

**\*COVID-19 Notice\***

**No in-person attendance allowed, pursuant to Governor  
Inslee's Proclamation 20-28.**

**All meeting attendees, including Board of Commissioners, staff and  
members of the public must participate virtually. No physical meeting  
location will be provided.**

**To attend the meeting, dial Phone Conference Line: (509) 598-2842  
When prompted, enter Conference ID number: 197938556**

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Special Session Agenda  
Wednesday, May 27, 2020

<b><u>Call to Order:</u></b>	3:30
<b><u>Approve Agenda:</u></b>	3:30
<b><u>Minutes:</u></b>	3:31
<ul style="list-style-type: none"><li>February 26, 2020 Special Session (pg. 2-4)</li><li>April 22, 2020 Regular Session (pg. 5-6)</li><li>May 12, 2020 Special Session (pg. 7-8)</li></ul>	
<b><u>Required Approvals:</u></b> Action Requested	3:35
<ul style="list-style-type: none"><li>April Warrants and Adjustment (pg. 9-14)</li><li>Resolution 2020-04 Designation of Applicant's Agent (pg. 15)</li><li>Medical Staff Credentials/ Appointments/ Reappointments (pg. 16-17)</li><li>Medical Staff Policies (pg. 18-25)</li></ul>	
<b><u>Financial Report:</u></b> Hilary Whittington, CAO/CFO	3:40
<b><u>Quality Report:</u></b> Brandie Manuel, Chief Pt Safety and Quality Officer	3:50
<b><u>Administrative Report:</u></b> Mike Glenn, CEO	4:00
<b><u>Chief Medical Officer Report:</u></b> Dr. Joseph Mattern, MD, CMO	4:10
<b><u>Board Business:</u></b>	4:20
<b><u>Meeting Evaluation:</u></b>	4:30
<b><u>Conclude:</u></b>	4:40

This Special Session will be officially recorded.  
Times shown in agenda are estimates only.

**No Live Public Comment**

In lieu of live comments, members of the public may 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](mailto:commissioners@jeffersonhealthcare.org).

**Jefferson County Public Hospital District No.2**  
**Board of Commissioners, Special Session Minutes**  
**Wednesday, February 26, 2020**  
**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, Jason McCormick, Interim Chief Financial Officer, Jon French, Chief Legal Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Caitlin Harrison, Chief Human Resources 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.

**Education:**

- OPMA/PRA Training

Commissioners watched a training video from MRSC called, "Advanced PRA and OPMA Learning."

Discussion ensued.

- Compliance Report
  - Jon French, Chief Legal Officer, presented the Compliance Report.

Discussion ensued.

**Break:**

Commissioners recessed for break at 3:18pm.

Commissioners reconvened from break at 3:30pm.

**Team, Employee, and Provider the Quarter:**

Caitlin Harrison, CHRO, presented the Employee of the Quarter, Cody Kuhnline, Provider of the Quarter, Dr. Joseph Meyerson and Team of the Quarter, Family Birth Center.

**Patient Story:**

Tina Toner, CNO, provided the patient story, which explained the Code Blue Committee and the Patient Initiated Rapid Response team.

**Minutes:**

- January 22, 2020 Regular Session

Commissioner Dressler made a motion to approve the January 22 Regular Session Minutes. Commissioner McComas seconded.

**Action:** Motion passed unanimously.

**Required Approvals:** Action Requested

- January Warrants and Adjustments
- Resolution 2020-02 Surplus Equipment
- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policy

Commissioner Dressler made a motion to approve the January Warrants and Adjustments, Resolution 2020-02 Surplus Equipment, Medical Staff Credentials/ Appointments/ Reappointments, Medical Staff Policies with the removal of the Life Support Requirements Policy. Commissioner Kolff seconded.

Commissioner Dressler made an amended motion to approve the Required Approvals with the removal of item number 4, Medical Staff Policies, pages (14-31). Commissioner Kolff seconded.

**Action:** Motion passed unanimously.

**Public Comment:**

No public comment was made.

**Patient Advocate Report**

Jackie Levin, RN, presented the 2019 4<sup>th</sup> quarter patient advocate report.

Discussion ensued.

**Financial Report:**

Jason McCormick, Interim CFO, presented the January Financial Report.

Discussion ensued.

**Quality Report:**

Brandie Manuel, Chief Patient Safety and Quality Officer, presented the January 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 flu, an update from Laura Showers on COVID19, staffing, advocacy, provider wellness, Greeley, and FBC.

Discussion ensued.

**Board Business:**

Commissioner Kolff reported out on the Board of Health meeting which included discussion on COVID19, influenza season, climate change, and vaping.

Commissioner Dressler provided a report stating that she attended the AHA Rural Health Conference and explained that Jenn Wharton, Chief Ambulatory and Medical Group Officer, and Dr. Steve Butterfield, CMO, Medical Group, gave a great presentation at this event. Topics discussed at the event included government hospitals and rural hospital obstetrics care.

**Meeting Evaluation:**

Commissioners evaluated the meeting.

