
Business Session Agenda
Wednesday, August 17, 2016

<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
• August 3 Educational Session (pages 2-3)	
<u>Required Approvals:</u> Action Requested	3:40
• Medical Staff credentials/appointments/reappointments (page 4)	
• July Warrants and Adjustments (pages 5-8)	
• Resolution 2016-19 Cancel Warrants (page 9)	
• Resolution 2016-18 Surplus Equipment (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>	
• Amelia DeSouza Award Presentation	
<u>Financial Report:</u> Hilary Whittington	3:50
• July (page 11)	
<u>Compliance Report:</u> Erin Brown	4:05
• 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, Educational Session Minutes
Wednesday, August 3, 2016
Jefferson Healthcare Conf Room
2500 W. Sims Way suite 302**

Call to Order:

The meeting was called to order 3:28 pm by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Mike Glenn, CEO, Lisa Holt, CAO, Steven Feland, CHRO, Brandie Manuel, Executive Director Quality, 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.

Commissioner Buhler announced a change to the Board meetings with the first meeting of every month will be an educational meeting and the second meeting will be a business meeting.

Mike Glenn introduced Jay Rodne, General Counsel for Snoqualmie Valley Hospital and through the Collaborative is available to assist other Collaborative Hospitals.

Approve Agenda:

Commissioner Dressler made a motion to approve the August 3 educational session agenda as presented. Commissioner De Leo seconded the motion.

Action: Motion passed unanimously.

Required Approvals:

- Medical Staff Credentials/Appointments/Reappointments

Commissioner Kolff made a motion to approve medical staff credentials/ appointments/ reappointments as presented. Commissioner De Leo seconded the motion.

Action: Motion passed unanimously.

Public Comment:

Commissioner Buhler announced a new process for public comment. Forms are available to submit comments for the meeting. For today, Commissioners will take public comment at this time.

A representative of NAMI (National Alliance on Mental Illness) invited Commissioners and the CEO to attend the NAMI Board meeting in August.

A citizen congratulated the hospital on the success with the building project and spoke about mental health resources listed on the hospital's website.

Minutes:

- July 20 Regular Session Minutes

Commissioner Dressler made a motion to approve the July 20 Regular Session Minutes as presented. Commissioner De Leo seconded the motion.

Commissioner De Leo made an amendment to attach the written amendment distributed by Commissioner Ready at the July 20 meeting to the minutes. Commissioner Kolff seconded the amendment.

Action: Motion passed unanimously.

Commissioner Dressler's main motion to approve the July 20 regular session minutes as amended and seconded by Commissioner De Leo.

Action: Motion passed 4 to 1. Commissioner Kolff abstained.

Emergency & Specialty Services Building:

- Educational Presentation

Mike Glenn summarized the project completion plan and introduced today's speakers. Aaron Vallat, Construction and Planning Manager, gave a presentation on the status of the Emergency and Specialty Services Building and Hilary Whittington, CFO, gave a financial update.

Dick Bratton, Project Manager, gave a presentation on the project management and evaluation of the project.

Jay Blackburn, Project Architect, gave a presentation on the design and the interior and exterior materials used in the project.

A time lapse photo series of the project was viewed.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 4:54 pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

FROM: Barbara York – Medical Staff Services
RE: 7/26/16 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 8/17/2016

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:

No new appointments.

Reappointments:

Recommended Reappointments to active staff with privileges as requested:

1. Botnik, Elisha, DO – Emergency Medicine
2. Crowell, Matthew, DO – IM/Hospitalist

Recommended Reappointments to courtesy staff with privileges as requested:

1. Akselrod, Dimitriy, MD – Tele-Radiology
2. Bender, Leila, MD – Tele-Radiology
3. Brezak, Robert, MD – Diagnostic Radiology
4. Fullmer, Daniel, MD – Tele-Radiology
5. Lancaster, Samantha, MD – Tele Radiology
6. McCullough, Brendan, MD – Tele-Radiology
7. Nason, Laura, MD – Tele-Radiology
8. Prabhu, Somnath, MD – Tele-Radiology
9. Siegal, Justin, MD – Tele-Radiology

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

**TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: JULY 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	\$425,713.08	(Attached)
Canceled Warrants	\$460.46	(Attached)

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

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

Submitted for your approval are the following warrants:

GENERAL FUND:

228038 - 229204 \$8,622,557.27

ACH TRANSFERS \$2,983,736.63

\$11,606,293.90

YEAR-TO-DATE: \$58,931,376.05

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

Submitted for your approval are the following:

	JUNE	JUNE YTD	JUNE YTD BUDGET
Bad Debts:	\$357,202.71	\$1,616,424.31	\$2,384,305.42
Charity Care:	\$49,570.49	\$589,547.83	\$685,416.13
Other Administrative Adjustments:	\$18,939.88	\$116,393.38	\$118,579.16
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TOTAL FOR MONTH:	\$425,713.08	\$2,322,365.52	\$3,188,300.71
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JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: JULY 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
7/2/2015	217026	\$ 10.00
7/2/2015	217086	\$ 13.07
7/2/2015	217095	\$ 339.49
7/9/2015	217238	\$ 20.00
7/13/2015	217323	\$ 5.00
7/20/2015	217503	\$ 20.00
7/20/2015	217537	\$ 52.90

TOTAL: \$460.46

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2016-19

A RESOLUTION CANCELING SAID WARRANTS IN
THE AMOUNT OF \$460.46

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 \$460.46 be canceled.

