



Wednesday, June 24, 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://us02web.zoom.us/j/86189287650>
Dial In: +1669 900 9128
Meeting ID: 8618928 7650

1. Opening Items (4:30)

Subject **A. Call to Order**

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 1. Opening Items (4:30)

Access Public

Type Action, Information, Procedural

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

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

The LIHD is complying with the Governor’s Proclamation 20-28.5 specific to the Open Public Meetings Act and Public Records Act, which was extended through July 1, 2020.

While the requirement to have a location for the public to attend in person has been extended, the Board is no longer 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."

File Attachments
[Proclamation 20-28.5 OPMA.pdf \(236 KB\)](#)

Subject **B. Welcome New Commissioner - Oath of Office**

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 1. Opening Items (4:30)

Access Public

Type Information

At the June 11, 2020 Special Board Meeting, Steven Greenstein was appointed as Commissioner to take over Seat #2. The Seat was vacant following the resignation of Commissioner Presley, which was formally accepted at the May Board meeting.

Steven will officially join the Board at of the June meeting. County Council Member Jamie Stephens will be asked to administer the Oath of Office.

Subject C. Public Comment

Meeting Jun 24, 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 Jun 24, 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

The May 27, 2020 Regular Board Meeting Minutes are submitted for approval as part of the Consent Agenda.

File Attachments
[2020_05_27 LIHD Regular Minutes_Draft.docx \(44 KB\)](#)

Subject **B. AP Voucher Reports**

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Approval as part of the Consent Agenda

An AP Voucher Report dated May 26, 2020, in the amount of \$213.29, has been authorized by the Auditing Officer and is presented to the Board for final approval.

File Attachments
[2020-05-26 LIHD AP Report_signed.pdf \(1,466 KB\)](#)

Subject **C. Approval of Consent Agenda**

Meeting Jun 24, 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 (4:35 - 4:45)

Subject **A. UW Medicine Lopez Island Clinic Update**

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 3. COVID-19 Updates (4:35 - 4:45)

Access Public

Type Discussion, Information

Dr. Wilson, Clinic Chief, will discuss the impact of COVID-19 on Clinic operations and care delivery.

Subject B. COVID-19 Activities within the Community

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 3. COVID-19 Updates (4:35 - 4:45)

Access Public

Type Discussion, Information

LIHD Commissioners will report on local activities to support the COVID-19 response, and the Superintendent will report on any developments from the County's Emergency Operations Center.

4. Special Report (4:45 - 5:00)

Subject A. Lopez Island Transportation Overview

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 4. Special Report (4:45 - 5:00)

Access Public

Type Discussion, Information

Curt VanHying has requested time on the Agenda to share information about the efforts underway to establish a new door-to-door shuttle service on Lopez.

Attached is a summary that explains the history and proven non-profit model that has worked on San Juan Island. The hope of the group that has been meeting to discuss this idea is to bring this to Lopez so island residents can begin to realize the benefit of affordable, daily transportation and delivery services.

File Attachments
[2020_06_24 Lopez Transportation Overview.pdf \(561 KB\)](#)

5. Committee Reports (5:00 - 5:30)

Subject A. Finance Committee

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 5. Committee Reports (5:00 - 5:30)

Access Public

Type Action, Discussion, Information, Reports

Recommended Action Approve Engagement Letter with Larson Gross Accounting Firm for 2021; possibly take action on UW Medicine renewal.

The Finance Committee will review UW's Pro Forma that covers the Maximum Funding for the renewal period that runs July 1, 2020 through June 30, 2023. The Committee also

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 6. Old Business - (5:30 - 5:40)

Access Public

Type Action

Recommended Action Approve letter of appreciation

At the May Board meeting, there was consensus of the Board to draft a letter of appreciation to those involved in delivering health care services during the pandemic. President Graville drafted a letter for Board review.

File Attachments
[2020_06_20 LIHD Open Letter to HC Parnters_draftv2.docx \(21 KB\)](#)

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

Subject A. Annual Performance Review

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 7. New Business (5:40 - 6:00)

Access Public

Type Discussion, Information

On an annual basis, the Board completes a formal review of the District Superintendent. The document used in 2019 is attached and has been somewhat updated for the 2020 process. Unlike last year, there weren't specific Goals set for 2020 so what was used in the 2019 review are still reflected in the document.

