

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#

Regular Session Agenda
Wednesday, April 28, 2021

<u>Call to Order:</u>	2:00
<u>Approve Agenda:</u>	2:00
<u>Board Governance Education:</u>	2:01
<ul style="list-style-type: none"> • Roberts Rules of Order • Code of Conduct 	
<u>Education Topic:</u>	2:15
<ul style="list-style-type: none"> • AHA Rural Healthcare Leadership Presentation 	
<u>Break:</u>	3:15
<u>Patient Story:</u> Tina Toner, CNO	3:30
<u>Minutes:</u>	3:45
<ul style="list-style-type: none"> • March 24 Regular Session Minutes (pg. 2-4) 	
<u>Required Approvals:</u> Action Requested	3:55
<ul style="list-style-type: none"> • March Warrants and Adjustments (pg. 5-10) • Medical Staff Credentials/ Appointments/ Reappointments (11-12) 	
<u>Financial Report:</u> Mike Glenn, CEO	4:05
<u>Quality Report:</u> Brandie Manuel, Chief Pt Safety and Quality Officer	4:20
<u>Administrative Report:</u> Mike Glenn, CEO	4:35
<u>CMO Report:</u> Dr. Joe Mattern, CMO	4:50
<u>Board Business:</u>	5:05
<ul style="list-style-type: none"> • Board of Health Report 	
<u>Meeting Evaluation:</u>	5:20
<u>Conclude:</u>	5:30

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.

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Jefferson County Public Hospital District No.2
Board of Commissioners, Regular Session Minutes
Wednesday, March 24, 2021

Call to Order:

The meeting was called to order at 2:04 pm 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, Jim Heilsberg, Interim Chief Financial Officer, Jon French, Chief Legal Officer, Jake Davidson, Chief Ancillary & Specialty Services Officer, Caitlin Harrison, Chief Human Resources Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Jenn Wharton, Chief Ambulatory and Medical Group Officer, and Brittany Huntingford, Administrative Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Board Governance Education:

An update was given on the questions that Commissioner Ready had regarding his right to record Commission meetings personally.

Discussion ensued.

Commissioner Kolff moved that we do not send a request for outside legal council. Commissioner McComas seconded.

Discussion ensued.

Action: Motion passes four to one Commissioners Buhler Rienstra, Dressler, Kolff and McComas in favor. Commissioner Ready opposed.

Education Topic:

Population Health presented by Dunia Faulx, Director of Population Health and Dr. Molly Parker, Chief Medical Officer, Population Health

Discussion ensued.

Commissioners recessed for break at 3:11 pm.
Commissioners reconvened from break at 3:30 pm.

Approve Agenda:

Commissioner Dressler moved to approve the agenda. Commissioner McComas seconded.

Action: Motion passed unanimously.

Patient Story:

Tina Toner, CNO presented a patient story.

Minutes:

February 24, 2021 Regular Session Minutes
March 3, 2021 Special Session Minutes

Commissioner McComas moved to approve the February 24th Regular Session minutes and the March 3, 2021 Special Session Minutes Commissioner Ready seconded.

Action: Motion passed unanimously.

Required Approvals: Action Requested

Medical Staff Credentials/Appointments/Reappointments

Commissioner Dressler moved to approve the Medical Staff Credentials/ Appointments/ Reappointments. Commissioner McComas seconded.

Discussion ensued.

Action: Motion passed unanimously.

Financial Report:

Mike Glenn, CEO, presented the February Financial Reports.
Discussion ensued.

Quality Report:

Brandie Manuel, CPSQO, presented the February Quality Report.
Discussion ensued

Administrative Report

Mike Glenn, CEO, presented the Administrative report.
Discussion ensued.

CMO Report

Dr. Joe Mattern, CMO

Discussion ensued.

Board Business:

Board of Health report-

Commissioner Kolff shared details around the work done for the mass vaccination done over the previous weekend. Public Health has hired a new practitioner. Commissioner Kolff also shared details around the regionalization of public health.

Agenda Evaluation-

Discussion ensued.

Commissioner Dressler shared it meets her needs.

