
Regular Session Agenda
Wednesday, July 20, 2016

<u>Call to Order:</u>	3:30
<u>Patient Story:</u> Jackie Mossakowski	3:31
<u>Minutes:</u> Action Requested	3:35
<ul style="list-style-type: none">• June 29 Special Session (pages 2-3)• July 6 Regular Session (pages 4-5)	
<u>Required Approvals:</u> Action Requested	3:40
<ul style="list-style-type: none">• June Warrants and Adjustments (pages 6-9)• Resolution 2016- 17 Cancel warrants (page 10)	
<u>Public Comment:</u>	3:45
<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	3:50
<ul style="list-style-type: none">• June (page 11)	
<u>Behavior Health Update:</u> Jackie Mossakowski	4:05
<ul style="list-style-type: none">• Presentation	
<u>Administrator's Report:</u> Mike Glenn	4:20
<u>Chief Medical Officer Report:</u> Joe Mattern, MD	4:25
<u>Board Reports:</u>	4:35
<u>Conclude:</u>	4:40

This Regular Session will be officially audio recorded.

Jefferson County Public Hospital District No. 2
Board of Commissioners Special Session
Minutes of the Joint Board Meeting
June 29, 2016
River Room Campbell's Resort
104 W. Woodin Avenue, Chelan Washington

Attending:

Jefferson Healthcare (JHC): CEO Mike Glenn, CFO Hilary Whittington, Board President Jill Buhler, Board Secretary Marie Dressler, Commissioners Tony De Leo, Kees Kolff, and Matt Ready.

Olympic Medical Center (OMC): CEO Eric Lewis, CMO Scott Kennedy, Board President John Nutter, Commissioners John Beitzel, Jim Cammack, and John Miles MD.

Forks Community Hospital (FCH): CEO/CFO Tim Cournyer, and Board Secretary Don Lawley.

JHC Board President Jill Buhler called the meeting to order at 11:31 am, welcomed the attendees; JHC CEO Mike Glenn followed by starting introductions around the table. JHC Board Chair, Jill Buhler made brief opening remarks, as did OMC and Forks Board Presidents John Nutter, and Tim Cournyer, respectively.

Updates on each organization were given by their respective CEOs:

OMC: 40,000sq.ft. Medical Office Building under construction, expected completion November this year; medical provider recruitment drive, both Primary and Specialists; hired Chief Provider Officer; recruiting a COO; updating and renewing equipment. OMC focus on Behavioral Health with Primary care, Peninsula Behavioral Health runs the inpatient Behavioral Health Respite Center.

JHC: Final phase of 48,000 sq. ft. outpatient ESSB construction project. Three floors: First: Women's Imaging, Central registration, Lab draw station. Second: Orthopedic clinic, Cardiology, Women's clinic and Sleep clinic; shell space for future specialist clinics. Third: Medical Short Stay, Oncology, Infusion services, Pain Management and Wound care. Expected completion October this year.

New Primary care/Walk-in clinic building under construction in Port Ludlow, also expected completion October this year. Will include space for visiting specialists and resource space for local residents. New Orthopedist, plus three other Ortho providers relocating to JHC. Other new appointments include HR Director, CNO, and a Medical Director of Primary Care group. Overview of attempt to provide Behavioral health setting in Jefferson County. Now integrating Behavioral Health in Primary Care clinics with psychiatrist on staff.

FCH: Work force recruitment a significant issue and the main challenge right now, with several key positions open. Reactivated Forks Hospital Foundation; Eight long term beds are being converted to Swing Beds; Partnered with a local pharmacy in the 340B program. Forks Police cars are now being equipped with AEDs, collaborating to reduce homelessness.

General discussion of Swedish Affiliation, re: MD recruiting; Epic; Buying group; Rural Residency in Port Angeles; Affiliation experiences varied in each affiliated organization. Annual Swedish/Olympic Collaborative Symposium will be in Port Angeles this year, with a focus on Jefferson and Clallam.

