

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

Board of Commissioners - Regular Meeting

February 24, 2021

REMOTE MEETING DUE TO COVID-19

Zoom Video/Audio

4:00 – 6:00 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 4:02 pm by the Board President, Iris Graville. President Graville started the meeting with a land acknowledgment, recognizing the Commissioners are meeting on the traditional land of the Coast Salish.

II. Public Comment

There was no request for public comment at this time.

III. Consent Agenda

The Consent Agenda contained Minutes from the January 27th Regular Board Meeting and an AP Voucher Report dated January 31st in the amount of \$961.26.

MOVED by Commissioner Orcutt, seconded by Commissioner Greenstein to approve the Consent Agenda as presented. VOTE: 5:0:0. Motion Carried.

IV. Health Care Partner Updates

- a. **UW Medicine Lopez Island Clinic (UW)** – Debra Gussin, Executive Director for UW Neighborhood Clinics (UWNC) was present to share updates. Gussin acknowledged the work the team and other health care partners have done to support the COVID vaccine

rollout on Lopez was very impressive. She hopes UWNC will be able to allocate vaccine to Lopez and begin delivering vaccinations in the coming weeks.

Mark Bresnick, UWNC Assistant Director North Region, was also in attendance and reported that the plan is to deliver vaccinations from the Clinic on Tuesdays once an allocation is available. Bresnick reported that UWNC received 32 patient comments in the post visit summary surveys for months of January and February. Of those, 29 were all positive and the other three provided constructive feedback on the survey itself or the Medicare system. When asked how the results compared to other Neighborhood Clinics, Gussin later responded that the Lopez Clinic had the highest scores across the system and were at the 99th percentile on access, the 98th percentile on Patient Satisfaction, and 94.5% of patients would definitely recommend the clinic to someone else.

- b. **LIPT** – Kim Foley provided a high-level report from the Lopez Island Physical Therapy practice. In January the practice received news that their PPP loan was forgiven. They applied for and received a second draw in February.

The practice reported that patient visits were down 4% from projected, largely due to cancellations associated with the recent COVID community outbreak which left people in quarantine. While there were weather issues in February, the practice expects visits to be back up by March 1st. Their staff will be fully vaccinated which will allow them to accommodate more visits. While reported revenue per visit was 2% less than budget, they also expect that to improve over the next month. They will have transitioned to their new billing company and are working on some performance metrics to be able to better track days in receivables. Finally, they have a new person handling payroll and bookkeeping who is working closely with staff on the transition. The new bookkeeper is working hard to stay on top of all the reporting that needs to be generated to apply for loans (PPP).

V. Community Partner Updates

- a. **CWMA** – Lauren Stephens reported that the most important work underway by CWMA is to keep the vaccine refrigerator secure. Their facilities team is still working on the issues, which included keeping the room where the refrigerator is from getting too hot. She believes the issues with the generator have been resolved, and they are working with OPALCO to be notified of outages. Finally, Stephens reported the Board is looking for a new Board member as she will be leaving the Board in May.
- b. **Lopez Fire & EMS** – Duane Bordvick provided a few updates from the last LIFE Board meeting. The new Chief, Adam Bigby, has settled in quickly and all is going well. The Board is focused on finding replacement for their Administrative Assistant to replace Susan Sanchez.

- c. **Lopez Pharmacy** – Marge McCoy reported the pharmacy delivered 200 COVID vaccines the previous Saturday. She is hoping to receive another 100 doses for the upcoming weekend; however, the weather is causing a lot of shipping delays. She commented on the phenomenal effort of the COVID Health Support Group volunteers. Doctor Wilson also commented on the incredible effort of everyone involved in the vaccine delivery on Lopez. He noted that Rick and Marge McCoy are putting in long hours during the week at the pharmacy and then working on Saturdays too. The Commissioners all echoed their appreciation for the hard work and dedication to the community.

VI. Committee Reports

- a. **Finance Committee** – Commissioner Berger provided an update on UW’s financial reporting through the second quarter of FY ’21 (July 1, 2020 through December 31, 2020). There continues to be good news in that the actual net loss through Q’2 is favorable to budget by 2.23%. This is less favorable than what was the case at the end of Q’1, and there are several factors that had an impact.

On the revenue side, Dr. Wilson was out on a medical leave for several weeks which contributed to visits and revenue down almost \$20,000 from budget. Going forward, UW expects the 2021 changes in reimbursement associated with Evaluation and Management (E/M) coding for Medicare patients should have a positive impact on revenue. UW has also been talking with the Board about the ability to bill for certain services being delivered by the RNs, and that will also have an impact on revenue. In talking with UW since the last meeting, the Finance Committee confirmed the expenses associated with generating that revenue are already accounted for in the budget as fixed costs (e.g., RN salaries) so the net impact to the budget will be positive. Finally, there is a hope that during down time the providers in the Clinic will be able to provide telehealth support to other UW Clinics and that could also be a source of additional Clinic revenue.

When looking at payor mix, there was a slight increase in the Commercial Payor category. There is speculation that this could be a result of new people on the island working remotely, who are covered by an employer plan.

At the last Board meeting when the Q’1 financial report was presented, there were questions about non-provider benefits being higher than budget while non-provider salaries were below budget. UW has confirmed this is related to the integration of UWNC into the larger UW Medicine system, which had an impact on how the budgets were built. As such, they are seeing this issue across the board. The UW finance team continues to research what is going on, so this remains outstanding and will be discussed again at the March meeting. They are also tracking the PPP funds which have yet to be allocated to the individual clinics. Finally, UW provided more detail on what goes into the category of delivery expense and will report on a more granular level of this category in the next budget. Bresnick confirmed as UW is in the process of building

the FY'22 budgets, they will divide the category into San Juan Air, taxi service and FedEx, since all three expenses are currently lumped together.

