

**\*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: 613756871#**

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Regular Session Agenda  
Wednesday, October 28, 2020

|   |      |
|---|------|
| <b><u>Call to Order:</u></b>  | 2:30 |
| <b><u>Approve Agenda:</u></b>   | 2:30 |
| <b><u>Education Topic:</u></b>  | 2:31 |
| o WSHA- Cassie Sauer, President   |      |
| <b><u>Break:</u></b>  | 3:15 |
| <b><u>Patient Story:</u></b> Tina Toner, CNO                                      | 3:30 |
| <b><u>Minutes:</u></b>  | 3:40 |
| • September 23 Regular Session Minutes (pgs 3-5)                                  |      |
| • October 21 Special Session Minutes (pgs 6-7)                                    |      |
| <b><u>Required Approvals:</u></b> Action Requested                                | 3:42 |
| • September Warrants and Adjustment   |      |
| • Resolution 2020-11 Cancelled Warrants (pgs 8-11)                                |      |
| • Resolution 2020-12 Surplus Equipment (pg 12)                                    |      |
| • Medical Staff Credentials/ Appointments/ Reappointments (separate document)     |      |
| <b><u>Budget Hearing for Fiscal Year 2021:</u></b> Hilary Whittington, CAO/CFO    | 3:45 |
| • 2021 Operations Budget Summary  |      |
| • 2021 Capital Budget Summary   |      |
| • Public Comment  |      |
| • Commission Discussion   |      |
| <b><u>Adopt Resolutions: Action Requested</u></b>                                 | 4:10 |
| • Resolution 2020-13 With/Without Property Tax Increase (pgs 13-14)               |      |
| • Resolution 2020-14 Substantial Need Resolution (pg 15)                          |      |
| • Resolution 2020-15 Fiscal Year 2021 Budget (pg 16)                              |      |
| <b><u>Financial Report:</u></b> Hilary Whittington, CAO/CFO                       | 4:20 |
| <b><u>Quality Report:</u></b> Brandie Manuel, Chief Pt Safety and Quality Officer | 4:35 |
| <b><u>Administrative Report:</u></b> Mike Glenn, CEO                              | 4:50 |
| <b><u>CMO Report:</u></b> Dr. Joe Mattern, CMO                                    | 5:05 |

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**Board Business:**

5:15

- Resolution 2020-16 Health Equity
- Agenda Evaluation
- Appoint Independent Auditor

**Meeting Evaluation:**

5:30

**Executive Session:**

5:40

- Current or potential litigation

**Conclude:**

6:10

This Regular 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).

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**When prompted, enter Conference ID number: 197938556**

**Jefferson County Public Hospital District No.2**  
**Board of Commissioners, Regular Session Minutes**  
**Wednesday, September 23, 2020**

**Call to Order:**

The meeting was called to order at 2:30pm by Board Chair Buhler Rienstra. Present by phone and video were Commissioners Dressler, Kolff, McComas and Ready. 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, Jenn Wharton, Chief Ambulatory and Medical Group Officer, Tina Toner, Chief Nursing Officer, and Brittany Huntingford, Kent Smith, DO, Chief of Staff, Administrative Assistant were also in attendance. This meeting was officially audio recorded by Jefferson Healthcare.

**Approve Agenda:**

Commissioner McComas approved the agenda. Commissioner Kolff seconded.

**Action:** Motion passed unanimously.

**Education Topic:**

- Employee Engagement Presentation
  - Caitlin Harrison, Chief Human Resources Officer

Caitlin Harrison, Chief Human Resources Officer presented the Employee Engagement presentation

Discussion ensued.

Commissioners recessed for break at 3:15pm.

Commissioner reconvened from break at 3:30pm.

**Team of the Quarter:**

Caitlin Harrison, CHRO presented Dr. Sarah Schmidt, Provider of the Quarter; Jess Cigalotti, Employee of the Quarter & Surgical Associates, Team of the Quarter

**Minutes:**

- August 26, 2020 Minutes

Commissioner Kolff made a motion to amend the August 26, 2020 minutes to include the addition of “per 100,000 population” in board reports. Commissioner Ready seconded.

**Action:** The amended motion passed unanimously.

**Required Approvals:** Action Requested

- August Warrants and Adjustments
- Resolution 2020-10 Cancelled Warrants
- Medical Staff Credentials/Appointments/Reappointments

Commissioner Ready made a motion to approve the August Warrants and Adjustments, Resolution 2020-10 Cancelled Warrants, and Medical Staff Credentials/ Appointments/ Reappointments Commissioner Dressler seconded.