Commissioner McComas is satisfied with the agenda development and the process to add topics.

Commissioner Kolff shared his appreciation for the development of the agenda, likes the time from 2pm-2:30pm to talk as commissioners and opportunity to converse.

Commissioner Ready is satisfied with the agenda process and appreciates the work to put the agenda together and the presentations that are shared and feels the time spent in meetings is efficient and good use of time.

Commissioner Buhler Rienstra agreed with the comments of her fellow commissioners.

Meeting Evaluation:

Commissioners evaluated the meeting.

Conclude:

Commissioner Kolff moved to conclude the meeting. Commissioner McComas seconded.

Action: Motion passed unanimously.

Meeting concluded at 5:59 pm.

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 (Ex

Change in Net Position (Loss)

	March 2021 Actual	March 2021 Budget	Variance Favorable/ (Unfavorable)	%	March 2021 YTD	March 2021 Budget YTD	Variance Favorable/ (Unfavorable)	%	March 2020 YTD
Gross Revenue									
Inpatient Revenue	3,483,932	4,255,558	(771,626)	-18%	9,116,243	12,354,845	(3,238,602)	-26%	9,664,561
Outpatient Revenue	22,709,656	20,250,194	2,459,462	12%	61,799,437	58,790,885	3,008,552	5%	53,025,617
Total Gross Revenue	26,193,588	24,505,752	1,687,836	7%	70,915,680	71,145,730	(230,050)	0%	62,690,178
Revenue Adjustments									
Cost Adjustment Medicaid	2,037,868	2,644,398	606,530	23%	5,463,213	7,677,285	2,214,072	29%	4,922,376
Cost Adjustment Medicare	8,769,307	7,947,468	(821,839)	-10%	24,004,435	23,073,294	(931,141)	-4%	22,200,760
Charity Care	399,960	233,043	(166,917)	-72%	974,616	676,577	(298,039)	-44%	729,959
Contractual Allowances Other	1,689,614	1,872,869	183,255	10%	5,949,121	5,437,363	(511,758)	-9%	5,395,557
Administrative Adjustments	40,833	110,023	69,190	63%	175,604	319,421	143,817	45%	291,167
Allowance for Uncollectible Accounts	416,705	461,901	45,196	10%	2,084,219	1,341,004	(743,215)	-55%	1,083,785
Total Revenue Adjustments	13,354,286	13,269,702	(84,584)	-1%	38,651,207	38,524,944	(126,263)	0%	34,623,603
Net Patient Service Revenue	12,839,302	11,236,050	1,603,252	14%	32,264,473	32,620,786	(356,313)	-1%	28,066,575
Other Revenue									
340B Revenue	267,674	314,247	(46,573)	-15%	801,086	912,329	(111,243)	-12%	850,888
Other Operating Revenue	274,529	235,587	38,942	17%	577,248	683,960	(106,712)	-16%	1,029,254
Total Operating Revenues	13,381,505	11,785,884	1,595,621	14%	33,642,807	34,217,075	(574,268)	-2%	29,946,717
Operating Expenses									
Salaries And Wages	5,924,583	5,796,936	(127,647)	-2%	17,316,537	16,829,815	(486,722)	-3%	16,160,710
Employee Benefits	1,345,695	1,487,709	142,014	10%	4,237,781	4,319,156	81,375	2%	4,040,733
Professional Fees	217,373	133,343	(84,030)	-63%	439,433	387,126	(52,307)	-14%	622,395
Purchased Services	919,953	701,077	(218,876)	-31%	2,308,246	2,035,385	(272,861)	-13%	1,916,374
Supplies	2,939,893	2,188,327	(751,566)	-34%	6,929,065	6,353,208	(575,857)	-9%	5,796,389
Insurance	90,584	85,425	(5,159)	-6%	271,562	248,009	(23,553)	-9%	193,910
Leases And Rentals	37,895	35,778	(2,117)	-6%	62,639	103,870	41,231	40%	43,027
Depreciation And Amortization	507,180	537,192	30,012	6%	1,478,553	1,559,589	81,036	5%	1,530,561
Repairs And Maintenance	(5,130)	103,261	108,391	105%	188,717	299,790	111,073	37%	290,003
Utilities	109,880	98,536	(11,344)	-12%	320,956	286,072	(34,884)	-12%	307,795
Licenses And Taxes	74,231	64,054	(10,177)	-16%	236,011	185,965	(50,046)	-27%	178,567
Other	173,296	199,859	26,563	13%	338,223	580,236	242,013	42%	584,694
Total Operating Expenses	12,335,433	11,431,497	(903,936)	-8%	34,127,723	33,188,221	(939,502)	-3%	31,665,159
Operating Income (Loss)	1,046,072	354,387	691,685	195%	(484,916)	1,028,854	(1,513,770)	-147%	(1,718,442)
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	23,101	23,798	(697)	-3%	69,303	69,090	213	0%	66,293
Taxation For Debt Service	34,773	18,668	16,105	86%	85,037	54,197	30,840	57%	56,926
Investment Income	4,555	28,197	(23,642)	-84%	16,090	81,863	(65,773)	-80%	93,362
Interest Expense	(83,581)	(89,636)	6,056	7%	(257,366)	(260,233)	2,867	1%	(267,383)
Bond Issuance Costs	-	-	-	0%	-	-	-	0%	0
Gain or (Loss) on Disposed Asset	-	-	-	0%	-	-	-	0%	-
Contributions	15,791	18,473	(2,682)	-15%	17,405	53,630	(36,225)	-68%	20,738
Total Non Operating Revenues (Ex	(5,361)	(500)	(4,861)	-972%	(69,531)	(1,453)	(68,078)	-4685%	(30,063)
Change in Net Position (Loss)	1,040,712	353,887	686,825	194%	(554,448)	1,027,401	(1,581,849)	-154%	(1,748,505)