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 5:22pm.

Approved by the Commission:

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

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

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**When prompted, enter Conference ID number: 946510324**

**Jefferson County Public Hospital District No.2**  
**Board of Commissioners, Regular Session Minutes**  
**Wednesday, April 22, 2020**

**Call to Order:**

The meeting was called to order at 2:30pm 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, Jon French, Chief Legal Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Caitlin Harrison, Chief Human Resources Officer, Tina Toner, Chief Nursing Officer, Dr. Joseph Mattern, Chief Medical officer, Jenn Wharton, Chief Ambulatory and Medical Group Officer, and Alyssa Rodrigues, Administrative Assistant were also in attendance. This meeting was officially audio recorded by Jefferson Healthcare.

**Approve Agenda:**

Commissioner Dressler approved the agenda. Commissioner McComas seconded.

**Action:** Motions passed unanimously.

**Required Approvals:** Action Requested

- February and March Warrants and Adjustments
- Resolution 2020-03 Surplus Equipment
- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policy

Commissioner Dressler made a motion to approve the February and March Warrants and Adjustments, Resolution 2020-03 Surplus Equipment, Medical Staff Credentials/Appointments/ Reappointments, and medical staff policies. Commissioner seconded.

**Action:** Motion passed unanimously.

**Financial Report:**

Hilary Whittington, CFO, presented the February and March Financial Reports.

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

Discussion ensued.

**Board Business:**

Commissioner Kolff reported on the Board of Health meeting which included topics such as Jefferson Healthcare and Jefferson County Public Health’s partnership, interesting articles, Jefferson County Public Health’s adjustment to services provided to the public, and climate change.

**Meeting Evaluation:**

Commissioners evaluated the meeting.

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 4:34pm.

Approved by the Commission:

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

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

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**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 \_\_\_\_\_



**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)**

April 2020 Actual	April 2020 Budget	Variance Favorable/ (Unfavorable)	%	April 2020 YTD	April 2020 Budget YTD	Variance Favorable/ (Unfavorable)	%	April 2019 YTD
1,731,651	4,192,779	(2,461,128)	-59%	11,396,212	16,910,869	(5,514,657)	-33%	15,955,342
10,898,081	19,173,181	(8,275,101)	-43%	63,923,698	77,331,797	(13,408,099)	-17%	68,907,949
<b>12,629,732</b>	<b>23,365,960</b>	<b>(10,736,228)</b>	<b>-46%</b>	<b>75,319,910</b>	<b>94,242,667</b>	<b>(18,922,757)</b>	<b>-20%</b>	<b>84,863,290</b>
1,275,939	2,149,977	874,039	41%	6,198,314	8,671,572	2,473,258	29%	8,079,312
4,374,232	7,986,238	3,612,006	45%	26,574,992	32,211,146	5,636,155	17%	29,590,652
211,069	225,983	14,914	7%	941,028	911,465	(29,564)	-3%	755,419
1,595,534	1,822,756	227,222	12%	6,991,091	7,351,779	360,688	5%	6,621,854
(259,181)	106,690	365,871	343%	31,986	430,314	398,328	93%	388,808
(3,315)	426,892	430,207	101%	1,080,470	1,721,796	641,326	37%	1,402,960
<b>7,194,278</b>	<b>12,718,536</b>	<b>5,524,258</b>	<b>43%</b>	<b>41,817,881</b>	<b>51,298,072</b>	<b>9,480,191</b>	<b>18%</b>	<b>46,839,005</b>
<b>5,435,454</b>	<b>10,647,425</b>	<b>(5,211,970)</b>	<b>-49%</b>	<b>33,502,029</b>	<b>42,944,595</b>	<b>(9,442,566)</b>	<b>-22%</b>	<b>38,024,286</b>
314,354	268,410	45,944	17%	1,165,242	1,082,586	82,656	8%	1,163,794
2,395,640	294,949	2,100,690	712%	3,424,894	1,189,628	2,235,266	188%	1,904,129
<b>8,145,448</b>	<b>11,210,784</b>	<b>(3,065,336)</b>	<b>-27%</b>	<b>38,092,165</b>	<b>45,216,809</b>	<b>(7,124,644)</b>	<b>-16%</b>	<b>41,092,208</b>
5,103,840	5,376,221	272,381	5%	21,264,550	21,684,081	419,531	2%	19,045,496
1,019,641	1,385,046	365,404	26%	5,060,375	5,586,349	525,974	9%	4,980,039
153,324	187,980	34,656	18%	775,719	758,187	(17,532)	-2%	1,798,486
719,952	692,554	(27,398)	-4%	2,636,326	2,793,298	156,973	6%	2,042,737
1,564,021	2,042,817	478,796	23%	7,360,410	8,239,358	878,948	11%	7,153,056
65,869	56,676	(9,193)	-16%	259,779	228,594	(31,185)	-14%	218,417
24,476	14,962	(9,514)	-64%	67,503	60,346	(7,157)	-12%	575,749
533,512	531,790	(1,722)	0%	2,064,073	2,144,887	80,814	4%	1,546,443
107,419	104,205	(3,214)	-3%	397,422	420,294	22,872	5%	217,829
99,240	102,401	3,161	3%	407,035	413,015	5,980	1%	400,408
53,790	54,727	938	2%	232,357	220,734	(11,623)	-5%	219,584
146,581	220,082	73,501	33%	731,274	887,664	156,390	18%	690,195
<b>9,591,665</b>	<b>10,769,461</b>	<b>1,177,796</b>	<b>11%</b>	<b>41,256,824</b>	<b>43,436,807</b>	<b>2,179,983</b>	<b>5%</b>	<b>38,888,439</b>
<b>(1,446,217)</b>	<b>441,322</b>	<b>(1,887,540)</b>	<b>-428%</b>	<b>(3,164,659)</b>	<b>1,780,002</b>	<b>(4,944,661)</b>	<b>-278%</b>	<b>2,203,769</b>
21,966	22,016	(50)	0%	88,260	88,799	(540)	-1%	119,831
18,878	18,230	649	4%	75,804	73,526	2,278	3%	112,033
15,359	27,197	(11,838)	-44%	108,721	109,693	(973)	-1%	212,032
(90,307)	(91,066)	760	1%	(357,690)	(367,300)	9,611	3%	(320,549)
-	-	-	0%	-	0	-	0%	0
-	-	-	0%	-	0	-	0%	0
8,195	16,393	(8,198)	-50%	28,934	66,120	(37,186)	-56%	27,314
<b>(25,908)</b>	<b>(7,230)</b>	<b>(18,678)</b>	<b>-258%</b>	<b>(55,971)</b>	<b>(29,162)</b>	<b>(26,810)</b>	<b>-92%</b>	<b>150,661</b>
<b>(1,472,125)</b>	<b>434,092</b>	<b>(1,906,218)</b>	<b>-439%</b>	<b>(3,220,630)</b>	<b>1,750,840</b>	<b>(4,971,470)</b>	<b>-284%</b>	<b>2,354,431</b>