**Action:** Motion passed unanimously.

**Financial Report:**

Hilary Whittington, CAO/CFO, presented the August Financial Reports.

Discussion ensued.

**Quality Report:**

Brandie Manuel, Chief Pt Safety and Quality Officer, presented the August Quality Report.

Discussion ensued.

**Administrative Report**

Mike Glenn, CEO, presented the Administrative report.

Discussion ensued.

**Board Business:**

- Health Equity Report Resolution Discussion

Commissioner Kolff suggests a resolution by the board to support this work.

Commissioners Kolff and McComas will move forward and will have something specific for the boards review, comments, and potential adoption at the October meeting.

Commissioner Kolff gave a report from the board of health activities. Jefferson Healthcare was applauded by Dr. Locke during a county commissioner meeting for the transparency, fostering an ideal relationship of cooperation. At the board of health key items were discussed- health department staff are facing similar challenges as JH staff. Discussion at the county commissioner meeting regarding how state law limits the enforcement options that we have in our county for public health officer. Discussion was

also had around forest fires and smoke. Commissioner Kolff would be curious to hear from the Emergency department to see if there had been a rise here from the wildfires. Conversation around COVID-19 testing options were also discussed at the county commissioners meeting. Commissioner Kolff commented on the totals per hundred thousand by local counties including Jefferson, Clallam, and Kitsap. Health department encourages everyone to be safe to help keep schools open. Discussion ensued.

- **Agenda Evaluation**

Commissioner Buhler Rienstra gave the board book overview of this topic. Commissioner Kolff suggested the board send written evaluations to Brittany with further discussion to be had at the October meeting.

**Meeting Evaluation:**

Commissioners evaluated the meeting.

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 5:10pm.

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  
Wednesday, October 21, 2020**

**Call to Order:**

The meeting was called to order at 1:05pm by Board Chair Buhler Rienstra. Also present were Commissioners Dressler, McComas, Kolff and Ready. Mike Glenn, CEO, Hilary Whittington, Chief Administrative Officer/ Chief Financial Officer, Jon French, Chief Legal Officer, Caitlin Harrison, Chief Human Resources Officer, Tina Toner, Chief Nursing Officer, Jennifer Wharton, Chief Ambulatory & Medical Group Officer and Brittany Huntingford, Administrative Assistant were also in attendance. In attendance from Finance Committee was Elaina Harland, Sasha Marshall, Jen Goodwin, Michael Napolitano. This meeting was officially audio recorded by Jefferson Healthcare.

**Work Session:**

The purpose of this special session is to have the Jefferson County Public Hospital District No. 2 Commissioners attend the Finance Committee Meeting to review and discuss the 2021 Budget.

Hilary Whittington, CAO/CFO, discussed the budget process, philosophy and key themes as we head into 2021, vocabulary reference, pricing, taxes, balances that may shift (immaterially) before the budget hearing, and accounting approach changes. She explained the operating budget which included the ACU, ICU, and Swing, FBC and Nursery, Emergency Services, General Surgical Services, Outpatient Surgical Services, Oncology, Infusion, Wound Care, Pharmacy, Nursing Admin, and Patient Advocates. Imaging and Radiology Services, Expanding ECHO Services in Partnership with Cardiology, Laboratory, Respiratory Therapy, Rehab Services, Sleep Services, other Outpatient Services, Medical Group Services, Primary Care, Dental Services, Specialty Care, Home Health and Hospice, Palliative Care, Hospice Foundation, Board of Commissioners, Administration, Accounting, Legal/Compliance, Risk, Materials Management, Environmental Services, Dietary, Information Technology, Quality, Clinical Informatics, Utilization Review, Infection Prevention, Emergency Management, Facilities and Security, BioMed, Maintenance Projects, Human Resources, Employee Health, Marketing, Public Relations, Medical Staff, Revenue Cycle Operations, Jefferson Healthcare Foundation, Care Transformation, Population Health, Exercise for

Health, Wellness, CHIP, SANE, and Reproductive Health. She explained the income statement, key performance indicators, volumes by department, Capital investments and the Capital budget.

Discussion ensued.

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 3:03 pm.

Approved by the Commission:

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

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

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2020-11

A RESOLUTION CANCELING CERTAIN WARRANTS IN  
THE AMOUNT OF \$120.40

WHEREAS warrants of any municipal corporation not presented within one year of their issue, or, that have been voided or replaced, shall be canceled by the passage of a resolution of the governing body;

NOW, THEREFORE BE IT RESOLVED THAT:

In order to comply with RCW 36.22.100, warrants indicated below in the total amount of \$120.40 be canceled.

| <b>Date of Issue</b> | <b>Warrant #</b> | <b>Amount</b> |
|----------------------|------------------|---------------|
| 09/19/2019           | 258733           | 120.40        |
| <b>Total</b>         |                  | <b>120.40</b> |

APPROVED this 28<sup>th</sup> day of October 2020.