At 1:10 pm Commissioner Buhler announced a brief recess. At 1:17 pm Commissioner Buhler reconvened the meeting with only Jefferson Healthcare attendees.

Commissioner Ready produced a recording device, and was asked by Board Chair Jill Buhler to follow the advice of the Hospital District's legal counsel and Board policy and not record the meeting. Discussion ensued.

At 1:28 pm Commissioner Ready still refused to turn the recorder off. CEO Mike Glenn reiterated the opinion of the District's Legal counsel regarding potential jeopardy of a non-official recording and the Open Public Records Act and the best practice in that regard. Commissioner Ready continued to refuse to follow legal advice and policy and kept recording the meeting.

Commissioner De Leo made a motion to forbid Commissioner Ready to record this meeting. Motion died for lack of second.

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

Action: Motion passed unanimously.

Meeting concluded at 1:33 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
Regular Session Minutes
Wednesday, July 6, 2016
Jefferson Healthcare Conf Room
2500 W. Sims Way suite 302

Call to Order:

The meeting was called to order at 3:30 pm by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Mike Glenn, CEO, Jackie Mossakowski, CNO, Brandie Manuel, Executive Director Quality, Steve Feland, CHRO, Kate Burke, Marketing Director, Molly Hong, Chief of Medical Staff, and Suzy White, Administrative Assistant. This meeting is being officially audio recorded by Jefferson Healthcare.

Patient Story:

Jackie Mossakowski shared a patient story about a challenging case that resulted in a positive outcome.

Minutes:

- June 15 Regular Session Minutes

Commissioner Ready made a motion to approve the June 15 regular session minutes as presented. Commissioner Dressler seconded the motion.

Action: Motion passed unanimously.

Required Approvals:

- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policies
- Resolution 2016-15 Surplus Equipment

Commissioner Kolff's question about the reappointment policy was answered by Dr. Hong. Commissioner Dressler made a motion to approve Medical Staff Credentials/ Appointments/Reappointments as presented, medical staff policies as presented, and Resolution 2016-15 to surplus equipment as presented. Commissioner Kolff seconded the motion.

Action: Motion passed unanimously.

Public Comment:

A citizen expressed concerned about mental health funding and shared a story about a local mental health issue.

A citizen thanked the Board for recording their meetings and asked about the community health services discussion group mentioned at the last meeting.

Patient Advocate Report:

Jackie Levin gave a presentation on the first and second quarter patient compliant data and other activities in the patient advocate office. Commissioner Kolff asked about comparison data. A citizen commented on patient and practitioner interaction.

Critical Access Hospital Annual Report:

Brandie Manuel gave a presentation on services and activities for the 2015 critical access hospital program review. Commissioners’ questions and comments followed. Commissioner Dressler made a motion to approve the Critical Access Hospital Annual Report as presented. Commissioner De Leo seconded the motion.

Action: Motion passed 4 to 1 Commissioner Ready opposed.

Administrator’s Update:

Mike Glenn gave an update on activities and events scheduled in July.

Board Reports:

- Approve The Board Book Resolution 2016-16

Commissioner Kolff made a motion to approve The Board Book, Resolution 2016-16 as presented. Commissioner Dressler seconded the motion.

Commissioner Dressler noted The Board Book includes the Bylaws and they are no longer a separate document.

Commissioner Kolff made an amendment to include the adopted date of the current Mission and Vision statements. Commissioner Ready seconded the amendment.

Action: Motion failed 2 to 3 Commissioners Dressler, De Leo, and Buhler opposed.

Commissioner Kolff made an amendment to make minor changes for consistency on pages 5, 8, and 9. Commissioner Ready seconded the amendment.

Action: Motion passed unanimously.

Commissioner Ready made an amendment to add to the Board Section ‘All legislative advocacy will reflect the consensus of the board’. Commissioner Kolff seconded the amendment.

Action: Motion passed unanimously.

