
Special Session Agenda
Wednesday, March 29, 2017

<u>Call to Order:</u>	3:30
<u>Approve Agenda:</u>	3:35
<u>Minutes:</u> Action Requested	3:40
• March 8 Special Session (pg. 2-3)	
• March 9 Special Session (pg. 4-6)	
• March 15 Regular Session (pg. 7-11)	
<u>Required Approvals:</u> Action Requested	3:50
• Resolution 2017-14 Surplus Equipment (pg. 12)	
• Medical Staff credentials/appointments/reappointments (pg. 13)	
<u>ISO/DNV Report Out:</u> Brandie Manuel	4:00
<u>Employee Engagement Presentation:</u> Mike Glenn	4:20
<u>Women's Clinic Presentation:</u> Lisa Holt	4:40
<u>Resolution 2017-15 Declaring the District's Position Regarding the Impact of Immigration Status on Access to District Services:</u> Action Requested (pg 14-15)	5:00
<u>Consideration of Cover Letter for Resolution 2017-09:</u> Action Requested	5:10
<u>Executive Session:</u>	5:20
• Potential litigation	
<u>Conclude:</u>	5:40

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

**Jefferson County Public Hospital District No.2
Board of Commissioners, Special Session Board Retreat Minutes
Wednesday, March 8, 2017
Victor J. Dirksen Conference Room**

Call to Order:

The meeting was called to order at 10:01pm by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff, and Ready. Also present were Mike Glenn, CEO, Katie Holmes, facilitator, and Kevin Kennedy, consultant.

Welcome Introductions:

Commissioner Buhler called for introductions around the table. Introductions were made.

Agenda Review:

Mike Glenn, CEO reviewed the agenda and explained the purpose of the meeting.

Strategic Planning Process for 2017:

Katie Holmes, facilitator reviewed the agenda and explained the upcoming strategic plan process.

Kevin Kennedy, Managing Partner, Executive Consulting Group Presentation:

Mike Glenn introduced Kevin Kennedy, ECG consultant.

- The Changing Healthcare Landscape

Kevin Kennedy gave a presentation on The Changing Healthcare Landscape, What health systems are doing in the current environment.

Discussion ensued.

Lunch:

Commissioner Buhler recessed for lunch at 12:07pm.

Commissioner Buhler reconvened the meeting at 12:45pm.

Creating a Planning Framework:

Commissioners, Mike Glenn, CEO, and facilitator, Katie Holmes, worked on the planning framework in regards to areas related to People, Service, Quality and Safety, Growth and Innovation, and Sustainability.

Discussion ensued.

Commissioners, and facilitator, Katie Holmes, worked through a SWOT analysis related to Jefferson Healthcare.

Commissioner Buhler recessed for break at 1:40pm.
Commissioner Buhler reconvened the meeting at 1:47pm

Setting the Strategic Priorities:

Commissioners and Katie Holmes, facilitator, identified Key Areas of Focus and Priorities and set the strategic priorities under People, Service, Quality and Safety, Growth and Innovation, and Sustainability.

Discussion ensued.

Commissioner Buhler recessed for break at 3:03pm.
Commissioner Buhler reconvened the meeting at 3:16pm.

Setting the Strategic Priorities:

Commissioners and Katie Holmes, facilitator, identified Key Areas of Focus and Priorities and set the strategic priorities under People, Service, Quality and Safety, Growth and Innovation, and Sustainability.

Discussion ensued.

Wrap up and Next steps:

Commissioner Buhler and Mike Glenn, CEO, concluded the meeting and discussed next steps.

Discussion ensued.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 4:50 pm

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

**Jefferson County Public Hospital District no. 2
Board of Commissioners,
Special Session Minutes
Joint Board Meeting with Jefferson County Board of Health
Wednesday, March 9, 2017
Cotton Building, 607 Water St, Port Townsend, WA 98368**

Call to Order:

The meeting was called to order at 3:10pm by Jefferson County Public Hospital District No. 2 chair, Commissioner Buhler. Present were Jefferson County Public Hospital District No. 2 Commissioners Buhler, De Leo, Dressler, Kolff, and Ready. Present from the Jefferson County Board of Health were Port Townsend City Council member Robinson, Jefferson County Commissioners Sullivan, Kler, Dean and Citizen at Large, John Austin. Not present was Sheila Westerman. Also present was Mike Glenn, CEO, Jefferson County Public Hospital District No. 2, Philip Morley, Jefferson County Administrator and Alyssa Rodrigues, Administrative Assistant Jefferson County Public Hospital District No. 2.

Special Session:

The purpose of this special session is a joint board meeting between Jefferson County Public Hospital District No.2 Commissioners and Jefferson County Board of Health Commissioners to review the Community Health Improvement Plan and discuss funding.