APPROVED BY THE COMMISSION:

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

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

Attest:

Commissioner Matt Ready: \_\_\_\_\_

Commissioner Kees Kolff: \_\_\_\_\_

Commissioner Bruce McComas: \_\_\_\_\_



**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 (Ex**

**Change in Net Position (Loss)**

|  | September<br>2020 Actual | September<br>2020<br>Budget | Variance<br>Favorable/<br>(Unfavorable) | %             | September<br>2020 YTD | September<br>2020 Budget<br>YTD | Variance<br>Favorable/<br>(Unfavorable) | %           | September<br>2019 YTD |
|--|--------------------------|-----------------------------|---|---------------|-----------------------|---------------------------------|---|-------------|-----------------------|
| <b>Gross Revenue</b>                     |                          |                             |   |               |                       |                                 |   |             |                       |
| Inpatient Revenue                        | 3,806,240                | 4,192,779                   | (386,540)                               | -9%           | 28,644,709            | 38,294,038                      | (9,649,329)                             | -25%        | 33,656,807            |
| Outpatient Revenue                       | 19,708,154               | 19,173,181                  | 534,973                                 | 3%            | 157,664,569           | 175,114,992                     | (17,450,423)                            | -10%        | 158,966,899           |
| <b>Total Gross Revenue</b>               | <b>23,514,394</b>        | <b>23,365,960</b>           | <b>148,433</b>                          | <b>1%</b>     | <b>186,309,278</b>    | <b>213,409,030</b>              | <b>(27,099,752)</b>                     | <b>-13%</b> | <b>192,623,706</b>    |
| <b>Revenue Adjustments</b>               |                          |                             |   |               |                       |                                 |   |             |                       |
| Cost Adjustment Medicaid                 | 1,879,953                | 2,149,977                   | 270,024                                 | 13%           | 15,517,290            | 19,636,454                      | 4,119,164                               | 21%         | 16,876,758            |
| Cost Adjustment Medicare                 | 5,563,634                | 7,986,238                   | 2,422,604                               | 30%           | 65,289,461            | 72,940,949                      | 7,651,487                               | 10%         | 67,940,157            |
| Charity Care                             | 715,922                  | 225,983                     | (489,939)                               | -217%         | 2,551,940             | 2,063,978                       | (487,962)                               | -24%        | 2,198,175             |
| Contractual Allowances Other             | 2,342,246                | 1,822,756                   | (519,490)                               | -29%          | 17,695,936            | 16,647,832                      | (1,048,104)                             | -6%         | 15,301,515            |
| Administrative Adjustments               | (76,237)                 | 106,690                     | 182,926                                 | 171%          | 209,509               | 974,431                         | 764,922                                 | 78%         | 820,521               |
| Allowance for Uncollectible Accounts     | (52,706)                 | 426,892                     | 479,597                                 | 112%          | 1,600,153             | 3,898,943                       | 2,298,790                               | 59%         | 3,178,183             |
| <b>Total Revenue Adjustments</b>         | <b>10,372,814</b>        | <b>12,718,536</b>           | <b>2,345,722</b>                        | <b>18%</b>    | <b>102,864,288</b>    | <b>116,162,585</b>              | <b>13,298,297</b>                       | <b>11%</b>  | <b>106,315,309</b>    |
| <b>Net Patient Service Revenue</b>       | <b>13,141,580</b>        | <b>10,647,425</b>           | <b>2,494,155</b>                        | <b>23%</b>    | <b>83,444,989</b>     | <b>97,246,445</b>               | <b>(13,801,455)</b>                     | <b>-14%</b> | <b>86,308,397</b>     |
| <b>Other Revenue</b>                     |                          |                             |   |               |                       |                                 |   |             |                       |
| 340B Revenue                             | 339,361                  | 268,410                     | 70,951                                  | 26%           | 2,311,735             | 2,451,475                       | (139,740)                               | -6%         | 3,131,880             |
| Other Operating Revenue                  | 315,643                  | 294,949                     | 20,694                                  | 7%            | 9,744,839             | 2,693,869                       | 7,050,970                               | 262%        | 2,850,415             |
| <b>Total Operating Revenues</b>          | <b>13,796,584</b>        | <b>11,210,784</b>           | <b>2,585,800</b>                        | <b>23%</b>    | <b>95,501,564</b>     | <b>102,391,789</b>              | <b>(6,890,226)</b>                      | <b>-7%</b>  | <b>92,290,692</b>     |
| <b>Operating Expenses</b>                |                          |                             |   |               |                       |                                 |   |             |                       |
| Salaries And Wages                       | 5,229,838                | 5,376,221                   | 146,383                                 | 3%            | 47,776,029            | 49,102,799                      | 1,326,770                               | 3%          | 42,573,176            |
| Employee Benefits                        | 1,206,016                | 1,385,046                   | 179,029                                 | 13%           | 10,985,737            | 12,650,079                      | 1,664,342                               | 13%         | 10,630,519            |
