
Business Session Draft Agenda
Wednesday, July 19, 2017

<u>Call to Order:</u>	3:30
<u>Approve Agenda:</u>	3:35
<u>Patient Story:</u> Brandie Manuel	3:40
<u>Minutes:</u> Action Requested	3:50
<ul style="list-style-type: none">• June 28 Special Session (pg. 2-3)• July 5 Regular Session (pg. 4-6)	
<u>Required Approvals:</u> Action Requested	4:00
<ul style="list-style-type: none">• June Warrants and Adjustments (pg. 7-11)• Resolution 2017-34 Cancel Warrants (pg. 12)	
<u>Public Comment:</u>	4:10
<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>Board Challenge:</u> Stacey Larsen	4:20
<u>Patient Advocate Report:</u> Jackie Levin	4:30
<ul style="list-style-type: none">• 2nd quarter	
<u>Primary Care Access:</u> Jenn Wharton & Caitlin Harrison	4:50
<u>Financial Report:</u> Hilary Whittington	5:20
<ul style="list-style-type: none">• June	
<u>Administrator's Report:</u> Mike Glenn	5:40
<u>Chief Medical Officer Report:</u> Joe Mattern, MD	6:00
<u>Board Report:</u>	6:20
<u>Conclude:</u>	6:30

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
Joint Board Meeting
Wednesday, June 28, 2017
Campbell's Resort Ballroom III
104 W. Woodin Ave, Chelan, WA 98816**

Call to Order:

The meeting was called to order at 11:32 by Jefferson Healthcare Chair Commissioner Buhler. Present were Jefferson County Public Hospital District Commissioners Buhler (Chair), Dressler (Secretary), Kolff, De Leo and Ready. Also present were Mike Glenn, CEO, Hilary Whittington, CAO/CFO. Present were Olympic Medical Center Commissioners Nutter, Miles, Cammack, and CEO Lewis, CMO Kennedy, and CNO/COO Wall. Not present, Forks Community Hospital.

Special Session:

The purpose of this special session is a joint board meeting with Olympic Medical Center, Jefferson Healthcare, and Forks Community Hospital.

Joint Board Meeting:

Brief opening remarks were made by both Commissioner Buhler and OMC acting chair, Nutter. Introductions were made by each person present, followed by Organizational Updates from the CEOs of both organizations.

Jefferson Healthcare: Dermatology Clinic now in operation, Port Ludlow Clinic opening August 14th. Sleep Center doubled in size and relocated to the Emergency and Specialty Services Building; Oncology Accreditation survey scheduled for July 12; continuing evaluation on working closely with Behavioral Health; possibility of Rural Health Clinic dental care provision, with concerns re: ongoing funding and sustainability for same.

Olympic Medical Center: Completed 4th DNV survey and applied for ISO 9001 certification; completed the Medical Office Building in April; opened a Walk-in Clinic staffed by one physician and two Advanced Registered Nurse Practitioners; focus on surgical services; redesign Primary care; upgrading central supply; recruiting outside the county.

Olympic Community of Health focus on delivery systems, looking at transformational projects; funding after 2021. PAC support encouraged, advocacy essential, Universal Access to care (Medicaid value based payment by 2019); workforce development locally, Peninsula College. Suggestion to hold joint board meeting at Peninsula College.

Fall SHMC Symposium to be held on Olympic Peninsula. Jefferson Healthcare to host?

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 12:47pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

DRAFT

Jefferson County Public Hospital District No.2
Board of Commissioners, Regular Session Minutes
Wednesday, July 5, 2017
Victor J. Dirksen Conference Room

Call to Order:

The meeting was called to order at 3:30pm by Commissioner Buhler. Present were Commissioners Buhler, Dressler, Kolff, De Leo, and Ready. Also present were, Mike Glenn, CEO, Lisa Holt, CASO, and Jackie Mossakowski, Executive Director of Nursing, Hilary Whittington, CAO/CFO and Alyssa Rodrigues, Administrative Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Approve Agenda:

Commissioner Kolff made a motion to approve the agenda. Commissioner De Leo seconded.

Action: Motion passed unanimously.

Patient Story:

Jackie Mossakowski, Executive Director of Nursing read aloud a patients letter regarding their stay in the Family Birth Center and how well the staff took care of her during what she called the hardest time of her life.

Minutes:

- June 16 Special Session minutes

Commissioner Dressler made a motion to approve the June 16 special session minutes. Commissioner De Leo seconded.

Commissioner De Leo made an amended motion to add himself as present on the June 16 meeting minutes. Commissioner Dressler seconded.

Action: Motion passed unanimously.

- June 21 Regular Session minutes.

Commissioner Dressler made a motion to approve the June 21 Regular session minutes. Commissioner De Leo seconded.

Commissioner Dressler made an amended motion to add herself as present on the June 21 meeting minutes. Commissioner De Leo seconded.

Action: Motion passed unanimously

Action: Main motion made by Commissioner Dressler passed unanimously.

Required Approvals:

- Medical Staff Credentials/Appointments/Reappointments
- Resolution 2017-25 Surplus Equipment

Commissioner De Leo made a motion to approve Medical Staff Credentials/ Appointments/Reappointments, and Resolution 2017-25 Surplus Equipment as presented. Commissioner Dressler seconded.

