
Business Session Agenda
Wednesday, January 18, 2017

<u>Call to Order</u>	3:30
<u>Approve Agenda</u>	3:31
<u>Patient Story:</u> Jackie Mossakowski	3:35
<u>Minutes:</u> Action Requested	3:40
<ul style="list-style-type: none">January 4 Regular Session (pg. 2-4)	
<u>Required Approvals:</u> Action Requested	3:45
<ul style="list-style-type: none">Medical Staff credentials/appointments/reappointments (pg.5)December Warrants and Adjustments (pg. 6-10)	
<u>Public Comment:</u>	3:50
<i>(Alternative methods of providing public comment on any item on the agenda or any other hospital issue is through a letter addressed to Commissioners at 834 Sheridan Street, Port Townsend, WA 98368 or email to Commissioners at commissioners@jgh.org)</i>	
<u>Financial Report:</u> Hilary Whittington, CFO	4:00
<ul style="list-style-type: none">December	
<u>Administrator's Report:</u> Mike Glenn, CEO	4:15
<u>Resolution 2017-03:</u> Action Requested	4:30
<ul style="list-style-type: none">Chimacum School District No. 49 Replacement Levy (pg.11)Public Participation	
<u>Resolution 2017-05:</u> Action Requested	4:45
<ul style="list-style-type: none">Jefferson County Hazard Mitigation Report (pg. 12)Mary Feeney, Director of Emergency Services	
<u>Board Reports</u>	5:00
<u>Executive Session:</u>	5:10
<ul style="list-style-type: none">Real Estate	
<u>Conclude</u>	5:40

This Regular Session will be officially audio recorded.
Times shown in agenda are estimates only.

Jefferson County Public Hospital District No.2
Board of Commissioners, Regular Session Minutes
Wednesday, January 4, 2017
Victor J. Dirksen Conference Room

Call to Order:

The meeting was called to order at 3:30 by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff, and Ready. Also present were Mike Glenn, CEO, Lisa Holt, CAO, Brandie Manuel, Executive of Quality and Patient Safety, Jackie Mossakowski, CNO, Kate Burke, Marketing and Foundation Director, and Alyssa Rodrigues, Administrative Assistant. This meeting was being officially audio recorded by Jefferson Healthcare.

Approve Agenda:

Commissioner Buhler announced there will be an additional item to the agenda: Resolution 2017-02 Relating to Superintendent Employment Agreement. Commissioner Dressler made a motion to approve the January 4 regular session agenda with additional agenda item added. Commissioner Ready seconded the motion.

Action: Motion passed unanimously.

Patient Story:

Jackie Mossakowski read aloud a patient story regarding end of life and advanced directives.

Minutes:

- December 21 Regular Session Minutes

Commissioner De Leo requested several changes to the minutes as presented. Written copies were dispersed to commissioners for review.

Commissioner Kolff made a motion to approve the minutes as amended per Commissioner De Leo's changes, and suggested deleting the word "gave" to make grammatical sense.

Commissioner Dressler seconded the amended motion and made another amendment to change "Christmas" party to Employee Appreciation Holiday Lunch. Commissioner Kolff seconded the amendment to the motion.

Action: Amendment to the motion made by Commissioner Dressler passed unanimously.

Action: Original motion made by Commissioner Kolff also passed unanimously.

Required Approvals:

- Resolution 2017-01 Surplus Equipment

Commissioner De Leo made a motion to approve Resolution 2017-01 Surplus Equipment as presented. Commissioner Dressler seconded the motion.

Action: Motion passed unanimously.

Educational Presentation:

- Rick Thompson, Superintendent of Chimacum School District discussed the 2017 replacement levy for the Chimacum School District.
- Public Participation was offered.
No public participated.

Resolution 2017-02 Relating to Superintendent Employee Agreement:

- Resolution 2017-02 Relating to Superintendent Employment Agreement.

Commissioner Buhler suggested to change the date from January 4, 2017 to December 21, 2016 in the #2 paragraph since this was the day it was voted on.

Commissioner Dressler made a motion to approve Resolution 2017-02 Relating to Superintendent Employment Agreement with the amended changes. Commissioner De Leo seconded the motion.

Action: Motion passed 3 to 1 with 1 abstention
Commissioners Buhler, Dressler, and De Leo approved, Commissioner Ready opposed, and Commissioner Kolff abstained.

Business of the Board:

- Election of Officers:

Commissioner De Leo made a motion to re-elect Commissioner Buhler as Chair and Commissioner Dressler as Secretary. Commissioner Dressler seconded this motion.

