Jefferson County Public Hospital District No.2
Board of Commissioners, Special Session Minutes
Tuesday, May 12, 2020

Call to Order:
The meeting was called to order at 3:00pm by Board Chair Buhler Rienstra. Present by phone were Commissioners Dressler, McComas, Ready, and Kolff. Also, in attendance by phone were Mike Glenn, CEO, Hilary Whittington, Chief Administrative Officer/Chief Financial Officer, Tina Toner, Chief Nursing 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.

Special Session:
The purpose of this special session was for Jefferson Healthcare to determine the health system readiness, as defined by the State of Washington Department of Health and consider authorizing a letter to the Jefferson County Board of Health certifying it has adequate bed capacity to serve our community and adequate PPE supplies to keep workers safe. Action may be taken.

Required Approvals: Action Requested
- Jefferson Healthcare Readiness for COVID-19 Surge
  - Dr. Joseph Mattern, MD, CMO, Dr. Steve Butterfield, MD, CMO Medical Group, Dr. Tracie Harris, MD, Chief of Medicine, Tina Toner, CNO, and Mike Glenn, CEO.
- Letter of certification

Mike Glenn, CEO, Dr. Steve Butterfield, CMO of Medical Group, Tina Toner, CNO, Dr. Tracie Harris, Chief of Medicine, and Dr. Joseph Mattern, CMO presented Jefferson Healthcare’s Readiness for COVID-19 Surge and letter of certification.

Discussion ensued.
Commissioner Kolff made a proposal to authorize staff to send a letter to the Board of Health stating that Jefferson Healthcare has adequate bed capacity to serve communities and adequate Person Protective Equipment to keep our workers safe to meet the projected future needs of our community during the pandemic. Commissioner Dressler seconded.

Discussion ensued.

**Action:** Motion passed 4 to 1. Commissioner Buhler Rienstra, Dressler, Kolff and McComas in favor. Commissioner Ready opposed.

**Conclude:**
Commissioner Kolff made a motion to conclude the meeting. Commissioner Dressler seconded.
**Action:** Motion passed unanimously.

Meeting concluded at 4:49pm.

Approved by the Commission:

Chair of Commission: Jill Buhler Rienstra __________________________________________

Secretary of Commission: Marie Dressler __________________________________________
Administrative Report

May 12, 2020

Mike Glenn, CEO
COVID-19
Bed Expansion Plan
April – August 2020
Tier I
ICU/ACU/FBC Bed Optimization – 36 Beds
COVID 19/Non-COVID 19 Unit

Tier II
PACU/Short Stay Inpatient Bed Conversion – 11 Beds
ICU/ACU Beds

Tier III
Rehab Exam Room & Gym Conversion – 18 Beds
Sleep Lab Conversion – 4 Beds
Acute Care and Post Acute Care

Tier IV
Partner with local SNF’s & ALC to provide post acute care placement – 15 Beds

69 Total Inhouse Beds
Tier I
ICU/ACU/FBC Bed Optimization
COVID 19/Non-COVID 19 Unit

COVID 19 Designated Unit
22 beds

Non-COVID 19 Designated Unit
10 beds

FBC
4 beds

*yellow = semi-private rooms
Tier II
PACU/Short Stay Inpatient Bed Conversion
ICU/ACU Beds

Discharge Lounge

11 beds
Tier III
Rehab Exam Room/Gym & Sleep Lab Conversion
Acute Care and Post Acute Care

10 beds
Physical Therapy 95-L59

8 beds
Traction 95-L47
Treat 95-L45
Treat 95-L44
Treat 95-L43
Traction 95-L42
Therapy 95-L41
Therapy 95-L40

4 hospice beds
### Update 05/12/2020

<table>
<thead>
<tr>
<th>Tests</th>
<th></th>
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<tbody>
<tr>
<td>Total Tested</td>
<td>1067</td>
</tr>
<tr>
<td>Negatives</td>
<td>1014</td>
</tr>
<tr>
<td>Positives</td>
<td>29</td>
</tr>
<tr>
<td>Percentage Positive</td>
<td>2.7%</td>
</tr>
<tr>
<td>Employee Tests</td>
<td>1 positive (not an occupational transmission) 106 negatives</td>
</tr>
<tr>
<td>Location</td>
<td>Procedure Masks</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>JH Department Inventory</td>
<td>8813</td>
</tr>
<tr>
<td>JH General Stores</td>
<td>29,710</td>
</tr>
<tr>
<td>JH Donations</td>
<td>4,067</td>
</tr>
<tr>
<td>JH COVID SURGE STOCKPILE</td>
<td>29,800</td>
</tr>
<tr>
<td><strong>Total Total</strong></td>
<td><strong>72,390</strong></td>
</tr>
</tbody>
</table>
# PPE USE PER DAY (based on current utilization)

*Use Per Day = Average daily use over 30 days*

<table>
<thead>
<tr>
<th>PPE Type</th>
<th>Total Inventory</th>
<th>Use Per Day (Burn Rate)</th>
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</thead>
<tbody>
<tr>
<td>Procedure Masks</td>
<td>72,390</td>
<td>558</td>
</tr>
<tr>
<td>Gowns (Disposable)</td>
<td>18,901</td>
<td>203</td>
</tr>
<tr>
<td>N95 Masks</td>
<td>15,539</td>
<td>116</td>
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<tr>
<td>Eye Protection</td>
<td>1,801</td>
<td>1</td>
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<tr>
<td>PAPR Hood</td>
<td>35</td>
<td>N/A</td>
</tr>
</tbody>
</table>
May 4, 2020

Kittitas County Board of Health:

Kittitas County Public Hospital District #1 operates Kittitas Valley Hospital (KVT).

KVT is currently authorized by the Washington State Department of Health to operate at an inpatient surge capacity of 61 beds. This licensed capacity exceeds current average daily census by approximately 46 patients. KVT is prepared to meet surge demands in our Emergency Department and in our ambulatory clinics as well as our Critical Care and Acute Care settings. KVT is prepared to staff, equip and supply surge volumes.

KVT has cross trained physicians, nurses and ancillary personnel to support additional inpatient volumes in the event of a prolonged surge. We have modified the physical plant to limit exposure to infection for both staff and patients. These modifications include airflow, physical barriers, alternative entrance, exits, patient routes and support space. KVT reserved additional hospital beds and ventilators from Kittitas County’s Emergency Operations Center. The added equipment increases long term ventilator capacity from 7 to 10.

KVT is adhering to the Washington State Department of Health’s PPE conservation guidelines. KVT has an on hand inventory of critical personal protective equipment that exceeds anticipated demand at surge capacity for 30+ days. KVT remains on allocation from routine vendors but we have developed new sources for masks, gowns, gloves and cleaning supplies to augment our traditional supply chain. These new suppliers include community donations, KC Emergency Operations Center and the Washington State Hospital Association.

In addition to PPE, KVT has increased on hand inventory of critical medical supplies, medical consumables, laboratory supplies (including test kits) and pharmaceuticals.

KVT has adequate bed capacity to serve our communities and adequate personal protective equipment to keep our workers safe.

Sincerely,

Julie Petersen, CEO

Dr. Kevin Martin, CMO

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