Commissioner Kolff’s main motion to approve The Board Book, Resolution 2016-16 as presented with approved modifications and seconded by Commissioner Dressler.

Action: Motion passed 3 to 2 Commissioners Ready and Kolff opposed.

Commissioner Ready reported on the public hospital commissioners meeting on single payer held at the Chelan conference and organized by Commissioners Kolff and Ready.

Commissioner Kolff reported on the WSHA rural annual conference held in Chelan.

Commissioner Ready asked about PAC support and learned they are individual contributions.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 5:15 pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

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

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

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

General Fund Warrants & ACH Transfers	\$11,606,293.90	(Provided under separate cover)
Bad Debt / Charity	\$88,341.15	(Attached)
Canceled Warrants	\$93.17	(Attached)

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

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

Submitted for your approval are the following warrants:

GENERAL FUND:

227029 - 228037 \$8,622,557.27

ACH TRANSFERS \$2,983,736.63

\$11,606,293.90

YEAR-TO-DATE: \$51,139,640.45

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: JUNE 2016 BAD DEBT, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	JUNE	JUNE YTD	JUNE YTD BUDGET
Bad Debts:	(\$60,712.87)	\$1,259,221.60	\$2,043,690.36
Charity Care:	\$134,660.58	\$539,977.34	\$587,499.54
Other Administrative Adjustments:	\$14,393.44	\$97,453.50	\$101,639.28
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TOTAL FOR MONTH:	\$88,341.15	\$1,896,652.44	\$2,732,829.18
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JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: JUNE 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
6/1/2015	216196	\$ 47.00
6/15/2015	216549	\$ 46.17

TOTAL: \$93.17

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2016-17

A RESOLUTION CANCELING SAID WARRANTS IN
THE AMOUNT OF \$93.17

WHEREAS warrants of any municipal corporation not presented within one year of their issue, or, that have been voided or replaced, shall be canceled by the passage of a resolution of the governing body.

NOW, THEREFORE BE IT RESOLVED THAT:

In order to comply with RCW 36.22.100, warrants indicated below in the total amount of \$93.17 be canceled.

Date of Issue	Warrant #	Amount
6/01/2015	216196	47.00
6/15/2015	216549	46.17
Total		\$93.17

APPROVED THIS 20th day of July, 2016.

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

APPROVED BY THE COMMISSION:

Commission President – Jill Buhler: _____

Commission Secretary – Marie Dressler: _____

Attest:

Commissioner – Anthony De Leo: _____

Commissioner – Kees Kolff: _____

Commissioner – Matt Ready: _____



Gross Revenue

	June 2016 Actual	June 2016 Budget	Variance Favorable/ (Unfavorable)	%	June 2016 YTD	June 2016 Budget YTD	Variance Favorable/ (Unfavorable)	%	June 2015 YTD
Inpatient Revenue	2,825,978	3,297,625	(471,647)	-14%	16,749,676	19,785,747	(3,036,071)	-15%	18,402,275
Outpatient Revenue	11,506,166	11,360,563	145,603	1%	69,348,253	68,163,377	1,184,876	2%	62,367,150
Total Gross Revenue	14,332,144	14,658,187	(326,044)	-2%	86,097,929	87,949,124	(1,851,195)	-2%	80,769,425

Revenue Adjustments

Cost Adjustment Medicaid	1,538,877	1,781,869	242,991	14%	10,062,849	10,691,212	628,362	6%	10,041,994
Cost Adjustment Medicare	5,017,601	4,345,370	(672,231)	-15%	28,181,152	26,072,221	(2,108,931)	-8%	25,122,724
Charity Care	134,661	97,917	(36,744)	-38%	539,977	587,500	47,522	8%	577,156
Contractual Allowances Other	1,244,679	1,060,791	(183,888)	-17%	6,036,961	6,364,745	327,784	5%	5,892,893
Administrative Adjustments	14,393	16,940	2,546	15%	97,454	101,639	4,186	4%	133,303
Adjust Bad Debt	(60,713)	340,615	401,328	118%	1,259,222	2,043,690	784,469	38%	1,845,587
Total Revenue Adjustments	7,889,498	7,643,501	(245,997)	-3%	46,177,614	45,861,006	(316,608)	-1%	43,613,659