Hospital Commission Chair Buhler called for introductions. Introductions were made.

Community Health Improvement Plan Program Staffing:

Vicki Kirkpatrick, Director Jefferson County Public Health and John Nowak, Director Care Transformation, Jefferson Healthcare gave a presentation regarding Jefferson County Community Health Improvement Plan history, process, what has transpired since last meeting, structure, steering committee and CHIP Executive Director, leadership team, and the members of the leadership team.

Mike Glenn, CEO, Jefferson Healthcare and Philip Morley, Jefferson County Administrator discussed the administrators' approach to approving the CHIP Executive Director position and details related to the position and plan.

Philip Morley, Jefferson County Administrator, distributed an inter-local agreement working draft to all Commissioners.

Discussion ensued.

City Council Member Robinson made a motion to amend the presented Steering Committee group to not include the elected representatives from the various jurisdictions boards, but to be an operational support for the Executive Director and

include Public Health Director, Jefferson Healthcare Director of Care Transformation, Public Health Community Health Director, and Jefferson Healthcare Population Health Coordinator. Hospital Commissioner Dressler seconded the motion.

Discussion ensued.

Action: Motion passed unanimously.

Hospital Commissioner Ready made a motion to set the frequency to have Joint Boards meet a minimum of twice a year. Hospital Commissioner Kolff seconded the motion.

Discussion ensued.

Action: Motion passed unanimously

Hospital Commissioner Kolff made a motion to include in the 2017-10 Chip Resolution a paragraph referencing that the Hospital District and the County work with the City to develop an Interlocal Agreement. Hospital Commissioner Dressler seconded.

Action: Motion passed unanimously

Resolution 2017-10:

Recommending the Jefferson County Board of Commissioners, Jefferson County Public Hospital District No. 2 Board of Commissioners, and City of Port Townsend Council provide funding to support the Community Health Improvement Plan program through December 31, 2018

Hospital Commissioner De Leo made a suggestion to add two different date lines on Resolution 2017-10.

City Council Member Robinson made a suggestion to update Commissioners name on Resolution 2017-10.

Discussion ensued.

Public Comment:

Public comment was made.

Discussion ensued.

Conclude:

Hospital Commissioner Dressler made a motion to conclude the meeting. City Council Member Robinson seconded the motion.

Action: Motion passed unanimously

Meeting concluded at 4:30pm.

Approved by the Commission:

Chair of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

DRAFT

Jefferson County Public Hospital District No.2
Board of Commissioners, Regular Session Minutes
Wednesday, March 15, 2017
Victor J. Dirksen Conference Room

Call to Order:

The meeting was called to order at 3:31pm by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff, and Ready. Also present were Mike Glenn, CEO, Hilary Whittington, CFO, Steven Feland, CHRO, Lisa Holt, CAO, and Alyssa Rodrigues, Administrative Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Approve Agenda:

Commissioner De Leo made a motion to approve the March 15 regular session agenda. Commissioner Dressler seconded the motion.

Commissioner De Leo made an amendment to add an agenda item of adopting the WSHA statement on Immigration Executive Order under board reports. Commissioner Dressler seconded.

Action: Amended motion made by Commissioner De Leo passed unanimously.

Action: Main motion made by Commissioner De Leo passed unanimously.

Patient Story:

Jackie Mossakowski, CNO, reported that the DNV was on campus reviewing processes. She also read aloud a letter regarding a patient's experience with the diabetic educators Amber Benner, and Irene Marble and how the patient recommends them for the highest honors for the Diabetes Association Program.

Minutes:

- March 1 Regular Session minutes

Commissioner De Leo made a motion to approve the March 1 regular session minutes. Commissioner Dressler seconded the motion.

Discussion ensued.

Commissioner Dressler made an amendment to change the action to the motion made by Commissioner De Leo in the March 1 minutes to state the motion failed 3 to 1 with 1 abstention instead of passed 3 to 1 with 1 abstention. Commissioner De Leo seconded.

Action: Amended motion made by Commissioner Dressler passed unanimously.

Commissioner Buhler made an amendment that the motion made by Commissioner De Leo in the March 1 minutes was in reference to taking out the section of Resolution 2017-09 that reads "BE IT FURTHER RESOLVED: that the board call on Congress to make no changes to federal health care policies that would reduce the number of people covered; reduced the level of coverage; raise consumer costs for insurance,

care, or prescriptions; or lower reimbursement levels to Critical Access Hospitals and Rural Health Clinics from federal programs; and” The motion was actually in regards to taking out the section in Resolution 2017-09 that reads “BE IT FINALLY RESOLVED that the Board invite other elected bodies, including but not limited to other public hospital districts and the Washington State legislature to support these goals.” Commissioner De Leo seconded.

