
Business Session Agenda
Wednesday, December 20, 2017

<u>Call to Order:</u>	3:30
<u>Patient Story:</u> Brandie Manuel, Chief Patient Care Officer	3:35
<u>Approve Agenda:</u> Action Requested	3:40
<u>Minutes:</u> Action Requested	3:45
• December 6 Regular Session (pg. 2-3)	
<u>Required Approvals:</u> Action Requested	3:50
• November Warrants and Adjustments (pg. 4-8)	
• 2017-44 Surplus Equipment (pg. 9)	
• 2017-45 Cancel Warrants (pg. 10)	
<u>Public Comment:</u>	3:55
<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, CAO/CFO	4:05
• November	
<u>Administrator's Report:</u> Mike Glenn, CEO	4:25
<u>Chief Medical Officer Report:</u> Joe Mattern, MD, CMO	4:45
<u>Resolution 2017-46:</u> Action Requested	5:05
• Commissioner Acknowledgement	
<u>Resolution 2017-40:</u> Action Requested	5:25
• Meeting Change Resolution (pg. 11)	
<u>Board Report :</u>	5:35
<u>Executive Session:</u> Action Requested	5:45
• CEO Compensation	
<u>Executive Session:</u> No Action Requested	6:05
• Potential Litigation	
<u>Conclude:</u>	6:25

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, Regular Session Minutes
Wednesday, December 6, 2017
Victor J. Dirksen Conference Room**

Call to Order:

The meeting was called to order at 3:29pm by Board Chair, Commissioner Buhler. Additional Commissioners present were Dressler, De Leo, Kolff, and Ready. Also present were Mike Glenn, Chief Executive Officer, Brandie Manuel, Chief Patient Care Officer, Lisa Holt, Chief Ancillary and Specialty Services Officer, Jenn Wharton, Chief Ambulatory and Medical Group Officer, Caitlin Harrison, Chief Human Resources Officer, and Alyssa Rodrigues, Administrative Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Approve Agenda:

Commissioner Dressler made a motion to approve the agenda. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Minutes:

- November 15 Regular Session minutes

Commissioner Dressler made a motion to approve the November 15 Regular Session minutes. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Required Approvals:

- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policy

Commissioner De Leo made a motion to approve Medical Staff Credentials/Appointments/Reappointments, and Medical Staff Policy as presented. Commissioner Kolff seconded the motion.

Action: Motion passed unanimously.

Board Reports:

Commissioner Buhler discussed the December 14 visit for Legislative Update and who should attend.

Discussion ensued.

Commissioner De Leo made a motion that the meeting with legislative would be an advocacy meeting as requested by the board and restricted to two board members. Commissioner Dressler seconded.

Discussion ensued.

Action: Motion passed unanimously.

Patient Story:

Brandie Manuel, Chief Patient Care Officer, read aloud a patient story regarding a patient who is to have transplant surgery and was extremely concerned regarding the welfare of her beloved dog during the four months she would be away in Seattle receiving her medical care. A member of the Oncology Nursing staff, Alyssa Haddenham offered to care for the dog, and took it to live with her and her family, which allowed the patient to continue with her surgery knowing that her beloved dog was in good hands.

Executive Session:

- ESSB Potential Litigation

Commissioners went into executive session at 3:42pm to discuss potential litigation, no action will be taken.

Commissioners came out of executive session at 4:00pm. No action was taken and no members of the public were waiting to be present at the meeting.

Executive Session:

- CEO Evaluation

Commissioners went into executive session at 4:02pm to discuss CEO evaluation. No action will be taken.

Commissioners came out of executive session at 5:02pm. No action was taken. No public was waiting to be present at the meeting.

