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Special Session Agenda  
Wednesday, September 18, 2019

<b><u>Call to Order:</u></b>	2:30
<b><u>Approve Agenda:</u></b>	2:30
<b><u>Education Topic:</u></b> <ul style="list-style-type: none"><li>Emergency Management Update<ul style="list-style-type: none"><li>Bill Hunt, Emergency Management Coordinator</li></ul></li></ul>	2:31
<b><u>Break:</u></b>	3:15
<b><u>Patient Story:</u></b> Tina Toner, CNO	3:30
<b><u>Minutes:</u></b> Action Requested <ul style="list-style-type: none"><li>August 28 Regular Session (pg. 2-4)</li></ul>	3:40
<b><u>Required Approvals:</u></b> Action Requested <ul style="list-style-type: none"><li>August Warrants and Adjustment (pg. 5-10)</li><li>Medical Staff Credentials/ Appointments/ Reappointments (pg. 11)</li></ul>	3:42
<b><u>Public Comment:</u></b> <i>(In lieu of in-person comment, members of the public may provide comment on any agenda item or any other matter related to the District via a letter addressed to the Commissioners at 834 Sheridan Street, Port Townsend, Washington 98368, or via email to <a href="mailto:commissioners@jeffersonhealthcare.org">commissioners@jeffersonhealthcare.org</a>.</i>	3:45
<b><u>Financial Report:</u></b> Hilary Whittington, CAO/CFO	3:55
<b><u>Quality Report:</u></b> Brandie Manuel, Chief Pt Safety and Quality Officer	4:05
<b><u>Administrative Report:</u></b> Mike Glenn, CEO	4:15
<b><u>Chief Medical Officer Report:</u></b> Dr. Joseph Mattern, MD, CMO	4:25
<b><u>Board Business:</u></b>	4:35
<b><u>Meeting Evaluation:</u></b>	4:40
<b><u>Executive Session:</u></b> <ul style="list-style-type: none"><li>To discuss real estate sale, purchase, or lease</li></ul>	4:45
<b><u>Conclude:</u></b>	5:00

This Special 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, August 28, 2019**  
**Victor J. Dirksen Conference Room**

**Call to Order:**

The meeting was called to order at 2:30pm by Board Chair Buhler Rienstra. present were Commissioners Dressler, Kolff, McComas, Ready. Also in attendance were Mike Glenn, CEO, Hilary Whittington, Chief Administrative Officer/ Chief Financial Officer, Jon French, Chief Legal Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Jenn Wharton, Chief Ambulatory and Medical Group Officer, Caitlin Harrison, Chief Human Resources Officer, Dr. Joseph Mattern, Chief Medical officer. Alyssa Rodrigues, Administrative Assistant was also in attendance. This meeting was officially audio recorded by Jefferson Healthcare.

**Approve Agenda:**

Commissioner McComas made a motion to approve the agenda with the addition of Cardiology Privileges in Required Approvals. Commissioner Dressler seconded.

**Action:** Motion passed unanimously.

**Education:**

Jon French, Chief Legal Officer presented the Compliance Report.

Discussion ensued.

Jackie Levin, Patient Advocate presented the Patient Advocate Report.

Discussion ensued.

**Break:**

Commissioners recessed for break at 3:16pm.

Commissioners reconvened from break at 3:30pm.

**Team/Employee/Provider of the Quarter:**

Mike Glenn, CEO, announced the Employee of the Quarter, Corinna Clemens, Team of the Quarter, Emergency Department, and Provider of the Quarter, Dr. Matthew Crowell.

**Minutes:**

- July 24 Regular Session

Commissioner Dressler made a motion to approve the July 24 Regular Session minutes. Commissioner McComas seconded.

**Action:** Motion passed unanimously.

**Required Approvals:** Action Requested

- July Warrants and Adjustments

- Resolution 2019-16 Surplus Equipment
- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policy

Commissioner Dressler made a motion to approve the July Warrants and Adjustments, Resolution 2019-16 Surplus Equipment, Medical Staff Credentials/ Appointments/ Reappointment, and Medical Staff Policy with the inclusion of Cardiology Privileges. Commissioner Kolff seconded.

**Action:** Motion passed unanimously.

**Public Comment:**

Public comment was made.

**Financial Report:**

Hilary Whittington, CFO/CAO presented the July Financial Report.

Discussion ensued.

**Quality Report:**

Brandie Manuel, Chief Patient Safety and Quality Officer, presented the Quality report.

Discussion ensued.

**Administrative Report**

Mike Glenn, CEO, presented the Administrative report.