Commissioner Kolff nominated Commissioner Ready as Chair. Motion died for lack of second.

Discussion ensued.

Action: Motion passed 4 to 1. Commissioner Buhler, Dressler, Ready, and De Leo approved. Commissioner Kolff opposed.

- Board Development Opportunities:

Commissioner Kolff suggested finding appropriate WSHA conferences to participate in.

Commissioner Buhler announced she will have her first meeting this Friday for the Governing Board Committee for WSHA and will bring resources to the January 18 meeting for Commissioners to review

Commissioner De Leo suggested several some reliable sources for webinars, seminars, and programs offered by MRSC, AWPFD, and QHR.

Commissioner Buhler read aloud questions from the Critical Questions book by WSHA, which will be used for further discussion at Educational Sessions throughout 2017.

Discussed ensued.

- Board Meeting Evaluation

Commissioners discussed the board meeting evaluation form and suggested changes.

Commissioners' board meeting evaluation forms were submitted to Alyssa Rodrigues, Administrative Assistant.

CEO Glenn gave an update on a recent Epic downtime.

OPMA Primer:

- OPMA Resource Book self-guided review

Commissioners looked over an OPMA Resource book containing information from MRSC regarding open public meetings.

Commissioners discussed the compliance mandate for open government training and the best option for them to take the course/test to receive certification.

Conclude:

Commissioner Dressler made a motion to conclude the meeting. Commissioner Ready seconded the motion.

Action: Motion passed unanimously.

Meeting concluded at 4:28pm

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

FROM: Barbara York – Medical Staff Services
RE: 12/27/2016 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 1-18-2017

C-0241

§485.627(a) Standard: Governing Body or Responsible Individual

The CAH has a governing body or an individual that assumes full legal responsibility for determining, implementing and monitoring policies governing the CAH'S total operation and for ensuring that those policies are administered so as to provide quality health care in a safe environment.

Interpretive Guidelines §485.627(a)

It is the responsibility of the governing body (or responsible individual) to appoint, with the advice of the medical staff, the individual practitioners to the medical staff. After considering medical staff recommendations, and in accordance with established CAH medical staff criteria and State and Federal laws and regulations, the governing body (or responsible individual) decides whether or not to appoint new medical staff members or to continue current members of the medical staff.

Recommended appointment to the provisional active/courtesy/allied health staff:

1. Chaturvedi, Kiran, MD – Clinical/Anatomical Pathology (Northwest Pathology)
2. Forouzannia, Arman, MD – Tele-Radiology (RADIA)
3. Foxlee, Heath, MD – Radiation Oncologist –consult only (Peninsula Cancer Center)
4. Urdaneta-Mancada, Alfonso, MD – Tele-Radiology (RADIA)

Reappointments:

Recommended Reappointments to courtesy staff with privileges as requested:

1. Neubauer, Nancy, MD – Diagnostic Radiology
2. Parker, Reina, MD – Emergency Medicine

Recommended reappointments to the allied health staff with privileges as requested:

