



Wednesday, July 24, 2019
Board of Commissioners Regular Meeting

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

1. Opening Items

Subject **A. Call to Order**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 1. Opening Items

Access Public

Type Action, Procedural

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

Subject **B. Public Comment**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 1. Opening Items

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. It is not intended for debate and discussion with the public. Public comments will be limited to three (3) minutes.

2. Consent Agenda

Subject **A. Draft Regular Board Meeting Minutes**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent), Minutes

Recommended Action The May 22, 2019 Regular Meeting minutes have been reviewed by the Board Secretary and are presented to the Board for approval.

Minutes [View Minutes](#) for May 22, 2019 - Board of Commissioners Regular Meeting

The draft minutes from the May 22nd Regular Board meeting have been submitted as part of the Consent Agenda.

Our adopted rules of Parliamentary Procedure, Robert's Rules, 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 board member.

Subject **B. AP Voucher Report**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

The May 22nd and June 19th AP Voucher Reports, in the amount of \$3,841.35 and \$2,658.35 respectively, were authorized by the Auditing Officer and are now presented to the Board for final approval.

File Attachments

[AP Claim Form SJCPHD#2 2019_May 22 signed.pdf \(546 KB\)](#)

[AP Claim Form SJCPHD#2 2019_June 19 signed.pdf \(692 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, 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 board member.

Subject **C. Approval of Consent Agenda**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Recommend approval of items on the Consent Agenda.

Our adopted rules of Parliamentary Procedure, Robert's Rules, 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 board member.

3. Special Presentation - Barbara Schultheiss (4:40 - 5:00)

Subject **A. Open Source Wellness (OSW)**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 3. Special Presentation - Barbara Schultheiss (4:40 - 5:00)

Access Public

Type Action, Discussion, Information

Recommended Action The Board will be asked to consider supporting the OSW program

Open Source Wellness (OSW) is a small, nonprofit 501(c)(3) founded by two psychologists who utilized their expertise in health care and the social sciences to create a new way of approaching wellbeing. Their basic premise is by focusing on "Community as Medicine" it is possible to move from chronic illness to wellbeing at the levels of individual, family and community.

OSW spans the clinical-community continuum to address the basic practices that underlie physical and psychological health outcomes (physical movement, healthy eating, stress reduction and social support). By collaborating with health care providers to fill what they call "behavioral prescriptions", they create the connection between the clinical and social supports within communities. In doing so, they are able to build trust, social capital, and peer leadership around health and wellbeing. The result is sustainable behavior change in individuals and a corresponding long-term transformation of the communities they serve. OSW was also the 2019 winner of the Scattergood Innovation Award, which is given to innovative programs that challenge how behavioral health is viewed, organized and practiced. It recognizes cutting-edge ideas that hold the potential to catalyze progress in behavioral health.

Attached are several pieces from OSW that describe their approach and outcomes. The LIHD Superintendent was instrumental in finding OSW and making the connection to FRC, as well as other health care stakeholders in the community (UWNC and Lopez Island Fire & EMS). Barbara Schultheiss, Executive Director of the Lopez Island Family Resource Center, will discuss how the OSW approach aligns with the Family Resource Center's strategy to improve the health and wellbeing of the populations they serve. At their last meeting, the FRC Board approved moving ahead with an OSW cohort later this year in partnership with LIHD, LIFE, UW Lopez Island Clinic, Lopez Fit and others. The FRC has received pledges of \$14,000 to-date, and they have a plan to increase funding another \$10,000 - \$30,000.

The information is brought to the LIHD Board for consideration and support. The work aligns with the Board's efforts to address the health and wellbeing of all islanders, as well as the broader charge of Public Hospital Districts (PHDs) as defined through RCW to include health and wellness. As stated in RCW 70.44.007, to provide (2) "Other health care services" means nursing home, extended care, long-term care, outpatient, rehabilitative, and ambulance services; services that promote health, wellness, and prevention of illness and injury; and such other services as are appropriate to the health needs of the population served.

File Attachments

Proposal to Add OSW a New Program on Lopez.doc (38 KB)
 OSW_Lopez Budget 2019.xlsx (12 KB)
 LIFRC Wellness Strategy.pdf (447 KB)
 One Page- Open Source Wellness.pdf (204 KB)
 OSW Clinical Outcomes Summary 4.19.pdf (114 KB)

4. Committee Reports (5:00 - 5:25)

Subject **A. Finance Committee**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 4. Committee Reports (5:00 - 5:25)

Access Public

Type Discussion, Information, Reports

The Finance Committee will present the Q'2 2019 financial report for the Lopez Island Physical Therapy practice (LIPT). The UWNC FY '20 has largely been wrapped up, and runs from July 1, 2019 through June 30, 2020.

UWNC - Fiscal Year 20 Budget

UWNC's FY '20 began on July 1, 2019. The budget is aligned with the District's Maximum Funding level for the same period of \$547,056. The Committee is waiting for details on revenue derived from UW's processing of labs in

Seattle. Otherwise, the Committee will be working on closing the FY '19 and preparing for UW's presentation of year-end results at the September Board meeting.

