



**Wednesday, December 18, 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**

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**Subject                    A. Call to Order**

Meeting                    Dec 18, 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 there is a quorum.

**Subject                    B. Public Comment**

Meeting                    Dec 18, 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. 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. Consent Agenda**

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

Meeting                    Dec 18, 2019 - Board of Commissioners Regular Meeting

Category                    2. Consent Agenda

Access                      Public

Type Action (Consent), Minutes  
Recommended Action Approval as part of the Consent Agenda

The November 13, 2019 Regular Board Meeting Minutes are submitted for approval 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 Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action Approval as part of the Consent Agenda

The November 21, 2019 AP Voucher Report, in the amount of \$757.97, was authorized by the Auditing Officer and is now presented to the Board for final approval.

*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 Dec 18, 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. Committee Reports (4:35 - 5:10)**

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<b>Subject</b>	<b>A. Finance Committee</b>
Meeting	Dec 18, 2019 - Board of Commissioners Regular Meeting
Category	3. Committee Reports (4:35 - 5:10)
Access	Public
Type	Discussion, Information, Reports

<b>Subject</b>	<b>B. Quality Committee</b>
Meeting	Dec 18, 2019 - Board of Commissioners Regular Meeting
Category	3. Committee Reports (4:35 - 5:10)
Access	Public
Type	Discussion, Information, Reports

The Quality Committee met with the Medical Director for UW Medicine Lopez Island Clinic on October 1st. One item that was requested and remained outstanding at the October Annual Meeting relates to concerns over pediatric immunizations. The Committee asked for a patient by patient review of the pediatric patients who were tracked for the immunization metric, similar to what was provided back in February.

The Committee is scheduled to meet with Dr. Jaffy on December 17th to revisit the quality metrics and develop a plan for 2020. An summary from that meeting will be provided.

<b>Subject</b>	<b>C. Communications Committee</b>
Meeting	Dec 18, 2019 - Board of Commissioners Regular Meeting
Category	3. Committee Reports (4:35 - 5:10)
Access	Public
Type	Information

The Communications Committee met on December 5th to finalize the articles and production schedule for the January issue of HealthMatters 2.0.

- Letter from the LIHD Chair and what has been follow-up from the June Community Conversation; work underway as we approach the CSA renewal, additional funding approved for LIPT
- UW new staff members

- CWMA purchase of new equipment at the Clinic – vaccine refrigerator monitoring system, retinal scanner, and equipment for LIFE
- Insurance update – continued reporting on activities underway with Premera/LifeWise.
- LIHD - 2020 budget and levy
- Fire/EMS – highlight staff/volunteers, Paramedics/EMTs, what happens when you call 911; weekday check ins with the Clinic; final call #s for 2019
- OSW program launch at LIFRC

#### **4. Old Business (5:10 - 5:30)**

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<b>Subject</b>	<b>A. Communications Policy &amp; Procedures</b>
Meeting	Dec 18, 2019 - Board of Commissioners Regular Meeting
Category	4. Old Business (5:10 - 5:30)
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  
[LIHD Communication Policy 2019VFinal.pdf \(298 KB\)](#)

<b>Subject</b>	<b>B. Personnel Policy</b>
Meeting	Dec 18, 2019 - Board of Commissioners Regular Meeting
Category	4. Old Business (5:10 - 5:30)
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 is being brought to the Board for a second review and possible action. Updates are highlighted.

File Attachments  
[LIHD\\_Personnel Policy Draft\\_vDec\\_18\\_2019.pdf \(305 KB\)](#)

#### **5. New Business (5:30 - 5:45)**

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<b>Subject</b>	<b>A. UWNC Renewal Term (2020 - 2023)</b>
Meeting	Dec 18, 2019 - Board of Commissioners Regular Meeting
Category	5. New Business (5:30 - 5:45)

Access Public

Type Discussion

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. The summary sent to UWNC is attached, and we expect to have an initial Renewal Amendment draft to review at our January Board meeting.