Action: Amended motion made by Commissioner Buhler passed unanimously.

Discussion ensued.

Commissioner Kolff made a motion to change wording in the action to the motion made by Commissioner De Leo in the March 1 minutes to read, “Commissioner Buhler, Kolff, and Ready opposed, Commissioner De Leo in favor, Commissioner Dressler abstained.” Commissioner De Leo seconded.

Action: Amended motion made by Commissioner Kolff passed unanimously.

Action: Main motion made by Commissioner De Leo passed unanimously with amended changes.

Required Approvals:

- Medical Staff Credentials/Appointments/Reappointments
- February Warrants and Adjustments
- Resolution 2017-11 Cancel Warrants
- Resolution 2017-12 Surplus Equipment
- Resolution 2017-13 Dietary Cash Drawer Increase

Commissioner Dressler made a motion to approve Medical Staff Credentials/ Appointments/ Reappointments, February Warrants and Adjustment, Resolution 2017-11 Cancel Warrants, Resolution 2017-12 Surplus Equipment, Resolution 2017-13 Dietary Cash Drawer Increase as presented. Commissioner De Leo seconded the motion.

Discussion ensued.

Action: Motion passed unanimously.

Public Comment:

Public comment was made.

Resolution 2017-09: A Resolution Regarding Medicare, Medicaid, and Federal Health Insurance Policy:

Commissioner Kolff made a motion to adopt resolution 2017-09. Commissioner Dressler seconded the motion.

Discussion ensued.

Action: Motion passed 4 to1, Commissioner Buhler, Dressler, Kolff, and Ready in favor. Commissioner De Leo opposed.

Resolution 2017-10: CHIP Resolution:

Commissioner De Leo made a motion to adopt Resolution 2017-10: CHIP Resolution. Commissioner Dressler seconded the motion.

Discussion ensued.

Action: Motion passed unanimously.

Quality and Patient Safety:

Jeinell Harper, Director of Oncology, Infusion, and Wound Care and Luann Rogers, Lead RN Oncology, presented a “Cancer Care at Jefferson Healthcare” presentation in place of the Quality and Patient Safety report

Commissioner Buhler recessed for break at 4:35pm.

Commissioner Buhler reconvened from break at 4:40pm.

Public Comment was made.

Financial Report:

Hilary Whittington, CFO, presented the February financial report.

Discussion ensued.

Administrator’s Report:

Mike Glenn, CEO, presented his administrator’s report regarding strategic goal plans.

Mike Glenn, CEO, asked for a motion from board to authorize administration to take the strategic plan goals the board created at the workshop on March 8, 2017 and begin developing the strategic plan.

Commissioner Dressler made a motion to authorize administration to take the strategic plan goals the board created at the workshop on March 8, 2017 and begin developing the strategic plan. Commissioner De Leo seconded the motion.

Discussion ensued.

Commissioner Ready made an amendment to the motion to add “Improve the Health of the Community” as a separate goal.

Commissioner Kolff seconded.

Discussion ensued.

Action: Amended motion made by Commissioner Ready passed 3 to 2. Commissioner Kolff, Ready, and Buhler in favor. Commissioner Dressler and De Leo opposed.

Discussion ensued.

Commissioner Ready made an amendment to the motion to add “Safeguard and Improve Access to Care” under Service. Commissioner Dressler seconded.

Action: Amended motion made by Commissioner Ready passed unanimously.

Commissioner De Leo made an amendment to the motion to add a goal under Sustainability to add “Reduce Barriers to Access to Care without Threatening the Survivability of Jefferson Healthcare.”
Commissioner Dressler seconded.

Discussion ensued.

Action: Amended motion made by Commissioner De Leo failed 2 to 1 with 2 abstentions. Commissioner De Leo approved. Commissioner Kolff and Ready opposed. Commissioner Dressler and Buhler abstained.

Action: Main motion made by Commissioner Dressler passed unanimously with amended changes.

Mike Glenn, CEO, and Hilary Whittington, CFO, explained the process and details of the Patient Financial Experience Task Force.

Commissioner De Leo and Ready volunteered to be a part of the Patient Financial Experience Task Force.

Mike Glenn, CEO, presented an advocacy update.

Chief Medical Officer Report:

Dr. Joe Mattern, CMO, gave an update on the ACO, Behavioral Health, Access in the Primary Care group, and the March 30 Provider Engagement dinner at the NW Maritime Center.

Discussion ensued.

Board Reports:

Commissioner De Leo suggested tabling his addition to the agenda until the next meeting.

Commissioner De Leo mentioned the February 27 article in the Port Townsend Leader regarding Wayne King and the PUD’s violation of the Open Public Meeting Act.

Commissioner De Leo mentioned the tele-psych providers that were tentatively approved pending the Jefferson Healthcare confidentiality and code of conduct forms, and that most have been returned.