Discussion ensued.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 5:05pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

	November 2017 Actual	November 2017 Budget	Variance Favorable/ (Unfavorable)	%	November 2017 YTD	November 2017 Budget YTD	Variance Favorable/ (Unfavorable)	%	November 2016 YTD
Gross Revenue									
Inpatient Revenue	3,741,603	3,329,805	411,799	12%	41,526,795	37,071,845	4,454,950	12%	31,322,346
Outpatient Revenue	14,246,112	13,951,918	294,193	2%	150,856,299	155,331,443	(4,475,144)	-3%	126,887,626
Total Gross Revenue	17,987,715	17,281,723	705,992	4%	192,383,094	192,403,288	(20,194)	0%	158,209,972
Revenue Adjustments									
Cost Adjustment Medicaid	1,616,729	2,120,984	504,256	24%	18,218,246	23,613,639	5,395,393	23%	17,850,039
Cost Adjustment Medicare	5,949,314	5,695,494	(253,820)	-4%	67,530,108	63,409,868	(4,120,239)	-6%	50,903,750
Charity Care	232,406	108,100	(124,305)	-115%	1,177,550	1,203,515	25,965	2%	889,452
Contractual Allowances Other	1,588,064	1,210,877	(377,187)	-31%	14,941,711	13,481,107	(1,460,604)	-11%	11,681,059
Administrative Adjustments	85,001	19,472	(65,530)	-337%	476,759	216,786	(259,974)	-120%	193,325
Adjust Bad Debt	112,763	256,374	143,611	56%	2,583,187	2,854,300	271,112	9%	2,499,346
Total Revenue Adjustments	9,584,277	9,411,302	(172,975)	-2%	104,927,561	104,779,215	(148,346)	0%	84,016,971
Net Patient Service Revenue	8,403,438	7,870,421	533,017	7%	87,455,533	87,624,073	(168,540)	0%	74,193,001
Other Revenue									
340B Revenue	284,050	251,844	32,206	13%	3,090,574	2,803,860	286,714	10%	2,769,007
Meaningful Use Ehr Incentive	(276,085)	3,288	(279,372)	-8498%	(139,301)	36,603	(175,903)	-481%	182,750
Other Operating Revenue	74,619	109,317	(34,698)	-32%	1,413,060	1,217,068	195,992	16%	1,022,218
Total Operating Revenues	8,486,022	8,234,870	251,152	3%	91,819,866	91,681,604	138,262	0%	78,166,976
Operating Expenses									
Salaries And Wages	4,089,231	4,075,266	(13,965)	0%	44,876,881	45,371,320	494,439	1%	38,157,086
Employee Benefits	1,002,571	1,006,680	4,109	0%	11,072,853	11,207,706	134,852	1%	9,219,707
Professional Fees	311,818	281,104	(30,714)	-11%	4,524,949	3,129,625	(1,395,324)	-45%	3,276,062
Purchased Services	462,238	522,574	60,336	12%	5,515,674	5,817,995	302,321	5%	5,186,428
Supplies	1,437,460	1,173,307	(264,153)	-23%	14,579,365	13,062,822	(1,516,543)	-12%	12,326,212
Insurance	38,495	55,890	17,395	31%	553,390	622,246	68,857	11%	604,826
Leases And Rentals	146,562	142,968	(3,594)	-3%	1,281,645	1,591,715	310,071	19%	1,283,432
Depreciation And Amortization	402,274	302,812	(99,462)	-33%	3,967,672	3,371,308	(596,364)	-18%	3,646,788
Repairs And Maintenance	49,431	74,737	25,306	34%	508,216	832,071	323,855	39%	613,729
Utilities	85,210	75,607	(9,603)	-13%	933,602	841,761	(91,840)	-11%	750,815
Licenses And Taxes	66,399	45,063	(21,337)	-47%	608,108	501,699	(106,409)	-21%	568,332
Other	130,533	169,190	38,657	23%	1,445,277	1,883,653	438,376	23%	1,550,457
Total Operating Expenses	8,222,222	7,925,198	(297,024)	-4%	89,867,631	88,233,921	(1,633,710)	-2%	77,183,874
Operating Income (Loss)	263,800	309,672	(45,872)	-15%	1,952,236	3,447,683	(1,495,448)	-43%	983,102
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	19	16,603	(16,584)	-100%	203,203	184,844	18,359	10%	181,567
Taxation For Debt Service	21	18,390	(18,370)	-100%	221,545	204,746	16,799	8%	267,137
Investment Income	(53,737)	6,370	(60,107)	-944%	133,985	70,918	63,067	89%	107,140
Interest Expense	(65,024)	(82,854)	17,830	22%	(613,145)	(922,437)	309,292	34%	(448,629)
Bond Issuance Costs	-	(12,329)	12,329	100%	(10,000)	(137,260)	127,260	93%	0
Gain or (Loss) on Disposed Asset	(4,363)	-	(4,363)	0%	(29,919)	0	(29,919)	0%	46,749
Contributions	7,393	11,507	(4,114)	-36%	357,012	128,110	228,903	179%	50,052
Total Non Operating Revenues (Expenses)	(115,691)	(42,313)	(73,379)	-173%	262,681	(471,080)	733,761	156%	204,016
Change in Net Position (Loss)	148,109	267,360	(119,251)	-45%	2,214,917	2,976,604	(761,687)	-26%	1,187,117

