

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

Board of Commissioners - Regular Meeting

April 22, 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 4:36 pm. President Graville summarized the online meeting protocols.

II. Public Comment

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

III. Consent Agenda

Included in the meeting materials were Minutes from the January 22, 2020 Regular meeting and four AP Voucher reports from Q'1 2020.

MOVED by Commissioner Presley, seconded by Commissioner Berger to approve the Consent Agenda as presented. No further discussion. VOTE: 5:0:0. Motion Carried.

IV. COVID-19 Updates

- a. **UW Medicine Lopez Island Clinic** - Dr. Wilson provided a summary of operational changes at the Lopez Clinic. There are more visits being handled via tele-medicine; however, people are still being seen in the Clinic when necessary. He confirmed the Clinic continues to perform COVID-19 testing, including participation in a County-wide pilot to test approximately 300 asymptomatic essential workers. To-date, the positive case count for the County remains at 14 and the Lopez Clinic has tested 67 symptomatic

people and 12 asymptomatic essential workers. All of the tests have come back negative. The essential worker pilot started with Clinic staff and the pharmacy, and is currently working through Fire/EMS. The testing is voluntary and will be coordinated with management at various organizations.

Dr. Wilson touched briefly on antibody testing yet cautioned there are still a lot of questions about the test and how to use the data. Commissioner Berger asked about the quality of the tests, which have a 75% sensitivity – meaning there could be false negatives.

Mark Bresnick from UWNC was also on Zoom and shared that the Clinic Manager, Crystal Rovente, is working one day a week and will return to regular duty on June 16th. Mark commented on the recently received communication from Debra Gussin, Executive Director of UWNC. In the letter she notified the Board of the decision to integrate UWNC into the larger UW Medicine organization. Mark reminded the Board that the providers were moved to UW Medicine in January 2020, and he doesn't expect any additional impact to the providers. The remaining staff are now scheduled to move as of January 2021. UW is in the process of reviewing job descriptions to see where staff will map to, which will also identify the new salary scale. This move will have an impact on the timing of the Fiscal Year 2021 budget process and Renewal. Commissioner Berger asked if UWNC had any initial thoughts about the budget impact, and Mark confirmed there are no details available at this time. Commissioner Campbell confirmed that changes taking place at the island Clinics are consistent with what's happening with all of the UWNC clinics. Finally, Mark agreed to do further research on a question posed by Commissioner Berger around lab expenses and revenue. He would like clarification as to how those dollars flow through the UW system.

- b. **Community Updates** – Commissioner Campbell provided an overview of her work with Lopez Recovers. The County approached the three islands and asked that they start thinking about supporting the community from an economic standpoint. The group is meeting weekly and is putting local businesses in touch with available resources. LIFRC is the hub for social services, which include food access and production, as well as rental assistance. The school is providing breakfast and lunch to all children, and Senior Services is delivering meals to cover losing their lunch program. The Library has started a community connections effort to help with issues related to isolation. Finally, Commissioner Campbell confirmed the decision to cancel this year's Tour de Lopez.
- c. **CWMA** – Lauren Stephens reported on activities underway within CWMA. At their last meeting the Board voted to assist an employee at the Clinic who was experiencing a financial hardship paying for childcare due to the closure of the School during the pandemic. The Board voted to provide financial assistance through the end of the normal school year. They also took action to provide rental subsidy for LIPT through the end of the year and pay their utilities. They are also providing \$10,000 to fund masks

and hand sanitizer for health care providers. Finally, they are working with the community and other organizations to cover personal medical bills using the Sikstrom Fund.

- d. **Lopez COVID Health Support Group** – Commissioner Graville reported on her work with this group which is comprised primarily of retired RNs. They formed initially to respond to needs for Personal Protective Equipment (PPE). They connected with the Lopez quilters group, who have done extensive research on how to properly construct cloth masks per CDC requirements. A plan for distribution is currently being developed, with a focus on getting masks to high risk groups. They are also looking at ways to develop capacity for gloves and gowns. Finally, there is a sub-group looking at access to care issues. They would like to resolve any concerns so people don't feel compelled to travel off island for their health care during COVID-19. Mark offered to work with the group to create a flyer for the community. Discussion was held as to the best way to distribute information since the Weekly is no longer a free publication. Dr. Wilson felt the Pharmacy had a good mailing list and might serve as a way to get information out.
- e. **Lopez Island Fire & EMS** – Commissioner Becky Smith provided an update on activities within EMS. She reported that calls had been down early in the year; however, the volume of calls in March/April was up 27% from the same period last year. As a result, the volunteers have been putting in a lot of extra time. The department has developed new ways of responding, which assumes every call could be a COVID patient. Early on they were relying on dispatch to sort out whether there was a COVID risk; however, they didn't feel that was reliable so they've changed to dressing in full PPE before heading to any call. In addition, the new protocol for entering a house is that only one paramedic and one EMT will go in and assess the situation. Donning/doffing and decontamination (decon) extends the time of each call. If the patient ends up not having a COVID risk, the decon of the rig and station takes up to 90 minutes. If there was a COVID risk, the decon can be as long as four hours. This often means bringing in another crew to respond to calls. Commissioner Smith also reported that the station remains closed, other than the Chief and Secretary who are there during the day. Medics remain at home between calls and are self-isolating. Due to the state of things, the search for the Chief position is on hold. The interim Chief has agreed to stay on until someone can be hired. The Board also made the decision to postpone their levy lift until 2021.