The Board will decide on modifications to the document to be used in 2020, including the need to set specific goals for 2021.

File Attachments
[2020_PerfRev_Template.docx \(163 KB\)](#)

8. Operations Reports (6:00 - 6:10)

Subject A. Monthly Financial Reports

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 8. Operations Reports (6:00 - 6:10)

Access Public

Type Discussion, Information, Reports

The Superintendent will review the monthly financial reports provided by the San Juan County financial management system. Reports show actual versus budget through May 31, 2020.

Highlights include:

Monthly General Fund Balance of \$666,114

- Does not reflect July thru December subsidy payment to be made to UWNC. Invoice has been requested and will be paid once received.
- Transfers to the Reserve and Debt Service Funds are reflected in the May report.

Revenue:

- Property Tax Revenue of \$76,338 was captured in May, and the YTD total is \$514,485, or 62% of budget.
- \$1,500 worth of Insurance Recoveries from Orcas Island PHD was recorded in May, bringing this category up-to-date

Expenses of note:

- The Quarterly payment to the SJC Auditor was processed in May associated with their payroll and checking services.

File Attachments

- [6531_2020_05 Treasurer Mo Report.pdf \(75 KB\)](#)
- [6534_2020_05 Treasurer Mo Report.pdf \(72 KB\)](#)
- [6534_2020_05 Expenditure Status.pdf \(101 KB\)](#)
- [6531_2020_05 Expenditure Status.pdf \(109 KB\)](#)
- [6534_2020_05 Revenue Detail.pdf \(98 KB\)](#)
- [6531_2020_05 Revenue Detail.pdf \(106 KB\)](#)

Subject B. Office 365

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 8. Operations Reports (6:00 - 6:10)

Access Public

Type Discussion, Information

The Superintendent will provide an update on the District's new relationship with NW Technology and the upgrade to Office 365.

Subject C. Articles of Interest

Meeting Jun 24, 2020 - Board of Commissioners Regular Meeting

Category 8. Operations Reports (6:00 - 6:10)

Access Public

Type Action

The Superintendent provides industry articles.

File Attachments

[Opinion _ How Should We Reopen Hospitals That Closed Because of the Coronavirus_ - The New York Times.pdf \(114 KB\)](#)

9. Community Partner Updates (6:10 - 6:25)

Subject	A. Community Reports
Meeting	Jun 24, 2020 - Board of Commissioners Regular Meeting
Category	9. Community Partner Updates (6:10 - 6:25)
Access	Public
Type	Discussion, Information

The purpose of this item is to have representatives from organizations in the community report on their activities that support and/or contribute to the physical and emotional wellbeing of Lopezians. The intent is to inform the Commissioners of their work, and to allow Commissioners the opportunity to ask questions for clarification. These reports are not intended to be open for debate and/or discussion with the public. If members of the public have questions they will be instructed to follow-up directly with the presenter after the Board meeting.

Organizations reporting may include any of the following:

- Lopez Island Fire & Rescue
- CWMA
- Lopez Island Physical Therapy
- Lopez Island Family Resource Center
- Lopez Island Pharmacy
- Lopez Transportation Group

File Attachments

[2020_06_17 Lopez Transportation Summary.doc \(54 KB\)](#)

10. Closing Items (6:25 - 6:30)

Subject	A. Public Comment
Meeting	Jun 24, 2020 - Board of Commissioners Regular Meeting
Category	10. Closing Items (6:25 - 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	Jun 24, 2020 - Board of Commissioners Regular Meeting
Category	10. Closing Items (6:25 - 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. This includes a report from the monthly Lopez Island Fire & EMS Board meeting.

Subject	C. Upcoming Meetings and Key Activities
Meeting	Jun 24, 2020 - Board of Commissioners Regular Meeting
Category	10. Closing Items (6:25 - 6:30)
Access	Public
Type	Information

A list of upcoming Board and Committee meetings will be discussed.

Subject	D. Meeting Adjournment
Meeting	Jun 24, 2020 - Board of Commissioners Regular Meeting
Category	10. Closing Items (6:25 - 6:30)
Access	Public
Type	Action, Procedural
Recommended Action	At the conclusion of all business, the Chair will adjourn the meeting.