Action: Motion passed unanimously.

ESSB Loan Resolution 2017-26-2017-33:

Hilary Whittington presented bond resolutions 2017-26, 2017-27, 2017-28, 2017-29, 2017-30, 2017-31, 2017-32, and 2017-33 to the board and presented a PowerPoint regarding USDA loan and Key Bank financing.

Discussion ensued.

Commissioner Ready made a motion to approve the resolutions 2017-26, 2017-27, 2017-28, 2017-29, 2017-30, 2017-31, 2017-32, and 2017-33. Commissioner Dressler seconded.

Action: Motion passed unanimously.

Board Reports:

Commissioner De Leo reported that he attended the 41st Annual Rural Hospital Leadership Conference in Chelan, WA and that he is very proud that Jefferson Healthcare was praised on many topics. He was also proud that Mike Glenn received the Grassroots Champion Award.

Commissioner Kolff reported that he too thought it was a remarkable conference and was proud of Mike Glenn for his work at the conference. He reported that Mike Glenn, Dunia Faulx, and Hilary Whittington were also on the program to discuss Behavioral Health Integration and did a great job.

Commissioner Kolff reported that there needs to be a cookbook for hospital districts to follow to be able to accomplish all that needs to be accomplished in making patient safety and quality a top priority.

Commissioner Buhler made a proposal to create an ad hoc committee which will include Mike Glenn and two board representatives to develop a method for ensuring that quality is a priority and that at our board meetings we spend adequate time on it with dashboards and discussions, because Commissioner Kolff and Mike Glenn have already been in discussion on this idea she proposes they establish the ad hoc patient quality committee meeting and appoint Commissioner Kolff as one of the two board representatives and as a second board representative she would like to appoint Commissioner De Leo, if he will accept.

Commissioner De Leo accepted.

Commissioner Dressler made a motion to establish an ad hoc committee with Commissioner Kolff and Commissioner De Leo as the board representatives. Commissioner Ready seconded.

Discussion ensued.

Action: Motion passed unanimously.

Commissioner Buhler made a proposal to cancel the July 17 Board self-evaluation meeting and instead enlist Karma Bass, MPH, FACHE, Principal of Via Healthcare Consulting to facilitate and plan for a retreat in August or September. The cost will be under \$20,000 and will be taken out of board education.

Commissioner Kolff made a motion to approve the cancellation of the July 17 special session meeting and contract Karma Bass, Principal of Via Healthcare Consulting to facilitate the board self-assessment retreat which will be rescheduled to a mutually acceptable date in August or September. Commissioner Dressler seconded.

Discussion ensued.

Action: Motion passed unanimously.

Conclude:

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

Discussion ensued.

Commissioner Ready requested to briefly open for public comment.

The public commented.

Action: Motion passed unanimously.

