



**Wednesday, May 27, 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/82820712765>**  
**Join by Phone Only**  
**+1 669 900 9128 US**  
**Meeting ID: 828 2071 2765**

**1. Opening Items (4:30)**

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**Subject                      A. Call to Order**

Meeting                      May 27, 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 and a subsequent waiver to certain requirements of the OPMA, which were both extended through May 31, 2020.

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 May 31st would have negative impacts on the District or the taxpayers.

**Subject                      B. Public Comment**

Meeting                      May 27, 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. Commissioner Resignation**

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**Subject** A. Commissioner Resignation

Meeting May 27, 2020 - Board of Commissioners Regular Meeting

Category 2. Commissioner Resignation

Access Public

Type Information

File Attachments  
[2020\\_May BP LIHD resignation.pdf \(61 KB\)](#)

## **3. Consent Agenda**

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**Subject** A. Draft Regular Board Meeting Minutes

Meeting May 27, 2020 - Board of Commissioners Regular Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent), Minutes

Recommended Action Approval as part of the Consent Agenda

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

File Attachments  
[2020\\_04\\_22 LIHD Regular Minutes\\_Draft.docx \(36 KB\)](#)

**Subject** B. AP Voucher Reports

Meeting May 27, 2020 - Board of Commissioners Regular Meeting  
Category 3. Consent Agenda  
Access Public  
Type Action (Consent)  
Recommended Action Approval as part of the Consent Agenda

An AP Voucher Report dated April 24, 2020, in the amount of \$2,627.63, has been authorized by the Auditing Officer and is presented to the Board for final approval.

File Attachments  
[2020-04-24 LIHD AP Report\\_signed.pdf \(665 KB\)](#)

**Subject C. Approval of Consent Agenda**

Meeting May 27, 2020 - Board of Commissioners Regular Meeting  
Category 3. 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.

**4. COVID-19 Updates (4:40 - 5:00)**

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

Meeting May 27, 2020 - Board of Commissioners Regular Meeting  
Category 4. COVID-19 Updates (4:40 - 5:00)  
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                    May 27, 2020 - Board of Commissioners Regular Meeting

Category                    4. COVID-19 Updates (4:40 - 5:00)

Access                    Public

Type                    Discussion, Information

LIHD Commissioners who are involved in COVID-19 activities will report on those local activities. Attached is a piece that was created by one of the community organizations.

The Superintendent will also report on activities of the County's EOC.

File Attachments  
[2020\\_05\\_01 UW Clinic Info Guide During COVID.pdf \(117 KB\)](#)

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## **5. Community Partner Updates (5:00 - 5:20)**

**Subject**                    **A. Community Reports**

Meeting                    May 27, 2020 - Board of Commissioners Regular Meeting

Category                    5. Community Partner Updates (5:00 - 5:20)

Access                    Public

Type                    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

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## **6. Committee Reports (5:20 - 5:40)**

**Subject**                    **A. Finance Committee**

Meeting                    May 27, 2020 - Board of Commissioners Regular Meeting

Category                    6. Committee Reports (5:20 - 5:40)

Access

Public

Type

Discussion, Information, Reports

The Finance Committee will provide an update 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 recently received the FY Q'3 Financial Report, including an update of the impact of COVID-19 on Clinic operations. While the Committee hasn't yet talked through questions with UWNC, we have provided a summary from Lindsey (see below).

- Volumes and revenue are unfavorable to budget. We've seen this trend this year, but it is exacerbated in Q3 by the following factors:
  - COVID-19 impact began mid-March
  - Dr. Alperin is in the budget for the year and needs to be removed since he stepped down as Chief and is not practicing on Lopez
  - Dr. Wilson's clinic FTE is now reduced by his chief FTE
- The offset to this is that provider compensation is also under budget. Look at provider compensation in total, as we have a disconnect between incentive and salaries on the budget and actual line. This isn't specific to Lopez, and we've corrected it for FY21.
- The driver of supplies and pharmaceuticals being over continues to be vaccines, by a significant amount. I will admit that I am still stumped by this one, similar to how I have been in previous quarters. This isn't consistent with what I'm seeing in our other clinics, so continue to wonder if this is due to a change in practice in the Lopez community. Aside from that variance, medical and pharmaceutical expenses looks good, and is trending similar to volumes.
- The "Rent- CAM" and "utilities" variances offset each other. I believe that due to accounting changes, we're now charged utilities in a pass-through from CWMA, and that is recorded in the CAM (Common Area Maintenance) line.
- With the puts and takes above, we are right on budget for the year through March, showing about 1% favorable for the year.
- The Equipment Repair and Projects Non-Capital lines are paid by CWMA. These are higher than year than expected, as we were asked to purchase several pieces of equipment on behalf of CWMA.

In terms of COVID-19 impact: we did book a loss greater than budgeted in April, and expect to do so in May and June as well. That being said, we have obtained funds through the Paycheck Protection Program that will offset most of the non-provider salaries and benefits for May and June. Once those funds are credited to the Lopez Clinic, my current projections show that we'll come in right at the annual funding cap for this fiscal year. This is great news for both UW and LIHD, as it means that neither entity should sustain losses at Lopez related to COVID-19 in FY20. We are still working as a system to determine what impacts we need to build in for FY21 and future years for COVID-19, which is why I haven't yet sent over the pro-forma. I realize we are very short on time, and it is high on my list to try to figure out how we work through this together given the unexpected economic situation we all find ourselves in with the pandemic

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Finally, the Committee is scheduled to have an initial conversation with the LIHD Accountant on May 26th, and provide a report as we begin to prepare for the 2021 budget development process.