**STATISTIC DESCRIPTION**

	APRIL 2020						APRIL 2019			
	MO ACTUAL	MO BUDGET	% VARIANCE	YTD ACTUAL	YTD BUDGET	% VARIANCE	MO ACTUAL	% VARIANCE	YTD ACTUAL	% VARIANCE
FTEs - TOTAL (AVG)	590.99	625.21	5%	597.79	625.21	4%	573	-3%	565	-6%
FTEs - PRODUCTIVE (AVG)	518.48	559.80	7%	532.55	559.80	5%	525	1%	503	-6%
ADJUSTED PATIENT DAYS	1,238	2,418	-49%	6,903	9,752	-29%	2,563	-52%	9,141	-24%
ICU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	48	81	-41%	217	329	-34%	88	-45%	343	-58%
ACU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	129	336	-62%	913	1,355	-33%	381	-66%	1,378	-51%
SWING IP PATIENT DAYS (MIDNIGHT CENSUS)	1	29	-97%	98	116	-16%	9	-89%	64	35%
PATIENT DAYS (ACU, ICU, SWING), INCLUDES OBSERVATION	178	446	-60%	1,228	1,800	-32%	478	-63%	1,785	-45%
BIRTHS	4	10	-60%	28	40	-30%	7	-43%	33	-18%
SURGERY CASES (IN OR)	37	114	-68%	353	460	-23%	118	-69%	424	-20%
SURGERY MINUTES (IN OR)	4,416	15,164	-71%	46,083	61,160	-25%	15,422	-71%	55,674	-21%
SPECIAL PROCEDURE CASES	6	71	-92%	207	285	-27%	72	-92%	257	-24%
LAB BILLABLE TESTS	10,378	19,170	-46%	60,813	77,318	-21%	18,695	-44%	74,462	-22%
BLOOD BANK UNITS MATCHED	31	45	-31%	187	180	4%	48	-35%	191	-2%
MRIs COMPLETED	92	190	-52%	727	767	-5%	201	-54%	715	2%
CT SCANS COMPLETED	306	499	-39%	1,564	2,013	-22%	512	-40%	1,905	-22%
RADIOLOGY DIAGNOSTIC TESTS	773	1,510	-49%	5,109	6,090	-16%	1,441	-46%	5,856	-15%
ECHOs COMPLETED	65	135	-52%	340	543	-37%	131	-50%	504	-48%
ULTRASOUNDS COMPLETED	181	326	-44%	1,064	1,314	-19%	314	-42%	1,238	-16%
MAMMOGRAPHYS COMPLETED	49	303	-84%	679	1,224	-45%	196	-75%	880	-30%
NUCLEAR MEDICINE TESTS	20	41	-51%	106	164	-35%	36	-44%	151	-42%
TOTAL DIAGNOSTIC IMAGING TESTS	1,486	3,004	-51%	9,589	12,115	-21%	2,831	-48%	11,249	-17%
PHARMACY MEDS DISPENSED	11,417	21,772	-48%	68,674	87,813	-22%	21,900	-48%	88,937	-30%
ANTI COAG VISITS	335	377	-11%	1,396	1,522	-8%	409	-18%	1,543	-11%
RESPIRATORY THERAPY PROCEDURES	1,063	3,835	-72%	9,995	15,467	-35%	3,882	-73%	15,259	-53%
PULMONARY REHAB RVUs	24	212	-89%	668	857	-22%	228	-89%	806	-21%
PHYSICAL THERAPY RVUs	3,242	7,406	-56%	22,613	29,871	-24%	7,653	-58%	28,575	-26%
OCCUPATIONAL THERAPY RVUs	736	1,072	-31%	3,836	4,323	-11%	998	-26%	4,112	-7%
SPEECH THERAPY RVUs	60	205	-71%	769	826	-7%	222	-73%	833	-8%
REHAB/PT/OT/ST RVUs	4,062	8,895	-54%	27,886	35,877	-22%	9,101	-55%	34,326	-23%
ER CENSUS	632	1,061	-40%	3,530	4,278	-17%	1,004	-43%	4,032	-14%
EXPRESS CLINIC	275	942	-71%	2,711	3,801	-29%	743	-63%	2,975	-10%