Discussion ensued.

**Chief Medical Officer Report:**

Dr. Joseph Mattern, CMO, provided the CMO report which included ED transition update, staffing, and Greely update.

**Board Business:**

Commissioner Buhler Rienstra sadly announced the passing of Renate Wheeler. She explained how wonderful of a person she was and how instrumental she was to the success of Jefferson Healthcare Foundation. She will be greatly missed.

Commissioner Dressler reported the Jefferson Healthcare Foundation event “Sip of Summer” was a success at the Port Townsend Vineyards.

**Meeting Evaluation:**

Commissioners evaluated the meeting.

Commissioner recessed for break at 5:20pm.  
Commissioners returned from break at 5:30pm.

**Executive Session:**

Commissioners went into Executive Session at 5:30pm to Consider the Purchase and Sale of certain Real Estate. Action may be taken.

Commissioner came out of Executive Session at 5:45pm. No public was present.

Commissioners went into Executive Session at 5:45pm.

Commissioner came out of Executive Session at 5:50pm.

Commissioner Ready made a motion to authorize administration to sell the mineral rights to the property holding in North Dakota for the recommended price.  
Commissioner McComas seconded.

**Action:** Motion passed unanimously.

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 5:50pm.

Approved by the Commission:

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

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

**STATISTIC DESCRIPTION**

	AUGUST 2019						AUGUST 2018			
	MO ACTUAL	MO BUDGET	% VARIANCE	YTD ACTUAL	YTD BUDGET	% VARIANCE	MO ACTUAL	% VARIANCE	YTD ACTUAL	% VARIANCE
FTEs - TOTAL (AVG)	576.68	615.68	6%	569.26	615.68	8%	533.23	-8%	541.31	-5%
FTEs - PRODUCTIVE (AVG)	508.74	553.64	8%	507.08	553.64	8%	471.02	-8%	485.65	-4%
ADJUSTED PATIENT DAYS	2,111	2,271	-7%	17,738	17,803	0%	1,919	10%	15,929	11%
ICU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	61	86	-29%	599	675	-11%	64	-5%	566	6%
ACU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	283	350	-19%	2,590	2,740	-5%	304	-7%	2,270	12%
SWING IP PATIENT DAYS (MIDNIGHT CENSUS)	10	8	25%	133	65	105%	3	233%	47	65%
PATIENT DAYS (ACU, ICU, SWING), INCLUDES OBSERVATION	354	444	-20%	3,322	3,480	-5%	371	-5%	2,883	13%
BIRTHS	10	11	-9%	73	83	-12%	11	-9%	70	4%
SURGERY CASES (IN OR)	105	109	-4%	857	854	0%	101	4%	688	20%
SURGERY MINUTES (IN OR)	13,864	14,630	-5%	111,731	114,681	-3%	13,020	6%	92,460	17%
SPECIAL PROCEDURE CASES	63	77	-18%	550	607	-9%	73	-14%	485	12%
LAB BILLABLE TESTS	17,746	18,954	-6%	148,409	148,575	0%	18,150	-2%	125,352	16%
BLOOD BANK UNITS MATCHED	44	60	-27%	348	469	-26%	60	-27%	403	-16%
MRIs COMPLETED	195	169	15%	1,458	1,323	10%	177	10%	1,107	24%
CT SCANS COMPLETED	490	417	18%	3,889	3,268	19%	429	14%	2,835	27%
RADIOLOGY DIAGNOSTIC TESTS	1,423	1,500	-5%	11,746	11,759	0%	1,362	4%	9,848	16%
ECHOs COMPLETED	144	138	4%	1,040	1,081	-4%	153	-6%	789	24%
ULTRASOUNDS COMPLETED	349	327	7%	2,553	2,564	0%	330	6%	2,117	17%
