

**Jefferson County Public Hospital District no. 2  
Board of Commissioners,  
Special Session Minutes  
Dirksen Conference Room, Wednesday, July 11, 2018  
834 Sheridan, Port Townsend, WA 98368**

**Special Session:**

Commission Chair Buhler called the meeting to order at 8:36am. Also present were Commissioners Dressler, Ready, Kolff, McComas, CEO Mike Glenn, Facilitator, Karma Bass, and Administrative Assistant, Alyssa Rodrigues.

The purpose of this special session was to have a discussion about Governance with facilitator, Karma Bass, Jefferson County Public Hospital District no. 2 Board of Commissioners, and CEO, Mike Glenn. Items to be discussed included meeting objectives, agenda, group guidelines, discuss board self- assessment results and key issues, discuss building a healthy board culture, review progress on 2017-18 board action plan, discuss next steps and confirm board agreements, and closing comments. Action may be taken.

**Welcome and Public Comments:**

Introductions were made.

**Confirm Objectives, Agenda and Agree on Group Guidelines**

Karma Bass, Facilitator, introduced the meeting and gave a presentation to the board regarding the objectives for the day and proposed group guidelines.

Discussion ensued.

**Board Self-Assessment Results and Key Issues Discussion**

Commissioners, CEO Mike Glenn, and Facilitator, Karma Bass, reviewed and discussed the 2018 Board self-assessment results, which included the largest shifts in ranked statements from 2017 to 2018 and board involvement with the audit process.

Commissioner Kolff made a motion to add a step in the Financial Audit Process to add having a telephone discussion with the auditor, board chair, secretary, or finance committee member. Motion died for lack of second.

Discussion ensued.

Commissioners, CEO Mike Glenn, and Facilitator discussed the mission, vision, and purpose of Jefferson Healthcare.

Commissioner Buhler recessed for break at 10:01am.  
Commissioner Buhler reconvened the meeting at 10:17am.

Discussion continued regarding 2018 Board Self-Assessment Results and the highest rated statements across all sections and lowest rated statements across all sections, the boards involvement in the strategic plan process, communities' involvement in strategic plan process, quality oversight comments, Legal, Regulatory, Finance and Audit Oversight, constituency group loyalty, advocacy, and advocacy board policy.

**Building a Healthy Board Culture:**

Facilitator, Karma Bass, CEO Mike Glenn, and Commissioners discussed internal vs external board focus, Critical Access Hospital challenges, characteristics of a successful team.

Commissioner Buhler recessed for break at 11:54 am  
Commissioner Buhler reconvened the meeting at 12:10pm

**Review Progress on 2017-18 Board Action Plan:**

Ms. Bass facilitated conversation regarding the 2017-18 Board Action Plan which involved the new board meeting structure, public comment period, breaks, questions to the board, Board meeting materials, medical staff credentialing and bylaws, board education calendar, board policy review, quality oversight, CEO Performance Assessment, CEO compensation review, evaluation process.

**Meetings:**

Commissioners discussed current meeting process, including public comment period(s), setting time limit for each public comment, breaks, and meeting format in genera.

Commissioner Buhler made a motion to suggest having a special meeting to discuss "parking lot" items. Commissioner Kolff seconded.

**Action:** Motion passed unanimously.

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

**Action:** Motion passed unanimously.

Meeting concluded at 1:30pm

Approved by the Commission:

Chair of Commission: Jill Buhler \_\_\_\_\_

Secretary of Commission: Marie Dressler \_\_\_\_\_