STATISTIC DESCRIPTION

	MARCH 2021						MARCH 2020			
	MO ACTUAL	MO BUDGET	% VARIANCE	YTD ACTUAL	YTD BUDGET	% VARIANCE	MO ACTUAL	% VARIANCE	YTD ACTUAL	% VARIANCE
FTEs - TOTAL (AVG)	622.08	625.21	0%	616.53	625.21	1%	611.78	-2%	599.73	-3%
FTEs - PRODUCTIVE (AVG)	567.11	559.80	-1%	545.28	559.80	3%	551.08	-3%	536.57	-2%
ADJUSTED PATIENT DAYS	2,385	2,233	7%	7,359	6,484	14%	1,793	33%	5,665	30%
ICU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	63	76	-17%	193	219	-12%	46	37%	169	12%
ACU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	255	331	-23%	740	960	-23%	191	34%	784	-6%
SWING IP PATIENT DAYS (MIDNIGHT CENSUS)	18	23	-22%	64	67	-4%	31	-42%	97	-52%
PATIENT DAYS (ACU, ICU, SWING), INCLUDES OBSERVATION	336	430	-22%	997	1,246	-20%	268	25%	1,050	-5%
BIRTHS	12	10	20%	25	28	-11%	6	100%	24	4%
SURGERY CASES (IN OR)	147	127	16%	376	370	2%	71	107%	317	16%
SURGERY MINUTES (IN OR)	18,408	14,861	24%	45,720	43,144	6%	8,721	111%	41,667	9%
SPECIAL PROCEDURE CASES	75	77	-3%	196	224	-13%	41	83%	200	-2%
LAB BILLABLE TESTS	24,620	21,570	14%	64,884	62,622	4%	14,259	73%	50,435	22%
BLOOD BANK UNITS MATCHED	-	48	-100%	-	139	-100%	35	-100%	156	0%
MRIs COMPLETED	192	238	-19%	585	690	-15%	191	1%	635	-9%
CT SCANS COMPLETED	521	544	-4%	1,524	1,578	-3%	335	56%	1,258	17%
RADIOLOGY DIAGNOSTIC TESTS	1,584	1,583	0%	4,302	4,596	-6%	1,170	35%	4,336	-1%
ECHOs COMPLETED	194	138	41%	483	401	20%	86	126%	275	43%
ULTRASOUNDS COMPLETED	346	346	0%	1,024	1,004	2%	273	27%	883	14%
MAMMOGRAPHYS COMPLETED	250	260	-4%	729	755	-3%	158	58%	630	14%
NUCLEAR MEDICINE TESTS	57	38	50%	153	111	38%	29	97%	86	44%
TOTAL DIAGNOSTIC IMAGING TESTS	3,144	3,147	0%	8,800	9,135	-4%	2,242	40%	8,103	8%
PHARMACY MEDS DISPENSED	19,136	24,451	-22%	52,082	70,988	-27%	14,893	28%	56,587	-9%
ANTI COAG VISITS	424	409	4%	1,169	1,186	-1%	332	28%	1,061	9%
RESPIRATORY THERAPY PROCEDURES	2,567	3,727	-31%	7,292	10,820	-33%	2,137	20%	8,932	-22%
PULMONARY REHAB RVUs	158	237	-33%	166	688	-76%	133	19%	660	-298%
PHYSICAL THERAPY RVUs	8,018	7,650	5%	21,844	22,209	-2%	5,594	43%	19,637	10%
OCCUPATIONAL THERAPY RVUs	1,020	1,111	-8%	3,166	3,226	-2%	893	14%	3,149	1%
SPEECH THERAPY RVUs	279	220	27%	713	640	11%	161	73%	748	-5%