V. Committee Reports

- a. **Finance Committee** – Commissioner Berger reported the Committee is still waiting for UWNC's FY '21 budget. He expects to see something in May, including the three-year renewal Pro Forma that was being finalized pre-COVID. Commissioner Berger asked Mark how funds received from any of the COVID relief programs will impact LIHD's budget. Mark confirmed UWNC has applied for the various programs yet didn't have details at this time.

Peggy Means provided an update from Lopez Island PT. They were happy to be approved for a PPP loan for approximately \$27,500. They expect to have those funds within 10 days, and did receive \$5,700 from the CARES Act. As such, LIPT will not be asking for additional support from the District in May and will revisit their budget in July. The Practice hopes to open in mid-May to take care of patients. She noted that their patients tend to be in a high-risk group, and the Practice will look at what's needed to provide extra care and security.

Superintendent Presson shared a Revenue Report through April 21, 2020 which has Property Tax receipts at 36% of the annual budget. Being that we would expect proceeds to come in at 50%, it appears actuals will be in line with budget projections.

- b. **Quality Committee** – There was no report from the Quality Committee as activities are on hold.
 - c. **Communications Committee** – There was no report from the Communications Committee as activities are on hold. Superintendent Presson did mention the possibility of creating a more detailed emergency operations plan following what she's learned from this pandemic. As stated earlier, the Committee will also need to determine alternate ways to distribute HealthMatters 2.0 as a result of changes to the Islands' Weekly.
- VI. Old Business** – since the issue of UWNC's Renewal was addressed during the Finance Committee report, there was no further discussion.
- VII. New Business** – Superintendent Presson provided an update on the website migration and resulting questions pertaining to the company hosting the District's email. The web manager has been unable to complete the migration due to concerns over the email host that remain unresolved. Superintendent Presson works with a tech support company in Bellingham, NW Technology, that provides email hosting and technology help desk for Orcas Island Health Care District. She has been happy with their service and received a quote to provide the same services to LIHD. Commissioner Berger felt this would be a wise change in that it would provide consistency across the two Districts that share a Superintendent, and it will save LIHD significant monies over the long run. He supports the recommendation to engage NW Technology as of June 1st and have the Superintendent work on getting a SharePoint site developed and documents migrated over the second half of the year. As of January 1st, the District will switch fully to NW Technology at an annual cost that is less than half the cost of BoardDocs. Important to recall that the District had received a grant that paid the full cost of the first year of BoardDocs, so the overall cost for the two-year period was mitigated.

After continued discussion, there was agreement that the most efficient and secure way to proceed was to take Commissioner Berger’s recommendation.

MOVED by Commissioner Presley, seconded by Commissioner Orcutt to engage NW Technology as of June 1, 2020 and begin to transition fully to them as email host and technology support as of January 1, 2021. In parallel, the District will not enter into a second contract with BoardDocs, and will terminate the arrangement as of December 31, 2020. There was a brief discussion around this item meeting the criteria per the Governor’s Proclamation of items being “routine and necessary”. Having started the website project last year, there was consensus of the Board this item met the criteria. VOTE: 5:0:0. Motion Carried.

VIII. Operations Report

In the interest of time and to remain compliant with the Governor’s Proclamation, Superintendent Presson didn’t spend time on the reports contained in the meetings materials. She simply indicated the UWNC Activity Report and After-Hours Report were attached, and most items were on hold as a result of the focus on COVID-19. She also provided the San Juan County Financial Reports through the month of March 2020. There was nothing unusual to report on either Revenue or Expenses in Q’1 2020. The Superintendent noted she’ll be paying the first subsidy to UWNC in May and moving funds into the Reserve Account. As the County was moving to a work from home model in March, the AP Report submitted last month was actually processed in early April and expenses will show up next month.

IX. 2020 Board Calendar and Meetings Schedule

Superintendent Presson provided an updated Board Calendar and asked Commissioners to send her any updates. She also noted that the June conference in Lake Chelan was cancelled, so the Board will want to revisit setting a meeting date in June. No changes were adopted at this time.

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

There were no further Commissioner Comments at this time.

XII. Upcoming Meetings

The next Regular Meeting of the LIHD is scheduled for May 27, 2020. It’s assumed this will continue to be held via Zoom.

XIII. Adjourn

President Graville adjourned the meeting at **6:28** pm.