



**Wednesday, August 26, 2020**  
**Board of Commissioners Regular Meeting**

**San Juan County Public Hospital District #2**  
**Dbá Lopez Island Hospital District**  
**4:30 pm – 7:30 pm**  
**MEETING WILL INCLUDE EXECUTIVE SESSION FROM 7:00 - 7:30**  
**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/84071461621>**  
**Dial by phone: +1 253 215 8782**  
**Meeting ID: 840 7146 1621**

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

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**Subject                      A. Call to Order**

Meeting                      Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    1. Opening Items (4:30)

Type                         Action, Information, Procedural

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 remains in place.

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."

**Subject                      B. Public Comment**

Meeting                      Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    1. Opening Items (4:30)

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 includes a second Public Comment period at the end of the close of the meeting.

**Subject**                    **C. Correspondence**

Meeting                    Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    1. Opening Items (4:30)

Type                        Information, Procedural

As a new routine item the Superintendent will share any correspondence received since the last Board meeting.

File Attachments  
[2020\\_08\\_26 LIHD\\_Letter of Appreciation.pdf \(776 KB\)](#)

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## **2. Consent Agenda**

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

Meeting                    Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    2. Consent Agenda

Type                        Action (Consent), Minutes

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

File Attachments  
[2020\\_07\\_22 LIHD Regular Minutes\\_Draft.docx \(43 KB\)](#)

**Subject**                    **B. AP Voucher Reports - No Report**

Meeting                    Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    2. Consent Agenda

Type                        Information

No report at this time as the District continues to carry a credit balance on the MasterCard and there were no other expenses requiring payment since the last Board meeting.

**Subject**                    **C. Approval of Consent Agenda**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 2. Consent Agenda  
Type Action (Consent)

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. Clinic & PT Updates (4:45 - 5:15)**

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

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 3. Clinic & PT Updates (4:45 - 5:15)  
Type Discussion, Information

Dr. Wilson, Clinic Chief, and Crystal Rovente, Clinic Manager, will provide their monthly update on Clinic operations and care delivery. This will include an overview of how the one-month medical student rotation went this summer and status of the tele-psych pilot, in addition to any other staff and clinical updates/requests.

**Subject B. Lopez Island Physical Therapy (LIPT) Update**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 3. Clinic & PT Updates (4:45 - 5:15)  
Type Discussion, Information

Representatives from LIPT will provide their monthly update on operations and care delivery. This will include follow-up from the request to provide an estimate of what a continuing subsidy might be required.

### **4. Committee Reports (5:15 - 5:55)**

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**Subject A. Finance Committee**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 4. Committee Reports (5:15 - 5:55)  
Type Action, Discussion, Information, Reports

The Finance Committee will review three key items:

1. **UW Renewal** - UW's response to concerns raised by the Board around the renewal Clinical Services Agreement (CSA) and Pro Forma. A final CSA is attached (both redline and clean copy).

2. **2021 Budget process and timeline.** Due to the delay in receiving and finalizing the 2021 subsidy agreements, the budget timeline is more condensed than prior years.

As a reminder, the District needs to post notice of the **November 11th** Budget/Levy Hearings for the two weeks prior to the meeting (week of **October 28th** and **November 4th**). In addition, notice must be submitted to Sound Publishing a week prior to the first posting. This means the budget should be available by **October 21st** with only minor edits following.

It is important to note that the Finance Committee Chair will not be available for the September Regular meeting on **September 23rd**. The Committee would like to discuss the possibility of holding a Special Meeting or moving the October meeting to the **14th** to accommodate a second budget and cash flow review.

3. **GO Bond** - Update on discussions specific to the possibility of refinancing the General Obligation Bond to reduce the interest rate and/or loan period. A Term Sheet from WAFed is attached to this item and will be discussed in detail. The Committee will also report on any updates from Islanders Bank.

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File Attachments

[San Juan County PHD #2 Lopez 2020 Bank Loan \(WaFd Term Sheet\).pdf \(212 KB\)](#)

[2020\\_08\\_26 Final Amendment to UW CSA Draft\\_rev 2020\\_08\\_21.docx \(32 KB\)](#)

[2020\\_08\\_26 Final Amendment to UW CSA Draft\\_rev 2020\\_08\\_21redline.docx \(34 KB\)](#)

<b>Subject</b>	<b>B. Quality Committee - No Report</b>
Meeting	Aug 26, 2020 - Board of Commissioners Regular Meeting
Category	4. Committee Reports (5:15 - 5:55)
Type	Discussion, Information

<b>Subject</b>	<b>C. Communications Committee</b>
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Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting

Category 4. Committee Reports (5:15 - 5:55)

Type Discussion, Information

The Committee Chair will provide an update from the Committee's August 25th meeting.