Net Patient Service Revenue

	6,442,645	7,014,686	(572,041)	-8%	39,920,315	42,088,118	(2,167,802)	-5%	37,155,766
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Other Revenue

340B Revenue	145,745	369,393	(223,649)	-61%	1,414,425	2,216,361	(801,935)	-36%	2,076,776
Meaningful Use Ehr Incentive	-	14,399	(14,399)	-100%	21,250	86,393	(65,143)	-75%	55,540
Other Operating Revenue	88,792	89,231	(439)	0%	499,127	535,385	(36,258)	-7%	483,995

Total Operating Revenues

	6,677,183	7,487,709	(810,527)	-11%	41,855,118	44,926,257	(3,071,139)	-7%	39,772,077
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Operating Expenses

Salaries And Wages	3,273,422	3,650,373	376,951	10%	20,110,181	21,902,240	1,792,060	8%	19,463,661
Employee Benefits	789,875	890,691	100,816	11%	5,223,817	5,344,147	120,329	2%	4,753,120
Professional Fees	266,704	264,334	(2,370)	-1%	1,903,967	1,586,005	(317,962)	-20%	1,507,686
Purchased Services	381,049	509,047	127,999	25%	2,601,837	3,054,284	452,448	15%	2,224,644
Supplies	1,128,093	1,054,033	(74,060)	-7%	5,876,583	6,324,201	447,617	7%	5,744,701
Insurance	53,474	59,307	5,833	10%	326,967	355,839	28,872	8%	308,879
Leases And Rentals	116,574	120,268	3,694	3%	690,716	721,605	30,889	4%	611,065
Depreciation And Amortization	358,347	325,030	(33,316)	-10%	2,107,037	1,950,183	(156,854)	-8%	2,127,811
Repairs And Maintenance	51,906	74,528	22,622	30%	273,846	447,169	173,322	39%	392,582
Utilities	59,321	79,674	20,353	26%	377,069	478,045	100,976	21%	396,410
Licenses And Taxes	66,828	60,016	(6,812)	-11%	305,318	360,095	54,778	15%	329,038
Other	109,237	157,549	48,312	31%	765,821	945,292	179,471	19%	795,406

Total Operating Expenses

	6,654,829	7,244,851	590,022	8%	40,563,159	43,469,105	2,905,946	7%	38,655,003
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Operating Income (Loss)

	22,353	242,859	(220,505)	-91%	1,291,959	1,457,152	(165,193)	-11%	1,117,073
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Non Operating Revenues (Expenses)

Taxation For Maint Operations	14,193	21,516	(7,322)	-34%	87,254	129,095	(41,840)	-32%	83,472
Taxation For Debt Service	21,175	14,481	6,693	46%	126,854	86,889	39,965	46%	129,282
Investment Income	7,359	3,146	4,214	134%	46,741	18,874	27,867	148%	22,375
Interest Expense	(27,061)	(52,334)	25,273	48%	(290,568)	(314,003)	23,436	7%	(185,256)
Bond Issuance Costs	-	-	-	0%	-	0	-	0%	(153,300)
Gain or (Loss) on Disposed Asset	1,500	-	1,500	0%	46,749	0	46,749	0%	-
Contributions	-	12,366	(12,366)	-100%	20,931	74,197	(53,265)	-72%	423,461

Total Non Operating Revenues (Expenses)

	17,166	(825)	17,991	2181%	37,962	(4,949)	42,911	867%	320,034
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Change in Net Position (Loss)

	39,519	242,034	(202,514)	-84%	1,329,921	1,452,203	(122,282)	-8%	1,437,107
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