Commissioner De Leo mentioned the great YouTube videos showcasing Jefferson Healthcare Orthopedic providers.

Commissioner De Leo suggested reviewing options for hearing devices to be used in Dirksen Conference Room for Commissioners meetings.

Discussion ensued.

Commissioner Buhler distributed the February 16 Board of Health meeting minutes.

Commissioner Buhler mentioned the University of Washington Japan faculty site visits on March 24 and discussed when it would be appropriate for Commissioners to be present. Commissioner De Leo suggested having details sent to him regarding the visit.

Discussion ensued.

Conclude:

Commissioner De Leo made a motion to conclude the meeting. Commissioner Kolff seconded the motion.

Action: Motion passed unanimously.

Meeting concluded at 6:22pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

DRAFT

RESOLUTION 2017-14

**A RESOLUTION TO DECLARE CERTAIN ITEMS SURPLUS TO THE NEEDS OF
JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2 AND
TO AUTHORIZE THE DISPOSAL OF SAID EQUIPMENT**

WHEREAS the item(s) of equipment enumerated below are obsolete and otherwise surplus to the needs of the District, and

WHEREAS said equipment now creates a storage problem and represents an unnecessary cost to the District to retain it,

NOW, THEREFORE BE IT RESOLVED THAT:

- 1) The following equipment be declared surplus to the immediate needs of Jefferson County Public Hospital District No. 2 and will be disposed of in compliance with appropriate State laws:

Description	Asset #	Serial #	Model #
Golvo patient lift	N/A	7726240	Golvo 7007 ES

APPROVED THIS 29th day of March, 2017.

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

APPROVED BY THE COMMISSION:

Commission Chair – Jill Buhler: _____

Commission Secretary – Marie Dressler: _____

Attest:

Commissioner – Anthony De Leo: _____

Commissioner – Kees Kolff: _____

Commissioner – Matt Ready: _____

FROM: Barbara York – Medical Staff Services
RE: 3-28-2017 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 3-29-2017

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 active provisional staff:

Hoffman, Ann, DO - JHC Women's Clinic

**Jefferson County Public Hospital District No. 2
RESOLUTION 2017-15**

**A RESOLUTION DECLARING THE DISTRICT’S POSITION REGARDING THE
IMPACT OF IMMIGRATION STATUS ON ACCESS TO DISTRICT SERVICES**

WHEREAS, The Board of Jefferson County Public Hospital District No.2 is committed to providing services to regain and maintain the optimal health of all who seek needed medical care though any and all of the services the District provides, and,

WHEREAS, Those services must be provided in a safe and nurturing environment, and,

WHEREAS, The healing and comforting services provided by our staff must be made available to all, without consideration of immigration status, and,

WHEREAS, The Washington State Hospital Association’s philosophy on immigration status with regard to access to health services, as delineated in the “WSHA statement on immigration executive order”, dated February 2, 2017, aligns well with the spirit of the District’s Mission, Vision and Values,

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of Jefferson County Public Hospital District No. 2 hereby adopts the Washington State Hospital Association’s position paper titled “WSHA statement on immigration executive order”, dated February 2, 2017, hereby referred to as RESOLUTION 2017-15 ATTACHMENT “A”, as the official position of the Board and the District on this issue.

APPROVED THIS _____ DAY OF _____, 2017

**JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT No. 2
BOARD OF COMMISSIONERS**

Commission Chairperson - Jill Buhler_____

Commission Secretary - Marie Dressler_____

ATTEST:

Commissioner - Anthony De Leo_____

Commissioner - Kees Kolff_____

Commissioner – Matt Ready_____

Resolution 2017-15

Attachment A

WSHA statement on immigration executive order

February 2, 2017

While our country seeks to find a path forward on immigration, Washington State's hospitals and health systems are focused on the people who are right in front of us, needing our care. We stand united to serve patients and communities.

We ask patients about the most intimate details about their bodies and their health. But we do not ask patients about their immigration status. All patients are welcome in our hospitals and clinics.

When you are in a hospital, caregivers provide care without judgment. Doctors and nurses should be focused on caring for patients, not examining patients' documents. Caring for everyone is part of the heart-felt mission of health care, but it also has a very practical side: viruses and bacteria don't check visas. A healthy community depends on everyone's ability to get healthy and stay healthy.

Hospitals and health systems rely on employees from a broad variety of backgrounds. The hospital work force is large and diverse. That cultural richness benefits us all. The care we provide is improved by learning from each other. Washington State hospital employees are valued for the care they provide, no matter their national origin.

Washington State hospitals and health systems are grateful and honored to serve our communities in all their richness and diversity.

Sincerely,
Cassie Sauer
WSHA President & CEO