



Wednesday, January 22, 2020
Board of Commissioners Regular Meeting

San Juan County Public Hospital District #2
Dbá Lopez Island Hospital District
4:30 pm – 6:30 pm
Lopez Island Fire & EMS Meeting Room

1. Opening Items (4:30)

Subject A. Call to Order

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 1. Opening Items (4:30)

Access Public

Type Action, Procedural

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

Subject B. Public Comment

Meeting Jan 22, 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.

2. 2020 Election of Officers

Subject A. 2020 Election of Officers

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 2. 2020 Election of Officers

Access Public

Type Action, Procedural

Per the Bylaws, the term of the LIHD Officers is one year. As such, a new President and Secretary will be elected to serve the 2020 term effective immediately.

Subject B. 2020 Appointment of Committee Chairs

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 2. 2020 Election of Officers

Access Public

Type Action, Procedural

Per the Bylaws, the term of the formal Committee Chairs is one year. As such, the new Board President will assess interest in serving and appoint Commissioners to Chair the Finance, Communications and Quality Committees for the 2020 term.

3. Consent Agenda

Subject A. Draft Regular Board Meeting Minutes

Meeting Jan 22, 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

Minutes [View Minutes](#) for Dec 18, 2019 - Board of Commissioners Regular Meeting

The December 18, 2019 Regular Board Meeting Minutes are submitted for approval as part of the Consent Agenda.

Subject B. AP Voucher Report

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Approval as part of the Consent Agenda

The January 10, 2020 AP Voucher Report, in the amount of \$14,779.20, was authorized by the Auditing Officer and is now presented to the Board for final approval.

File Attachments
[2020-01-10 LIHD AP Report_14779.20.pdf \(665 KB\)](#)

Subject	C. Approval of Consent Agenda
Meeting	Jan 22, 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. Committee Reports (4:40 - 4:50)

Subject	A. Finance Committee
Meeting	Jan 22, 2020 - Board of Commissioners Regular Meeting
Category	4. Committee Reports (4:40 - 4:50)
Access	Public
Type	Discussion, Information, Reports

The Finance Committee received the Q'4 2019 financials from the LIPT. The practice had a successful year and is requesting \$6,886 in subsidy for the last quarter of 2019, which is slightly below the forecasted payment of \$7,892. This brings total payments for 2019 to \$33,994.

A few 2019 highlights include:

- Visits 15% over budget.
- Revenue 24% over budget.
- Expenses 3% over budget
- Expense/Visit is only \$4/Visit higher than 2018 despite moving to new space and taking on higher costs of utilities, supplies and maintenance.
- Revenue/Visit increased from \$72 to \$78 over 2019
- The practice is feels it's possible to average 10 patients per day, although the fourth quarter had its challenges with staff illness, holidays, graduations, etc.

- The payer mix is largely Medicare (64%) and Medicaid (10%) patients.
- They are monitoring receivable to determine if they need to change billing companies.

File Attachments
[LIPT 2019 Q'4 budget to actual.pdf \(321 KB\)](#)

Subject **B. Quality Committee**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 4. Committee Reports (4:40 - 4:50)

Access Public

Type Discussion, Information, Reports

The Committee's December 17th meeting with Dr.Jaffy needed to be rescheduled so there is nothing new to report. The Committee will get back together in Q'1 to revisit the quality metrics and develop a plan for 2020.

Subject **C. Communications Committee**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 4. Committee Reports (4:40 - 4:50)

Access Public

Type Information

The Communications Committee was very pleased with the final version of HealthMatters 2.0.which was published in the Weekly the week of January 15th.

Superintendent Presson is working with UWNC to have the Newsletter translated into Spanish and this should be available by the end of the month. A supply of Newsletters in English and Spanish will be made available at the UW Clinic, Pharmacy, LIFE and LIFRC.

File Attachments
[2020_01 Health Matters 2.0 Winter 2020.pdf \(2,144 KB\)](#)

5. Old Business (4:50 - 5:45)

Subject **A. 2020 Meetings Calendar**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting
Category 5. Old Business (4:50 - 5:45)
Access Public
Type Action, Procedural

The LIHD 2020 Meetings calendar is brought to the Board for action. As discussed at the last meeting of 2019, the frequency, time and location remain the same.

File Attachments
[2020_01_21 Meetings Calendar 2020.pdf \(110 KB\)](#)

Subject B. UWNC Renewal Term (2020 - 2023)

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting
Category 5. Old Business (4:50 - 5:45)
Access Public
Type Discussion, Information

Following discussion at the November 13th Regular Meeting, Commissioners Presley and Campbell worked with Superintendent Presson to propose an initial starting point in the Renewal Term conditions with UWNC. In mid-January, UWNC provided the same group an initial Renewal Amendment draft. It was reviewed with UWNC and the draft and associated comments will be brought to the Full Board for feedback, comments, edits and suggestions prior to creating a second draft.

Subject C. Modification to Bylaws and Meeting Conduct

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting
Category 5. Old Business (4:50 - 5:45)
Access Public
Type Discussion, Information

Annually, the Commissioners decide if there are any areas of the existing Bylaws that should be amended, based on current practice.

One item for consideration is in regard to the need for the Secretary to sign the Board Meeting Minutes. In checking with the MRSC, since Minutes are approved in Board meeting it is not a requirement to have the Secretary sign.