REHAB/PT/OT/ST RVUs	9,475	9,218	3%	25,889	26,763	-3%	6,781	40%	24,194	7%
ER CENSUS	890	1,110	-20%	2,526	3,222	-22%	817	9%	2,897	-15%
EXPRESS CLINIC	557	830	-33%	1,503	2,409	-38%	572	-3%	2,436	-62%
SOCO PATIENT VISITS	151	165	-8%	408	478	-15%	92	64%	441	-8%
PORT LUDLOW PATIENT VISITS	730	662	10%	2,002	1,923	4%	460	59%	1,643	18%
SHERIDAN PATIENT VISITS	2,967	2,667	11%	7,906	7,743	2%	1,859	60%	6,393	19%
DENTAL CLINIC	401	398	1%	978	1,156	-15%	198	103%	873	11%
WATERSHIP CLINIC PATIENT VISITS	1,192	1,194	0%	3,136	3,467	-10%	800	49%	2,820	10%
TOWNSEND PATIENT VISITS	681	554	23%	1,711	1,607	6%	496	37%	1,641	4%
TOTAL RURAL HEALTH CLINIC VISITS	6,679	6,470	3%	17,644	18,783	-6%	4,477	49%	16,247	8%
OFF-SITE LAB	1,049	-	0%	3,330	-	0%	142	639%	142	96%
DISASTER CLINIC	-	-	0%	127	-	0%	365	-100%	365	-187%
TOTAL COVID RESPONSE	1,049	-	0%	3,457	-	0%	507	107%	507	85%
CARDIOLOGY CLINIC VISITS	571	340	68%	1,451	986	47%	262	118%	917	37%
DERMATOLOGY CLINIC VISITS	689	561	23%	1,994	1,627	23%	519	33%	1,733	13%
GEN SURG PATIENT VISITS	340	312	9%	963	906	6%	160	113%	719	25%
ONCOLOGY VISITS	551	594	-7%	1,667	1,725	-3%	465	18%	1,401	16%
ORTHO PATIENT VISITS	758	729	4%	2,078	2,117	-2%	563	35%	1,967	5%
SLEEP CLINIC VISITS	92	142	-35%	233	412	-43%	129	-29%	482	-107%
UROLOGY VISITS	225	229	-2%	576	666	-14%	124	81%	500	13%
WOMENS CLINIC VISITS	332	276	20%	918	800	15%	109	205%	472	49%
WOUND CLINIC VISITS	269	277	-3%	726	804	-10%	200	35%	661	9%
TOTAL SPECIALTY CLINIC VISITS	3,827	3,460	11%	10,606	10,043	6%	2,531	51%	8,852	17%
SLEEP CENTER SLEEP STUDIES	33	65	-49%	73	189	-61%	45	-27%	159	-118%
INFUSION CENTER VISITS	791	851	-7%	2,270	2,470	-8%	699	13%	2,135	6%
SURGERY CENTER ENDOSCOPIES	87	79	10%	223	229	-3%	52	67%	199	11%
HOME HEALTH EPISODES	56	60	-7%	148	174	-15%	49	14%	143	3%
HOSPICE CENSUS/DAYS	1,159	749	55%	3,300	2,174	52%	996	16%	3,057	7%
CARDIAC REHAB SESSIONS	76	85	-11%	78	247	-68%	79	-4%	408	-423%
DIETARY TOTAL REVENUE	60,734	60,691	0%	168,920	176,201	-4%	68,826	-12%	233,752	-38%
MAT MGMT TOTAL ORDERS PROCESSED	1,994	2,207	-10%	5,564	6,407	-13%	2,398	-17%	6,610	-19%
EXERCISE FOR HEALTH PARTICIPANTS	-	290	-100%	-	841	-100%	240	-100%	1,240	0%