SOCO PATIENT VISITS	77	150	-49%	518	606	-15%	126	-39%	515	1%
PORT LUDLOW PATIENT VISITS	408	712	-43%	2,051	2,872	-29%	704	-42%	2,875	-40%
SHERIDAN PATIENT VISITS	1,481	2,626	-44%	7,874	10,593	-26%	2,734	-46%	10,666	-35%
DENTAL CLINIC	61	329	-81%	934	1,326	-30%	-	0%	-	100%
WATERSHIP CLINIC PATIENT VISITS	628	1,064	-41%	3,448	4,290	-20%	1,050	-40%	4,315	-25%
TOWNSEND PATIENT VISITS	390	572	-32%	2,031	2,305	-12%	614	-36%	2,178	-7%
TOTAL RURAL HEALTH CLINIC VISITS	3,320	6,395	-48%	19,567	25,793	-24%	5,971	-44%	23,524	-20%
OFF-SITE LAB	79	-	0%	221	-	0%	-	0%	-	100%
DISASTER CLINIC	205	-	0%	570	-	0%	-	0%	-	100%
CARDIOLOGY CLINIC VISITS	222	353	-37%	1,139	1,425	-20%	333	-33%	1,161	-2%
DERMATOLOGY CLINIC VISITS	260	497	-48%	1,993	2,006	-1%	579	-55%	1,878	6%
GEN SURG PATIENT VISITS	40	300	-87%	759	1,212	-37%	388	-90%	1,321	-74%
ONCOLOGY VISITS	439	529	-17%	1,840	2,135	-14%	393	12%	1,520	17%
ORTHO PATIENT VISITS	399	715	-44%	2,366	2,884	-18%	572	-30%	2,324	2%
SLEEP CLINIC VISITS	161	236	-32%	643	952	-32%	102	58%	497	23%
UROLOGY VISITS	82	247	-67%	582	995	-42%	310	-74%	975	-68%
WOMENS CLINIC VISITS	47	226	-79%	519	912	-43%	234	-80%	859	-66%
WOUND CLINIC VISITS	149	345	-57%	810	1,391	-42%	258	-42%	1,083	-34%
TOTAL SPECIALTY CLINIC VISITS	2,083	3,448	-40%	11,442	13,912	-18%	3,169	-34%	11,618	-2%
SLEEP CENTER SLEEP STUDIES	-	69	-100%	159	278	-43%	78	-100%	236	-48%
INFUSION CENTER VISITS	555	828	-33%	2,690	3,338	-19%	762	-27%	2,665	1%
SURGERY CENTER ENDOSCOPES	1	76	-99%	200	308	-35%	81	-99%	282	-41%
HOME HEALTH EPISODES	45	82	-45%	188	331	-43%	80	-44%	290	-54%
HOSPICE CENSUS/DAYS	908	984	-8%	3,965	3,970	0%	825	10%	3,359	15%
CARDIAC REHAB SESSIONS	-	164	-100%	408	663	-38%	-	0%	-	100%
DIETARY TOTAL REVENUE	49,270	93,634	-47%	283,022	377,656	-25%	78,798	-37%	302,437	-7%
MAT MGMT TOTAL ORDERS PROCESSED	1,381	2,300	-40%	7,991	9,276	-14%	2,061	-33%	8,195	-3%
EXERCISE FOR HEALTH PARTICIPANTS	-	771	-100%	1,240	3,109	-60%	879	-100%	3,200	-158%

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

**TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CAO/CFO  
RE: APRIL 2020 WARRANT SUMMARY**

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

General Fund Warrants & ACH Transfers	<b>\$35,924,284.16</b>	(Provided under separate cover)
Allowance for Uncollectible Accounts / Charity	<b>(\$51,427.04)</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: APRIL 2020 GENERAL FUND WARRANTS & ACH  
FUND TRANSFERS