Date of Issue	Warrant #	Amount
7/02/2015	217026	10.00
7/02/2015	217086	13.07
7/02/2015	217095	339.49
7/09/2015	217238	20.00
7/13/2015	217323	5.00
7/20/2015	217503	20.00
7/20/2015	217537	52.90
Total		\$460.46

APPROVED THIS 17th day of August, 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: _____

RESOLUTION 2016-18

**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 #
Hologic Delphi Dexa Scanner	N/A	SQ-4856	Horizon W
Helmer Platelet Agitator	N/A	4097	PB4

APPROVED THIS 17th day of August, 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: _____

	July 2016 Actual	July 2016 Budget	Variance Favorable/ (Unfavorable)	%	July 2016 YTD	July 2016 Budget YTD	Variance Favorable/ (Unfavorable)	%	July 2015 YTD
Gross Revenue									
Inpatient Revenue	2,621,298	3,297,625	(676,326)	-21%	19,370,974	23,083,372	(3,712,397)	-16%	21,252,903
Outpatient Revenue	10,562,531	11,360,563	(798,032)	-7%	79,910,784	79,523,940	386,844	0%	73,897,328
Total Gross Revenue	13,183,829	14,658,187	(1,474,358)	-10%	99,281,758	102,607,311	(3,325,553)	-3%	95,150,231
Revenue Adjustments									
Cost Adjustment Medicaid	1,621,672	1,781,869	160,197	9%	11,684,521	12,473,080	788,559	6%	11,508,246
Cost Adjustment Medicare	4,049,752	4,345,370	295,619	7%	32,230,903	30,417,591	(1,813,312)	-6%	29,929,491
Charity Care	49,570	97,917	48,346	49%	589,548	685,416	95,868	14%	603,934
Contractual Allowances Other	801,336	1,060,791	259,454	24%	6,838,297	7,425,535	587,238	8%	7,045,955
Administrative Adjustments	18,940	16,940	(2,000)	-12%	116,393	118,579	2,186	2%	234,292
Adjust Bad Debt	357,203	340,615	(16,588)	-5%	1,616,424	2,384,305	767,881	32%	2,232,459
Total Revenue Adjustments	6,898,473	7,643,501	745,028	10%	53,076,087	53,504,507	428,421	1%	51,554,376
Net Patient Service Revenue	6,285,356	7,014,686	(729,330)	-10%	46,205,672	49,102,804	(2,897,132)	-6%	43,595,855
Other Revenue									
340B Revenue	446,074	369,393	76,681	21%	1,860,499	2,585,754	(725,255)	-28%	2,501,683
Meaningful Use Ehr Incentive	-	14,399	(14,399)	-100%	21,250	100,792	(79,542)	-79%	55,540
Other Operating Revenue	86,433	89,231	(2,798)	-3%	585,560	624,616	(39,056)	-6%	536,627
Total Operating Revenues	6,817,863	7,487,709	(669,846)	-9%	48,672,981	52,413,966	(3,740,985)	-7%	46,689,705
Operating Expenses									
Salaries And Wages	3,415,212	3,650,373	235,161	6%	23,525,393	25,552,614	2,027,221	8%	22,679,563
Employee Benefits	491,286	890,691	399,405	45%	5,715,103	6,234,838	519,735	8%	5,334,015
Professional Fees	285,260	264,334	(20,926)	-8%	2,189,227	1,850,339	(338,888)	-18%	1,700,522
Purchased Services	694,497	509,047	(185,450)	-36%	3,296,334	3,563,332	266,998	7%	2,894,600
Supplies	1,025,013	1,054,033	29,020	3%	6,901,596	7,378,234	476,638	6%	6,794,753
Insurance	58,007	59,307	1,299	2%	384,974	415,146	30,172	7%	362,198
Leases And Rentals	122,445	120,268	(2,178)	-2%	813,161	841,873	28,712	3%	716,210
Depreciation And Amortization	180,322	325,030	144,708	45%	2,287,359	2,275,213	(12,146)	-1%	2,459,722
Repairs And Maintenance	95,872	74,528	(21,344)	-29%	369,719	521,697	151,978	29%	454,895
Utilities	72,848	79,674	6,826	9%	449,917	557,719	107,802	19%	473,306
Licenses And Taxes	60,447	60,016	(431)	-1%	365,764	420,111	54,347	13%	393,474
Other	231,978	157,549	(74,429)	-47%	997,799	1,102,841	105,041	10%	936,127
Total Operating Expenses	6,733,188	7,244,851	511,662	7%	47,296,347	50,713,956	3,417,609	7%	45,199,384
Operating Income (Loss)	84,675	242,859	(158,184)	-65%	1,376,634	1,700,010	(323,376)	-19%	1,490,321
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	13,895	21,516	(7,621)	-35%	101,149	150,610	(49,461)	-33%	96,549
Taxation For Debt Service	21,149	14,481	6,667	46%	148,003	101,370	46,632	46%	150,677
Investment Income	9,678	3,146	6,532	208%	56,419	22,020	34,399	156%	21,513
Interest Expense	(26,749)	(52,334)	25,585	49%	(317,317)	(366,337)	49,021	13%	(224,775)
Bond Issuance Costs	-	-	-	0%	-	0	-	0%	(153,300)
Gain or (Loss) on Disposed Asset	-	-	-	0%	46,749	0	46,749	0%	-
Contributions	(5,000)	12,366	(17,366)	-140%	15,931	86,563	(70,632)	-82%	428,841
Total Non Operating Revenues (Expenses)	12,973	(825)	13,798	1673%	50,935	(5,774)	56,709	982%	319,505
Change in Net Position (Loss)	97,648	242,034	(144,386)	-60%	1,427,569	1,694,237	(266,667)	-16%	1,809,826