

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

**Board of Commissioners
Regular Meeting
Lopez Island Fire & EMS - Meeting Room**

**Wednesday, December 18, 2019
4:30 pm - 6:30 pm**

Commissioners Present

Albert Berger (remote)
Christa Campbell
Iris Graville, Board Secretary
James Orcutt
Rebecca Presley, Board President

Commissioners Absent

None

Staff

Superintendent Presson

1. Opening Items

A. Call to Order - the meeting was called to order by Board President, Commissioner Presley, at 4:30 pm.

B. Public Comment - there was no public comment.

C. Oath of Office - Commissioners re-elected for a second term in the November 2019 election are required to take the Oath of Office at the last Board meeting of the year or before the first Regular Board meeting in January 2020. County Council Member Jamie Stephens was present and administered the Oath of Office to Commissioner Presley. Since he was remote, Commissioner Berger will take the Oath when he returns to Lopez.

2. Consent Agenda

A. Draft Regular Board Meeting Minutes - draft minutes from the November 13, 2019 Regular Board meeting were included in the Consent Agenda. Superintendent Presson noted that the new format with BoardDocs hasn't included a summary of Commissioners present as had been past practice. Before finalizing and posting, she will amend the minutes to reflect who was at the meeting, and she will add this piece going forward.

MOVED by Commissioner Campbell, seconded by Commissioner Berger to approve the November 13, 2019 minutes with addition of the Commissioners present. VOTE 5:0:0. MOTION CARRIED.

B. AP Voucher Report - The Consent Agenda contained two AP Voucher reports in the amounts of \$757.97 (11/21) and \$4,947.42 (12/13).

MOVED by Commissioner Graville, seconded by Commissioner Orcutt to approve the two AP Voucher reports as presented. VOTE 5:0:0. MOTION CARRIED.

3. Committee Reports

A. Finance Committee - Commissioner Berger confirmed that all required documents associated with the 2020 budget and levy process have been filed with the appropriate departments at San Juan County.

B. Quality Committee - the 12/17 Quality Committee meeting had to be rescheduled so there was no report.

C. Communications Committee - Commissioner Graville reported on the Communication Committee's 12/5 meeting. The meeting was focused on the article topics and production schedule for the winter edition of HealthMatters 2.0. The Newsletter will continue to be published in the Islands' Weekly, and the Committee is on track for publication to be mid-January. In addition to publishing in the paper and posting on the LIHD website, the Committee felt it would be a good idea to have a supply printed as a handout and left at the UW Lopez Clinic, Lopez Island Pharmacy, LIFRC, and LIFE. Superintendent Presson noted she will talk with UW about printing a version of the handout in Spanish.

4. Old Business

A. Communications Policy & Procedures - this document was brought back for a second review. Superintendent Presson hadn't received any feedback since the first look, so nothing has been updated in this version. Commissioner Campbell asked that contact information be added for the key health care stakeholders listed in Exhibit C. She also reviewed a few other comments and suggested changes, which Superintendent Presson will incorporate into the next version. Overall, Commissioner Campbell felt it was a good document and just needed some small modifications and perhaps relocation of a few sections. Sharing her experience on another Board, she felt it would be helpful to address three basic situations that could result in the need for Crisis Communication. These include: (1) a crisis that requires legal representation; (2) a sensitive situation (e.g. a post on Lopez Rocks) that reports incorrect information; and (3) a proactive effort to get out positive news, and how to leverage key community influencers and ambassadors. Commissioner Graville agreed that creating plans for each of these types of scenarios will be beneficial.

Following a lengthy discussion, there was consensus of the Board to agree to the Policy in concept. An updated version will be brought back in January for action. The Policy review also brought up the possibility the District might need to engage legal counsel at some point. There was agreement of the Board to include a legal RFP in the list of 2020 activities.

B. Personnel Policy - Superintendent Presson shared an updated version of LIHD's Personnel Policy following an initial review at the August Regular Board meeting. The various updates, highlighted in yellow, were reviewed. Discussion was held around the Sick Leave wording in Sections 6.2.1.5 and 6.2.1.6. There was also a question on Sections 7.1. and 7.2 specific to resignations, and whether the District could require a specific period of advance notice of any resignation. Final question centered around Section 7.10 Political Activities, and if there was a need to restrict these activities for employees similar to the restrictions for Commissioners.

The Superintendent will update the Personnel Policy based on the discussion and bring a revised draft to the January meeting for action.

5. New Business

A. UWNC Renewal Term (2020 - 2023) - the document summarizing the proposed amendments to the current UWNC CSA was shared with the Board. Superintendent Presson reported that she worked with Commissioners Campbell and Presley in drafting the language, and also ran the final draft by Peggy Means to benefit from her extensive background negotiating health care contracts. While Commissioner Orcutt stated that he would have liked for the whole Board to have reviewed the letter before submitting to UW, he was pleased to hear that it was well-received by their leadership.

As directed by the Board, the overall goal was to set a collaborative tone and a desire to work together to ensure a successful renewal process. Superintendent Presson shared that the document was well-received by UWNC leadership and there didn't appear to be any red flags. There was agreement to have UWNC work with their attorney to create an initial draft Amendment, which will be ready for review at the January Regular Board meeting.