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

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

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

General Fund Warrants & ACH Transfers	\$7,698,428.54	(Provided under separate cover)
Bad Debt / Charity	\$430,170.24	(Attached)
Canceled Warrants	\$108.30	(Attached)

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

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

Submitted for your approval are the following warrants:

GENERAL FUND:

240809 - 240855	\$3,832,498.86
ACH TRANSFERS	<u>\$3,865,929.68</u>
	<u>\$7,698,428.54</u>
YEAR-TO-DATE:	<u><u>\$88,533,809.37</u></u>

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 2017 BAD DEBT, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	NOVEMBER	NOVEMBER YTD	NOVEMBER YTD BUDGET
Bad Debts:	\$112,763.35	\$2,583,187.11	\$2,854,299.57
Charity Care:	\$232,405.61	\$1,177,550.39	\$1,203,515.35
Other Administrative Adjustments:	\$85,001.28	\$476,759.13	\$216,785.56
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TOTAL FOR MONTH:	\$430,170.24	\$4,237,496.63	\$4,274,600.48
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JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: NOVEMBER 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
11/10/2016	231908	\$ 53.30
11/17/2016	232176	\$ 55.00

TOTAL: \$ 108.30

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2017-44

A RESOLUTION TO DELCARE CERTAIN EQUIPMENT 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 the District, and;

WHEREAS said equipment now represents an unnecessary cost to the District to retain and store it,

NOW, THEREFORE, BE IT RESOLVED THAT:

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

Description	Asset #	Serial #	Model #
Agilent V24C Monitor	None	4006A90281	V24C (OR02055)
Gamma Detection System	04-00019	41362888	Neo 2000 OR02383
Ultrasonic Scalpel	05-00020	GNA050733	300 OR02036
Gas Monitor	No Tag	4323A21665	M1026B OR02054
Gas Monitor	No Tag	4323A22332	M1026B OR02112
Gas Monitor	No Tag	4323824023	M1026B OR02083

APPROVED this 20th day of December, 2017.

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 2017-45

A RESOLUTION CANCELING CERTAIN WARRANTS IN
THE AMOUNT OF \$108.30

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 \$108.30 be canceled.

Date of Issue	Warrant #	Amount
11/10/2016	231908	53.30
11/17/2016	232176	55.00
Total		108.30

APPROVED this 20th day of December, 2017.

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 2017-40

The Commissioners of Jefferson County Public Hospital District No. 2 have mutually agreed to change the regular Board of Commissioners meeting time to the fourth Wednesday of each month at 2:00pm, beginning January 24, 2018.

APPROVED this 20th day of December, 2017.

APPROVED BY THE COMMISSION:

Commission Chair Jill Buhler: _____

Commission Secretary Marie Dressler: _____

Attest:

Commissioner Anthony De Leo: _____

Commissioner Kees Kolff: _____

Commissioner Matt Ready: _____