## **5. Old Business - (5:55 - 6:00)**

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**Subject A. Interlocal Joint Purchasing Agreement**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting

Category 5. Old Business - (5:55 - 6:00)

Type Action, Discussion

The Board will review the Interlocal Joint Purchasing Agreement that was adopted by the Orcas Island Health Care District at their August 4th Regular Board meeting. The Agreement facilitates the sharing of costs for items and/or services of use to both Lopez Island Hospital District and Orcas Island Health Care District.

Examples of how this benefits LIHD is the fact that it will allow the Districts to split the cost of online platforms such as DocuSign and Zoom.

File Attachments

[2020\\_08\\_04 Interlocal Purchasing Agreement\\_signed RF.pdf \(118 KB\)](#)

## **6. Operations Reports (6:00 - 6:15)**

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**Subject A. Monthly Financial Reports**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting

Category 6. Operations Reports (6:00 - 6:15)

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 July 31, 2020.

Highlights include:

### **Monthly General Fund Balance of \$679,180**

- Does not reflect July thru December 2019 subsidy payment to be made to UWNC. Invoice has been requested and will be paid once received.

### **Revenue:**

- YTD Revenue is at 66% of Annual Budgeted Revenue

### **Expenses of note:**

- Paid Q'3 District Office Rent
- Paid Q'2 and March 2020 LIPT Subsidy
- Paid start-up and transition costs for NW Technology

**File Attachments**

[6531\\_2020\\_07 Treasurer Mo Report.pdf \(73 KB\)](#)  
[6534\\_2020\\_07 Treasurer Mo Report.pdf \(72 KB\)](#)  
[6531\\_2020\\_07 Expenditure Status.pdf \(109 KB\)](#)  
[6534\\_2020\\_07 Expenditure Status.pdf \(101 KB\)](#)  
[6531\\_2020\\_07 Revenue Detail.pdf \(105 KB\)](#)  
[6534\\_2020\\_07 Revenue Detail.pdf \(98 KB\)](#)

**Subject                    B. UW/LIHD Operation Work Group**

Meeting                    Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    6. Operations Reports (6:00 - 6:15)

Type                        Discussion, Information

The Superintendent and Board President will report on their discussion with UW Medicine leadership as part of the newly implemented monthly Operations Meeting. Meetings are scheduled the 4th Monday of every month and include leadership from UWNC as well as local Clinic leadership.

**Subject                    C. Long Term Care Grant w/SJCPHD #1 & PeaceHealth**

Meeting                    Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    6. Operations Reports (6:00 - 6:15)

Type                        Information

The Superintendent will provide an update on the status of the SJC Care Coordination Grant that was recently awarded.

As you will recall, earlier this year the Board voted to become a member of the San Juan County Community Based Long-Term Care Network. That was the first application for a HRSA planning grant, which was not awarded.

In this second application for the HRSA Rural Health Care Coordination Grant, there was only time to get the sign off and agreement to participate from the San Juan County Public Hospital #1, Peace Health Peace Island Medical Center, the Inter Island Healthcare Foundation and the Association of Washington Public Hospital Association (AWPHD). These four members are the composition of this second grant consortium, and more members can apply to join this consortium as time goes on.

The Rural Health Care Coordination Network Program grant is dependent on the "Network" of social and health care agencies to carry out the work plan. The role of the San Juan County Public Hospital District #1 is to work with Lopez (and eventually Orcas) and Peace Health on the hiring, training and deploying of community health workers.

There are some background documents attached and below is the notice from HRSA:

**Dear Applicant:**

We are pleased to inform you that your application has been recommended for approval by the FORHP in the Health Resources and Services Administration (HRSA). Following are the details of your application:

Notice of Funding Opportunity Name: Rural Health Care Coordination Program  
Announcement Number: HRSA-20-030

You will receive a Notice of Award (NoA) that authorizes implementation of your proposed activities. Please read the NoA in its entirety, take special note of all reporting requirements and terms and any conditions identified, and address any conditions as indicated within the required timeframe. Until you receive your NoA for the initial budget period, any costs incurred for the project are incurred at your own risk.

Your application was evaluated and scored by an external panel of reviewers selected by HRSA's Division of Independent Review (DIR) based on their training and experience, and absence of conflict of interest. Attached to this notification is a summary of your application's strengths and weaknesses as identified by the review panel.

