

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

**Board of Commissioners - Regular Meeting**

**August 26, 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  
Steven Greenstein

**Staff**

Superintendent Anne Presson

**Commissioners Absent**

None

**I. Call to Order**

The meeting was called to order at 4:30 pm by the Chair, President Graville. President Graville asked the Board to start with what a lot of other organizations are doing at the commencement of meetings which is to acknowledge we are meeting on the traditional land of the Coast Salish. President Graville also reiterated the Board's online meeting protocols as a result of COVID-19 and the Governor's Proclamation that has been extended through September 1, 2020.

**II. Public Comment**

There was no Public Comment at this time.

**III. Correspondence**

Superintendent Presson noted this was a new Agenda Category to share correspondence received during the month. Superintendent Presson read a letter that she received from a community member. The item will be posted with the Board materials.

Discussion was held as to whether the Board should develop a policy to request consent from an individual when sharing communication in a public meeting. There was agreement that as long as the individual's name was not shared it would be fine.

#### **IV. Consent Agenda**

Included in the meeting materials were Minutes from the July 22, 2020 Regular Board meeting. There was no AP Voucher report at this time.

**MOVED by Commissioner Berger, seconded by Commissioner Greenstein to approve the Consent Agenda as presented. Commissioner Campbell asked how the Board closes out a question that comes up in a meeting that isn't answered. When reading the Minutes, the question remains open, and she felt it might be helpful to make reference to the answer in a subsequent meeting so readers can follow and know the result. Superintendent Presson noted in cases where a meeting ends with outstanding questions, she will be sure to note who is responsible for any follow-up. In this case, the Minutes will be modified to reflect the question raised by Commissioner Campbell in regard to UW's projected visits for other clinics was referred to the Finance Committee to discuss with UW. VOTE: 5:0:0. Motion Carried.**

#### **V. Clinic & Physical Therapy Updates**

- a. **UW Medicine Lopez Island Clinic** – Crystal Rovente, Clinic Manager, reported on research the Clinic has been conducting in response to the Quality Committee's concerns around childhood immunizations. The Committee met late last year and had asked the former Clinic Chief for a deeper dive into the data to better understand what was going on within this metric. Following his departure and subsequent pandemic, the Committee hasn't had the opportunity to get back together. Recently, the team was able to take a closer look into the patient records for all children ages 0-3.

Out of the 17 children identified in the targeted age bracket who were supposed to get the 23 shots in the series:

- 11 no longer live on Lopez and are seeking care in their new location
- 4 have a provider off island
- 2 had a majority of the 23 shots yet not all of them

Commissioner Orcutt thanked Crystal for the detail and found it very helpful to understand the data. The Clinic is doing a lot better than what is shown by how the data is reported.

Mark Bresnick shared that Dr. Wilson has a couple of patients participating in the newly launched tele-psych program. They have had a few visits with the provider and Dr. Wilson has reported positive feedback. The provider is the same psychiatrist who supported the program with PIMC.

Finally, Crystal reported that the medical student, who did a rotation in the Clinic, was wonderful and it appeared to be a positive experience all around. Since it was a busy

time of year, she was able to get exposed to a lot, and was mostly overseen by Dr. Wilson. Everyone was supportive of having another student next summer.

- b. **LIPT** – there was no report from the PT practice.

## **VI. Committee Reports**

- a. **Finance Committee** – Commissioner Berger provided an update on three key items:

- i. **UW Agreement for Clinic Support** – Commissioner Berger reported on the two elements of the UW renewal. One being the Pro Forma Budget which was presented in draft at the last meeting. At the Board’s direction, Commissioner Berger, President Graville and Superintendent Presson went back to UW to review the Maximum Clinical Support payments over the renewal period. As was discussed with the Board, there appeared to be a jump from what was anticipated, in particular there were concerns with the Revenue remaining flat while Expenses continued to increase. Since Revenue is largely a function of visits, the Committee asked UW to review their assumptions for the number of visits per provider in FY ’21.

