
Special Session Agenda
Wednesday, December 18, 2019

<u>Call to Order:</u>	2:00
<u>Approve Agenda:</u>	2:00
<u>Education Topic:</u>	2:01
• Review Board Book, Board Calendar	
<u>Break:</u>	2:45
<u>Patient Story:</u> Tina Toner, CNO	3:00
<u>Minutes:</u> Action Requested	3:10
• November 13, 2019 Special Session (pgs. 2-3)	
• November 27, 2019 Regular Session (pgs. 4-6)	
<u>Required Approvals:</u> Action Requested	3:12
• November Warrants and Adjustment	
• Resolution 2019-21 Surplus Equipment (pg. 7)	
• Medical Staff Credentials/ Appointments/ Reappointments (pgs. 8-9)	
<u>Public Comment:</u>	3:15
<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 commissioners@jeffersonhealthcare.org.)</i>	
<u>Financial Report:</u> Mike Glenn, CEO	3:25
<u>Quality Report:</u> Brandie Manuel, Chief Pt Safety and Quality Officer	3:35
<u>Administrative Report:</u> Mike Glenn, CEO	3:45
<u>Childcare Task Force:</u>	3:55
• Dr. Molly Parker, MD, Medical Director, Population Health	
<u>Board Business:</u>	4:05
<u>Meeting Evaluation:</u>	4:10
<u>Executive Session:</u>	4:15
• Performance of a public employee	
<u>Conclude:</u>	4:30

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, Special Session Minutes
Wednesday, November 13, 2019
Victor J. Dirksen Conference Room**

Call to Order:

The meeting was called to order at 2:00pm by Board Chair Buhler Rienstra. Present were Commissioners Dressler, McComas, Ready, and Kolff. 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, Caitlin Harrison, Chief Human Resources Officer, and Alyssa Rodrigues, Administrative Assistant were also in attendance. This meeting was officially audio recorded by Jefferson Healthcare.

Budget Hearing for Fiscal Year 2020:

- 2020 Operations Budget Summary
- 2020 Capital Budget Summary
- Public Comment
- Commission Discussion

Hilary Whittington, CFO/CAO, presented the 2020 Operations Budget Summary and 2020 Capital Budget Summary.

No public comment was made.

Commissioner comments were made

Adopt Resolutions:

- Resolution 2019-18 With/Without Property Tax Increase
- Resolution 2019-19 Adopt Fiscal Year 2020 Budget

Commissioner McComas made a motion to approve Resolution 2019-19 Adopt Fiscal Year 2020 Budget. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Commissioner Kolff made a motion to approve Resolution 2019-18 With Property Tax Increase. Commissioner Dressler seconded

Action: Motion passed unanimously.

Discussion ensued.

Meeting concluded at 2:26pm.

Approved by the Commission:

Chair of Commission: Jill Buhler Rienstra _____

Secretary of Commission: Marie Dressler _____

DRAFT

**Jefferson County Public Hospital District No.2
Board of Commissioners, Regular Session Minutes
Wednesday, November 27, 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, McComas by phone, Ready, and Kolff. Also, in attendance were Mike Glenn, CEO, Jon French, Chief Legal Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Caitlin Harrison, Chief Human Resources Officer, Dr. Joseph Mattern, Chief Medical officer, and Alyssa Rodrigues, Administrative Assistant were also in attendance. This meeting was officially audio recorded by Jefferson Healthcare.

Approve Agenda:

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

Action: Motion passed unanimously.

Education:

Caitlin Harrison, CHRO, gave a presentation on the Employee Engagement Survey.

Discussion ensued.

Break:

Commissioners recessed for break at 3:02pm.

Commissioners reconvened from break at 3:30pm.

Team, Employee and Provider of the Quarter:

Caitlin Harrison, CHRO, presented the Team of the Quarter, Infusion Center, Employee of the Quarter, Michele Haines, Clinical Informatics, and Provider of the Quarter, Dr. Pavel Vasilyuk, DDS, Dental Clinic.

Minutes:

- October 14, 2019 Special Session
- October 22, 2019 Special Session
- October 23, 2019 Regular Session

Commissioner Kolff made a motion to approve the October 14, 2019 Special Session Minutes, October 22, 2019 Special Session Minutes, and October 23, 2019 Regular Session Minutes. Commissioner McComas seconded.

Action: Motion passed unanimously.

Required Approvals: Action Requested

- October Warrants and Adjustments
- Resolution 2019-20 Surplus Equipment

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

Commissioner Dressler made a motion to approve the October Warrants and Adjustments, Resolution 2019-20 Surplus Equipment, Medical Staff Credentials/ Appointments/ Reappointment, and Medical Staff Policy. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Public Comment:

No public comment was made.