MAMMOGRAPHYS COMPLETED	248	249	0%	1,852	1,955	-5%	290	-14%	1,634	12%
NUCLEAR MEDICINE TESTS	37	58	-36%	297	457	-35%	29	28%	202	32%
TOTAL DIAGNOSTIC IMAGING TESTS	2,886	2,858	1%	22,835	22,407	2%	2,770	4%	18,532	19%
PHARMACY MEDS DISPENSED	21,147	24,983	-15%	176,293	195,832	-10%	21,317	-1%	156,947	11%
ANTI COAG VISITS	404	549	-26%	3,128	4,301	-27%	534	-24%	3,040	3%
RESPIRATORY THERAPY PROCEDURES	3,272	3,467	-6%	28,924	27,175	6%	2,976	10%	22,187	23%
PULMONARY REHAB RVUs	225	272	-17%	1,638	2,132	-23%	492	-54%	1,839	-12%
PHYSICAL THERAPY RVUs	6,566	7,559	-13%	57,638	59,253	-3%	7,978	-18%	49,083	15%
OCCUPATIONAL THERAPY RVUs	801	1,321	-39%	8,003	10,353	-23%	1,331	-40%	8,798	-10%
SPEECH THERAPY RVUs	207	220	-6%	1,691	1,727	-2%	266	-22%	1,526	10%
REHAB/PT/OT/ST RVUs	7,799	9,372	-17%	68,970	73,465	-6%	10,067	-23%	61,246	11%
ER CENSUS	1,099	1,090	1%	8,536	8,540	0%	1,030	7%	7,350	14%
EXPRESS CLINIC	786	671	17%	6,341	5,259	21%	684	15%	1,283	80%
SOCO PATIENT VISITS	177	195	-9%	1,163	1,531	-24%	166	7%	1,092	6%
PORT LUDLOW PATIENT VISITS	647	722	-10%	5,346	5,659	-6%	713	-9%	3,853	28%
SHERIDAN PATIENT VISITS	2,447	2,811	-13%	20,782	22,036	-6%	2,373	3%	18,274	12%
DENTAL CLINIC	297	212	40%	517	1,664	-69%		0%		100%
WATERSHIP CLINIC PATIENT VISITS	1,069	1,104	-3%	8,554	8,655	-1%	1,167	-8%	7,288	15%
TOWNSEND PATIENT VISITS	550	630	-13%	4,539	4,940	-8%	657	-16%	4,514	1%
TOTAL RURAL HEALTH CLINIC VISITS	5,973	6,345	-6%	47,242	49,744	-5%	5,760	4%	36,304	23%
CARDIOLOGY CLINIC VISITS	240	285	-16%	2,096	2,230	-6%	218	10%	1,662	21%
DERMATOLOGY CLINIC VISITS	664	560	19%	4,090	4,393	-7%	425	56%	2,428	41%
GEN SURG PATIENT VISITS	321	322	0%	2,637	2,528	4%	291	10%	2,184	17%
INFUSION CENTER VISITS	870	654	33%	5,892	5,126	15%	685	27%	3,984	32%
ONCOLOGY VISITS	472	510	-7%	3,360	3,995	-16%	336	40%	2,378	29%
ORTHO PATIENT VISITS	545	639	-15%	4,675	5,006	-7%	527	3%	3,929	16%
SLEEP CLINIC VISITS	105	197	-47%	932	1,547	-40%	213	-51%	1,276	-37%
SURGERY CENTER ENDOSCOPES	76	70	9%	596	549	9%	56	36%	488	18%
WOMENS CLINIC VISITS	229	233	-2%	1,565	1,827	-14%	227	1%	1,516	3%
WOUND CLINIC VISITS	303	293	3%	2,224	2,293	-3%	404	-25%	2,124	4%
TOTAL SPECIALTY CLINIC VISITS	3,825	3,763	2%	28,067	29,494	-5%	3,382	13%	21,969	22%
SLEEP CENTER SLEEP STUDIES	73	75	-3%	498	586	-15%	85	-14%	492	1%
HOME HEALTH EPISODES	73	69	6%	603	545	11%	71	3%	451	25%
HOSPICE CENSUS/DAYS	1,088	1,153	-6%	7,670	9,041	-15%	948	15%	7,365	4%
CARDIAC REHAB SESSIONS	109	122	-11%	136	955	-86%	-	0%	552	-306%
DIETARY TOTAL REVENUE	78,401	95,823	-18%	616,737	751,125	-18%	74,527	5%	527,688	14%
MAT MGMT TOTAL ORDERS PROCESSED	2,030	2,081	-2%	16,742	16,311	3%	2,606	-22%	17,451	-4%
EXERCISE FOR HEALTH PARTICIPANTS	736	866	-15%	6,108	6,790	-10%	894	-18%	5,823	5%

**Gross Revenue**  
Inpatient Revenue  
Outpatient Revenue

**Total Gross Revenue**

**Revenue Adjustments**

Cost Adjustment Medicaid  
Cost Adjustment Medicare  
Charity Care  
Contractual Allowances Other  
Administrative Adjustments  
Allowance for Uncollectible Accounts