File Attachments

[2019\\_Nov Specialist Access.pdf \(524 KB\)](#)

[2020\\_23 UWNC\\_SJCPHD2 Proposed Amendment Areas\\_vFinal.docx \(28 KB\)](#)

**Subject B. 2020 Meetings Schedule**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 5. New Business (5:30 - 5:45)

Access Public

Type

**Subject C. Review of Committees, Officers and Representation**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 5. New Business (5:30 - 5:45)

Access Public

Type

**Subject D. Modification to Bylaws and Meeting Conduct**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 5. New Business (5:30 - 5:45)

Access Public

Type

**6. Operations Reports (5:45 - 6:15)**

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**Subject A. Monthly Financial Reports**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 6. Operations Reports (5:45 - 6:15)

Access Public  
Type Discussion, Information, Reports

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

**I. Treasurers Report** - the General Fund Ending Cash Balance is \$301,305.90 as of 11/30/19. The District has paid the all outstanding subsidy payments to UWNC. The 2020 Budget anticipates and ending 2019/starting 2020 cash balance of \$240,458. After the December payroll and expenses remain to be paid (approximately \$10,000) the anticipated higher ending cash figure is being driven by higher than expected revenue from Property Taxes, which is explained below. There are also Expense Items that will have a positive variance that are outlined in the Expenditure Report summary below.

**II. Revenue Report** - Just under \$60,000 in Property Tax Revenue was recorded in the month of November. That brings YTD Property Tax receipts to \$840,184.70. When compared to the budgeted Property Tax Revenue of \$816,230 there is a resulting in \$23,954.70 of additional Revenue.

**III. Expenditure Report** - \$23,156.47 was transferred into the Debt Service Fund in anticipation of paying the interest/principal on the Long-term General Obligation Bond due 12/1/19. The \$75,000 semi-annual transfer was made to the Reserve Fund.

File Attachments

[LIHD\\_6531MoFinancial\\_2019\\_Nov.pdf \(75 KB\)](#)  
[LIHD\\_6534MoFinancial\\_2019\\_Nov.pdf \(72 KB\)](#)  
[6531glExpStatusRpt\\_Nov 2019.pdf \(109 KB\)](#)  
[6534glExpStatusRpt\\_Nov 2019.pdf \(101 KB\)](#)  
[6531glRevDetailRpt\\_Nov 2019.pdf \(106 KB\)](#)  
[6534glRevDetailRpt\\_Nov 2019.pdf \(98 KB\)](#)

**Subject B. Update on Hispanic Health Care Survey**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 6. Operations Reports (5:45 - 6:15)

Access Public

Type Information

Superintendent Presson will provide an update on the response to the 2019 Hispanic Health Care Survey.

**Subject C. Update from 12/17 LIFE Board Meeting**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 6. Operations Reports (5:45 - 6:15)

Access Public

Type

The Board Chair and Superintendent Presson were asked to attend the 12/17 meeting of the Lopez Island Fire & EMS Board. They will provide an overview of what was discussed and any next steps.

**Subject D. Quest Update**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 6. Operations Reports (5:45 - 6:15)

Access Public

Type Discussion, Information

The Superintendent will provide an update following the 11/27 call with Mark Bresnick, Matt Jaffy, Crystal Rovente and the Quest team.

**Subject E. Premera/Lifewise Update**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 6. Operations Reports (5:45 - 6:15)

Access Public

Type Information

The Superintendent will provide an update following Premera's visit to the islands on October 15-16. Meetings were held with UWNC, Chief Havner, the Board of Health and the County-wide Fire Chiefs and EMS Medical Program Director. Conversations spanned the insurance plan offerings, air transport and grant opportunities.

**Subject F. Articles of Interest**

Meeting Dec 18, 2019 - Board of Commissioners Regular Meeting

Category 6. Operations Reports (5:45 - 6:15)

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.

Articles this month speak to the success of a Community Paramedicine program, which is something Lopez Island Fire & EMS is hoping to implement. There is are also a couple of articles highlighting the role food plays in healthcare.

File Attachments

['Food Pharmacies' In Clinics\\_ When The Diagnosis Is Chronic Hunger \\_ Kaiser Health News.pdf \(1,954 KB\)](#)

[MRSC - Community Paramedicine\\_ Filling Gaps in Healthcare.pdf \(281 KB\)](#)

[If food is medicine, why isn't it taught at medical schools\\_.pdf \(532 KB\)](#)

## 7. Closing Items

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### **Subject**                    **A. Commissioner Comments**

Meeting                    Dec 18, 2019 - Board of Commissioners Regular Meeting

Category                    7. Closing Items

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                    Dec 18, 2019 - Board of Commissioners Regular Meeting

Category                    7. Closing Items

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. Oath of Office for re-elected Commissioners - LIHD Regular Board Meeting, January 22, 2020**

### **Subject**                    **C. Meeting Adjournment**

Meeting                    Dec 18, 2019 - Board of Commissioners Regular Meeting

Category                    7. Closing Items

Access                    Public

Type                    Action, Procedural

Recommended Action                    At the conclusion of all business, the Chair will adjourn the meeting.