Jefferson County Public Hospital District No.2 Board of Commissioners, Regular Session Minutes Wednesday, July 25, 2018 Victor J. Dirksen Conference Room

Call to Order:

The meeting was called to order at 2:00pm by Board Chair Buhler. Also present were Commissioners Dressler, McComas, Ready, and Kolff by telephone. Mike Glenn, CEO, Hilary Whittington, Chief Administrative Officer/ Chief Financial Officer, Brandie Manuel, Chief Patient Care officer, Caitlin Harrison, Chief Human Resources Officer, and Alyssa Rodrigues, Administrative Assistant were also in attendance. This meeting was officially audio recorded by Jefferson Healthcare.

Education:

Brandie Manuel, Chief Patient Care Officer and Caitlin Harrison, Chief Human Resources Officer presented on the Methodology of Patient and Employee Satisfaction Scores.

Discussion ensued.

Break:

Commissioners recessed for break at 2:24pm.

Commissioners reconvened from break at 3:30pm.

Approve Agenda:

Commission Buhler made an amendment to the agenda to move the Resolution 2018-11 WRHC Interlocal Agreement to follow the Financial Report.

Commissioner Dressler made a motion to approve the agenda as amended.

Commissioner McComas seconded.

Action: Motion passed unanimously.

Patient Story:

Chief Nursing Officer, Joyce Cardinal read a patient story aloud. In April 2017 the patient had an abnormal screening mammogram and was called back to Diagnostic Imaging department to get a more definitive diagnostic mammogram with an ultrasound. Patient had a diagnostic mammogram and the radiologist recommended a biopsy with an MRI.

Later that year Diagnostic Imaging staff discovered that the patient had never followed up and obtained the further test. The technician contacted the patient and reminded her about the need for further investigation. The patient did then follow up in November when breast cancer was diagnosed and treated. Patient returned in April 2018 for her routine annual mammogram, the result being a normal post-surgery mammogram.

Randy Holeman, Director of Radiology stated that the Mammography department does a great job but used to be hindered by the manual tracking process, which could lead them to miss or overlook patients who failed to follow the radiologists' recommendations.

In April 2017 Diagnostic Imaging staff started using an EPIC tracking module which is a great addition, allowing the staff timelier reporting for exams and follow up. The electronic tracking system facilitated prompt follow up for this patient's care, which ultimately helped the patient get an earlier invasive cancer diagnosis and treatment. Without the electronic tracking system and diligence of the techs the patient may not have been seen for several more months.

Minutes:

- June 15 Special Session
- June 20 Special Session
- June 27 Special Session

Commissioner Kolff made an amendment to the June 20 Special Session to remove himself from the attendees list. Commissioner Dressler made a motion to approve the June 15 Special Session, June 20 Special Session, and June 27 Special Session as amended. Commissioner McComas seconded.

Action: Motion passed unanimously.

Required Approvals: Action Requested

- June Warrants and Adjustments
- Resolution 2018-09 Cancel Warrants
- Resolution 2018-10 Surplus Equipment
- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policy

Commissioner McComas made a motion to approve Medical Staff Credentials/Appointments/ Reappointments, Medical Staff Policy, June Warrants and Adjustments, Resolution 2018-09 Cancel Warrants, Resolution 2018-10 Surplus Equipment. Commissioner Ready seconded.

Action: Motion passed unanimously.

Public Comment:

Public comment was made.

Financial Report:

Hilary Whittington, CFO/CAO gave the June financial report.

Discussion ensued.

Resolution 2018-11 WRHC Interlocal Agreement

Commissioner Dressler made a motion to approve Resolution 2018-11 WRHC Interlocal Agreement. Commissioner Ready seconded.

Action: Motion passed unanimously.

Quality Report:

Brandie Manuel, Chief Patient Care Officer, presented the Quality report.

Discussion ensued.

Administrative Report

Mike Glenn, CEO, presented the administrative report.

Discussion ensued.

Chief Medical Officer Report:

Dr. Joe Mattern, Chief Medical Officer, presented the CMO report which included updates on the credentialing committee retreat, ACO, MAT Training, med staff meetings, and staffing.

Board Business:

Commissioner Buhler distributed the Jefferson County Board of Health Minutes.

Meeting Evaluation

Commissioners evaluated the meeting.

