
Business Session Draft Agenda
Wednesday, June 21, 2017

<u>Call to Order:</u>	3:30
<u>Approve Agenda:</u>	3:35
<u>Patient Story:</u> Jackie Mossakowski	3:40
<u>Minutes:</u> Action Requested <ul style="list-style-type: none">• June 7 Regular Session (pg. 2-3)	3:50
<u>Required Approvals:</u> Action Requested <ul style="list-style-type: none">• Medical Staff Credentials/Appointments/Reappointments (pg. 4)• May Warrants and Adjustments (pg. 5-9)• Resolution 2017-24 Cancel Warrants (pg. 10)• Emergency CEO Succession Policy	4:00
<u>Public Comment:</u> <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>	4:10
<u>Independent Auditors Report:</u> <ul style="list-style-type: none">• Tom Dingus, Dingus, Zarecor & Associates PLLC	4:20
<u>5210 Initiative:</u> <ul style="list-style-type: none">• Karen Obermeyer, Health Educator, Jefferson County Public Health	5:00
<u>Financial Report:</u> Hilary Whittington <ul style="list-style-type: none">• May	5:15
<u>Administrator's Report:</u> Mike Glenn	5:35
<u>Chief Medical Officer Report:</u> Joe Mattern, MD	5:55
<u>Board Report :</u>	6:15
<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, June 7, 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, and Ready. Also present were, Mike Glenn, CEO, Lisa Holt, CAO, Jackie Mossakowski, CNO, Steve Feland, CHRO, and Alyssa Rodrigues, Administrative Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Approve Agenda:

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

Action: Motion passed unanimously.

Patient Story:

CNO Jackie Mossakowski read aloud a letter received from a hospice patient's family member regarding the patient's wonderful hospice care.

Minutes:

- May 17 Regular Session minutes

Commissioner Dressler made a motion to approve the May 17 regular session minutes. Commissioner De Leo seconded.

Action: Motion passed unanimously.

Required Approvals:

- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policy
- Resolution 2017-22 Surplus Equipment

Commissioner Kolff made a motion to approve Medical Staff Credentials/Appointments/Reappointments, and Resolution 2017-22 Surplus Equipment as presented. Commissioner Ready seconded.

Action: Motion passed unanimously.

Discussion ensued.

Commissioner Kolff made a motion to withhold Medical Staff Policy until we receive a presentation from staff regarding the reproductive healthcare services. Commissioner Ready seconded.

Discussion ensued.

Action: Motion failed unanimously.

Commissioner Kolff made a motion to adopt medical staff policy as presented and have staff give a presentation on the reproductive healthcare services at a later date.

Action: Motion failed due to lack of second.

Commissioner Dressler made a motion to approve Medical Staff Policy. Commissioner De Leo seconded.

Motion: Motion passed 4 to 1. Commissioner De Leo, Ready, Dressler, and Buhler approved. Commissioner Kolff opposed.

Cyber Security in the Healthcare World Presentation:

Roger Harrison, IT Director gave a presentation on Cyber Security in the Healthcare World.

Discussion ensued.

Strategic Plan Update:

Mike Glenn, CEO gave an update on the strategic plan.

Discussion ensued.

Board Reports:

Commissioner Kolff reported that the Green Committee had met earlier and he is very impressed by the work being done would love to invite them to come present at a board meeting.

Commissioner Kolff thanked Dunia Faulx, Population Health Coordinator for her outstanding presentation given at the Tuesday Morning Breakfast Club.

Commissioner Kolff thanked Karen Obermeyer and Jefferson Healthcare Human Resource for participating in the setup of Tour de Forts.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 5:08pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

FROM: Barbara York – Medical Staff Services
RE: 6-12-2017 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 6-21-2017

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 active/courtesy/allied health Provisional Staff with privileges as requested:

1. Anderson, Stephanie, MD – Internal Medicine for JHC Family Medicine Clinic (currently temporary appointment)
2. Harris, Jacob, MD – Diagnostic Radiology – onsite vacation coverage for Marc Koenig MD