Article II. Section II of the current Bylaws that speak to this issue state the following:

1.1 Secretary. The Secretary shall prepare, or cause to be prepared, minutes of all regular and special meetings of the Board, shall sign the same. The documents will be retained by the PRO who shall keep them in a proper book at the District Office and whose future disposition is determined by the Office of the Secretary of State Washington State Archives Local Government Common Records Retention Schedule.

File Attachments

[SJCPHD#2 Bylaws Amended 2019_0123_highlighted.docx \(111 KB\)](#)

Subject **D. Communications Policy & Procedures**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 5. Old Business (4:50 - 5:45)

Access Public

Type Action

A first draft of the Communication Policy & Procedures was shared with the Board at the October Board meeting. Since the November 13th Agenda was geared more towards discussion of the Board's strategic planning process and UWNC renewal, the second review was postponed.

There have not been any suggested changes or modifications to the draft that was previously presented. It is now being brought back for action.

File Attachments

[2019_12_27 LIHD Communication Policy 2020.docx \(182 KB\)](#)

Subject **E. Personnel Policy**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 5. Old Business (4:50 - 5:45)

Access Public

Type Action, Discussion

A first draft of the LIHD Personnel Policy was shared with the Board in August. Based on feedback at the meeting, an updated draft was brought to the Board in December (updates are highlighted). Due to time constraints no action was taken at that time and the Policy is brought back for action.

File Attachments

[2019_12_27 LIHD_Personnel Policy Draft_2020.docx \(114 KB\)](#)

Subject **F. Open Source Wellness - update from LIFRC**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting
Category 5. Old Business (4:50 - 5:45)
Access Public
Type Action

The first cohort of the OSW program launched last week with 24 participants. The program will be tracking: [blood pressure](#); [weight](#); [anxiety](#), [depression](#), and [social connection scales](#); [fruit and veggie consumption](#), and [exercise minutes](#).

LIFRC is also working with One Canoe for a Veggie Rx Prescription. In addition, OSW participants get a \$20 voucher for Blossom – if they spend \$20 of their own \$\$ first, they get another \$20 of organic produce with the coupon.

The LIHD has discussed support of the OSW program in the past, and this is brought back for action.

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

Subject A. Proposed Amendments to Travel & Expense Policy

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting
Category 6. New Business (5:45 - 6:00)
Access Public
Type Action, Procedural

As part of the annual policy review, a few minor changes were identified in the Travel & Expense Policy. An amended Policy is presented to the Board for approval.

File Attachments

[2019_12_27 SJCPHD#2_T&E Policy_2018rev 2020.docx \(94 KB\)](#)

Subject B. Proposed Amendments to Financial Management Policy

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting
Category 6. New Business (5:45 - 6:00)
Access Public
Type Action, Procedural

As part of the annual policy review, a few minor changes were identified in the Financial Management Policy. The amended Policy is being presented to the Board for approval.

File Attachments

[2019_12_27SJCPHD#2_FinancialMgmtPolicies_2020 Amended.docx \(95 KB\)](#)

7. Operations Reports (6:00 - 6:25)

Subject	A. Monthly Financial Reports
Meeting	Jan 22, 2020 - Board of Commissioners Regular Meeting
Category	7. Operations Reports (6:00 - 6:25)
Access	Public
Type	Discussion, Information, Reports

As the County has not yet closed out December, the financial reports could be delayed until the next meeting.

Subject	B. Monthly UW Clinic Report
Meeting	Jan 22, 2020 - Board of Commissioners Regular Meeting
Category	7. Operations Reports (6:00 - 6:25)
Access	Public
Type	Discussion, Information, Reports

In 2020 the Superintendent is working with UWNC to activate a monthly tracking log that captures all the activities underway. The second tab of the workbook outlines the Meetings and Reports schedule. It might be wise to have the Committee Chairs establish their meeting dates for 2020 to ensure the appropriate UWNC team member(s) is available.

One new report is for After-Hours activity, and the December report is attached.

The final attachment is information on UW Medicine's new Psychiatric Consult Line.

File Attachments

[Psychiatry Consultation Line _ The Huddle by UW Medicine.pdf \(235 KB\)](#)

[2019-12 Community Care Line Calls_Dec.xls \(40 KB\)](#)

[2020_1_22 LIHD_UW 2020 ACTIVITIES ACTION ITEMS.xlsx \(24 KB\)](#)

Subject	C. Articles of Interest
Meeting	Jan 22, 2020 - Board of Commissioners Regular Meeting
Category	7. Operations Reports (6:00 - 6:25)
Access	Public
Type	Information

Every month, Superintendent Presson shares articles that are relevant to the health care discussion. This helps inform local health care issues by providing insights into the larger health care industry. Others are encouraged to submit articles to be shared with the Board.

File Attachments

[2020_01_10 Press Release on Nutrition.pdf \(109 KB\)](#)

[Resolving to Be Coached - The New York Times.pdf \(100 KB\)](#)

[The most remote emergency room_ Life and death in rural America - The Washington Post.pdf \(162 KB\)](#)

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

Subject **A. Commissioner Comments**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 8. 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.

Subject **B. Upcoming Meetings and Key Activities**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 8. Closing Items (6:25 - 6:30)

Access Public

Type Discussion, Information

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

Subject **C. Meeting Adjournment**

Meeting Jan 22, 2020 - Board of Commissioners Regular Meeting

Category 8. 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.