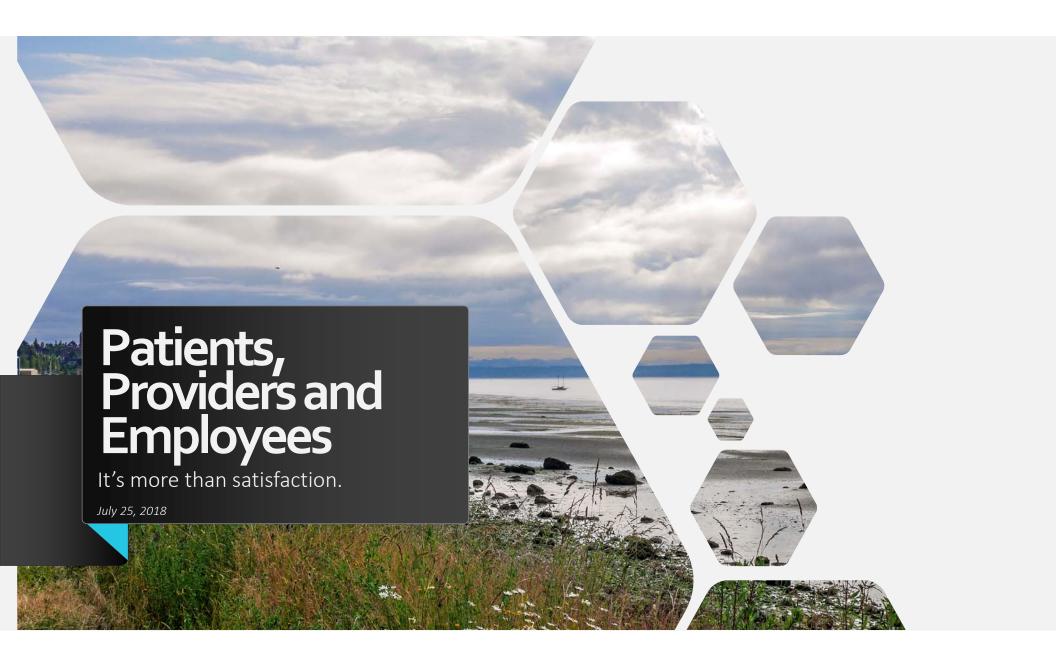
Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 4:45pm.

| Approved by the Commission: | |
|---|--|
| Chair of Commission: Jill Buhler | |
| Secretary of Commission: Marie Dressler | |







How much do these surveys matter?

The answer? A lot.

Why is patient engagement so important?

Is it about money? No. Not yet.

It's who we are.

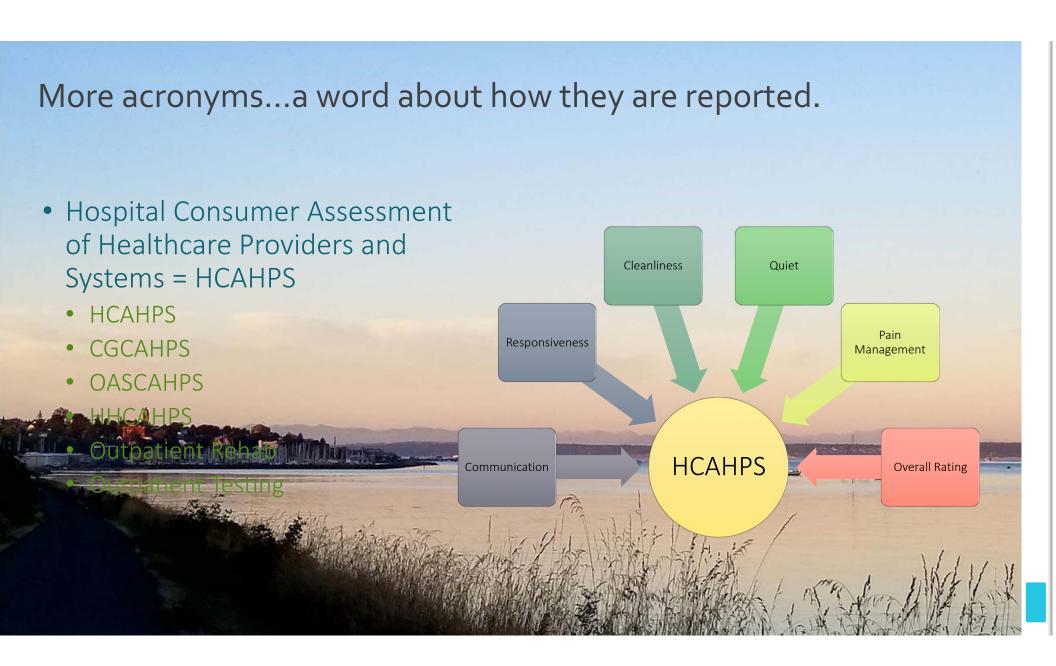
Patient engagement = Safer Patients

Research shows that patient engagement positively impacts patient engagement and improves patient safety!



HOW YOUR HOSPITAL CAN MAKE YOU SICK





What is specifically being asked?





The Survey Process.