**Total Revenue Adjustments**

**Net Patient Service Revenue**

**Other Revenue**

340B Revenue  
Other Operating Revenue

**Total Operating Revenues**

**Operating Expenses**

Salaries And Wages  
Employee Benefits  
Professional Fees  
Purchased Services  
Supplies  
Insurance  
Leases And Rentals  
Depreciation And Amortization  
Repairs And Maintenance  
Utilities  
Licenses And Taxes  
Other

**Total Operating Expenses**  
**Operating Income (Loss)**

**Non Operating Revenues (Expenses)**

Taxation For Maint Operations  
Taxation For Debt Service  
Investment Income  
Interest Expense  
Bond Issuance Costs  
Gain or (Loss) on Disposed Asset  
Contributions

**Total Non Operating Revenues (Expenses)**

**Change in Net Position (Loss)**

	August 2019 Actual	August 2019 Budget	Variance Favorable/ (Unfavorable)	%	August 2019 YTD	August 2019 Budget YTD	Variance Favorable/ (Unfavorable)	%	August 2018 YTD
Gross Revenue	3,232,629	4,174,885	(942,256)	-23%	29,949,213	32,725,705	(2,776,493)	-8%	29,598,098
Inpatient Revenue	18,646,260	16,991,840	1,654,420	10%	141,591,644	133,194,070	8,397,574	6%	122,685,548
Outpatient Revenue									
<b>Total Gross Revenue</b>	<b>21,878,889</b>	<b>21,166,726</b>	<b>712,164</b>	<b>3%</b>	<b>171,540,856</b>	<b>165,919,775</b>	<b>5,621,082</b>	<b>3%</b>	<b>152,283,646</b>
<b>Revenue Adjustments</b>									
Cost Adjustment Medicaid	1,874,072	2,050,705	176,634	9%	15,315,994	16,074,881	758,887	5%	14,580,069
Cost Adjustment Medicare	7,720,818	7,241,073	(479,745)	-7%	60,386,896	56,760,654	(3,626,242)	-6%	52,526,541
Charity Care	321,618	242,094	(79,524)	-33%	1,916,187	1,897,702	(18,485)	-1%	1,804,143
Contractual Allowances Other	1,950,252	1,577,989	(372,264)	-24%	13,756,198	12,369,392	(1,386,806)	-11%	11,941,606
Administrative Adjustments	74,576	94,156	19,580	21%	720,575	738,062	17,488	2%	720,558
Allowance for Uncollectible Accounts	242,384	274,968	32,584	12%	2,825,097	2,155,397	(669,700)	-31%	2,409,545
<b>Total Revenue Adjustments</b>	<b>12,183,721</b>	<b>11,480,985</b>	<b>(702,735)</b>	<b>-6%</b>	<b>94,920,946</b>	<b>89,996,088</b>	<b>(4,924,858)</b>	<b>-5%</b>	<b>83,982,462</b>
<b>Net Patient Service Revenue</b>	<b>9,695,169</b>	<b>9,685,740</b>	<b>9,429</b>	<b>0%</b>	<b>76,619,910</b>	<b>75,923,687</b>	<b>696,224</b>	<b>1%</b>	<b>68,301,184</b>
<b>Other Revenue</b>									
340B Revenue	405,440	325,967	79,473	24%	2,679,133	2,555,161	123,973	5%	2,316,932
Other Operating Revenue	434,298	453,167	(18,868)	-4%	2,923,058	3,552,240	(629,182)	-18%	1,430,690
<b>Total Operating Revenues</b>	<b>10,534,907</b>	<b>10,464,874</b>	<b>70,033</b>	<b>1%</b>	<b>82,222,102</b>	<b>82,031,088</b>	<b>191,014</b>	<b>0%</b>	<b>72,048,806</b>
<b>Operating Expenses</b>									
Salaries And Wages	4,579,246	5,032,320	453,074	9%	37,953,055	39,446,888	1,493,833	4%	35,502,561
Employee Benefits	960,500	1,258,953	298,453	24%	9,440,076	9,868,561	428,484	4%	8,684,035
Professional Fees	671,563	353,256	(318,307)	-90%	3,957,680	2,769,067	(1,188,613)	-43%	3,201,343
Purchased Services	603,819	680,889	77,070	11%	4,393,768	5,337,293	943,525	18%	4,174,934
Supplies	2,043,995	1,815,992	(228,003)	-13%	14,762,111	14,235,028	(527,083)	-4%	11,626,965
Insurance	61,709	54,427	(7,282)	-13%	426,615	426,634	19	0%	476,219
Leases And Rentals	131,979	159,048	27,069	17%	1,052,628	1,246,732	194,104	16%	971,258
Depreciation And Amortization	387,204	417,794	30,590	7%	3,103,812	3,274,966	171,154	5%	3,134,261
Repairs And Maintenance	73,623	97,708	24,085	25%	476,720	765,903	289,182	38%	433,314
Utilities	93,862	107,104	13,242	12%	777,660	839,555	61,895	7%	735,811
Licenses And Taxes	50,721	55,617	4,897	9%	457,500	435,968	(21,532)	-5%	423,120
Other	214,501	206,862	(7,639)	-4%	1,414,548	1,621,533	206,985	13%	1,092,682
<b>Total Operating Expenses</b>	<b>9,872,721</b>	<b>10,239,970</b>	<b>367,249</b>	<b>4%</b>	<b>78,216,174</b>	<b>80,268,127</b>	<b>2,051,954</b>	<b>3%</b>	<b>70,456,502</b>
<b>Operating Income (Loss)</b>	<b>662,187</b>	<b>224,904</b>	<b>437,282</b>	<b>194%</b>	<b>4,005,928</b>	<b>1,762,960</b>	<b>2,242,968</b>	<b>127%</b>	<b>1,592,304</b>
<b>Non Operating Revenues (Expenses)</b>									
Taxation For Maint Operations	26,132	21,530	4,602	21%	171,957	168,768	3,189	2%	197,161
Taxation For Debt Service	24,278	19,373	4,906	25%	160,513	151,858	8,654	6%	144,386
Investment Income	37,029	28,180	8,849	31%	390,106	220,897	169,209	77%	227,406
Interest Expense	(86,052)	(84,692)	(1,360)	-2%	(653,696)	(663,876)	10,181	2%	(694,401)
Bond Issuance Costs	-	-	-	0%	-	0	-	0%	0
Gain or (Loss) on Disposed Asset	-	-	-	0%	-	0	-	0%	0
Contributions	4,500	21,997	(17,497)	-80%	60,284	172,430	(112,146)	-65%	67,438
<b>Total Non Operating Revenues (Expenses)</b>	<b>5,887</b>	<b>6,388</b>	<b>(501)</b>	<b>-8%</b>	<b>129,164</b>	<b>50,078</b>	<b>79,087</b>	<b>158%</b>	<b>(58,011)</b>
<b>Change in Net Position (Loss)</b>	<b>668,074</b>	<b>231,293</b>	<b>436,781</b>	<b>189%</b>	<b>4,135,092</b>	<b>1,813,038</b>	<b>2,322,054</b>	<b>128%</b>	<b>1,534,293</b>