Patient Story:

Tina Toner, CNO and Jeinell Harper, Director of Infusion, gave a presentation about the resource center in the infusion center and how helpful it has been for patients, families, and staff.

Financial Report:

Mike Glenn, CEO, presented the October Financial Report.

Discussion ensued.

Patient Advocate Report:

Jackie Levin, Patient Advocate, presented the patient advocate report.

Discussion ensued.

Quality Report:

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

Discussion ensued.

Administrative Report

Mike Glenn, CEO, presented the Administrative report.

Discussion ensued.

Chief Medical Officer Report:

Dr. Joseph Mattern, CMO, presented the CMO report which included an update on the provider CME symposium, provider wellness, staffing, and flu.

Board Business:

Commissioner Buhler Rienstra explained at the December meeting they will be discussing the board calendar, board book, election of officers, advocacy and committee assignments.

Meeting Evaluation:

Commissioners evaluated the meeting.

Executive Session:

- Real Estate Sale, Purchase, or Lease
- Performance of a Public Employee

Commissioner Buhler Rienstra announced the board will go into Executive Session at 4:56pm for 30 minutes to discuss Real Estate, Purchase, or Lease, Pending Litigation, and Performance of a Public Employee and will come out at 5:26pm. General counsel is present.

Commissioners came out of Executive Session at 5:00pm to announce that action may be taken at the end of Executive Session. No public present.

Commissioner Buhler Rienstra announced the board will come out of Executive Session at 5:26pm.

Commissioners went back into Executive Session at 5:00pm for 26 minutes.

Commissioners came out of Executive Session at 5:26pm.

Commissioner Kolff made a motion to waive remaining contingency periods on the properties discussed in Executive Session and move to closing on the dates and terms in the purchase and sale agreement for respective properties. Commissioner McComas seconded.

Action: Motion passed unanimously.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 5:27 pm.

Approved by the Commission:

Chair of Commission: Jill Buhler Rienstra _____

Secretary of Commission: Marie Dressler _____

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2019-21

A RESOLUTION TO DECLARE 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 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 #
Cyromedic Colposcopy Wallach Zoomstar Zoom		005167-901	110-G

APPROVED this 18th day of December 2019.

APPROVED BY THE COMMISSION:

Commission Chair Jill Buhler Rienstra: _____

Commission Secretary Marie Dressler: _____

Attest:

Commissioner Bruce McComas: _____

Commissioner Kees Kolff: _____

Commissioner Matt Ready: _____

FROM: Medical Staff Services
RE: 12/17/2019 Medical Executive Committee appointments/reappointments for Board approval 12/18/2019

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:

1. Syed Abbas – Teleneurology (Providence delegated credentialing)
2. Abdelraham Beltagy, MD – Telestroke (Providence delegated credentialing)
3. David Chuljian, DDS – Dentistry
4. Jenna Hoogestraat, PA – Primary Care
5. Anne Kooman, ARNP – Primary Care
6. Robert Rookstool, MD – Emergency Medicine
7. Steven Snyderman, MD – Telepsychiatry (Insight delegated credentialing)

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

1. Deborah M. Abrams, MD – Medical Oncology
2. Jennifer Carl, MD – Physical Medicine & Rehab
3. Stephen Erickson, MD – Family Medicine/OB
4. David Harris, MD – Family Medicine
5. Marc G. Koenig, MD – Diagnostic Radiology
6. Kurt Norman, MD – Hematology Oncology
7. Kent C. Smith, DO – Emergency Medicine

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

1. Kiran Chaturvedi, MD – Pathology
2. Nicole DiRienzo, MD - Telepsychiatry
3. Dillon Euler, MD - Telepsychiatry
4. Arman Forouzannia, MD – Teleradiology
5. Richard Foxlee, MD – Radiation Oncology
6. Douglas Ikelheimer, MD - Telepsychiatry
7. Ruben Krishnananthan, MD – Teleradiology
8. Helen W. Lhamon, MD – Emergency Medicine
9. Jakdej Nikomborirak, MD – Sleep Medicine
10. Ravab Rizvi, MD - Telepsychiatry
11. Alfonso R. Urdaneta-Moncada – Teleradiology

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

1. Rebecca Kimball, ARNP – Medical Oncology

FROM: Medical Staff Services
RE: 12/17/2019 Medical Executive Committee appointments/reappointments for Board approval 12/18/2019

C-0241

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Medical Student Rotation:

n/a

90-day provisional performance review completed successfully:

1. Haley Hoffner, MD – ACU/ICU

Resignations:

1. Justin Feurher, MD – Emergency Medicine
2. Patricia Hoyecki, ARNP – Wound Care
3. Robert Sharpe, MD – Insight Telepsychiatry