Surveys

- Files are submitted to our survey vendor, NRC Health
- Two wave methodology is used
- Surveys sent based on response rates

Data

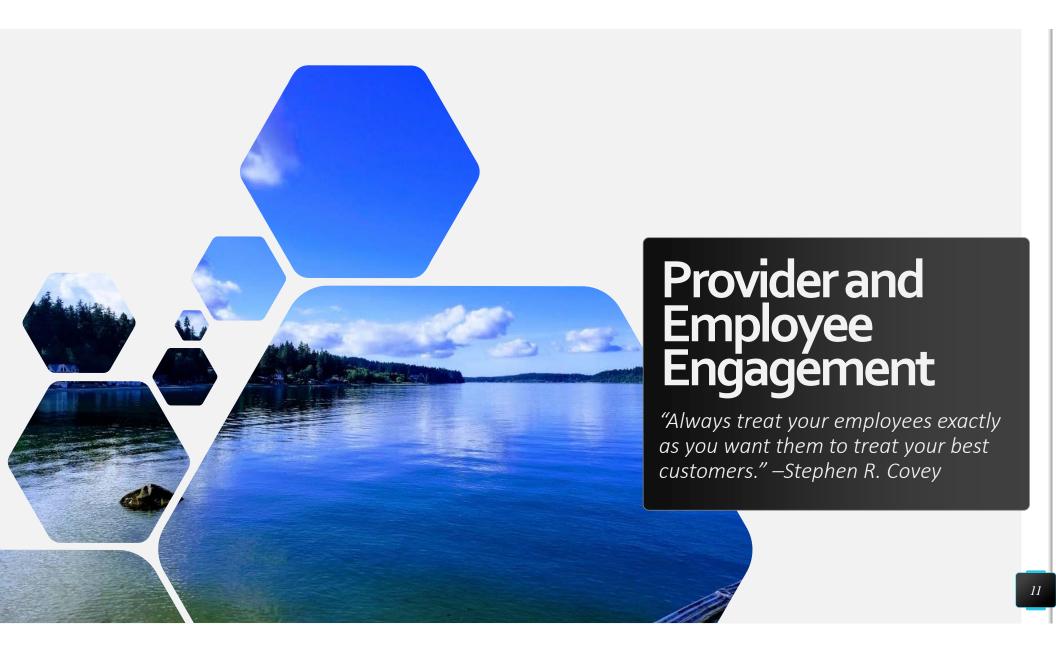
- Returned surveys analyzed and entered into tool
- Service alerts when appropriate
- Data continues to be updated until survey period ends

Action

- Monthly reports to leadership
- Data is used to drive improvement and engage staff
- NRC reports the data to CMS for pubic reporting







Provider Engagement

Maslach Burnout Inventory

- Leading measure of burnout, designed specifically for Medical Personnel
- What/who does it assess?
 - The individual provider employed by Jefferson
 - Designated Groups
 - Hospital Providers
 - Medical Group Providers
 - Specialty Providers
 - What does it address?
 - Emotional Exhaustion
 - Depersonalization
 - Personal Accomplishment
 - Helps to build professional goals



Employee Engagement Survey

National Research Corporation (NRC) Picker

- Who?
 - All staff: leaders, providers, front-line
- Purpose and Design
 - Staff provides the organization with feedback
 - Benchmarking every two years
 - Gives organization guidance on where to focus
- Sample Questions:
 - Would you recommend us as a place to work?
 - Are you excited to come work?
 - Are you inspired to meet your goals at work?

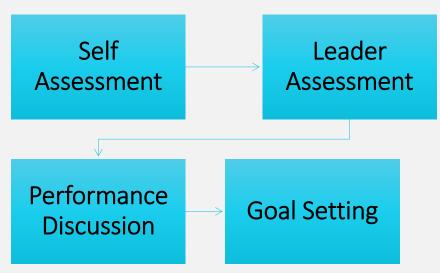


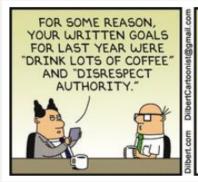


Leader and Employee Evaluation

Annual Performance Evaluation

- For all staff members of Jefferson Healthcare
- Why? Aren't we doing lots of other ones??
 - Provides the opportunity for real evaluation of an employee's past year and opportunities for improvement
 - What does it address?
 - Organizational Values
 - Job Competencies
 - Job Standards
 - Leadership Skills
 - Helps to build professional goals and development plans for staff



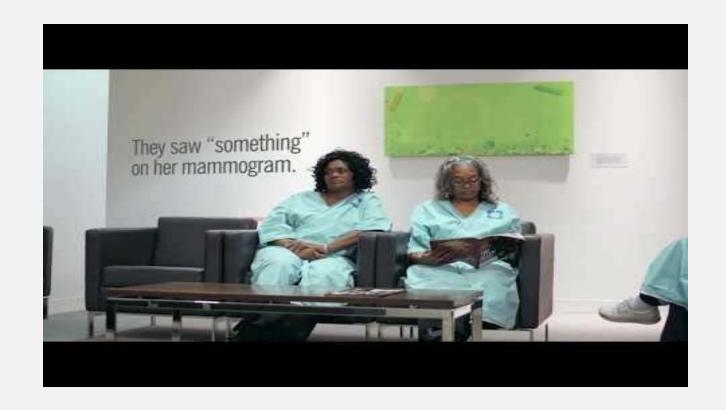






Finally – our why.

Engaged staff and providers are the foundation for creating engaged patients.