Debra Gussin commented on the improvement in payor mix and that the rest of the UWNC clinics are actually seeing a decline in payor mix. She expects that could be a function of the commercially insured staying away while those who are sicker and older are coming in for care.

Commissioner Graville asked a few questions about expense categories having to do with CAM (common area maintenance) and rent. She also asked what comprised the Non-capital Project of \$816. Bresnick wasn't sure and will research and report back at the March meeting. Finally, Commissioner Graville was happy to see the category of Interpreter Services was being used this year.

Commissioner Campbell asked about the increase in revenue with Doctor Wilson out. Superintendent Presson explained that WRVUs drive revenue and those were favorable to budget by just under 3%. She continued to be curious about the increase in percentage applied to Deductions from Revenue, which result in Net Revenue. Gussin reported that UW has a backlog of bad debt. The billing cycle can be several months, so revenue for January might be favorable yet but not be seen for months.

- b. **Quality Committee** - There was no report from the Quality Committee.
- c. **Communications Committee** - Commissioner Campbell reported the Committee is scheduled to meet on March 11th to discuss the publication schedule for HealthMatters 2.0.
- d. **SJC Community-Based Long-Term Care (LTC) Network** – Superintendent Presson shared that a Work Group has been formed around Workforce Development. Robin VanHying is part of that group and it met twice in February. The next meeting of the Core Network group is scheduled for February 26th.

VII. Old Business

- a. **Policy for Communicating Sensitive Information** – Commissioner Campbell reminded the Board that this policy was drafted in order to provide direction for issues that might be raised in a public meeting, and it allows the Board to control what should be shared in that forum. This has been brought to the Board several times and updates from the original policy were highlighted in yellow.

MOVED by Commissioner Campbell, seconded by Commissioner Berger to approve the Communicating Sensitive Information Policy as presented. VOTE: 5:0:0. Motion Carried.

- b. **MOU for SJC Community-Based Long-Term Care (LTC) Network** – Superintendent Presson shared the updated draft of the Memorandum of Understanding (MOU) for final consideration. Changes from the original draft were highlighted in yellow. After discussion, Commissioner Orcutt suggested changes be made to Section V where specific roles were outlined. Rather than list individuals, he recommended it be more generic and be delegated to the entity rather than be person specific. This came up since Pamela Hutchins will be retiring from SJC PHD#1, and she is listed as the Fiscal Director.

MOVED by Commissioner Campbell, seconded by Commissioner Greenstein to approve the MOU for SJC Community-Based Long-Term Care (LTC) Network, as amended to eliminate names and refer only to positions for each entity. VOTE: 5:0:0. Motion Carried.

- c. **Proposal for Strategic Planning** - Superintendent Presson revisited the proposal from Jody Carona, Health Facilities Planning and Development, to support the LIHD’s strategic planning process. The proposal was discussed in January Board meeting and is brought back for action.

Commissioner Berger wants to make sure Carona is well versed in past activities and how to best approach the Lopez community. He wants to make sure any community outreach is very well received. Commissioner Campbell agreed and felt it would be helpful to schedule a meet and greet with Carona to share Commissioner feedback and concerns about the process.

After continued discussion, there was consensus of the Commissioners to hold a Special Meeting to meet Carona and discuss the details of the proposal. The meeting would include an Executive Session to talk about the contract and enable a final version to be brought to the March Regular Board meeting for action.

Superintendent Presson will survey the Commissioners to find a convenient date prior to the March Regular meeting.

VIII. New Business

No New Business was reported.

IX. Operations Report

- a. **2020 Financial Reporting Wrap Up** – Superintendent Presson provided a summary of the financial report for calendar year 2020. She created a new format to simplify the report for the Board. There was consensus from the Commissioners that the new format was an improvement over the county reports. This will be used going forward.
- b. **Sensitive Items Update** – nothing currently under review.

X. Public Comment

There was no request for public comment at this time.

XI. Commissioner Comments

Commissioner Greenstein reported from recently attending the LIFE Board meeting. The Board is likely going for an EMS levy (\$.50) to help finance several areas. He confirmed it appears the new Chief is doing a great job and is very impressive. Commissioner Bordvick from LIFE clarified that he expects their Board will formally decide on whether to go for the EMS levy at their next meeting.

There was discussion around the \$5.90 limit on total assessments, and Superintendent Presson will bring back more information on that to help the Board understand how it works. Superintendent Presson also provided an update on the Orcas clinic transition and the possible hiring of Dr. Frank James as the new Medical Director and provider at the Orcas Clinic.

XII. Upcoming Meetings

The next Regular Meeting of the LIHD is scheduled for March 24, 2021 at 4 pm. An invitation will be extended to the new Fire Chief. The monthly UW Ops meeting is scheduled for March 1st and Superintendent Presson noted that Commissioner Berger and a representative from CWMA will begin attending on a regular basis. The Communications Committee will be meeting on March 11th and Superintendent Presson will finalize the date for a Special Meeting to interview the Strategic Planning proposal with the consultant, Jody Carona.

XIII. Adjourn

MOVED by Commissioner Orcutt, seconded by Commissioner Berger to adjourn the Regular meeting at 6:00 pm. VOTE: 5:0:0. Motion Carried.