Meeting concluded at 4:15pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

	June 2017 Actual	June 2017 Budget	Variance Favorable/ (Unfavorable)	%	June 2017 YTD	June 2017 Budget YTD	Variance Favorable/ (Unfavorable)	%	June 2016 YTD
Gross Revenue									
Inpatient Revenue	3,828,040	3,329,805	498,236	15%	23,446,808	20,089,832	3,356,976	17%	16,749,676
Outpatient Revenue	14,536,867	13,951,918	584,948	4%	79,565,549	84,176,621	(4,611,072)	-5%	69,348,253
Total Gross Revenue	18,364,907	17,281,723	1,083,184	6%	103,012,357	104,266,453	(1,254,096)	-1%	86,097,929
Revenue Adjustments									
Cost Adjustment Medicaid	1,786,638	2,120,984	334,346	16%	9,925,152	12,796,613	2,871,461	22%	10,062,849
Cost Adjustment Medicare	6,466,925	5,695,494	(771,431)	-14%	36,803,481	34,362,833	(2,440,648)	-7%	28,181,152
Charity Care	57,624	108,100	50,476	47%	484,307	652,204	167,898	26%	539,977
Contractual Allowances Other	1,529,523	1,210,877	(318,646)	-26%	7,738,916	7,305,630	(433,286)	-6%	6,036,961
Administrative Adjustments	36,269	19,472	(16,797)	-86%	216,390	117,480	(98,911)	-84%	97,454
Adjust Bad Debt	265,625	256,374	(9,251)	-4%	1,465,255	1,546,791	81,537	5%	1,259,222
Total Revenue Adjustments	10,142,605	9,411,302	(731,303)	-8%	56,633,501	56,781,551	148,050	0%	46,177,614
Net Patient Service Revenue	8,222,302	7,870,421	351,881	4%	46,378,857	47,484,902	(1,106,045)	-2%	39,920,315
Other Revenue									
340B Revenue	219,008	251,844	(32,835)	-13%	1,654,505	1,519,457	135,048	9%	1,414,425
Meaningful Use Ehr Incentive	784	3,288	(2,504)	-76%	784	19,836	(19,052)	-96%	21,250
Other Operating Revenue	126,737	109,317	17,420	16%	709,015	659,549	49,466	7%	499,127
Total Operating Revenues	8,568,832	8,234,870	333,961	4%	48,743,161	49,683,744	(940,583)	-2%	41,855,118
Operating Expenses									
Salaries And Wages	4,035,342	4,075,266	39,924	1%	23,950,424	24,587,452	637,028	3%	20,110,181
Employee Benefits	982,187	1,006,680	24,492	2%	6,071,663	6,073,637	1,974	0%	5,223,817
Professional Fees	379,419	281,104	(98,315)	-35%	2,459,735	1,695,994	(763,741)	-45%	1,903,967
Purchased Services	487,528	522,574	35,046	7%	3,038,003	3,152,865	114,862	4%	2,601,837
Supplies	1,297,308	1,173,307	(124,001)	-11%	7,433,944	7,078,954	(354,990)	-5%	5,876,583
Insurance	51,946	55,890	3,945	7%	291,931	337,205	45,275	13%	326,967
Leases And Rentals	127,461	142,968	15,507	11%	688,946	862,576	173,631	20%	690,716
Depreciation And Amortization	364,014	302,812	(61,202)	-20%	2,107,520	1,826,966	(280,554)	-15%	2,107,037
Repairs And Maintenance	28,272	74,737	46,465	62%	271,654	450,913	179,259	40%	273,846
Utilities	80,359	75,607	(4,752)	-6%	492,508	456,164	(36,344)	-8%	377,069
Licenses And Taxes	79,988	45,063	(34,925)	-78%	323,949	271,879	(52,070)	-19%	305,318
Other	141,804	169,190	27,386	16%	803,051	1,020,782	217,731	21%	765,821
Total Operating Expenses	8,055,628	7,925,198	(130,430)	-2%	47,933,328	47,815,388	(117,940)	0%	40,563,159
Operating Income (Loss)	513,204	309,672	203,532	66%	809,833	1,868,355	(1,058,523)	-57%	1,291,959
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	17,167	16,603	564	3%	100,327	100,170	158	0%	87,254
Taxation For Debt Service	19,199	18,390	808	4%	108,478	110,955	(2,478)	-2%	126,854
Investment Income	36,996	6,370	30,626	481%	104,936	38,432	66,505	173%	46,741
Interest Expense	11,051	(82,854)	93,905	113%	(256,479)	(499,883)	243,404	49%	(290,568)
Bond Issuance Costs	-	(12,329)	12,329	100%	-	(74,384)	74,384	100%	-
Gain or (Loss) on Disposed Asset	-	-	-	0%	10,950	0	10,950	0%	46,749
Contributions	5,392	11,507	(6,114)	-53%	315,272	69,425	245,847	354%	20,931
Total Non Operating Revenues (Expenses)	89,805	(42,313)	132,118	312%	383,485	(255,286)	638,770	250%	37,962
Change in Net Position (Loss)	603,009	267,360	335,649	126%	1,193,317	1,613,070	(419,752)	-26%	1,329,921

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

**TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: JUNE 2017 WARRANT SUMMARY**

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

General Fund Warrants & ACH Transfers	\$9,438,600.27	(Provided under separate cover)
Bad Debt / Charity	\$359,518.00	(Attached)
Canceled Warrants	\$407.11	(Attached)

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

**TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: JUNE 2017 GENERAL FUND WARRANTS & ACH
FUND TRANSFERS**

Submitted for your approval are the following warrants:

GENERAL FUND:

236988 - 237740	\$4,002,605.47
ACH TRANSFERS	\$5,435,994.80
	<hr/>
	\$9,438,600.27
YEAR-TO-DATE:	<hr/> \$47,811,664.75 <hr/>

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 2017 BAD DEBT, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	JUNE	JUNE YTD	JUNE YTD BUDGET
Bad Debts:	\$265,625.00	\$1,465,254.30	\$1,546,791.10
Charity Care:	\$57,624.00	\$484,306.64	\$652,204.43
Other Administrative Adjustments:	\$36,269.00	\$216,390.41	\$117,479.60
	<hr/>		
TOTAL FOR MONTH:	\$359,518.00	\$2,165,951.35	\$2,316,475.13
	<hr/> <hr/>		

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: JUNE 2017 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
6/1/2016	227064	\$ 23.20
6/1/2016	227065	\$ 103.00
6/14/2016	227434	\$ 148.50
6/30/2016	227937	\$ 38.96
6/30/2016	227939	\$ 33.00
6/30/2016	227966	\$ 15.00
6/30/2016	227995	\$ 0.45
6/30/2016	228002	\$45.00
	TOTAL:	<u>\$ 407.11</u>

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2017-34

A RESOLUTION CANCELING SAID WARRANTS IN
THE AMOUNT OF \$407.11

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 \$407.11 be canceled.

Date of Issue	Warrant #	Amount
06/01/2016	227064	23.20
06/01/2016	227065	103.00
06/14/2016	227434	148.50
06/30/2016	227937	38.96
06/30/2016	227939	33.00
06/30/2016	227966	15.00
06/30/2016	227995	.45
06/30/2016	228002	45.00
Total		407.11

APPROVED THIS 19th day of July, 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: _____