Jefferson Healthcare

Finance Report
July 25, 2018
Hilary Whittington, CAO/CFO

June 2018

Education – the budget process

Already happened:

 budget schedule and capital assets planning tools sent to leaders

Month of July:

 meetings with leadership to review the budget process (Finance 360)

• Late July:

• budget packets distributed to leaders

• Early August:

budget prep with leaders and their SLG members

Mid-August to late September:

budget meetings

Mid-September:

• preliminary review of capital requests

• Early October:

capital rodeo and SLG budget review

November 7:

• "budget workshop" special meeting

November 28:

operating and capital budget hearing



June 2018

Service Line Highlight – Surgery Center



Resources:

- Surgeon available for additional scope appointments
- Additional Endoscopy RN to handle service line increase



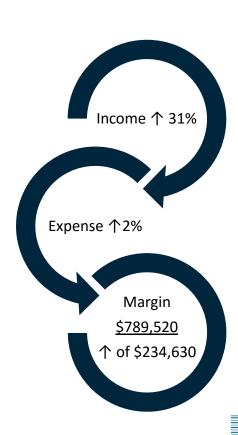
FTE Management:

- Cross training to increase efficiencies
- Effective use of low census and reduction of overtime



Teamwork and accountability:

 Working as a team to identify weaknesses, address issues and stay accountable.



June 2018

Operating Statistics

| STATISTIC DESCRIPTION | JUN ACTUAL | JUN BUDGET | % VARIANCE | YTD - ACTUAL | YTD BUDGET | % VARIANCE |
|--|------------|------------|------------|-----------------|---------------|------------|
| FTEs - TOTAL (AVG) | 540 | 585 | 8% | 543 | 585 | 7% |
| ADJUSTED PATIENT DAYS | 1,828 | 2,102 | -13% | 12,228 | 12,679 | -4% |
| ICU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS) | 71 | 94 | -24% | 492 | 568 | -13% |
| ACU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS) | 282 | 351 | -20% | 1,998 | 2,116 | -6% |
| PATIENT DAYS (ACU, ICU, SWING), INCLUDES OBSERVATION | 353 | 461 | -23% | 2,537 | 2,780 | -9% |
| SURGERY CASES (IN OR) | 98 | 99 | -1% | 594 | 597 | -1% |
| SPECIAL PROCEDURE CASES | 76 | 99 | -23% | 414 | 597 | -31% |
| LAB BILLABLE TESTS | 16,518 | 18,505 | -11% | 108,334 | 111,644 | -3% |
| TOTAL DIAGNOSTIC IMAGING TESTS | 2,653 | 2,945 | -10% | 15,792 | 17,773 | -11% |
| MEDS DISPENSED | 20,248 | 22,999 | -12% | 136,646 | 138,760 | -2% |
| RESPIRATORY THERAPY PROCEDURES | 2,828 | 3,647 | -22% | 19,624 | 22,006 | -11% |
| REHAB/PT/OT/ST RVUs | 8,347 | 6,849 | 22% | 51,289 | 41,323 | 24% |
| ER CENSUS | 1,029 | 1,095 | -6% | 6,227 | 6,608 | -6% |
| TOTAL RURAL HEALTH CLINIC VISITS | 5,406 | 7,055 | -23% | 33,477 | 42,566 | -21% |
| TOTAL SPECIALTY CLINIC VISITS | 3,110 | 3,342 | -7% | 18,693 | 20,155 | -7% |
| HOME HEALTH EPISODES | 65 | 66 | -2% | 363 | 398 | -9% |
| HOSPICE CENSUS/DAYS | 1,103 | 865 | 28% | 6,346 | 5,218 | 22% |