Submitted for your approval are the following warrants:

GENERAL FUND:

264248	265083	\$3,799,885.63
ACH TRANSFERS		<u>\$32,124,398.53</u>
		<u>\$35,924,284.16</u>
YEAR-TO-DATE:		<u><u>\$80,049,937.78</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: APRIL 2020 ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	APRIL	APRIL YTD	APRIL YTD BUDGET
Allowance for Uncollectible Accounts:	(3,314.90)	1,080,470.29	1,721,795.85
Charity Care:	211,069.24	941,028.11	911,464.55
Other Administrative Adjustments:	(259,181.38)	31,985.70	430,314.17
	<hr/>		
TOTAL FOR MONTH:	(\$51,427.04)	\$2,053,484.10	\$3,063,574.57
	<hr/>		

JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CAO/CFO  
RE: APRIL 2020 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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**Designation of Applicant's  
Agent Resolution 2020-04**

Be it resolved by Jefferson County Public Hospital District No. 2 of Jefferson County Public Hospital District No. 2  
(Governing Body) (Public Agency)

Hilary Whittington, CAO/CFO is hereby designated the authorized  
(Name of New Agent) (Title)

representative and Elaina Harland, Financial Administrative Analyst is designated  
(Name of Alternate) (Title)

the alternate for and in behalf of Jefferson County Public Hospital District No. 2, a public  
(Public Agency Name)

agency established under the laws of the state of Washington.

The purpose of this designation as the authorized representative is to obtain federal and/or state emergency or disaster assistance funds. These representatives are authorized on behalf of the Jefferson County Public Hospital District No. 2 to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

_____ (Signature)	_____ (Title)
_____ (Signature)	_____ (Title)

_____ (Signature)	_____ (Title)
_____ (Signature)	_____ (Title)

_____ (Signature)	_____ (Title)
_____ (Signature)	_____ (Title)

**Certification**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of Jefferson County Public Hospital District No. 2,  
(Name) (Title) (Public Agency)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by  
the Jefferson County Public Hospital District No. 2 of Jefferson County Public Hospital District No. 2 on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(Governing Body) (Public Agency)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

**FROM: Medical Staff Services**  
**RE: 05/26/2020 Medical Executive Committee appointments/reappointments for Board approval 05/27/2020**

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. Yasmin Akbari, MD – Diagnostic Radiology
2. Pratik Bhattachary, MD – Teleneurology
3. James Giles, MD – Teleneurology
4. Angela Jackson, PA-C – Primary Care
5. Anne McLellan, MD - Teleradiology
6. Allan Rassa, MD – Cardiology
7. Christian Schmalz, CNRA – Anesthesiology
8. James Wang, MD – Teleneurology
9. Carl Weber, MD – Primary Care
10. Xi Zhang, MD – Diagnostic Radiology

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

N/A

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

1. James Bell, MD – Diagnostic Radiology
2. Oscar Busso, MD – Internal Medicine Locums
3. Emily Ho, MD – Teleneurology
4. Shari Jackson, MD - Teleradiology
5. Amit Kansara, MD – Teleneurology
6. Kelly Lloyd, MD - Pathology
7. Holly Peng, MD – Family Medicine Locums
8. Michael Wynn, MD - Teleneurology

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

1. Mary Allen, ARNP – Wound Care
2. Heidi Chaney, ARNP - Cardiology
3. Sara Katz, PA-C – Family Medicine
4. Leah Layman, ARNP - Dermatology

**Medical Student Rotation:**

N/A

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

1. Dr. Scott Hankinson



**FROM: Medical Staff Services**  
**RE: 05/26/2020 Medical Executive Committee appointments/reappointments for Board approval 05/27/2020**

C-0241

§485.627(a) Standard: Governing Body or Responsible Individual

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**Resignations:**

1. Jacob Harris, MD – Diagnostic Radiology
2. Hilary Shaw, MD – Diagnostic Radiology

## Jefferson Healthcare Plastic Surgery Clinical Privileges

To be eligible to apply for privileges in plastic and/or reconstructive surgery, the applicant must meet the following criteria:

**Basic education:** Doctor of Medicine or Doctor of Osteopathy Degree (MD/DO) from an accredited program.

**Formal training and experience at initial appointment:**

- Successful completion of an approved residency in plastic and/or reconstructive surgery approved by the Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association
- Current certification or board eligible by the American Board of Plastic Surgery or the American Osteopathic Board of Surgery in Plastic and Reconstructive Surgery
- Documentation of cases:
  - Must provide clinical performance data for the last 12 months of practice to include approximate number of cases, types of procedures, service areas and types of patients treated. This may come from current hospital affiliations and/or office practice. Applicants for initial appointment must be able to demonstrate that (s) he has performed plastic surgery and related procedures at least 100 times during the last 24 months or demonstrate successful completion of a hospital-affiliated accredited residency, special clinical fellowship or research.
  - Applicants have the burden of producing information deemed adequate by Jefferson Healthcare for a proper evaluation of experience, training and current competence.
- ~~Current ACLS required~~ Current BLS required

**Reappointment Requirements:**

Current demonstrated competence and documentation of clinical activity within the scope of privileges requested without significant quality variations based on results of quality assessment and improvement activities and/or peer review outcomes. In the absence of Jefferson Healthcare specific data, applicant shall provide quality reports from primary hospital or other volume and quality assessment data.

