
Business Session Agenda
Wednesday, December 21, 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
• November 28 Special Session (pg. 2-3)	
• December 7 Regular Session (pg. 4-5)	
<u>Required Approvals:</u> Action Requested	3:45
• Medical Staff credentials/appointments/reappointments (pg. 6-7)	
• November Warrants and Adjustments (pg. 8-12)	
• Resolution 2016-30 Surplus Equipment (pg. 13)	
• Resolution 2016-31 Cancel Warrants (pg. 14)	
<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	4:00
• November	
<u>Patient Safety & Quality Report:</u> Brandie Manuel	4:15
<u>Administrator's Report:</u> Mike Glenn	4:30
<u>Chief Medical Officer Report:</u> Joe Mattern, MD	4:45
<u>Board Reports</u>	5:00
<u>Executive Session:</u>	
• CEO Evaluation	5:10
<u>Conclude:</u>	5:55

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, Special Session Minutes
Wednesday, November 28, 2016
Victor J. Dirksen Conference Room**

Call to Order:

The meeting was called to order at 1:00pm by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Mike Glenn, CEO and Alyssa Rodrigues, Administrative Assistant.

Special Session:

The purpose of the special session is to continue discussing governance practices and review the 2017 board calendar. Action may be taken.

Commissioners and Mike Glenn, CEO discussed and reviewed the 2017 board calendar, strategic planning, and how the Board can be more productive.

Commissioner Buhler recessed the meeting for a break at 2:25pm.
Commissioner Buhler reconvened the meeting at 2:35pm.

Commissioners and Mr. Glenn continued to discuss the 2017 board calendar, strategic planning process, and how the Board can be more productive.

Commissioner Buhler recessed the meeting for break at 3:35pm.
Commissioner Buhler reconvened the meeting at 3:37pm.

Executive Session:

At 3:37pm Commissioner Buhler announced the Commissioners will go into executive session to discuss possible lease or purchase of real estate will conclude at 4:00pm.

Commissioners came out of executive session at 4:01pm. No public waiting. Went back into executive session to continue discussing lease or possible purchase of real estate will conclude at 5:01pm.

Commissioners came out of Executive Session at 4:20pm. No action was taken. No public waiting.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 4:20pm.

Approved by the Commission:

Commission Chair: Jill Buhler _____

Commission Secretary: Marie Dressler _____

DRAFT

Jefferson County Public Hospital District No.2
Board of Commissioners, Educational Session Minutes
Wednesday, December 7, 2016
Victor J. Dirksen Conference Room

Call to Order:

The meeting was called to order at 3:30pm 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 Director Quality, Kate Burke, Marketing Director, Hilary Whittington, CFO, Steven Feland, CHRO, Jackie Mossakowski, CNO, and Alyssa Rodrigues, Administrative Assistant. This meeting is being officially audio recorded by Jefferson Healthcare.

Employee and Team of the Quarter Recognition: Mike Glenn, CEO announced and congratulated Accounting as the Team of the Quarter. Present from Accounting was Elaina Harland, Lisa Michalski, Vinny Pollina, Teresa Dolton, Anne Burton, and Hilary Whittington. Mr. Glenn also announced and congratulated Vinny Pollina as the Employee of the Quarter.

Approve Agenda:

Commissioner Dressler made a motion to approve the December 7 educational session agenda as presented. Commissioner Ready seconded the motion.

Action: Motion passed unanimously.

Patient Story:

Jackie Mossakowski read aloud a patient letter complimenting Jefferson Orthopedics.

Minutes:

- November 16 Regular Session Minutes

Commissioner Dressler made a motion to approve the November 16 Regular Session Minutes. Commissioner Kolff seconded the motion.

Action: Motion passed unanimously.

Required Approvals:

- Medical Staff Credentials/Appointments/Reappointments

Commissioner Dressler made a motion to approve medical staff credentials/ appointments/ reappointments as presented. Commissioner Ready seconded the motion.

Action: Motion passed unanimously.

Resolution 2016-28:

- Resolution 2016-28 Human Rights Alliance North Sound

Commissioner Ready made a motion to approve the resolution. Commissioner Kolff seconded the motion.

Commissioner Kolff made an amended motion to change the typo in section 3 of the resolution to “in its efforts” instead of “it it’s efforts”.

Commissioner Ready seconded the amended motion.

Action: Motion passed unanimously.

Action: The original motion made by Commissioner Ready passed unanimously.

Educational Presentation:

Dave Snow, Attorney at Hall Render Killian Heath & Lyman, P.C. gave a presentation on Healthcare and Charity Care.

There were questions and comments made by Commissioners during presentation.