Jefferson Healthcare

June 2018

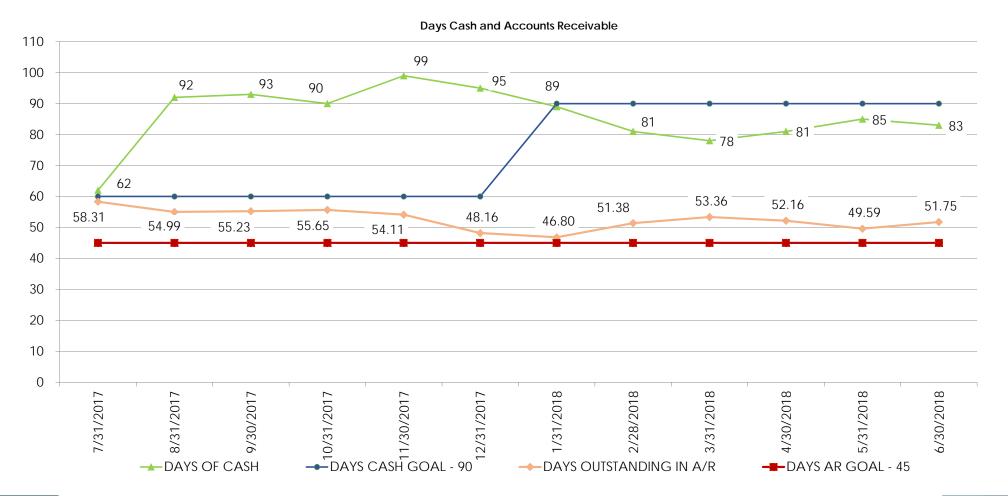
Income Statement Summary

| | June 2018 Actual | June 2018 Budget | Variance Favorable/ (Unfavorable) | % | June 2018 YTD | June 2018 Budget YTD | Variance Favorable/ (Unfavorable) | % | June 2017 YTD |
|---|---------------------|---------------------|---|------|------------------|-------------------------|---|-------|------------------|
| Operating Revenue | | | | | | | | | |
| Gross Patient Service Revenue | 18,164,519 | 19,616,834 | (1,452,316) | -7% | 113,741,516 | 118,354,967 | (4,613,451) | -4% | 103,012,357 |
| Revenue Adjustments | 9,448,841 | 10,645,572 | 1,196,731 | 11% | 62,213,774 | 64,228,322 | 2,014,548 | 3% | 56,149,194 |
| Charity Care Adjustments | 204,815 | 120,948 | (83,867) | -69% | 1,300,908 | 729,722 | (571,186) | -78% | 484,307 |
| Net Patient Service Revenue | 8,510,862 | 8,850,314 | (339,451) | -4% | 50,226,833 | 53,396,923 | (3,170,090) | -6% | 46,378,857 |
| Other Revenue | 453,189 | 409,763 | 43,426 | 11% | 2,646,742 | 2,472,241 | 174,502 | 7% | 2,364,304 |
| Total Operating Revenue | 8,964,052 | 9,260,077 | (296,025) | -3% | 52,873,576 | 55,869,164 | (2,995,588) | -5% | 48,743,161 |
| Operating Expenses | | | | | | | | | |
| Salaries And Wages | 4,491,036 | 4,648,011 | 156,975 | 3% | 26,610,959 | 28,043,017 | 1,432,058 | 5% | 23,950,424 |
| Employee Benefits | 1,087,487 | 1,170,896 | 83,410 | 7% | 6,598,993 | 7,064,412 | 465,419 | 7% | 6,071,663 |
| Other Expenses | 3,204,641 | 3,273,691 | 69,050 | 2% | 20,011,116 | 19,751,278 | (259,838) | -1% | 17,911,241 |
| Total Operating Expenses | 8,783,163 | 9,092,598 | 309,435 | 3% | 53,221,068 | 54,858,707 | 1,637,639 | 3% | 47,933,328 |
| Operating Income (Loss) | 180,888 | 167,479 | 13,410 | 8% | (347,492) | 1,010,457 | (1,357,949) | -134% | 809,833 |
| Total Non Operating Revenues (Expenses) | (37,470) | (28,917) | (8,553) | -30% | (46,139) | (174,465) | 128,326 | 74% | 383,485 |
| Change in Net Position (Loss) | 143,418 | 138,562 | 4,856 | 4% | (393,632) | 835,992 | (1,229,623) | -147% | 1,193,317 |

Jefferson June 2018 Ilealthcare Projection

| REV average | 100.61% 96.97% | 90.99% | 102.60% 99.79% | 93.03% 97.81% | 102.02% 100.41% | 106.30% 98.02% | 98.47% 97.77% | 103.98% 99.51% | 97.73% 97.74% | 105.94% 102.00% | 101.63% 103.30% | 102.00% 108.00% | | | |
|------------------------------|-------------------|--------------|-------------------|------------------|--------------------|-------------------|------------------|-------------------|------------------|--------------------|--------------------|--------------------|---------------|---------------|-----------------------------|
| EXP average | 90.97% | 92.83% | 99.19% | 97.81% | 100.41% | 96.02% | 91.1170 | 99.51% | 97.74% | 102.00% | 103.30% | 108.00% |) | | |
| | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 31 | 30 | 31 | | | |
| For Month Ending: | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | FORECAST | FORECAST | FORECAST | FORECAST | FORECAST | FORECAST | ANNUAL | ANNUAL | ANNUAL |
| June 30, 2018 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | (FAVORABLE)/ UNFAVORABLE |
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | FORECAST | BUDGET | VARIANCE |
| Total Gross Revenue | (19,970,547) | (17,590,835) | (20,080,894) | (18,004,518) | (19,930,210) | (18,164,524) | (18,666,119) | (19,668,113) | (18,578,736) | (20,087,336) | (19,385,676) | (19,484,551) | (229,612,059) | (238,671,719) | 9,059,661 |
| Total Revenue Adjustments | 10,818,721 | 9,674,103 | 11,526,445 | 10,301,093 | 11,540,665 | 9,653,656 | 10,423,393 | 9,982,919 | 10,252,429 | 11,084,930 | 10,697,729 | 10,752,291 | 126,708,374 | 130,992,796 | (4,284,422) |
| Net Patient Service Revenue | (9,151,826) | (7,916,732) | (8,554,449) | (7,703,425) | (8,389,545) | (8,510,868) | (8,242,726) | (9,685,194) | (8,326,306) | (9,002,406) | (8,687,947) | (8,732,259) | (102,903,684) | (107,678,923) | 4,775,239 |
| Total Operating Revenues | (9,572,397) | (8,243,708) | (8,977,805) | (8,242,706) | (8,872,916) | (8,964,057) | (8,677,083) | (10,142,868) | (8,758,630) | (9,469,834) | (9,139,049) | (9,185,661) | (108,246,714) | (112,664,383) | 4,417,670 |
| Total Operating Expenses | 9,299,007 | 8,342,935 | 9,396,690 | 8,694,861 | 8,704,434 | 8,783,168 | 8,671,972 | 8,798,366 | 8,636,609 | 8,990,511 | 9,123,338 | 9,567,022 | 107,008,913 | 110,626,717 | (3,617,804) |
| Operating (Income) Loss | (273,390) | 99,227 | 418,885 | 452,155 | (168,482) | (180,889) | (5,111) | (1,344,502) | (122,021) | (479,323) | (15,711) | 381,361 | (1,237,800) | (2,037,666) | 799,865 |
| | | | | | | | | | | | | | | | |
| Total Non Operating Revenues | 16,518 | 37,247 | (2,428) | (55,428) | 12,760 | 37,469 | 7,518 | 7,627 | 7,487 | 7,794 | 7,909 | 8,294 | 92,767 | 351,822 | (259,055) |
| (Income) or Loss | (256,872) | 136,474 | 416,457 | 396,727 | (155,722) | (143,420) | 2,407 | (1,336,875) | (114,534) | (471,529) | (7,802) | 389,655 | (1,145,033) | (1,685,844) | 540,811 |