Commissioner Orcutt was pleased to hear of UWNC's response as he expressed his strong commitment to making this a collaborative process. He understood why UWNC might not be able to commit to providing a Locum to fill in for a provider on leave, and shared UW Medicine's policy around this is largely tied to concerns around quality. That said, Commissioner Orcutt does support a strong statement that makes it clear that it is UWNC's responsibility to provide health care providers at all times without interruption. He also shared his strong interest in having Residents rotate through the Clinic, and would like to see something in the renewal terminology around quality. Commissioner Berger pointed out that the willingness of Lopez Clinic providers to supervise Residents is critical to the success of such an endeavor. Commissioner Campbell liked the addition of the term "remote" when defining the Lopez community; however, she felt it would be a good idea to define what we mean by that term. Superintendent Presson noted that she's working on a document for the Orcas Island PHD whereby she provided some specificity around what it means to be remote, and she will bring that wording to the January meeting.

B. 2020 Meetings Schedule - there was consensus of the Board to continue meeting on the same schedule (4th Wednesday) and location (LIFE meeting room) in 2020. Superintendent Presson will bring the 2020 Meetings Schedule to the January meeting.

C. Review of Committees, Officers and Board Representation - Superintendent Presson shared that Commissioner Presley recently let her know that she would not seek a second term as President. At the same time, Commissioner Graville indicated an interest in serving as Board President, and Commissioner Berger expressed interest in serving as Board Secretary. That would leave the Chair of the Communication Committee open, and Commissioners Berger and Orcutt agreed to maintain their Committee Chair positions. Commissioner Campbell offered to take the vacant position as Chair of the Communication Committee.

A list of Officers and Chairs will be brought to the January meeting for action. In addition, Superintendent Presson will bring back language to more explicitly define the annual election process.

D. Modification to Bylaws and Meeting Conduct - on an annual basis, Superintendent Presson reviews the Bylaws to ensure they continue to reflect Board operations. One area that she would like to modify has to do with the requirement that the Secretary sign meeting minutes. She confirmed with MRSC this is not a requirement, unless specifically stated in Bylaws. There was also discussion around the overall working in the responsibilities of the Board Secretary. Superintendent Presson will bring back proposed modifications at the January meeting.

6. Operations Reports

A. Monthly Financial Reports - Superintendent Presson reviewed the LIHD's financial reports as of November 30, 2019. The General Fund balance is a little higher than expected, largely a result of slightly higher than expected Property Tax Revenue. The District fully funded the Reserve Fund, which has a current balance of \$150,000, and just over \$23,000 was transferred into the Debt Service Fund to fund the December 1st GO Bond Principal and Interest payment.

B. Update on Hispanic Health Care Survey - Superintendent Presson shared summary results from the 2019 Health Care Survey that was conducted in Spanish. While there were only 11 responses, it represents a large percentage of families from the community. Of particular note was the fact that these 11 families accounted for 32 children, and pediatric care was cited as a primary reason for not using the Clinic. Superintendent Presson noted that she and Commissioners Campbell and Presley recently met with Dr. Jaffy from UWNC, and the idea of promoting more pediatric care. Superintendent Presson would like to print more information in Spanish and consider adding a Spanish section on the LIHD website. Commissioner Graville shared that there's a UW Medicine Pediatrician who has property on Lopez and in the early days of the UW Medicine Lopez Clinic, he indicated a possible willingness to practice periodically in the Clinic. Superintendent Presson will revisit that with UW.

C. Report from LIFEBoard Meeting - Commissioner Presley and Superintendent Presson reported on the 12/17 meeting of the Lopez Island Fire & EMS Board. They were invited to provide an update on the LIHD's activities since the June Community Conversation and Survey. The LIFE Board reviewed the timeline for their levy lift in the fall of 2020, as well as discussion around the data available in their new reporting system. They are seeking a replacement for Jim Lett, who had to resign from his Commission seat effective immediately. They also looked at the increased frequency of air transports. Based on the discussion, it was apparent having an LIHD representative at the LIFE meetings is important. Superintendent Presson is hoping that Orcas Island PHD will consider changing their meeting schedule to allow her to participate in the LIFE meetings in 2020. If not, perhaps LIFE will be able to make a change once Jim Lett's replacement is identified.

D. Quest Update - Superintendent Presson reported on the last call with Quest and representatives from UWNC and UW Lopez Clinic. Quest was able to respond to UWNC's concerns, although the solution requires UW IT be willing to integrate with Quest. The UWNC leaders are meeting on 12/23 to discuss next steps, which could include asking UW Lab to pick up the cost of transport should they be unwilling to accommodate Quest's requests.

E. Premera/Lifewise Update - Superintendent Presson reported on Premera's recent site visit to Island Air.

F. Articles of Interest - Superintendent Presson continues to provide articles of interest.

7. Closing Items

A. Commissioner Comments - Commissioners thanked Commissioner Presley for her service as Board President over the past year. Commissioner Orcutt reported that the UW providers are now trained on how to use the newly installed retinal camera and the Clinic has already performed a significant number of exams.

B. Upcoming Meetings and Key Activities - a list of meetings will be included starting in 2020. The first meeting of the New Year will be Wednesday, January 22, 2020, at 4:30 pm.

C. Adjournment - Commissioner Presley adjourned the meeting at 6:30 pm.