Executive Session:

Commissioner Buhler announced the Commissioners will go into Executive Session to discuss CEO Evaluation Review Performance of a Public Employee and Real Estate Lease or Purchase of Property.

Commissioner Buhler recessed the meeting for a break at 4:40pm.

Commissioner Buhler reconvened the meeting at 4:45pm.

Commissioner Buhler announced the Commissioners will go into Executive Session at 4:45pm and will be back in Regular Session at 5:30pm.

Commissioners came out of Executive Session at 5:30pm. No public was present.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 5:30pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

FROM: Barbara York – Medical Staff Services
RE: 11/22/2016 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 12/21/2016

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:

1. Johns, Michael, MD – FM/Hospitalist

Informational only – credentialed/privileged by Swedish:

1. Clark, Derek, MD – TeleStroke (Neurology)
2. Herrick, Kory, MD – TeleStroke (Neurology)
3. Shah, Nirav, MD – TeleStroke (Neurology)
4. Singh, Tarvinder, MD – TeleStroke (Neurology)
5. Thomson, Ruth, MD – TeleStroke (Neurology)

Reappointments:

Recommended Reappointments to active staff with privileges as requested:

1. Murphy, Ann, MD – Oncology

Recommended Reappointments to courtesy staff with privileges as requested:

1. Deol, Raj, MD – Pulmonology

RADIA:

1. Bork, David, MD – Diag. Radiology
2. Krol, Christopher MD – Diag. Radiology
3. Marlow, David, MD – Tele-Radiology only
4. Mayhle, Mark, MD – Tele-Radiology only
5. Nathan, Diane, MD – Tele-Radiology only
6. Quraishi, Mohammed, MD – Diag. Radiology
7. Saxey, Roderick, MD – Diag. Radiology
8. Stambaugh, Lloyd, MD – Diag. Radiology
9. Vanderheiden, Scott, MD – Diag. Radiology
10. Witrak, Bonnie, MD – Diag. Radiology
11. Yeatman, Carter, MD – Tele-Radiology

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

1. Stanwood, Patricia CRNA

Additional Privileges:

1. Panzer, Eric, MD Emergency Medicine - POC Ultrasound in the Emergency Department

Resignations:

1. O'Riordan, Moira, MD – Diag. Radiology - eff. 10/30/2016
2. Lopez, Jena, MD – Emergency Medicine - eff. 12/2/2016

	November 2016 Actual	November 2016 Budget	Variance Favorable/ (Unfavorable)	%	November 2016 YTD	November 2016 Budget YTD	Variance Favorable/ (Unfavorable)	%	November 2015 YTD
Gross Revenue									
Inpatient Revenue	3,259,143	3,191,251	67,892	2%	31,322,346	35,635,625	(4,313,279)	-12%	31,715,322
Outpatient Revenue	11,827,958	10,994,098	833,860	8%	126,887,626	122,767,390	4,120,236	3%	119,188,013
Total Gross Revenue	15,087,101	14,185,349	901,752	6%	158,209,972	158,403,015	(193,042)	0%	150,903,335
Revenue Adjustments									
Cost Adjustment Medicaid	1,843,174	1,724,390	(118,785)	-7%	17,850,039	19,255,679	1,405,640	7%	18,624,673
Cost Adjustment Medicare	4,394,463	4,205,199	(189,264)	-5%	50,903,750	46,958,039	(3,945,711)	-8%	46,871,989
Charity Care	66,445	94,758	28,313	30%	889,452	1,058,131	168,679	16%	908,105
Contractual Allowances Other	1,147,588	1,026,572	(121,015)	-12%	11,681,059	11,463,386	(217,673)	-2%	10,917,152
Administrative Adjustments	30,889	16,393	(14,495)	-88%	193,325	183,060	(10,265)	-6%	526,453
Adjust Bad Debt	254,908	329,628	74,719	23%	2,499,346	3,680,841	1,181,495	32%	3,222,392
Total Revenue Adjustments	7,737,467	7,396,940	(340,527)	-5%	84,016,971	82,599,136	(1,417,835)	-2%	81,070,764
Net Patient Service Revenue	7,349,634	6,788,409	561,225	8%	74,193,001	75,803,879	(1,610,878)	-2%	69,832,571
Other Revenue									
340B Revenue	332,673	357,478	(24,805)	-7%	2,769,007	3,991,833	(1,222,826)	-31%	3,170,428
Meaningful Use Ehr Incentive	136,000	13,934	122,066	876%	182,750	155,601	27,149	17%	448,110
Other Operating Revenue	80,503	86,352	(5,849)	-7%	1,022,218	964,269	57,950	6%	789,287
Total Operating Revenues	7,898,810	7,246,174	652,636	9%	78,166,976	80,915,581	(2,748,605)	-3%	74,240,397
Operating Expenses									
Salaries And Wages	3,914,924	3,532,621	(382,303)	-11%	38,157,086	39,447,589	1,290,503	3%	35,694,945
Employee Benefits	848,948	861,960	13,011	2%	9,219,707	9,625,212	405,504	4%	8,629,128
Professional Fees	258,581	255,807	(2,774)	-1%	3,276,062	2,856,514	(419,548)	-15%	2,886,142
Purchased Services	491,588	492,627	1,038	0%	5,186,428	5,500,997	314,569	6%	4,249,743
Supplies	1,134,051	1,020,033	(114,018)	-11%	12,326,212	13,330,761	1,004,549	8%	10,752,964
Insurance	56,936	57,393	458	1%	604,826	640,893	36,067	6%	544,786
Leases And Rentals	119,317	116,388	(2,929)	-3%	1,283,432	1,299,665	16,234	1%	1,165,058
Depreciation And Amortization	502,915	314,546	(188,369)	-60%	3,646,788	3,512,427	(134,362)	-4%	3,775,237
Repairs And Maintenance	46,869	72,124	25,255	35%	613,729	805,384	191,655	24%	823,269
Utilities	79,668	77,104	(2,564)	-3%	750,815	860,996	110,181	13%	758,148
Licenses And Taxes	39,584	58,080	18,496	32%	568,332	648,559	80,227	12%	607,325
Other	146,131	152,467	6,336	4%	1,550,457	1,702,542	152,085	9%	1,487,946
Total Operating Expenses	7,639,511	7,011,149	(628,362)	-9%	77,183,874	80,231,539	3,047,664	4%	71,374,692
Operating Income (Loss)	259,299	235,025	24,274	10%	983,102	684,042	299,059	44%	2,865,705
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	1,110	20,822	(19,711)	-95%	181,567	232,509	(50,943)	-22%	151,389
Taxation For Debt Service	911	14,014	(13,104)	-94%	267,137	156,493	110,643	71%	237,215
Investment Income	12,279	3,044	9,235	303%	107,140	33,994	73,146	215%	34,150
Interest Expense	(52,181)	(50,646)	(1,536)	-3%	(448,629)	(565,544)	116,915	21%	(345,258)
Bond Issuance Costs	-	-	-	0%	-	(610,000)	610,000	0%	(153,300)
Gain or (Loss) on Disposed Asset	-	-	-	0%	46,749	0	46,749	0%	(31,014)
Contributions	6,992	11,967	(4,975)	-42%	50,052	133,634	(83,582)	-63%	444,779
Total Non Operating Revenues (Expenses)	(30,889)	(798)	(30,091)	-3770%	204,016	(618,913)	822,929	133%	337,961
Change in Net Position (Loss)	228,410	234,227	(5,817)	-2%	1,187,117	65,129	1,121,988	1723%	3,203,666

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

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

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

General Fund Warrants & ACH Transfers	\$8,670,250.39	(Provided under separate cover)
Bad Debt / Charity	\$352,242.34	(Attached)
Canceled Warrants	\$193.00	(Attached)

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

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

Submitted for your approval are the following warrants:

GENERAL FUND:

231619 - 231611 \$5,337,460.18

ACH TRANSFERS \$3,332,790.21

\$8,670,250.39

YEAR-TO-DATE: \$93,442,782.37

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

Submitted for your approval are the following:

	NOVEMBER	NOVEMBER YTD	NOVEMBER YTD BUDGET
Bad Debts:	\$254,908.46	\$2,499,345.77	\$3,680,840.67
Charity Care:	\$66,445.09	\$889,451.80	\$1,058,131.02
Other Administrative Adjustments:	\$30,888.79	\$193,325.43	\$183,060.02
	<hr/>		
TOTAL FOR MONTH:	\$352,242.34	\$3,582,123.00	\$4,922,031.71
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JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: NOVEMBER 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
11/4/2015	220399	\$ 190.00
11/18/2015	220838	\$ 3.00

TOTAL: \$193.00

RESOLUTION 2016-30

**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 #
1998 Dodge Caravan	N/A	2B4GP44R6WR794847	Dodge Caravan

APPROVED THIS 21st day of December, 2016.

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: _____

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2016-31

A RESOLUTION CANCELING SAID WARRANTS IN
THE AMOUNT OF \$193.00

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 \$193.00 be canceled.

Date of Issue	Warrant #	Amount
12/19/2016	220399	190.00
12/19/2016	220838	3.00
Total		\$193.00

APPROVED THIS 21st day of December, 2016.

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: _____