June 2018
Cash and Accounts Receivable



June 2018
Board Financial Report

| Dept. | Department Description | Rev/Exp | Account | Account Description | June Actual | June Budget | June Variance | 2018 to Date Actual | 2018 to Date Budget | 2018 to Date Variance |
|-------|------------------------|-----------|---------|--------------------------------|-------------|-------------|------------------|------------------------|------------------------|--------------------------|
| 8612 | BOARD | Exp | 600010 | MANAGEMENT & SUPERVISION WAGES | 4,218.00 | 4,498.00 | 280.00 | 26,778.00 | 27,135.00 | 357.00 |
| 0012 | BOARD | EXÞ | | | , | 4,496.00 | | · | 27,133.00 | |
| | | | 602300 | CONSULT MNGMT FEE | 1,546.00 | - | (1,546.00) | 13,026.00 | - | (13,026.00) |
| | | | 602500 | AUDIT FEES | 14,651.00 | 3,288.00 | (11,363.00) | 37,239.00 | 19,836.00 | (17,403.00) |
| | | | 604200 | CATERING | 83.00 | 159.00 | 76.00 | 616.00 | 962.00 | 346.00 |
| | | | 604500 | OFFICE SUPPLIES | - | 24.00 | 24.00 | 1.00 | 144.00 | 143.00 |
| | | | 604800 | MINOR EQUIPMENT | - | - | - | 591.00 | - | (591.00) |
| | | | 604850 | COMPUTER EQUIPMENT | - | 80.00 | 80.00 | - | 481.00 | 481.00 |
| | | | 606500 | OTHER PURCHASED SERVICES | - | 822.00 | 822.00 | (250.00) | 4,959.00 | 5,209.00 |
| | | | 609400 | TRAVEL/MEETINGS/TRAINING | 1,121.00 | 1,644.00 | 523.00 | 8,634.00 | 9,918.00 | 1,284.00 |
| | | Exp Total | | | 21,619.00 | 10,515.00 | (11,104.00) | 86,635.00 | 63,435.00 | (23,200.00) |
| | BOARD Total | | | | 21,619.00 | 10,515.00 | (11,104.00) | 86,635.00 | 63,435.00 | (23,200.00) |

July 2018

Preview — (*as of 11:59pm 07/23/18)

• \$18,048,750 in HB charges

• Average: \$601,686/day (HB only)

• Budget: \$642,350/day

• \$7,387,500 in HB cash collections

• Average: \$258,944/day (HB only)

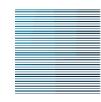
• Goal: \$289,057/day

• 53.6 Days in A/R

Questions



Resolution: WRHC interlocal agreement



Patient Safety & Quality Report

July 25, 2018

Brandie Manuel

Chief Patient Care Officer



live here. thrive here.

Agenda



Patient Experience: Inpatient (HCAHPS)

Overall the inpatient setting continues to do well in comparison with peer hospitals, exceeding the NRC Average score.