Continuing medical education related to Plastic Surgery is required.

**REQUESTED: Plastic Surgery Core Privileges**

Admit, evaluate, diagnose and provide consultation to patients of all ages, except as specifically excluded from practice, presenting with congenital and/or acquired defects of the body's musculoskeletal system, cranio-maxillofacial structures, hand, extremities, breast, trunk, external genitalia, and soft tissue, including the aesthetic management. The core privileges in this specialty include the procedures below and such other procedures that are extensions of the same techniques and skills.

A representative, but of necessity, not a complete list of the Plastic Surgery Core Procedures is stated below. It is not intended to be an all-encompassing list but rather to reflect the categories/types of procedures included in the core.

Core Procedure List:

<ul style="list-style-type: none"> <li>• Facial plastic surgery to include cosmetic surgery on the face, nose, external ear, eyelids, and lips</li> <li>• Free tissue transfer flap with microvascular anastomosis</li> <li>• Liposuction or lipo-injection procedure for contour restoration, head and neck; trunk and extremities</li> <li>• Major head and neck radical cancer surgery and reconstruction</li> <li>• Management of all forms of facial or maxillofacial trauma including fractures</li> <li>• Management of patients with burns, including plastic procedures on the extremities</li> <li>• Plastic procedures of external and internal male and female genitalia excluding gender dysphoria or hypospadias</li> <li>• Nonsurgical injection of products for cosmetic or functional reconstruction (ie. Botulinum toxin, hyaluronic acid, Kybella)</li> <li>• The use of cosmetic adjuncts including cryolipolysis, laser/resurfacing devices, tattoo removal, chemical peels, dermabrasion</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Plastic procedures on the female and male breast, including augmentation and reduction mammoplasties, post mastectomy reconstruction</li> <li>• Plastic reconstruction of all forms of congenital and acquired soft tissue anomalies, including those requiring the use of skin-grafting procedures , the use of pedicle flaps, or collagen injection</li> <li>• Plastic reconstruction of soft tissue disfigurement or scarring, for cosmetic or functional reasons</li> <li>• Removal of benign and malignant tumors of the skin</li> <li>• Resection of intraoral tumors, oral cavity, palate</li> <li>• Surgery of congenital anomalies , including cleft lip and cleft palate</li> <li>• Surgical management of migraine headaches (including diagnostic botox injection and surgical release)</li> <li>• Management of soft tissue defects, acquired or congenital, for cosmetic or reconstructive reason, including the use of biological substitutes (Integra), grafting, local or regional flaps, tissue expansion</li> <li>• Hair transplantation and electrolysis for hair removal</li> </ul>
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Hand Surgery (as part of Plastic Surgery scope of practice):

<ul style="list-style-type: none"><li>• Arthroplasty of large and small joints, including implants</li><li>• Bone graft pertaining to the hand</li><li>• Carpal tunnel decompression</li><li>• Fasciotomy and fasciectomy</li><li>• Lacerations</li><li>• Nerve graft</li><li>• Neurorrhaphy</li><li>• Fracture of the hand and upper extremity, including implants</li><li>• Management of neuropathy, including decompression of all nerves of the upper extremity</li></ul>	<ul style="list-style-type: none"><li>• Microvascular procedures (?)</li><li>• Removal of soft tissue mass, ganglion palm or wrist, flexor sheath, etc.</li><li>• Repair of rheumatoid arthritis deformity</li><li>• Skin grafts</li><li>• Tendon reconstruction (free graft, staged)</li><li>• Tendon release, repair and fixation</li><li>• Tendon transfers</li><li>• Treatment of infections</li><li>• Removal of benign and malignant tumors of the hand and upper extremity</li><li>• Treatment of arthritis of the hands and wrist, including use of implants, arthroscopy</li><li>• Treatment of peripheral nerve conditions, including repair, grafting, transfers and resection</li></ul>
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**Privileges delineated separately:**

\_\_\_\_\_ Procedural sedation – Completion of sedation competency module MUST be evident before privilege will be granted.

\_\_\_\_\_ Use of Laser – CO2, Argon, YAG: Proof of attendance at course or training during residency is required for these privileges. The course must have basic laser principles and safety, laser physics, laser tissue interaction; and minimum of six hours observation and hands on experience with lasers.

I request the privileges checked above and attest that I have met the requirements for these privileges. I have crossed out any procedures that I do not currently perform or request. I understand that by making this request, I am bound by the applicable bylaws, policies and procedures of the hospital and the Medical Staff and hereby stipulate that I meet the threshold criteria for each privilege requested.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

Governing Board Approval Date:

As part of our ongoing commitment to patient safety and quality and in compliance with DNV Rules and Regulations, Jefferson Healthcare is standardizing its approach to procedural sedation training. Documented completion of procedural sedation training is required every 2 years.