| Professional Fees                        | 138,003                  | 187,980                     | 49,978                                  | 27%           | 1,921,854             | 1,716,886                       | (204,968)                               | -12%        | 4,351,471             |
| Purchased Services                       | 863,541                  | 692,554                     | (170,987)                               | -25%          | 6,212,148             | 6,325,320                       | 113,173                                 | 2%          | 5,047,245             |
| Supplies                                 | 2,427,833                | 2,042,817                   | (385,016)                               | -19%          | 18,235,723            | 18,657,720                      | 421,997                                 | 2%          | 16,703,820            |
| Insurance                                | 203,247                  | 56,676                      | (146,571)                               | -259%         | 722,749               | 517,643                         | (205,106)                               | -40%        | 500,256               |
| Leases And Rentals                       | (39,690)                 | 14,962                      | 54,651                                  | 365%          | 109,349               | 136,651                         | 27,302                                  | 20%         | 1,186,319             |
| Depreciation And Amortization            | 565,220                  | 531,790                     | (33,430)                                | -6%           | 4,635,527             | 4,857,017                       | 221,490                                 | 5%          | 3,504,065             |
| Repairs And Maintenance                  | 42,172                   | 104,205                     | 62,033                                  | 60%           | 673,424               | 951,740                         | 278,316                                 | 29%         | 475,711               |
| Utilities                                | 108,231                  | 102,401                     | (5,830)                                 | -6%           | 898,142               | 935,258                         | 37,116                                  | 4%          | 850,891               |
| Licenses And Taxes                       | 56,500                   | 54,727                      | (1,773)                                 | -3%           | 524,230               | 499,844                         | (24,386)                                | -5%         | 520,828               |
| Other                                    | 108,573                  | 220,082                     | 111,510                                 | 51%           | 1,338,986             | 2,010,083                       | 671,097                                 | 33%         | 1,608,690             |
| <b>Total Operating Expenses</b>          | <b>10,909,485</b>        | <b>10,769,461</b>           | <b>(140,023)</b>                        | <b>-1%</b>    | <b>94,033,898</b>     | <b>98,361,041</b>               | <b>4,327,143</b>                        | <b>4%</b>   | <b>87,952,990</b>     |
| <b>Operating Income (Loss)</b>           | <b>2,887,099</b>         | <b>441,322</b>              | <b>2,445,777</b>                        | <b>554%</b>   | <b>1,467,665</b>      | <b>4,030,748</b>                | <b>(2,563,083)</b>                      | <b>-64%</b> | <b>4,337,702</b>      |
| <b>Non Operating Revenues (Expenses)</b> |                          |                             |   |               |                       |                                 |   |             |                       |
| Taxation For Maint Operations            | 5,984                    | 22,016                      | (16,033)                                | -73%          | 178,752               | 201,083                         | (22,331)                                | -11%        | 187,425               |
| Taxation For Debt Service                | 5,008                    | 18,230                      | (13,221)                                | -73%          | 153,482               | 166,496                         | (13,014)                                | -8%         | 175,093               |
| Investment Income                        | 14,893                   | 27,197                      | (12,304)                                | -45%          | 169,086               | 248,397                         | (79,310)                                | -32%        | 428,249               |
| Interest Expense                         | (126,557)                | (91,066)                    | (35,491)                                | -39%          | (823,010)             | (831,738)                       | 8,728                                   | 1%          | (734,786)             |
| Bond Issuance Costs                      | -                        | 16,393                      | (16,393)                                | 100%          | 245,920               | 149,727                         | 96,193                                  | -64%        | 0                     |
| Gain or (Loss) on Disposed Asset         | -                        | -                           | -                                       | 0%            | -                     | 0                               | -                                       | 0%          | (61,987)              |
| Contributions                            | -                        | -                           | -                                       | 0%            | -                     | 0                               | -                                       | 0%          | 190,986               |
| <b>Total Non Operating Revenues (Ex</b>  | <b>(100,672)</b>         | <b>(7,230)</b>              | <b>(93,442)</b>                         | <b>-1292%</b> | <b>(75,769)</b>       | <b>(66,036)</b>                 | <b>(9,734)</b>                          | <b>-15%</b> | <b>184,980</b>        |
| <b>Change in Net Position (Loss)</b>     | <b>2,786,427</b>         | <b>434,092</b>              | <b>2,352,335</b>                        | <b>542%</b>   | <b>1,391,896</b>      | <b>3,964,712</b>                | <b>(2,572,817)</b>                      | <b>-65%</b> | <b>4,522,681</b>      |