Current areas of focus:

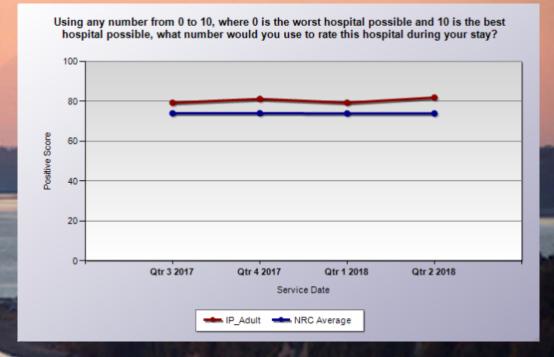
- Communication
- Quiet at Night

Patient Comments:

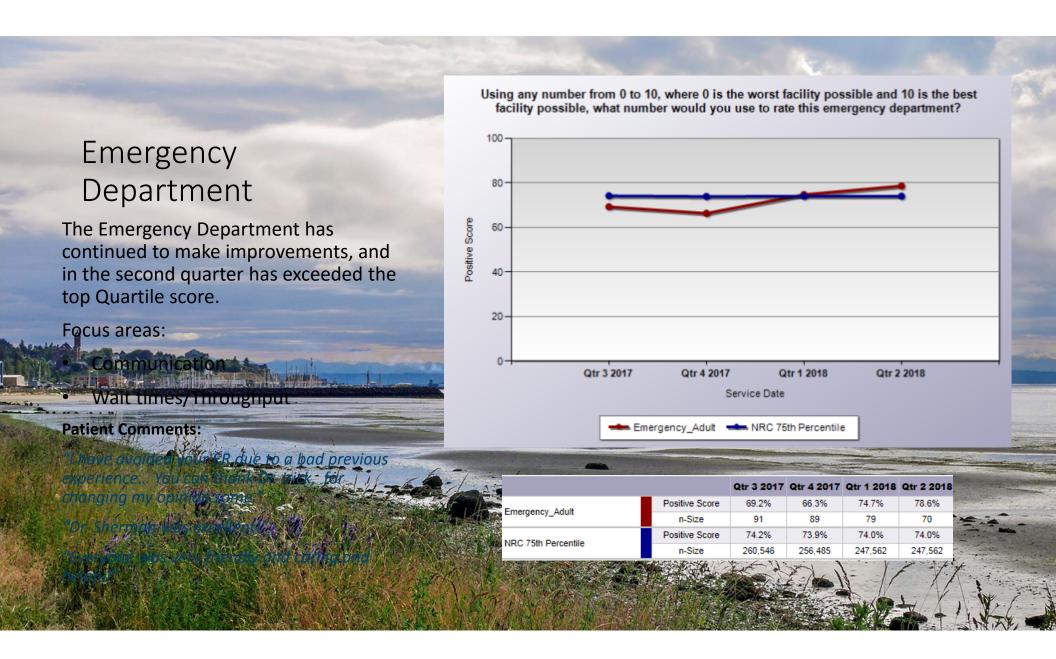
"After receiving care at both Jefferson then XXX
I felt more like a family member than a beat have great respect & appreciation for all the caregivers I met during my stay!"

"I was treated very well & with compassion esp. by the nursing staff. I was grateful for the care I received during a very stressful time."

"I got the best care at this hospital than any hospital I've been to."

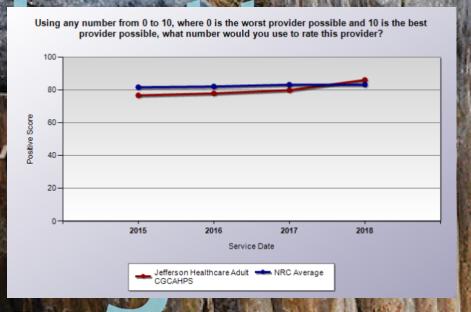


| | | | Qtr 3 2017 | Qtr 4 2017 | Qtr 1 2018 | Qtr 2 2018 |
|---|-------------|----------------|------------|------------|------------|------------|
| Ī | IP_Adult | Positive Score | 79.2% | 81.1% | 79.2% | 81.8% |
| | | n-Size | 77 | 90 | 77 | 55 |
| | NRC Average | Positive Score | 73.9% | 74.0% | 73.9% | 73.9% |
| ľ | | n-Size | 591,252 | 587,636 | 585,224 | 585,224 |



Outpatient Clinics (Primary Care and Specialty

Clinics) - CGCAHPS



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|----------------------------|--------------------------|---------|--------------|-----------------------|-----------------|
| | | 2015 | 2016 | 2017 | 2018 |
| Jefferson Healthcare Adult | Positive Score | 76.6% | 77.8% | 79.8% | 86.0% |
| CGCAHPS | n-Size | 1,531 | 1,051 | 1,351 | 600 |
| NRC Average | Positive Score | 81.6% | 82.1% | 83.1% | 83.2% |
| NRC Average | n-Size | 216,936 | 82,199 | 64,553 | 67,324 |

The clinics have demonstrated consistent improvement in their overall rating – with an average score exceeding the NRC Average in the Second Quarter.