Therefore, following please find instructions for online Procedural Sedation training. Please note that this training document is for the sole use of Jefferson Healthcare Authorized Users. Do not reproduce, retain or redistribute this document without prior authorization.

Please review the instructions below, complete the training, print a copy of the completion certificate and forward it to Barbara York, Medical Staff Services, no later than as soon as possible. Thank you!

### ***PROCEDURAL SEDATION ONLINE***

#### **For Physicians, CNRAs, and ARNPs:**

An online Procedural Sedation Course is offered to JHC physicians, CRNAs, and ANRPs through Swedish.

To access the course, please copy & paste the following link on the address bar of JHC's intranet or the internet:

<http://www.swedish.org/for-health-professionals/cme/online-cmes/adult-procedural-sedation#axzz1rwF8ljki>

Once the Swedish Procedural Sedation page opens, you are asked to review the information and read all materials listed under "Course Materials & Self-Assessment" before completing the online assessment. These materials consist of:

- Procedural Sedation: Adult Clinical procedure
- Addendum 1 to Procedural Sedation: Adult Clinical procedure
- Addendum 2 to Procedural Sedation: Adult Clinical procedure
- Adult Procedural Sedation Self-Learning Packet
- On the last page of this packet, you will find the "Next Steps" box which will direct you to complete an evaluation, register for CME credit, and print your certificate of completion

#### **Participation Overview**

- This is a self-learning module
- CME credit will be granted only if your quiz score is 100%
- Estimated time to complete the training module and exam is one hour
- **The registration fee will be waived if you click on "Swedish Provider" (for Swedish affiliates – Jefferson Healthcare employees only)**

#### **Online Self-Assessment**

- If asked, "Would you like to resume the quiz where you left off?" click "No."
- After passing the quiz, you will be directed to:

- Complete the CME Evaluation of this activity
- Register to record participation and claim credit
- Print your CME Certificate

***Please note that this training is required every two years. Please forward a copy of your completion certificate to Jefferson Healthcare Medical Staff Services. Thank you.***

Jefferson Healthcare  
Family Medicine *with OB*  
Core Privileges

To be eligible to request Family Medicine Privileges the following minimum threshold criteria must be met:

**Basic education:**

Doctor of Medicine or Doctor of Osteopathy Degree (MD/DO) from an accredited program.

**Formal training and experience at initial appointment:**

- Successful completion of an Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA) accredited post-graduate training program in family medicine.
- Current certification or active participation in the examination process leading to certification in family medicine by the American Board of Family Medicine or the American Osteopathic Board of Family Physicians. Must have current re-certification, if required by certifying board.
- Meet minimum procedure experience requirement

**Reappointment requirements:**

Documentation of clinical activity within the scope of privileges requested without significant quality variations identified. Completion of proctoring for provisional period or new privileges as determined by policy.

☐ **Requested Inpatient care (requires current ACLS certification - please reference JHC Inpatient Care Hospitalist Core Privileges)**

☐ **Requested Maternity Core (requires current ACLS certification):**

Admit, evaluate and manage pregnancy, labor and delivery, post-partum care, MVAs and other procedures related to maternity care, including medical diseases that are complicating factors in pregnancy (with consultation as appropriate). Point-of-Care OB Ultrasound to determine position, placenta placement, Amniotic Fluid Index, fetal numbers, and cardiac activity.

**Initial applicant:** Documentation of at least 2 months obstetrical rotation during family practice residency with 40 patients delivered and minimum 10 deliveries within the past 12 months. If applicant does not meet criteria, the physician will participate in a preceptor program for a minimum of 5 deliveries and successfully demonstrate competency as evaluated by the preceptor(s). Documentation of 10 D&Cs or physician will need to be precepted until he/she successfully demonstrates competency as evaluated by the preceptor(s).

See appendix A for reference of such privilege inclusions.

**Privileges Delineated Separately:**

To be eligible to apply for special non-core privileges, the applicant must have documented training and/or experience and current competence in performing the requested procedure(s) consistent with criteria set forth in medical staff policies governing the exercise of specific privileges. This may be accomplished by providing documentation of acceptable supervised training and experience during residency and/or fellowship training, or successful completion of an approved, recognized course when such exists.

☐ **Requested Surgical Obstetrics:**

- Includes C-section, tubal sterilization at time of C-section and D&C
- **Application Criteria:** Successful completion of an ACGME or AOA accredited residency training program in family medicine or obstetrics and gynecology.
- **Required Previous Experience:** A minimum of 30 Cesarean births as primary operator.
- **Renewal of privileges criteria:** Successful completion of five Cesarean births as primary operator each year.