UW came back with a slightly increased number of visits for Wen Murphy. The net result from the increased Revenue and Expenses was a reduction of almost \$12,000 in the Clinic Net Loss, from just over \$615,000 to \$602,846. While not a significant impact overall, the Committee appreciated UW’s willingness to revisit the assumptions and reconsider what was possible. Since the ongoing impact of COVID remains unclear, and it has had a strong impact on their finances, UW is taking a conservative approach.

Commissioner Campbell revisited her question from the last Board meeting, which was the subject of her earlier statement about the draft Minutes from that meeting. She asked again if UW was taking a similar approach to keeping Revenue flat for all of their mainland clinics. Mark Bresnick responded that was not the case all around. Specifically, Revenue was not held flat in clinics where there was anticipated growth in the community and there was an ability to add providers. That is not the case on the island where growth is somewhat limited. On the Expense side, those costs are similar across the board.

President Graville felt it would be a good idea to determine if the Clinic is meeting the primary care needs on Lopez. There might be a way to grow if there were unmet needs. The suggestion was made to do some more assessment and marketing to make sure the Clinic is reaching as many people as possible.

Commissioner Berger asked if the Quality Committee would take on the measurement of clinic utilization. Perhaps look at panel size and the community

needs. Commissioner Orcutt, Chair of the Quality Committee, commented that the Committee has only looked at outcomes to-date. Utilization and Clinic workflow is something the Committee could look at if the Board had an interest.

Commissioner Berger walked the Board through the line item details of the Expense items on the Pro Forma. One area that has caused continual questions has been Pharmaceuticals – and specifically the Vaccine sub-category. The Committee had a lot of discussion around these items, and UW shared more data behind the three Pharmaceutical categories. There has been reclassification of where items are captured, resulting in a lot of movement between the three sub-categories. When taken together, the budget makes more sense and that is how we will look at the numbers going forward. In total, thus overall, the increase is minimal.

The second item associated with the renewal was the Agreement for Clinic Support. There weren't any edits to this document since the last round of changes recommended by the Board in February 2020.

**MOVED by Commissioner Orcutt, seconded by Commissioner Greenstein to accept the Pro Forma and First Amendment to the Agreement for Clinic Support between UW and LIHD. Commissioner Campbell asked for clarification as to the termination clause, as the prior Agreement referenced a 365-day notice. Superintendent Presson referred the Board to Item C. ii. 5...." If the parties fail to agree upon a budget by July 1 of any year, either party may terminate this Agreement upon one hundred eighty (180) days written notice to the other." No further discussion. VOTE: 5:0:0. Motion Carried.**

- ii. **LIHD FY '21 Timeline** – Superintendent Presson shared a proposed timeline for the FY '21 budget development process. The delay in finalizing the provider subsidy and budget development has impacted the normal timeline for budget planning and development. At this point, the Board will have a first look at the FY '21 budget at the September 23<sup>rd</sup> meeting. In the absence of scheduling another meeting in early to mid-October, that would be the only opportunity for review before the budget becomes part of the legal posting. As a reminder, the District is required to post notification of the Budget and Levy Hearing in the two weeks prior to the scheduled date, which is November 11, 2020. Taking into account the deadline for posting, the information must be ready to go by October 21<sup>st</sup>.

**There was consensus of the Board to schedule a Special Meeting on October 8<sup>th</sup> at which time the final FY '21 budget will be approved by the Board. The time of the meeting will be 5 – 6 pm.**

- iii. **Refinance of the General Obligation (GO) Bond** – Commissioner Berger shared the Term Sheet from WAFed. As a reminder, Commissioner Berger had been

watching interest rates for months and was seeing a lot of refinancing in the bond market. He talked with Superintendent Presson about options, and she shared rates obtained from WAFed as Orcas Island Health Care District was considering their own GO Bond options.