File Attachments

[2020\\_UWNC\\_Q3 FINANCIAL STATEMENT.pdf \(46 KB\)](#)

[2020\\_UWNC\\_Q3 FINANCIAL STATEMENTS\\_Monthly Budget.pdf \(12 KB\)](#)

[2020\\_UWNC\\_Q3 FINANCIAL STATEMENTS\\_Monthly Actuals.pdf \(11 KB\)](#)

**Subject**                      **B. Quality Committee**

Meeting                      May 27, 2020 - Board of Commissioners Regular Meeting

Category                      6. Committee Reports (5:20 - 5:40)

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                      May 27, 2020 - Board of Commissioners Regular Meeting

Category                      6. Committee Reports (5:20 - 5:40)

Access                      Public

Type                      Discussion, Information

The Communications Committee has not yet convened yet information continues to be shared through the District's website, Facebook page and Lopez Rocks.

**7. Old Business (5:40 - 5:45)**

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**Subject**                      **A. 2020 Meetings Calendar**

Meeting                      May 27, 2020 - Board of Commissioners Regular Meeting

Category                      7. Old Business (5:40 - 5:45)

Access                      Public

Type                      Action, Discussion

The Board will discuss the meetings schedule for June since the cancellation of the annual Rural Hospital Leadership Conference. Consideration will be given

to calling a Special Meeting on June 10th for the purpose of interviewing/appointing a Commissioner to fill Seat #2. In addition, the Board will confirm the Regular Meeting date of June 24th.

## **8. New Business (5:45 - 6:00)**

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**Subject**                    **A. Commissioner Seat #2 Appointment Process**

Meeting                    May 27, 2020 - Board of Commissioners Regular Meeting

Category                    8. New Business (5:45 - 6:00)

Access                    Public

Type                    Discussion, Information

The Board will discuss the process to identify, interview and appoint a Commissioner to fill Board of Commissioner seat #2. The term of this interim appointment will be from the date approved by the Board, likely June 2020, through December 31, 2021. The permanent seat will be filled during the November 2021 election, and the elected individual will serve the balance of the term which runs through December 31, 2025.

**Subject**                    **B. Electronic Signature Policy**

Meeting                    May 27, 2020 - Board of Commissioners Regular Meeting

Category                    8. New Business (5:45 - 6:00)

Access                    Public

Type                    Action

Recommended Action                    Approve Draft Policy

File Attachments  
[LIHD Electronic Signature Policy\\_DRAFT.docx \(29 KB\)](#)

## **9. Operations Reports (6:00 - 6:20)**

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**Subject**                    **A. Monthly Financial Reports**

Meeting                    May 27, 2020 - Board of Commissioners Regular Meeting

Category                    9. Operations Reports (6:00 - 6:20)

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 April 2020.

Highlights include:

## Monthly General Fund Balance of \$675,964

- Does not reflect Semi-annual transfer of \$75,000 into the Reserve Fund and \$7,535.94 for General Obligation Bond Debt Service
- Does not reflect July thru December subsidy payment to be made to UWNC

### Revenue:

- Property Tax YTD of \$438,146 is 53% of annual budget

### Expenses of note:

- \$11,930 paid in subsidy to Lopez Island PT
- \$2,352 Board & Officers Liability Insurance Annual Premium
- \$1,050 Quarterly rent for District Office
- \$1,813 in deposits for June Conference will be credited back on May MasterCard

#### File Attachments

[6534\\_2020\\_04 Treasurer Mo Report.pdf \(72 KB\)](#)  
[6531\\_2020\\_04 Treasurer Mo Report.pdf \(73 KB\)](#)  
[6534\\_2020\\_04 Expenditure Status.pdf \(101 KB\)](#)  
[6531\\_2020\\_04 Expenditure Status.pdf \(109 KB\)](#)  
[6531\\_2020\\_04 Revenue Detail.pdf \(105 KB\)](#)  
[6534\\_2020\\_04 Revenue Detail.pdf \(98 KB\)](#)

### **Subject**                      **B. Airlift Northwest**

Meeting                      May 27, 2020 - Board of Commissioners Regular Meeting

Category                    9. Operations Reports (6:00 - 6:20)

Access                      Public

Type                         Information

The Superintendent will share an update on Airlift NW's decision to day base on Lopez Island for three days/week over the summer months.

### **Subject**                      **C. Articles of Interest**

Meeting                      May 27, 2020 - Board of Commissioners Regular Meeting

Category                    9. Operations Reports (6:00 - 6:20)

Access                      Public

Type                         Action

The Superintendent provides industry articles.



File Attachments

[9 ways Covid-19 may forever upend the U.S. health care industry - STAT.pdf \(703 KB\)](#)

## 10. Closing Items (6:20 - 6:30)

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<b>Subject</b>	<b>A. Public Comment</b>
Meeting	May 27, 2020 - Board of Commissioners Regular Meeting
Category	10. 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.

<b>Subject</b>	<b>B. Commissioner Comments</b>
Meeting	May 27, 2020 - Board of Commissioners Regular Meeting
Category	10. 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. This includes a report from the monthly Lopez Island Fire & EMS Board meeting.

<b>Subject</b>	<b>C. Upcoming Meetings and Key Activities</b>
Meeting	May 27, 2020 - Board of Commissioners Regular Meeting
Category	10. Closing Items (6:20 - 6:30)
Access	Public
Type	Information

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

<b>Subject</b>	<b>D. Meeting Adjournment</b>
Meeting	May 27, 2020 - Board of Commissioners Regular Meeting
Category	10. 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.