1. Barger, Brian, ARNP

	December 2016 Actual	December 2016 Budget	Variance Favorable/ (Unfavorable)	%	December 2016 YTD	December 2016 Budget YTD	Variance Favorable/ (Unfavorable)	%	December 2015 YTD
Gross Revenue									
Inpatient Revenue	2,715,625	3,297,643	(582,019)	-18%	34,037,971	38,933,268	(4,895,297)	-13%	34,808,057
Outpatient Revenue	12,020,404	11,360,630	659,774	6%	138,908,030	134,128,020	4,780,010	4%	130,057,320
Total Gross Revenue	14,736,029	14,658,273	77,756	1%	172,946,001	173,061,288	(115,287)	0%	164,865,376
Revenue Adjustments									
Cost Adjustment Medicaid	1,806,852	1,781,879	(24,973)	-1%	19,656,891	21,037,559	1,380,667	7%	20,145,947
Cost Adjustment Medicare	4,814,978	4,345,396	(469,582)	-11%	55,718,728	51,303,435	(4,415,293)	-9%	51,291,990
Charity Care	37,678	97,917	60,240	62%	927,129	1,156,048	228,919	20%	1,007,943
Contractual Allowances Other	1,206,222	1,060,797	(145,425)	-14%	12,887,280	12,524,183	(363,098)	-3%	11,724,931
Administrative Adjustments	29,392	16,940	(12,452)	-74%	222,717	200,000	(22,717)	-11%	611,085
Adjust Bad Debt	285,050	340,617	55,567	16%	2,784,396	4,021,458	1,237,061	31%	3,375,292
Total Revenue Adjustments	8,180,171	7,643,546	(536,625)	-7%	92,197,143	90,242,682	(1,954,461)	-2%	88,157,189
Net Patient Service Revenue	6,555,858	7,014,727	(458,870)	-7%	80,748,859	82,818,606	(2,069,747)	-2%	76,708,188
Other Revenue									
340B Revenue	279,541	369,396	(89,855)	-24%	3,048,548	4,361,229	(1,312,681)	-30%	3,742,522
Meaningful Use Ehr Incentive	-	14,399	(14,399)	-100%	182,750	170,000	12,750	8%	448,110
Other Operating Revenue	85,893	89,231	(3,339)	-4%	1,108,111	1,053,500	54,611	5%	855,712
Total Operating Revenues	6,921,291	7,487,753	(566,462)	-8%	85,088,267	88,403,335	(3,315,067)	-4%	81,754,531
Operating Expenses									
Salaries And Wages	3,456,365	3,650,395	194,029	5%	41,613,451	43,097,983	1,484,532	3%	39,147,712
Employee Benefits	706,792	890,696	183,905	21%	9,926,499	10,515,908	589,409	6%	9,409,317
Professional Fees	353,604	264,336	(89,268)	-34%	3,629,666	3,120,850	(508,816)	-16%	3,190,787
Purchased Services	514,354	509,050	(5,304)	-1%	5,700,782	6,010,047	309,265	5%	4,749,682
Supplies	1,069,844	1,054,039	(15,805)	-1%	13,396,056	14,384,800	988,744	7%	11,763,215
Insurance	70,942	59,307	(11,635)	-20%	675,767	700,200	24,433	3%	598,538
Leases And Rentals	112,992	120,268	7,276	6%	1,396,424	1,419,934	23,510	2%	1,291,527
Depreciation And Amortization	518,778	325,032	(193,746)	-60%	4,165,566	3,837,459	(328,107)	-9%	4,175,527
Repairs And Maintenance	60,394	74,529	14,135	19%	674,123	879,913	205,790	23%	885,993
Utilities	81,866	79,675	(2,191)	-3%	832,680	940,670	107,990	11%	874,999
Licenses And Taxes	56,078	60,016	3,938	7%	624,411	708,575	84,164	12%	669,412
Other	210,878	157,549	(53,329)	-34%	1,761,335	1,860,091	98,756	5%	1,683,432
Total Operating Expenses	7,212,887	7,244,891	32,004	0%	84,396,761	87,476,430	3,079,669	4%	78,440,141
Operating Income (Loss)	(291,596)	242,862	(534,458)	-220%	691,506	926,905	(235,399)	-25%	3,314,390
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	(12,771)	21,516	(34,287)	-159%	168,795	254,025	(85,230)	-34%	164,795
Taxation For Debt Service	(19,677)	14,482	(34,158)	-236%	247,460	170,975	76,485	45%	258,767
Investment Income	10,457	3,146	7,311	232%	117,597	37,140	80,457	217%	41,496
Interest Expense	(25,699)	(52,334)	26,635	51%	(474,328)	(617,878)	143,550	23%	(379,693)
Bond Issuance Costs	-	-	-	0%	-	(610,000)	610,000	0%	(153,300)
Gain or (Loss) on Disposed Asset	10,000	-	10,000	0%	56,749	0	56,749	0%	(31,014)
Contributions	8,483	12,366	(3,883)	-31%	58,535	146,000	(87,465)	-60%	455,646
Total Non Operating Revenues (Expenses)	(29,207)	(825)	(28,382)	-3441%	174,809	(619,738)	794,547	128%	356,697
Change in Net Position (Loss)	(320,802)	242,037	(562,840)	-233%	866,315	307,167	559,148	182%	3,671,088

**JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368**

**TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: DECEMBER 2016 WARRANT SUMMARY**

The following items need to be approved at the next commission meeting:

General Fund Warrants & ACH Transfers	\$8,364,079.14	(Provided under separate cover)
Bad Debt / Charity	\$352,119.64	(Attached)
Canceled Warrants	\$0.00	(Attached)

**JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368**

**TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: DECEMBER 2016 GENERAL FUND WARRANTS & ACH
FUND TRANSFERS**

Submitted for your approval are the following warrants:

GENERAL FUND:

232504 - 233233	\$3,731,159.78
ACH TRANSFERS	<u>\$4,632,919.36</u>
	<u>\$8,364,079.14</u>
YEAR-TO-DATE:	<u><u>\$101,806,861.51</u></u>

Warrants are available for review if requested.