The LIHD has approximately \$341,000 outstanding in the current GO Bond with Islanders' Bank. The rate is 4.35% and there are 18 years remaining. WAFed is willing to come in with a rate of 2.64% for a 15-year life. When looking at the details, the monthly payment would be about the same but there would be three years less on the loan. Initial calculations indicate about \$79,000 of interest savings for the taxpayers over the life of the loan. There are some expenses associated with the refinance. These include \$5,000 for the WAFed legal review and an equal amount for the District's bond council. The \$10,000 would need to be deducted from the projected savings.

Superintendent Presson reported Islanders' Bank was willing to provide a rate reduction of .4%, which provided an overall reduction in interest expense of \$10,000 over the life of the loan.

After discussion, the Board was supportive of having Superintendent Presson give Islanders' Bank one final chance to see if they might be willing to reduce the rate slightly more.

**MOVED by Commissioner Campbell, seconded by Commissioner Greenstein to authorize Commissioner Berger and Superintendent Presson to move forward with either option to refinance the General Obligation Bond with either what was outlined in the term sheet from WAFed or go with Islanders' Bank should they provide a competition option. No further discussion. VOTE: 5:0:0. Motion Carried.**

Finally, Commissioner Berger provided an update from the Lopez Island Physical Therapy (LIPT) practice on their financial situation. Since moving to their new space, the Practice has been in turmoil as a result of COVID. The Committee was alerted to the likely possibility the Practice will look for ongoing support in 2021. Their Operating Loss per visit is \$18, which is predicated on COVID resolving by the end of December. If that doesn't happen, things could get worse. Overall, they project a loss in the range of \$50-75,000 in FY'21.

Commissioner Berger reported that there is no formal request at this point, rather the information was offered as a placeholder since they were aware the LIHD is beginning our budget process. The problems experienced by LIPT are similar to the Clinic, being the demographics are such that almost three quarters of patients are covered by Medicare or Medicaid. Only 20% of patients have private insurance, which makes for a very challenging business model. It's likely

financial support will need to continue beyond FY '21, and this will be factored into the LIHD updated five-year projections.

- b. **Quality Committee** – There was no report from the Quality Committee. Superintendent Presson noted that during the renewal conversations, Dr. Jaffy felt UW would be ready to review the first reports in the new reporting package in early December. Based on the earlier discussion, Superintendent Presson will also ask UW for data to begin tracking clinic utilization. A question was asked about telehealth versus in person visits. It appeared the Clinic was largely back to seeing patients in person. They are also going through the panels and targeting specific disease states to ensure patients are keeping up with care and necessary screenings. Mark Bresnick also reported that part of the focus of their population health management team is to follow-up with get people with chronic conditions for regular checks.
- c. **Communications Committee** – Commissioner Campbell reported on the recent meeting of the Communications Committee. A 2020 second edition of HealthMatters 2.0 will be published in October 2020. The Committee talked about the when and what to include, as well as the best way to distribute.

UW was also going to be looking into producing magnets to include key phone numbers (e.g. Registration, Appointments (scheduled, same day and After-Hours), and COVID Hotline.). Mark Bresnick provided an update that UW has already looked into the cost and content. A 4x4 rectangular magnet could be produced for about \$300-400 for a quantity of 500. The content for the first production would be important numbers to schedule an appointment, after-hours care and the COVID Hotline. UW also agreed to review and update the **Care During COVID Information Sheet** that was distributed in May. It will be published in both English and Spanish.

There was agreement to schedule a meeting in December to revisit the Crisis Communication Policy in light of COVID. The invitees will be expanded beyond the Committee to include members of the County's Emergency Response, as well as local community members who were engaged in COVID activities. Commissioner Campbell is also going to follow-up with President Graville to better understand her vision for the crisis communication updates.

## VII. Old Business

- a. **Interlocal Joint Purchasing Agreement** – Superintendent Presson reviewed the Agreement that was adopted by the Orcas Island Health Care District and is returned to the LIHD for action. The Agreement allows for the sharing of costs for items and/or services of use to both Lopez and Orcas PHDs.

In combination with the Agreement, there is an associated Resolution 2020-01. This is required for any action specific to an Interlocal Agreement. President Graville read Resolution 2020-01.

