt it was important to make sure the Lopez Clinic doesn't take on more than their fair share of the burden as a result of having a subsidy from the District. Mark understood the issue and will make sure to provide information to ease those concerns.

The Finance Committee also reported on their initial discussion with the LIHD Accountant to get the ball rolling on the FY '21 budget process. Commissioner Berger asked the accountant to research other General Obligation Bond rates to see if there might be an opportunity for the District to lower the debt service cost and/or term.

Finally, Commissioner Berger talked about a question he asked UW about the process and billing for labs. He reminded the Board that the District is charged a significant sum to transport labs off the island to the UW Lab. Mark shared that the lab charges are driven by their costs and the fees are the same at all UWNC clinics. That said, the transport is unique to Lopez and Orcas due to the remote nature of the clinics. As far as billing, there is one charge per test, and the only revenue to the Clinic is a small blood draw fee. He wasn't even sure if the Clinic was charging that fee, and would follow-up with the Clinic Manager to confirm. Since the Clinic will continue performing COVID testing, he did say there is a potential to capture more revenue for that testing. Commissioner Berger felt that UW Lab should disclose the revenue received and be willing to share in the cost of transport. This has been explored for months and Mark reported that the final answer from UW Lab was that they would not be willing to help mitigate the cost. Superintendent Presson will work with UW to explore alternatives to the current arrangement with San Juan Air to see if perhaps Island Air might be willing to take on the transport at a lower cost.

- b. **Quality Committee** – There was no report from the Quality Committee as activities are on hold. Commissioner Orcutt shared he was happy to hear Dr. Wilson talk about panel management, and expressed concern that previous questions on the quality report were never addressed. Specifically, the low score on childhood immunization rates. President Graville agreed and said she would like to see a more coordinated effort to increase the rates of immunization which should include immunizations done at the school and pharmacy. Dr. Wilson shared that reporting on this metric is complicated. If not every vaccine is given to an individual child, there is no credit given at all. If a parent opts out for one vaccine in the series, what's reported is a zero, even if all of the other vaccines were administered.

- c. **Communications Committee** – There was no report from the Communications Committee as activities are on hold. There was discussion around ways to distribute information, including Health Matters. This included leveraging mailing lists from the library, pharmacy, Senior Center and LIFRC. There was consensus to create an information sheet, which Superintendent Presson will work with UW to draft.

VII. Old Business – there was discussion around a date for the June meeting since the annual Rural Hospital Leadership conference was cancelled. There was consensus of the Board to schedule the meeting at the usual date and time. In addition, the Board decided to hold a Special Meeting on June 10th for the purpose of interviewing candidates for the vacant Commissioner seat.

VIII. New Business

- a. **Commissioner Appointment Process** – Discussion was held as to what type of information should be shared with potential candidates, and Superintendent Presson will put something together to explain what it means to be a Commissioner and the time commitment. All Commissioners were asked to think about who they might nominate, and they will share whatever is developed.
- b. **Electronic Signature Policy** - Superintendent Presson provided a draft Electronic Signature Policy. This will offer the Board an easy and secure way to have documents signed. In addition, a similar policy was adopted on Orcas and they are agreeable to sharing the cost to subscribe to DocuSign.

MOVED by Commissioner Campbell, seconded by Commissioner Berger to accept the Electronic Signature Policy and look into executing an interlocal agreement to share the cost with Orcas. VOTE: 4:0:0. Motion Carried.

IX. Operations Report

Superintendent Presson shared the monthly financial reports through the month of April 30, 2020. The General Fund balance of \$675,964 does not reflect recent transfers of \$75,000 to the Reserve Fund and \$7,535.94 to the Debt Service Fund. The Board will also be making the semi-annual subsidy payment to UW in June. The District’s YTD Revenue of \$438,138 represents 53% of the budgeted amount.

The Superintendent also reported that a group of stakeholders from LIHD, LIFE, CWMA and the Port met with Airlift NW to explore options for them to day base on Lopez over the summer. Thanks to Lauren Stephens’ suggestion to explore a partnership with the Golf Club, Airlift leadership approved their proposal. What this means is the aircraft will be at the Airport 2-3 days per week from 11 am to 5 pm. The start will coincide to when the County moves into Phase 3; however, they will start doing trials in Phase 2. This is great news all around, and the Board was happy to be able to establish this close relationship with such an important health care partner.

X. Public Comments

A second period for public comment following Board discussion was added to the Agenda format. There were no requests for comment at this time.

XI. Commissioner Comments

Commissioner Berger thanked Dr. Wilson for his participation in the meeting.

XII. Upcoming Meetings

The next Regular Meeting of the LIHD is scheduled for June 24, 2020. It's assumed this will continue to be held via Zoom.

XIII. Adjourn

President Graville adjourned the meeting at **6:22** pm.