☐ **Requested Vacuum Extraction Delivery**

- Evidence of successful completion of 5 vacuum extraction deliveries at initial appointment
- Evidence of successful completion of 2 vacuum extractions at each year of the reappointment period

Or evidence of structured simulation

☐ **Requested Forceps Delivery**

- Evidence of successful completion of 5 forceps deliveries at initial appointment
- Evidence of successful completion of 2 forceps deliveries at each year of the reappointment period or evidence of structured simulation

☐ **Requested Neonatal Care (requires current NRP certification)**

Care of neonates, including both well-baby and ill newborns. Must be NRP certified.

☐ **Requested Pediatric Inpatient Care**

Admission , evaluation, diagnosis, treatment and management of children and adolescents per JHC Pediatric Admission Guidelines

I request the privileges checked above and attest that I have met the requirements for these privileges. I have crossed out any procedures that I do not currently perform or request. I understand that by making this request I am bound by the applicable bylaws, policies and procedures of the hospital and the Medical Staff and hereby stipulate that I meet the threshold criteria for each privilege requested.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governing Board Approval

\_\_\_\_\_  
Date

X:\Departments\Medical Staff Services\Privilege Forms\FP Core With OB.Doc

Approved:  
MEC: 7/28/2015

## Appendix A:

The following are examples of procedures from the Family Medicine CORE, illustrating the depth of Family Medicine training. Not every applicant for privileges will choose to do all procedures within the core, and may elect to exclude those procedures from their privilege request.

- Arthrocentesis
- Incision and drainage (I & D) abscess
- Incision and drainage (I & D) hemorrhoids
- Breast cyst aspiration
- Burn care
- Excision of skin and subcutaneous lesions
- Excision of cutaneous and subcutaneous tumors and nodules
- Local anesthetic techniques
- Lumbar puncture
- Management of uncomplicated closed fractures and dislocations
- Needle biopsies
- Placement of anterior and posterior nasal hemostatic packing
- Perform skin biopsy or excision
- Peripheral nerve blocks
- Interpretation of electrocardiograms
- Management of non-penetrating corneal foreign body, nasal foreign body
- Repair of lacerations, including those requiring layer closure
- Suprapubic bladder aspiration
- Interpretation of electrocardiograms
- Vascular access and intubation of newborns
- Management of abnormal Pap, including colposcopy, cryotherapy and LEEP
- Insertion and removal of intrauterine devices
- Tracheal Intubation
- Circumcision
- Central Venous Line Placement
- Paracentesis/Thoracentesis
- topical intranasal therapy (sphenopalatine block)

## Example list MATERNITY Core.

- Amniotomy
- Normal spontaneous vaginal delivery of a term vertex presentation, including ante- and postpartum care
- Dilation and curettage (D&C), including suction and postpartum
- Excision of vulvar lesions at delivery
- External and internal fetal monitoring
- Augmentation of labor
- Induction of labor
- Management of uncomplicated labor
- Manual removal of placenta, post delivery
- Operative or assisted vaginal delivery
- Oxytocin challenge test
- Post partum hemorrhage (PPH)
- Post partum endometritis
- Pudendal anesthesia
- Repair of episiotomy, including lacerations/extensions
- Repair of vaginal and cervical lacerations
- Dilation and Curettage for Incomplete Abortion



**Jefferson Healthcare  
Internal Medicine and Family Medicine  
Cardiac Privileges**

In addition to meeting requirements of Internal Medicine or Family Medicine, the following criteria apply:

**Initial Privilege Requirement:**

The applicant must meet one of the following criteria:

1. Board certified or eligible in Family Practice or Internal Medicine with confirmation of **treadmill training in residency** for the specific privilege requested, or,
2. Board certified in Family Medicine or Internal Medicine with **proctoring of at least 3 (three) routine treadmills** by a physician on the Active Medical Staff with current treadmill privileges in the specific privilege requested or,
3. Written confirmation from a hospital of **5 treadmill procedures** in the specific privilege request within the past year **and** a letter from the Department/Service Chair indication satisfactory performance.

**Reappointment Requirement:**

Documentation of clinical activity within the scope of privileges requested without significant quality variations Identified and evidence of at least 25+ tests for the previous year.

Check privileges requested	Cardiac Stress Testing Privileges	Review above criteria and indicate below (1,2,3) which criteria you meet for each privilege requested and attach documentation		
<input type="checkbox"/>	General treadmill interpretation	1	2	3
<input type="checkbox"/>	Supervision of Stress ECGs	1	2	3
<input type="checkbox"/>	Interpretation of Stress ECGs	1	2	3
<input type="checkbox"/>	Post myocardial infarction treadmill (inpatient)	1	2	3

For cardiac procedures performed at Jefferson Healthcare off-site facilities, please check:

\_\_\_\_\_ I attest to my ability to initiate emergency cardiac care

I request the privileges checked above and attest that I have met the requirements. I understand that by making this Request, I am bound by the applicable laws, policies and procedures of the hospital and the Medical Staff and hereby  
Stipulate that I met the threshold criteria for each privilege requested.

\_\_\_\_\_  
Provider signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proctoring physician signature (for at least 3 procedures)  
if applicable

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governing Board Approval

\_\_\_\_\_  
Date