**STATISTIC DESCRIPTION**

|  | SEPTEMBER 2020 |              |               |               |               |               | SEPTEMBER 2019 |               |               |               |
|--|----------------|--------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|
|  | MO<br>ACTUAL   | MO<br>BUDGET | %<br>VARIANCE | YTD<br>ACTUAL | YTD<br>BUDGET | %<br>VARIANCE | MO<br>ACTUAL   | %<br>VARIANCE | YTD<br>ACTUAL | %<br>VARIANCE |
| FTEs - TOTAL (AVG)                                   | 619.72         | 625.21       | 1%            | 600.52        | 625.21        | 4%            | 577.93         | -7%           | 570.12        | -5%           |
| FTEs - PRODUCTIVE (AVG)                              | 530.96         | 559.80       | 5%            | 536.30        | 559.80        | 4%            | 513.83         | -3%           | 507.76        | -6%           |
| ADJUSTED PATIENT DAYS                                | 1,918          | 2,418        | -21%          | 16,334        | 22,082        | -26%          | 1,765          | 9%            | 19,576        | -17%          |
| ICU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS) | 58             | 81           | -28%          | 521           | 744           | -30%          | 51             | 14%           | 650           | -25%          |
| ACU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS) | 274            | 336          | -18%          | 2,237         | 3,068         | -27%          | 300            | -9%           | 2,890         | -29%          |
| SWING IP PATIENT DAYS (MIDNIGHT CENSUS)              | 21             | 29           | -28%          | 140           | 263           | -47%          | 5              | 320%          | 138           | 1%            |
| PATIENT DAYS (ACU, ICU, SWING), INCLUDES OBSERVATION | 353            | 446          | -21%          | 2,898         | 4,075         | -29%          | 356            | -1%           | 3,678         | -27%          |
| BIRTHS   | 6              | 10           | -40%          | 66            | 90            | -27%          | 11             | -45%          | 84            | -27%          |
| SURGERY CASES (IN OR)                                | 103            | 114          | -10%          | 911           | 1,042         | -13%          | 106            | -3%           | 963           | -6%           |
| SURGERY MINUTES (IN OR)                              | 13,862         | 15,164       | -9%           | 118,023       | 138,494       | -15%          | 13,789         | 1%            | 125,520       | -6%           |
| SPECIAL PROCEDURE CASES                              | 73             | 71           | 3%            | 501           | 645           | -22%          | 64             | 14%           | 614           | -23%          |
| LAB BILLABLE TESTS                                   | 21,997         | 19,170       | 15%           | 162,205       | 175,084       | -7%           | 17,893         | 23%           | 166,302       | -3%           |
| BLOOD BANK UNITS MATCHED                             | -              | 45           | -100%         | 309           | 407           | -24%          | 53             | -100%         | 401           | -30%          |
| MRIs COMPLETED                                       | 159            | 190          | -16%          | 1,556         | 1,736         | -10%          | 190            | -16%          | 1,648         | -6%           |
| CT SCANS COMPLETED                                   | 496            | 499          | -1%           | 4,058         | 4,559         | -11%          | 449            | 10%           | 4,338         | -7%           |
| RADIOLOGY DIAGNOSTIC TESTS                           | 1,442          | 1,510        | -5%           | 12,208        | 13,791        | -11%          | 1,515          | -5%           | 13,261        | -9%           |
| ECHOs COMPLETED                                      | 169            | 135          | 25%           | 1,138         | 1,229         | -7%           | 102            | 66%           | 1,142         | 0%            |
| ULTRASOUNDS COMPLETED                                | 313            | 326          | -4%           | 2,574         | 2,976         | -14%          | 300            | 4%            | 2,853         | -11%          |
| MAMMOGRAPHYS COMPLETED                               | 204            | 303          | -33%          | 1,764         | 2,771         | -36%          | 235            | -13%          | 2,087         | -18%          |
| NUCLEAR MEDICINE TESTS                               | 51             | 41           | 24%           | 306           | 372           | -18%          | 34             | 50%           | 331           | -8%           |
| TOTAL DIAGNOSTIC IMAGING TESTS                       | 2,834          | 3,004        | -6%           | 23,604        | 27,434        | -14%          | 2,825          | 0%            | 25,660        | -9%           |
| PHARMACY MEDS DISPENSED                              | 20,242         | 21,772       | -7%           | 165,533       | 198,848       | -17%          | 21,416         | -5%           | 197,709       | -19%          |
| ANTI COAG VISITS                                     | 385            | 377          | 2%            | 3,322         | 3,447         | -4%           | 352            | 9%            | 3,480         | -5%           |
| RESPIRATORY THERAPY PROCEDURES                       | 2,247          | 3,835        | -41%          | 21,779        | 35,025        | -38%          | 3,417          | -34%          | 32,341        | -48%          |
| PULMONARY REHAB RVUs                                 | 117            | 212          | -45%          | 1,101         | 1,941         | -43%          | 256            | -54%          | 1,967         | -79%          |
| PHYSICAL THERAPY RVUs                                | 7,028          | 7,406        | -5%           | 54,734        | 67,643        | -19%          | 6,178          | 14%           | 64,671        | -18%          |
| OCCUPATIONAL THERAPY RVUs                            | 1,277          | 1,072        | 19%           | 9,585         | 9,788         | -2%           | 818            | 56%           | 8,918         | 7%            |
| SPEECH THERAPY RVUs                                  | 257            | 205          | 25%           | 1,958         | 1,870         | 5%            | 131            | 96%           | 1,911         | 2%            |
| REHAB/PT/OT/ST RVUs                                  | 8,679          | 8,895        | -2%           | 67,378        | 81,242        | -17%          | 7,383          | 18%           | 77,467        | -15%          |