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

**TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: MARCH 2021 WARRANT SUMMARY**

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

General Fund Warrants & ACH Transfers	\$16,470,659.27	(Provided under separate cover)
Allowance for Uncollectible Accounts / Charity	\$857,498.00	(Attached)
Canceled Warrants	\$0.00	(Attached)

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: MARCH 2021 GENERAL FUND WARRANTS & ACH
FUND TRANSFERS

Submitted for your approval are the following warrants:

GENERAL FUND:

272251 - 273031 \$4,224,785.46

ACH TRANSFERS \$12,245,873.81

\$16,470,659.27

YEAR-TO-DATE: \$46,872,639.26

Warrants are available for review if requested.

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: MARCH 2021 ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	MAR	MAR YTD	MAR YTD BUDGET
Allowance for Uncollectible Accounts:	416,705.00	2,084,219.00	1,341,004.00
Charity Care:	399,960.00	974,616.00	676,577.00
Other Administrative Adjustments:	40,833.00	175,604.00	319,421.00
TOTAL FOR MONTH:	\$857,498.00	\$3,234,439.00	\$2,337,002.00

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: MARCH 2021 WARRANT CANCELLATIONS

State law requires you to pass a resolution canceling any warrants which are not presented to the Treasurer for payment within one year of issue.

DATE	WARRANT	AMOUNT
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TOTAL:	<u>\$ -</u>
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FROM: Medical Staff Services
RE: 04/27/2021 Medical Executive Committee appointments/reappointments for Board approval 04/28/2021

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. Sara Christensen, PA-C – Express Clinic
2. Kyle Ogami, MD - Teleneurology

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

1. Allen Rassa, MD – Cardiology
2. Shannan Kirchner, MD – Family Practice
3. Scott Chatterley, MD – NW Pathology
4. Alfonso Masangkay, MD – NW Pathology
5. Bertram Levy, MD – Urology

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

1. James Giles, MD - Teleneurology
2. Benjamin Atkinson, MD - Teleneurology
3. Pratik Bhattacharya, MD - Teleneurology
4. Yi Mao, MD - Teleneurology
5. James Wang, MD - Teleneurology
6. Bruce Geryk, MD – Teleneurology
7. Hal Prow, MD - Teleradiology
8. Yasmin Akbari, MD - Teleradiology
9. Anne McLellan, DO - Teleradiology
10. Xi Zhang, MD - Teleradiology

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

N/A

Medical Student Rotation:

N/A

Disaster Privileging:

N/A

90-day provisional performance review completed successfully:

1.

Resignations:

1. Jordan Giesler, PA-C – Orthopedics
2. Marcella Wildeman, ARNP – Express Clinic

FROM: Medical Staff Services
RE: 04/27/2021 Medical Executive Committee appointments/reappointments for Board approval 04/28/2021

C-0241

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Summary of Changes for Policy and Privilege Review

Policies

1. Disaster Credentialing: Medical Staff and Allied Health Professionals
 - a. Unchanged

Privileges