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: DECEMBER 2016 BAD DEBT, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	DECEMBER	DECEMBER YTD	DECEMBER YTD BUDGET
Bad Debts:	\$285,050.42	\$2,784,396.19	\$4,021,457.68
Charity Care:	\$37,677.60	\$927,129.40	\$1,156,048.15
Other Administrative Adjustments:	\$29,391.62	\$222,717.05	\$200,000.00
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TOTAL FOR MONTH:	\$352,119.64	\$3,934,242.64	\$5,377,505.83
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JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: DECEMBER 2016 WARRANT CANCELLATIONS

State law requires you to pass a resolution canceling any warrants which are not presented to the Treasurer for payment within one year of issue.

DATE	WARRANT	AMOUNT
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TOTAL:		<u>\$0.00</u>
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RESOLUTION 2017-03

Jefferson County Public Hospital District No. 2

A Resolution of the Jefferson County Public Hospital District No. 2 Board of Commissioners in support of the 2017 Chimacum School District No. 49 Proposition No. 1, a four year replacement educational, maintenance, and operations levy.

WHEREAS, the Chimacum School District has placed upon the ballot on February 14, 2017, a four year replacement educational, maintenance, and operations levy, which is necessary to maintain a high academic standards of the Chimacum School District; and

WHEREAS, RCW 42.17A.555(1) permits the members of the elected commission of a public hospital district to express a collective decision to support a ballot proposition; and

WHEREAS, the Jefferson County Public Hospital District No. 2 Board of Commissioners has complied with the procedural requirements of that statute, and wishes to express a collective decision in support of a ballot proposition; and

WHEREAS, Jefferson County Public Hospital District No. 2 recognizes the importance of quality public schools for the recruitment and retention of medical providers, healthcare professionals and other essential personnel, and the importance of health and physical education in preparing students to adopt healthy lifestyles;

NOW THEREFORE, BE IT RESOLVED the Jefferson County Public Hospital District No. 2 Board of Commissioners endorses and declares its support for the passage of the February 14, 2017, Chimacum School District No. 49 four year replacement educational, maintenance, and operations levy.

ADOPTED and APPROVED by the Board of Commissioners of Jefferson County Public Hospital Dist No. 2 at an open public meeting thereof this 18th day of January, 2017.

Commission Chair– Jill Buhler: _____

Commission Secretary – Marie Dressler: _____

Attest:

Commissioner – Anthony De Leo: _____

Commissioner – Kees Kolff: _____

Commissioner – Matt Ready: _____

RESOLUTION NO. 2017-05

A RESOLUTION ADOPTING THE JEFFERSON COUNTY – CITY OF PORT TOWNSEND ALL HAZARDS MITIGATION PLAN (REVISED 2016)

WHEREAS, the Disaster Mitigation Act of 2000 (44CFR 201.6) (the Act) require the development of a Natural Hazards Mitigation Plan as a prerequisite for pre-disaster and post-disaster Hazard Mitigation Grants, including Natural Hazard Mitigation Planning Grants; and

WHEREAS, in 2010 the Jefferson County Department of Emergency Management, on behalf of Jefferson County, the City of Port Townsend and eighteen other Special Purpose Districts coordinated development of a multi-district Hazard Mitigation Plan (Plan) and submitted the adopted Plan to the Federal Emergency Management Agency (FEMA) for approval per the Act; and

WHEREAS, FEMA determined that the submitted 2010 Hazard Mitigation Plan met or exceeded the criterion of the Act; and

WHEREAS, the Act requires review and revision of the Plan every five (5) years; and,

WHEREAS, it is concluded that the *Jefferson County – City of Port Townsend All Hazards Mitigation Plan (Revised 2016)* is necessary and in the public interest:

NOW, THEREFORE, BE IT RESOLVED that the *Jefferson County – City of Port Townsend All Hazards Mitigation Plan (Revised 2016)* is hereby adopted as the official hazards mitigation plan and repeals and replaces the plan adopted by Resolution 2010-18 adopted September 1, 2010.

ADOPTED at the Regular Meeting of the Board of Commissioners of Jefferson County Public Hospital District No. 2 this 18 day of January, 2017.

APPROVED BY THE COMMISSION:

Commission Chair– Jill Buhler

Commission Secretary – Marie Dressler

ATTEST:

Commissioner – Tony De Leo

Commissioner – Matt Ready

Commissioner – Kees Kolff