President Graville asked for any discussion. Hearing none, she read Resolution 2020-01. **Roll call was taken and Resolution 2020-01 was unanimously adopted as read.**

### **VIII. Operations Report**

Due to time constraints, Superintendent Presson kept her update short. She reported nothing unusual on the monthly financial reports through the month of July 31, 2020.

In regard to the monthly UW/LIHD Operations meeting, the group recently met and is working on updating the Activity Log. Once both sides have had a chance to review, the document will be distributed to the Board.

Finally, Superintendent Presson provided an overview of the recently awarded Long-term care grant from HRSA.

### **IX. New Business**

- a. **Resolution 2020-01** – this was previously addressed with the Interlocal Joint Purchasing Agreement.
- b. **Open Meeting Protocols** – Superintendent Presson noted that some of what has happened in recent months in regard to issues being surfaced for the first time in a Board meeting were likely a result of several key meetings being sidelined during COVID.

President Graville went on to explain that 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.

Following the discussion at the last Board meeting, President Graville suggests creating a policy. She summarized some of the points that could be contained in such a 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 report to the District Superintendent, and she 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 an item about follow-up in her monthly 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 about Open Public Meeting protocols for complaints brought to the Board at a public meeting, the District Superintendent will notify all community partners.

Discussion continued and the Board talked about ways to best structure such a policy. It will be important to address both positive and negative comments. Consideration could be given to acknowledging feedback but not reading all correspondence in Board meetings.

There was consensus of the Board to have President Graville, Commissioner Campbell, and Superintendent Presson work on a draft policy and bring it back to the next Regular Board meeting.

## **X. Community Partner Updates**

- a. **CWMA** – Prior to giving a report from CWMA, Lauren Stephens commented on the previous discussion regarding Open Meeting Protocols. At the July Board meeting, she brought forth a complaint from a community member regarding difficulties becoming a registered patient. She expressed it was important to share this is still a concern.

Lauren did share that Marty Clark left the CWMA Board after multiple terms Jeff Clark (no relation to Mary Clark), who owns the building where LIPT is housed, was appointed to replace Marty. An active membership drive is also underway.

Finally, as far as the facility updates Lauren shared that Kirm recently replaced the furnace filters as a result of someone having sensitivity issues. She is awaiting a response from the contractor on the lab project status.

- b. **LIFE** – President Graville and Commissioner Greenstein attended the recent meeting of LIFE. They reported on hiring of a recruitment consultant to support the search for the open Chief position. The interim Chief's contract ends October 30<sup>th</sup>. The Board reported



EMS calls are up 10% from last year and fortunately fire calls are not. 50% of the airlifts are for non-residents.

- c. **COVID Health Support Group** – President Graville shared that the group met earlier in the week and is working with the Lopez Pharmacy to provide flu vaccinations this fall. The Pharmacy is putting together a drive thru flu clinic and there are 5 retired RNs who are going to volunteer to help staff the events.

**XI. Public Comments**

President Graville reported that she received a call earlier in the day from a community member who relayed a very positive experience with the UW Clinic following a serious health issue.

**XII. Commissioner Comments**

Commissioner Campbell suggested the islands 2,500 full-time population could increase. The Land Bank is seeing a lot of sales and everyone could see numbers increase.

**XIII. Upcoming Meetings**

The next Regular Meeting of the LIHD is scheduled for September 23<sup>rd</sup>. It's assumed meetings will continue to be held via Zoom. A Special Meeting will be added on October 8<sup>th</sup> to address the FY '21 Budget.

**XIV. Adjourn**

**MOVED by Commissioner Berger, seconded by Commissioner Greenstein to adjourn the Regular meeting at 7:06 pm. VOTE: 5:0:0. Motion Carried.**

**XV. Executive Session**

The Board moved into Executive Session per RCW 42.30.110 for the purpose of discussing the 2020 Annual Performance Review of the District Superintendent. President Graville explained there would be no action upon close of the Executive Session.