LIPT - Q'2 2019 Financial Results (April thru June)

At the May meeting, LIPT's Q'1 2019 Budget to Actual report was presented. At that time, the financials were improving as the practice grows and matures. A payment of \$3,559 in support was provided in Q'1 2019, which was below the projected \$10,000 budgeted.

Attached is LIPT's Q'2 2019 Budget to Actual Report. Patient volumes were similar to the first quarter, but averaged fewer patients per working day due to Terri Drahn's vacation in early June and the move (NOTE: "working days" are working days in the month, not working days in the Practice).

A few notes:

1. Operating Revenue was lower at \$72/visit, which is attributed to the move. The front office staff moved a week earlier than the practice, so co-payments at time of service were not collected for a portion of June. As they settled into the new space, the Practice anticipates they will see improvements in Revenue/Visit in the next quarter.
2. Expenses for medical and office supplies continued to exceed budget due to the move.
3. The quarter was favorable to budget, with a loss and **support payment request of \$8,549**. The request for support is less than the budgeted \$10,000. YTD support requested is also well below budget, with **annual budgeted support of \$35,000 compared to YTD expenditures of \$3,559**.
4. A .3 physical therapy aide has been hired to provide front office support as the Practice expands. The Practice also anticipates that the PT FTEs may exceed 1.4 for the remainder of the year to address the demand and keep the waiting list for a new appointment under three weeks.

As we look to the second half of the year, the Practice expects the losses for the full year will come in close to the total that was budgeted for 2019.

LIHD - 2020 Budget Process

The Finance Committee will provide a mid-year 2019 budget assessment at the August Board meeting in conjunction with an updated 5-year cash flow analysis. That will also be the official start of the 2020 budget process. We will have a first look at the 2020 draft budget in August with the final draft presented in September. The documents must be ready for the legal posting on October 16th in order to accommodate the two-week posting in The Sounder in advance of the November 6th Special Meeting and Public Hearing on the 2020 Budget and Levy.

File Attachments

[LIPT Q'2_2019 budget to actual.pdf \(60 KB\)](#)

Subject	B. Quality Committee
Meeting	Jul 24, 2019 - Board of Commissioners Regular Meeting
Category	4. Committee Reports (5:00 - 5:25)
Access	Public
Type	Information

The Quality Committee reported earlier in the year on the UW and LIPT Quality results. Based on the need to have sufficient data, the Committee is targeting another presentation at the end of the year.

Subject	C. Communications Committee
Meeting	Jul 24, 2019 - Board of Commissioners Regular Meeting
Category	4. Committee Reports (5:00 - 5:25)
Access	Public
Type	Information

The Chair of the Communications Committee met with the Committee on June 17th. A plan was developed for an August publication of HealthMatters 2.0. The topics to include a summary from the Community Conversation, an update on the LIPT move to their new space, and a new section titled "Did you Know?" that will be written by the Clinic. Initial items were informed by feedback at the Community Conversation and included things such as same-day appointments, allergy shots, clinic hours, new RN on staff, tele-nutrition and other telehealth services available.

In addition, the draft Communication Policy that the Chair and Superintendent created last month will be shared the Committee following publication of the newsletter. It is estimated a draft will then be brought to the Board for an initial review at the August or September Board meeting.

5. Operations Reports (5:25 - 5:45)

Subject	A. Monthly Financial Reports
Meeting	Jul 24, 2019 - Board of Commissioners Regular Meeting
Category	5. Operations Reports (5:25 - 5:45)
Access	Public
Type	Information, Reports

The Superintendent will review financial results for the month ending June 30, 2019. Report highlights include:

I. Treasurers Report - the General Fund Ending Cash Balance is \$767,751 as of 6/30/19. This is prior to making a \$75,000 contribution to the Reserve Fund, which should be reflected on the July report. Other large expenditures pending are related to UWNC payments for the FY '18 balance due (\$78,999) and the FY '19 Q'1 thru Q'2 subsidy (\$230,170), for a total pending payment is **\$309,169**. Taking out these expenses from the General Fund leaves a balance of **\$383,582**.

II. Revenue Report - Revenue received included: just under \$5,000 associated with Property Tax Revenue, \$270 in Leasehold Tax Revenue, \$500 from the State Medicaid Transformation Project, and the regular monthly \$500 in Insurance Recoveries from Orcas Island Health Care District.

III. Expenditure Report - In the month of June there were some one-time expenses associated with the Annual Rural Hospital Leadership Conference. There was also the Q'3 payment for the District Office lease and a funds transfer to Debt Service for the semi-annual interest payment on the General Obligation Bond. Otherwise, nothing unusual to report.

The Superintendent is going through the mid-year budget review to determine any recommended changes or adjustments to the current budget.