Please work directly with your Project Officer in the FORHP (listed as the Program Contact on your Notice of Award) on all program-related matters. Budgetary and fiscal administration issues should be directed to your Grants Management Specialist (listed as the Division of Grants Management Operations contact on your Notice of Award).

Thank you for your commitment to increase access to care for underserved populations and build health care capacity. We look forward to working with you to improve access, delivery, and quality of care through the application of care coordination strategies in rural communities.

Sincerely,  
Authorized HRSA Representative

File Attachments  
[2020\\_08\\_20 LTC Logic Model and Consortium Org Chart.pdf \(190 KB\)](#)

<b>Subject</b>	<b>D. Articles of Interest</b>
Meeting	Aug 26, 2020 - Board of Commissioners Regular Meeting
Category	6. Operations Reports (6:00 - 6:15)
Type	Information

The Superintendent provides industry articles to provide insights into health care delivery that could help inform future policies and/or programs.

File Attachments  
[America's Looming Primary-Care Crisis \\_ The New Yorker.pdf \(5,058 KB\)](#)  
[Primary Care Doctors Look at Payment Overhaul After Pandemic Disruption \\_ Kaiser Health News.pdf \(2,035 KB\)](#)

## **7. New Business (6:15 - 6:20)**

<b>Subject</b>	<b>A. Resolution 2020-01</b>
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Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 7. New Business (6:15 - 6:20)  
Type Action, Discussion

In order to fully implement an Interlocal Joint Purchasing Agreement, the LIHD must also pass a Resolution. The attached Resolution serves that purpose.

File Attachments  
[2020\\_08\\_26 Resolution 2020-01 Interlocal Purchasing Agreement.docx \(19 KB\)](#)

**Subject B. Open Meeting Protocols - Establishing Board Policy**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 7. New Business (6:15 - 6:20)  
Type Discussion

The commission strives for a clear policy and procedure about complaints/concerns brought to Commissioners and/or community partners, as well as complaints raised during the public comment portion of commission meetings. The intent is not to censor complaints or criticism but rather to respond in a manner that seeks a positive resolution.

Points to include in the policy:

If Commissioners receive a complaint about something that happened with an entity supported by the LIHD, they can advise the person with the complaint to take it to a representative at the facility or the LIHD Superintendent.

If they are uncomfortable with that approach, people with a complaint can explain the details to a Commissioner who will pass the issue to either party referenced above. The LIHD will establish regular meetings with leadership from entities supported by the District, and that will provide an opportunity for all parties to discuss issues and how to ensure continuous improvement.

If community members want to share complaints personally at a commission meeting, they are free to do that in the form of public comment at the meeting. There is no discussion at that time, just receiving the information and thanking the person who shared it. If appropriate, the Board President could advise the District Superintendent will follow up with the appropriate party, outside of the meeting.

If representatives from partner organizations receive complaints, unrelated to their role, they should share such concerns during public comments, not during their report time.

The District Superintendent will include a report each month in her Operations Report. This will ensure the entire Board is aware of issues and how they are being addressed, and a timeline to be resolved.

Once the Board has adopted a policy and procedure, the District Superintendent will notify all community partners.



## **8. Community Partner Updates (6:20 - 6:45)**

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

Meeting                    Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    8. Community Partner Updates (6:20 - 6:45)

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.

Not all Community Partners present at every meeting. The LIHD tries to reserve this item for those who have timely updates to share.

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

## **9. Closing Items (6:45 - 7:00)**

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**Subject**                    **A. Public Comment**

Meeting                    Aug 26, 2020 - Board of Commissioners Regular Meeting

Category                    9. Closing Items (6:45 - 7:00)

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 Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 9. Closing Items (6:45 - 7:00)  
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**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 9. Closing Items (6:45 - 7:00)  
Type Information

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

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**10. Executive Session - RCW 42.30.110 (7:00 - 7:30)**

**Subject A. Superintendent Performance Review**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 10. Executive Session - RCW 42.30.110 (7:00 - 7:30)  
Type Action, Discussion

The Board will move into Executive Session to discuss the performance of the District Superintendent. The results of that discussion will be discussed with the Superintendent at an Executive Session during the September Board meeting. Any resulting action will be taken in Open Session at the September Board meeting. No action will be taken during this meeting.

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**11. Resume Open Session**

**Subject A. Adjourn**

Meeting Aug 26, 2020 - Board of Commissioners Regular Meeting  
Category 11. Resume Open Session  
Type