| ER CENSUS  | 965            | 1,061        | -9%           | 8,135         | 9,688         | -16%          | 1,036          | -7%           | 9,572         | -18%          |
| EXPRESS CLINIC                                       | 552            | 942          | -41%          | 5,322         | 8,607         | -38%          | 823            | -33%          | 7,164         | -35%          |
| SOCO PATIENT VISITS                                  | 107            | 150          | -29%          | 1,248         | 1,372         | -9%           | 202            | -47%          | 1,365         | -9%           |
| PORT LUDLOW PATIENT VISITS                           | 624            | 712          | -12%          | 4,914         | 6,503         | -24%          | 543            | 15%           | 5,889         | -20%          |
| SHERIDAN PATIENT VISITS                              | 2,451          | 2,626        | -7%           | 19,128        | 23,987        | -20%          | 2,330          | 5%            | 23,112        | -21%          |
| DENTAL CLINIC  | 358            | 329          | 9%            | 2,289         | 3,003         | -24%          | 252            | 42%           | 769           | 66%           |
| WATERSHIP CLINIC PATIENT VISITS                      | 1,126          | 1,064        | 6%            | 8,280         | 9,715         | -15%          | 950            | 19%           | 9,504         | -15%          |
| TOWNSEND PATIENT VISITS                              | 559            | 572          | -2%           | 4,816         | 5,220         | -8%           | 452            | 24%           | 4,991         | -4%           |
| TOTAL RURAL HEALTH CLINIC VISITS                     | 5,777          | 6,395        | -10%          | 45,997        | 58,407        | -21%          | 5,552          | 4%            | 52,794        | -15%          |
| OFF-SITE LAB   | 1,115          | -            | 0%            | 5,184         | -             | 0%            | -              | 0%            | -             | 100%          |
| DISASTER CLINIC                                      | 89             | -            | 0%            | 1,269         | -             | 0%            | -              | 0%            | -             | 100%          |
| TOTAL COVID RESPONSE                                 | 1,204          | -            | 0%            | 6,453         | -             | 0%            | -              | 0%            | -             | 100%          |
| CARDIOLOGY CLINIC VISITS                             | 492            | 353          | 39%           | 2,993         | 3,228         | -7%           | 248            | 98%           | 2,344         | 22%           |
| DERMATOLOGY CLINIC VISITS                            | 684            | 497          | 38%           | 5,302         | 4,542         | 17%           | 531            | 29%           | 4,621         | 13%           |
| GEN SURG PATIENT VISITS                              | 298            | 300          | -1%           | 2,112         | 2,744         | -23%          | 354            | -16%          | 2,991         | -42%          |
| ONCOLOGY VISITS                                      | 574            | 529          | 9%            | 4,615         | 4,834         | -5%           | 469            | 22%           | 3,829         | 17%           |
| ORTHO PATIENT VISITS                                 | 699            | 715          | -2%           | 5,651         | 6,531         | -13%          | 616            | 13%           | 5,291         | 6%            |
| SLEEP CLINIC VISITS                                  | 181            | 236          | -23%          | 1,389         | 2,156         | -36%          | 154            | 18%           | 1,086         | 22%           |
| UROLOGY VISITS                                       | 176            | 247          | -29%          | 1,404         | 2,254         | -38%          | 213            | -17%          | 2,018         | -44%          |
| WOMENS CLINIC VISITS                                 | 129            | 226          | -43%          | 1,223         | 2,064         | -41%          | 197            | -35%          | 1,762         | -44%          |
| WOUND CLINIC VISITS                                  | 273            | 345          | -21%          | 2,003         | 3,149         | -36%          | 255            | 7%            | 2,479         | -24%          |
| TOTAL SPECIALTY CLINIC VISITS                        | 3,506          | 3,448        | 2%            | 26,692        | 31,502        | -15%          | 3,037          | 15%           | 26,421        | 1%            |
| SLEEP CENTER SLEEP STUDIES                           | 57             | 69           | -17%          | 441           | 631           | -30%          | 59             | -3%           | 557           | -26%          |
| INFUSION CENTER VISITS                               | 722            | 828          | -13%          | 6,321         | 7,559         | -16%          | 786            | -8%           | 6,678         | -6%           |
| SURGERY CENTER ENDOSCOPIES                           | 68             | 76           | -11%          | 546           | 698           | -22%          | 73             | -7%           | 669           | -23%          |
| HOME HEALTH EPISODES                                 | 53             | 82           | -35%          | 462           | 748           | -38%          | 83             | -36%          | 686           | -48%          |
| HOSPICE CENSUS/DAYS                                  | 1,157          | 984          | 18%           | 9,683         | 8,991         | 8%            | 891            | 30%           | 8,561         | 12%           |
| CARDIAC REHAB SESSIONS                               | 88             | 164          | -46%          | 638           | 1,501         | -57%          | 83             | 6%            | 219           | 66%           |
| DIETARY TOTAL REVENUE                                | 54,505         | 93,634       | -42%          | 558,900       | 855,188       | -35%          | 81,044         | -33%          | 697,781       | -25%          |
| MAT MGMT TOTAL ORDERS PROCESSED                      | 2,023          | 2,300        | -12%          | 17,513        | 21,004        | -17%          | 2,079          | -3%           | 18,821        | -7%           |
| EXERCISE FOR HEALTH PARTICIPANTS                     | -              | 771          | -100%         | 1,240         | 7,039         | -82%          | 598            | -100%         | 6,742         | -444%         |

JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

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

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

|  |                        |                                 |
|--|------------------------|---------------------------------|
| General Fund Warrants & ACH Transfers          | <b>\$11,575,478.29</b> | (Provided under separate cover) |
| Allowance for Uncollectible Accounts / Charity | <b>\$586,979.96</b>    | (Attached)                      |
| Canceled Warrants                              | <b>\$120.40</b>        | (Attached)                      |

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2020-12

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 #                            |
|---------------|----------------------------------|----------|------------------------------------|
| Cell Washer   | LAB03575<br>BioMed- 12-<br>00049 | 0002942  | Helmer Ultra CW- purchased 2012    |
| UA Centrifuge | LAB03560                         | S106850  | Ultra Select U8S1- not capitalized |
|               |                                  |          |                                    |

APPROVED this 28th day of October 2020.

APPROVED BY THE COMMISSION:

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

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

Attest:

Commissioner Bruce McComas: \_\_\_\_\_

Commissioner Kees Kolff: \_\_\_\_\_

Commissioner Matt Ready: \_\_\_\_\_

## **Jefferson County Public Hospital District No. 2**

### **RESOLUTION 2020-13 PROPERTY TAX INCREASE RESOLUTION**

WHEREAS the Board of Commissioners has properly given notice of the public hearing held October 28, 2020, to consider the Hospital District's current expense budget for the 2021 calendar year, pursuant to RCW 84.55.120; and

WHEREAS the Board of Commissioners, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that Jefferson County Public Hospital District No.2 requires increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of Jefferson County Public Hospital District No. 2 and in its best interest;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvements to property, refunds from the previous year, and any increase in the value of state-assessed property is hereby authorized for the 2021 levy of \$486,443.64 which is a percentage increase of 1 percent (\$4,816.27) from the previous year (see RCW 84.55.092).