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

**TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CAO/CFO  
RE: AUGUST 2019 WARRANT SUMMARY**

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

General Fund Warrants & ACH Transfers	<b>\$10,394,459.40</b>	(Provided under separate cover)
Allowance for Uncollectible Accounts / Charity	<b>\$638,578.03</b>	(Attached)
Canceled Warrants	<b>\$0.00</b>	(Attached)

JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CAO/CFO  
RE: AUGUST 2019 GENERAL FUND WARRANTS & ACH  
FUND TRANSFERS

Submitted for your approval are the following warrants:

GENERAL FUND:

257232 - 258249	\$4,795,536.39
ACH TRANSFERS	<u>\$5,598,923.01</u>
	<u>\$10,394,459.40</u>
YEAR-TO-DATE:	<u><u>\$80,612,270.11</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, CAO/CFO  
RE: AUGUST 2019 ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	AUGUST	AUGUST YTD	AUGUST YTD BUDGET
Allowance for Uncollectible Accounts:	242,384.13	2,825,096.92	2,155,396.60
Charity Care:	321,618.08	1,916,187.14	1,897,702.31
Other Administrative Adjustments:	74,575.82	720,574.86	738,062.42
TOTAL FOR MONTH:	\$638,578.03	\$5,461,858.92	\$4,791,161.33

JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CAO/CFO  
RE: AUGUST 2019 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
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TOTAL:		<u>\$ -</u>
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FROM: Barbara York – Medical Staff Services  
RE: 8/27/2019 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 9/18/2019

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 provisional appointment to the active/courtesy/allied health/locum tenens staff:** n/a

**Recommended re-appointment to the active medical staff with privileges as requested:**

Heistand, Kari, MD – Psychiatry

**Recommended re-appointment to the courtesy medical staff with privileges as requested:**

Cheng, Stephanie, MD – Tele-Radiology

Ondersma, Ross, MD – Diagnostic Radiology

**Recommended re-appointment to the allied health staff with privileges as requested:**

n/a

**Medical Student Rotation:**

n/a

**90 day provisional performance review completed successfully:**

n/a