Primary Care Focus:

Patient Access

Specialty Clinic Focus:

Communication

Patient Comments:

rimary Care

to ev Asbell has been extremely important in my health issues the

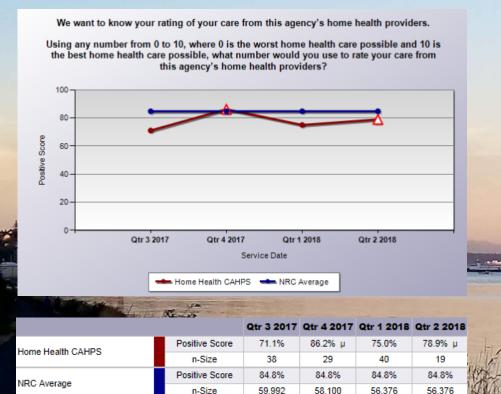
eller : hurse - professional + knowledge alle

ecialty Clinics:

it Naumant A.s excellent bedside that ters. He listens well and specis my decisions, while explaining it y options the outply."

reat staff - kind & compassionat

Home Health (HHCAHPS)



Second quarter showed improvement, though YTD is slightly lower than 2017

Focus Areas:

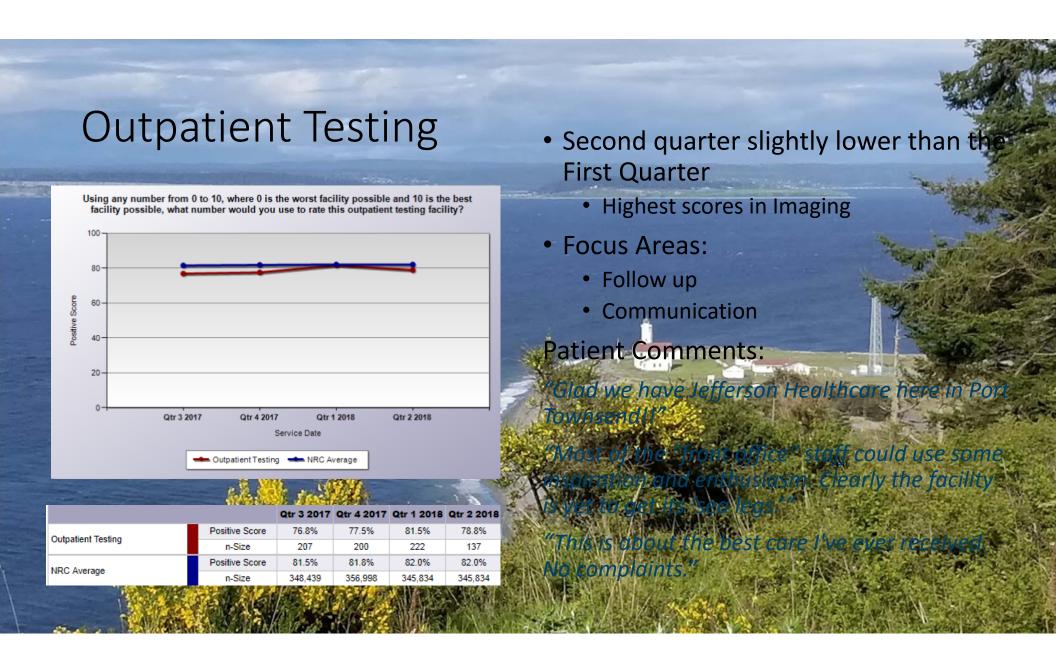
- Communication
- Medication Reconciliation

Patient Comments:

"My 2 PTs were a real plus to my home recovery.
Always encouraging me to press forward, but not too fast. Some of the tools they have given me labeled use forever."

"Excellent care from great staff."

"I think this is my second survey! Problems getting



Highlight: *Emergency Department*





- Time from arrival to provider decreased by 5 minutes in June.
- Throughput times (arrival to discharge) for patients being discharged decreased by 16 minutes in June.
 - Continues to be a work in progress

Strategies and Next Steps



Engagement

- Staff Members
- Leaders
- Providers
- PFAC



Patient Led Care

- Patient Directed Goals
- Improved Communication
- Shared Decision Making
- TeamSTEPPS training and application



Best Practice Alerts

- Service Excellence Committee
- Input from Leaders
- Connecting with the 'why'



Jefferson Healthcare

Administrative Report
July 25, 2018
Mike Glenn, CEO

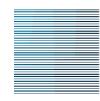
Chief Nursing Officer Recruitment Process

- Interviewed 3 outstanding CNO candidates.
- Reviewing interview feedback, notes, and observations.
- Asking follow up questions.
- Plan to select final candidate and schedule 2nd interview.



Labor Negotiations

- 3 labor agreements expire in October 2018.
- Jefferson Healthcare negotiating team has been reviewing agreements and preparing for negotiating sessions.
- Meeting dates have been proposed and are in the process of being finalized.



Port Ludlow Expansion of Services

- Port Ludlow Clinic
 - 3.75 Primary Care Providers
 - Orthopedic Clinic
 - Cardiology Clinic
 - Dermatology Clinic



Other

- Considering establishing a retail pharmacy in Port Ludlow.
- Provide specialty drugs to oncology and dermatology program.
- Provide local retail pharmacy option for residents at Port Ludlow.



Jefferson Healthcare Summer Calendar

July 28 Employee

Appreciation

Event

August 4 Port Hadlock

Days

August 10-12 Jefferson

County Fair

August 19 All County

Picnic

August 26 Port Ludlow Days

Contact Alyssa Rodrigues or Tina Herschelman for more information.



Questions