ADOPTED and APPROVED by the Board of Commissioners of Public Hospital District No. 2, Jefferson County, Washington, at an open public meeting, the following Commissioners being present and voting in favor of the resolution.

APPROVED THIS 28<sup>th</sup> day of October, 2020

APPROVED BY THE COMMISSION:

Commission President – Jill Rienstra: \_\_\_\_\_

Commission Secretary – Marie Dressler \_\_\_\_\_

Attest:

Commissioner – Bruce McComas: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_

Commissioner – Kees Kolff: \_\_\_\_\_

## **Jefferson County Public Hospital District No. 2**

### **RESOLUTION 2020-13 WITHOUT PROPERTY TAX INCREASE RESOLUTION**

WHEREAS the Board of Commissioners has properly given notice of the public hearing held October 28, 2020, to consider the Hospital District's current expense budget for the 2021 calendar year, pursuant to RCW 84.55.120; and

WHEREAS the Board of Commissioners, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that Jefferson County Public Hospital District No.2 requires no increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of Jefferson County Public Hospital District No. 2 and in its best interest;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that no increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvements to property, refunds from the previous year, and any increase in the value of state-assessed property is hereby authorized for the 2021 levy of \$481,627.37 which is a percentage increase of 0 percent (\$0.00) from the previous year (see RCW 84.55.092).

ADOPTED and APPROVED by the Board of Commissioners of Public Hospital District No. 2, Jefferson County, Washington, at an open public meeting, the following Commissioners being present and voting in favor of the resolution.

APPROVED THIS 28<sup>th</sup> day of October, 2020

APPROVED BY THE COMMISSION:

Commission President – Jill Rienstra: \_\_\_\_\_

Commission Secretary – Marie Dressler \_\_\_\_\_

Attest:

Commissioner – Bruce McComas: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_

Commissioner – Kees Kolff: \_\_\_\_\_

## **Jefferson County Public Hospital District No. 2**

### **RESOLUTION 2020-14 SUBSTANTIAL NEED RESOLUTION**

A RESOLUTION of the Board of Commissioners of Jefferson County Public Hospital District No. 2, Washington adopting the limit factor for property tax increase for 2021 budget purposes.

WHEREAS the Board of Commissioners of Jefferson County Public Hospital District No. 2, Washington in the course of considering the budget for 2021 has reviewed all sources of revenue and examined all anticipated expenses and 2021 obligations; and,

WHEREAS the Board of Commissioners of Jefferson County Public Hospital District No. 2, Washington, has determined that there is a substantial need to increase the regular property tax limit factor above the rate of inflation;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Jefferson County Public Hospital District No. 2, Washington that the limit for the regular tax levy for the year 2021 will be 101% of the highest amount of regular property taxes that could have been lawfully levied in the district.

ADOPTED and APPROVED by the Board of Commissioners of Public Hospital District No. 2, Jefferson County, Washington, at an open public meeting, the following Commissioners being present and voting in favor of the resolution.

APPROVED THIS 28<sup>th</sup> day of October, 2020

APPROVED BY THE COMMISSION:

Commission President – Jill Rienstra: \_\_\_\_\_

Commission Secretary – Marie Dressler \_\_\_\_\_

Attest:

Commissioner – Bruce McComas: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_

Commissioner – Kees Kolff: \_\_\_\_\_

## Jefferson County Public Hospital District No. 2

### RESOLUTION 2020-15 ADOPT FISCAL YEAR 2021 BUDGET

WHEREAS the Board of Commissioners has properly given notice of the public hearing held October 28, 2020, to consider the Hospital District's current expense budget for the 2021 calendar year, pursuant to RCW 84.55.120;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Jefferson County Public Hospital District No. 2, that the Operations and Capital Budget for fiscal year 2021 as presented to the Board, as hereto attached, is hereby approved.

ADOPTED and APPROVED by the Board of Commissioners of Public Hospital District No. 2, Jefferson County, Washington, at an open public meeting, the following Commissioners being present and voting in favor of the resolution.

APPROVED THIS 28<sup>th</sup> day of October , 2020

APPROVED BY THE COMMISSION:

Commission President – Jill Rienstra: \_\_\_\_\_

Commission Secretary – Marie Dressler: \_\_\_\_\_

Attest:

Commissioner – Bruce McComas: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_

Commissioner – Kees Kolff: \_\_\_\_\_