File Attachments
 6531glRevDetailRpt_June 2019 (1).pdf (103 KB)
 6534glRevDetailRpt_June 2019.pdf (96 KB)
 6534glExpStatusRpt_June 2019.pdf (99 KB)
 LIHD_6534MoFinancial_2019_June .pdf (71 KB)
 LIHD_6531MoFinancial_2019_June .pdf (73 KB)
 6531 glExpStatusRpt June.pdf (101 KB)

Subject	B. 2019 Accountability Audit
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Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 5. Operations Reports (5:25 - 5:45)

Access Public

Type Information

The second Accountability Audit took place the week of June 10 - 14 and was wrapped up July 15th. The cost came in just over \$3,300, which is below the amount contained in the Engagement Letter and the budgeted amount of \$4,000.

The Superintendent will provide a short overview of the Audit results. The formal Exit Conference call is scheduled for July 31st at 11 am. Commissioner Berger and the Superintendent will participate and other Commissioners are welcome to join. Since the audit was so favorable, the Auditor is comfortable recommending we move from an annual cycle to every 2 or 3 years. This will be determined during the Exit Conference.

Subject C. 2018-19 Board Calendar

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 5. Operations Reports (5:25 - 5:45)

Access Public

Type Information

The Superintendent maintains a Board Calendar with key dates and events, and periodically provides the Board with an updated version. The updated version for the second half of the year will be reviewed with the Board.

File Attachments
 LIHD Board Calendar 2019v718.docx (39 KB)

Subject D. Articles of Interest

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 5. Operations Reports (5:25 - 5:45)

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
 KP-Social-Needs-Survey-Key-Findings_724.pdf (102 KB)
 Ted_Phillips_Articles.pdf (4,980 KB)
 CHNA_2019-2022_peace_island_medical_center.pdf (1,599 KB)

6. Old Business (5:45 - 6:15)

Subject A. Community Conversation

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 6. Old Business (5:45 - 6:15)

Access Public

Type Discussion, Information

The Superintendent provided the Board with a summary of the data captured at the June 19, 2019 Community Conversation on Health Care, as well as a final report on the 2019 Community Health Care Survey. Discussion will be held around the results and next steps.

A few highlights from the report are summarized below:

- 75% of participants at the June 19th Community Conversation listed UW Lopez Clinic as their Primary Care Provider (PCP)
- 80% rated their PCP as either Excellent or Very Good when asked about care delivered
- 30% of respondents have changed the way they seek care over the past 2 years
- The issues cited for improvement with their PCP revolve around administrative items as opposed to clinical care.
- While the majority of people are comfortable using eCare to check lab results, they DO NOT want to schedule appointments online
- The majority of people want to schedule appointments on the phone and directly with the local clinic not call center
- While a small percentage of folks have had to call 911, 97% of those that have rate EMS services as Excellent or Very Good
- 60% feel health care services meet their current needs, and that drops to 37% who feel services will meet their future needs
- Concerns around future needs are attributed to aging and the ability to have affordable insurance, air transport, and succession planning for the Clinic
- 70% of participants fall into the over age 65 category
- When ranking future areas of interest, managing chronic conditions is top while respondents feel both Primary and Urgent Care services are most important to have on Lopez

7. New Business (6:15 - 6:20)

Subject A. 2019 Superintendent Performance Review Form & Process

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 7. New Business (6:15 - 6:20)

Access Public

Type Discussion

The annual process to review the performance of the Superintendent is underway. Results will be aggregated and presented to the Superintendent at an Executive Session to be held at the August meeting. Any recommendations to changes in compensation will take effective January 1, 2020.

Subject B. Website support proposal

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 7. New Business (6:15 - 6:20)

Access Public

Type Action, Discussion

Recommended Action The Superintendent is asking the Board to take action on a proposal from Bold Eye Media.

Attached for consideration is a proposal from Bold Eye Media to provide website support services. Since the District's former webmaster closed her business, the District does not currently have support for the WordPress site. The proposal provides a broad range of services including security, back-up, consulting and customer support.

File Attachments
[Bold Eye Media Proposal_2019.pdf \(153 KB\)](#)

8. Closing Items (6:20 - 6:30)

Subject **A. Commissioner Comments**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 8. Closing Items (6:20 - 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 Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 8. Closing Items (6:20 - 6:30)

Access Public

Type Information

A list of upcoming Board and Committee meetings, as well as other key activities of the Board, are summarized below:

- a. 2019 Hispanic Community Health Care Survey closes July 31, 2019**
- b. 2019 Accountability Audit Exit Conference Call July 31, 2019 at 11 am**
- c. Proposed follow-up discussion from Community Conversation with LIHD, UW and LIFE July 31, 2019 TBD**
- d. LIHD Regular Board Meeting – August 28, 2019 at 4:30**
- e. UW Annual Report to the Board at the September 25th Board Meeting**

Subject **C. Meeting Adjournment**

Meeting Jul 24, 2019 - Board of Commissioners Regular Meeting

Category 8. Closing Items (6:20 - 6:30)

Access Public

Type Action, Procedural

Recommended Action At the conclusion of all business, the Chair will entertain a motion to adjourn the meeting.