	May 2017 Actual	May 2017 Budget	Variance Favorable/ (Unfavorable)	%	May 2017 YTD	May 2017 Budget YTD	Variance Favorable/ (Unfavorable)	%	May 2016 YTD
Gross Revenue									
Inpatient Revenue	4,565,677	3,440,801	1,124,876	33%	19,618,768	16,760,028	2,858,740	17%	13,923,698
Outpatient Revenue	13,517,611	14,416,995	(899,385)	-6%	65,028,682	70,224,702	(5,196,020)	-7%	57,842,087
Total Gross Revenue	18,083,288	17,857,796	225,491	1%	84,647,450	86,984,730	(2,337,280)	-3%	71,765,785
Revenue Adjustments									
Cost Adjustment Medicaid	1,368,655	2,191,686	823,031	38%	8,138,514	10,675,629	2,537,115	24%	8,523,972
Cost Adjustment Medicare	6,775,900	5,885,349	(890,551)	-15%	30,336,556	28,667,339	(1,669,217)	-6%	23,163,551
Charity Care	124,805	111,704	(13,101)	-12%	426,683	544,104	117,422	22%	405,317
Contractual Allowances Other	1,333,827	1,251,241	(82,586)	-7%	6,209,392	6,094,753	(114,640)	-2%	4,792,281
Administrative Adjustments	26,334	20,121	(6,213)	-31%	180,121	98,008	(82,114)	-84%	83,060
Adjust Bad Debt	(8,645)	264,920	273,565	103%	1,199,629	1,290,417	90,788	7%	1,319,934
Total Revenue Adjustments	9,620,876	9,725,020	104,144	1%	46,490,896	47,370,249	879,354	2%	38,288,116
Net Patient Service Revenue	8,462,412	8,132,776	329,636	4%	38,156,555	39,614,481	(1,457,926)	-4%	33,477,670
Other Revenue									
340B Revenue	453,222	260,239	192,984	74%	1,435,497	1,267,614	167,884	13%	1,268,680
Meaningful Use Ehr Incentive	-	3,397	(3,397)	-100%	-	16,548	(16,548)	-100%	21,250
Other Operating Revenue	82,473	112,961	(30,488)	-27%	582,277	550,231	32,046	6%	410,335
Total Operating Revenues	8,998,107	8,509,373	488,734	6%	40,174,329	41,448,874	(1,274,544)	-3%	35,177,935
Operating Expenses									
Salaries And Wages	4,089,469	4,211,112	121,643	3%	19,915,082	20,512,186	597,104	3%	16,836,758
Employee Benefits	960,984	1,040,237	79,252	8%	5,089,476	5,066,957	(22,519)	0%	4,433,942
Professional Fees	486,932	290,474	(196,458)	-68%	2,080,316	1,414,890	(665,426)	-47%	1,637,263
Purchased Services	584,880	539,994	(44,886)	-8%	2,550,476	2,630,291	79,816	3%	2,220,788
Supplies	1,274,008	1,212,418	(61,590)	-5%	6,136,636	5,905,648	(230,989)	-4%	4,748,490
Insurance	45,512	57,753	12,242	21%	239,985	281,315	41,330	15%	273,493
Leases And Rentals	92,635	147,734	55,099	37%	561,485	719,608	158,123	22%	574,142
Depreciation And Amortization	346,962	312,906	(34,056)	-11%	1,743,506	1,524,154	(219,352)	-14%	1,748,690
Repairs And Maintenance	58,915	77,228	18,313	24%	243,382	376,176	132,794	35%	221,940
Utilities	85,176	78,128	(7,048)	-9%	412,149	380,557	(31,592)	-8%	317,748
Licenses And Taxes	39,000	46,565	7,565	16%	243,961	226,816	(17,145)	-8%	238,490
Other	114,999	174,830	59,831	34%	661,247	851,592	190,345	22%	656,584
Total Operating Expenses	8,179,471	8,189,379	9,908	0%	39,877,700	39,890,190	12,490	0%	33,908,329
Operating Income (Loss)	818,636	319,995	498,642	156%	296,629	1,558,683	(1,262,054)	-81%	1,269,606
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	14,331	17,156	(2,825)	-16%	83,160	83,567	(407)	0%	73,061
Taxation For Debt Service	14,864	19,003	(4,139)	-22%	89,279	92,565	(3,286)	-4%	105,679
Investment Income	14,748	6,582	8,166	124%	67,941	32,062	35,879	112%	39,382
Interest Expense	(55,050)	(85,615)	30,566	36%	(267,530)	(417,030)	149,499	36%	(263,507)
Bond Issuance Costs	-	(12,740)	12,740	100%	-	(62,055)	62,055	100%	-
Gain or (Loss) on Disposed Asset	5,450	-	5,450	0%	10,950	0	10,950	0%	45,249
Contributions	-	11,890	(11,890)	-100%	309,880	57,918	251,962	435%	20,931
Total Non Operating Revenues (Expenses)	(5,657)	(43,723)	38,066	87%	293,679	(212,973)	506,653	238%	20,796
Change in Net Position (Loss)	812,980	276,272	536,708	194%	590,308	1,345,710	(755,402)	-56%	1,290,402

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

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

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

General Fund Warrants & ACH Transfers	\$8,121,282.15	(Provided under separate cover)
Bad Debt / Charity	\$142,493.65	(Attached)
Canceled Warrants	\$1,821.32	(Attached)

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

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

Submitted for your approval are the following warrants:

GENERAL FUND:

236180 - 236987	\$4,455,143.33
ACH TRANSFERS	<u>\$3,666,138.82</u>
	<u>\$8,121,282.15</u>
YEAR-TO-DATE:	<u><u>\$42,039,203.30</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: MAY 2017 BAD DEBT, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	MAY	MAY YTD	MAY YTD BUDGET
Bad Debts:	(\$8,645.37)	\$1,199,629.30	\$1,290,417.03
Charity Care:	\$124,804.90	\$426,682.64	\$544,104.31
Other Administrative Adjustments:	\$26,334.12	\$180,121.41	\$98,007.85
TOTAL FOR MONTH:	\$142,493.65	\$1,806,433.35	\$1,932,529.19

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: HILARY WHITTINGTON, CFO
RE: MAY 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
5/12/2016	226503	\$ 19.82
5/12/2016	226539	\$ 329.72
5/16/2016	226563	\$ 1,070.40
5/26/2016	226965	\$ 401.38

TOTAL:	<u>\$ 1,821.32</u>
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JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2017-24

A RESOLUTION CANCELING SAID WARRANTS IN
THE AMOUNT OF \$1821.32

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 \$1821.32 be canceled.

Date of Issue	Warrant #	Amount
05/12/2016	226503	19.82
05/12/2016	226539	329.72
05/16/2016	226563	1070.40
05/26/2016	226965	401.38
Total		1821.32

APPROVED THIS 21st day of June, 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: _____