

COVID-19 Notice

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

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

Audio Only: dial Phone Conference Line: **(509) 598-2842**
When prompted, enter Conference ID number: **383682973#**

Microsoft Teams meeting: Join on your computer or mobile app.
This option will allow you to join the meeting live.
[Click here to join Microsoft Teams meeting](#)

Regular Session Agenda
Wednesday, February 23, 2022

<u>Call to Order:</u>	2:00
<u>Approve Agenda:</u>	2:00
<u>Governance Discussion:</u>	
• February 16 Board Retreat Debrief	
<u>Education Topic:</u>	2:15
• 2021 Open Public Meetings Act Hot Topics- AWPHD recorded webinar	
<u>Break:</u>	3:15
<u>Patient Story:</u> Tina Toner, CNO	3:30
<u>Minutes:</u> Action Requested	3:40
• January 19, 2022 Special Session Minutes (pgs 2-6)	
• January 26, 2022 Regular Session Minutes (pgs 7-10)	
<u>Required Approvals:</u> Action Requested	3:50
• January Warrants and Adjustments (pgs 11-14)	
• Resolution 2022-03 Surplus Equipment (pg 15)	
• Medical Staff Credentials/ Appointments/ Reappointments(pgs 16-18)	
<u>Energy Star Report:</u> Chris O'Higgins, Facilities Director	4:00
<u>HEC: Black History Month:</u> Chris Harris, Population Health Engagement Coordinator	4:10
<u>Patient Advocate Report:</u> Jackie Levin, Patient Advocate	4:25
<u>Quality Report:</u> Brandie Manuel, CPSO	4:40
<u>Financial Report:</u> Tyler Freeman, CFO	4:55
<u>Administrative Report:</u> Mike Glenn, CEO	5:10
<u>Board Business:</u>	5:25
• Board of Health Report	
<u>Meeting Evaluation:</u>	5:35
<u>Conclude:</u>	5:40

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

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Jefferson County Public Hospital District No.2
Board of Commissioners, Special Session Minutes
Wednesday, January 19, 2022

Call to Order:

The meeting was called to order at 1:06pm by Board Chair Buhler Rienstra. Present by phone and video were Commissioners Dressler, Kolff, McComas and Ready. Also, in attendance was Mike Glenn, CEO, and Alyssa Rodrigues, Administrative Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Board Business

- Election of Officers

Commissioner Buhler Rienstra asked for nominations for the role of President.

Commissioner Dressler made a motion to nominate Commissioner Buhler Rienstra. Commissioner McComas seconded.

Action: Motion passed unanimously

Commissioner Buhler Rienstra asked for nominations for role of Board Secretary.

Commissioner McComas made a motion to nominate Commissioner Dressler. Commissioner Dressler seconded.

Action: Motion passed unanimously

- Review 2022 Board Calendar

Commissioner Buhler Rienstra explained the addition of quarterly Generative Governance meetings and the addition of the February 16 Generative Governance meeting to calendar.

Commissioners agreed to the 2022 Board Calendar.

- Review Committee Assignments

Commissioner Buhler Rienstra asked Mike Glenn, CEO, if the 2021 Committees will be the same for 2022. Mr. Glenn explained the Patient Advocate Committee may have a new orientation and Advocacy Committee can be a quarterly meeting if the board would like.

Discussion ensued.

Commissioner McComas mentioned there was the Culture Committee and Health Equity Committee which the board has representatives on.

Commissioner Buhler Rienstra asked everyone to write down their Committee preferences bring back to the January 26, 2022 meeting to be voted on and submitted to Alyssa by Monday, January 24.

Commissioners discussed ad hoc board representation picked by Mr. Glenn.

Discussion ensued.

Commissioners agreed that Mr. Glenn should be able to add ad hoc board members to committees throughout the year and do an end of year evaluation to see if it should be a permanent role.

Commissioner discussed Climate Action Committee and if there should be board representation.

Commissioner Buhler Rienstra nominated Commissioner Kolff to serve on the Climate Action Committee.

- Review Board Book

Commissioner Ready made a motion to have all Regular and Special Session meetings be audio recorded whether onsite or offsite and if administration is not planning to record to inform the board 48 hours prior to the meeting to allow for possible alternate recording methods. Motion died for lack of a second.

Commissioner Kolff made a motion all Regular and Special Session board meetings will be audio recorded unless the board decides not to for any reason. Commissioner Ready seconded.

Action: Motion failed 4 to 1. Commissioner Ready in favor. Commissioners Buhler, Dressler, Kolff, McComas opposed.

Discussion ensued.

Commissioner Kolff made a motion that each Regular board meeting will be audio recorded whenever possible and special board meetings may be audio recorded by the Secretary or his or her designee. Commissioner McComas seconded.

Discussion ensued.

Action: Motion passed unanimously.

Commissioner Kolff made a motion to drop the word “regular” in “the board will, each year, at their first regular meeting in January, elect a Board Chairperson”. Motion died for lack of second.

Commissioner Kolff made a motion state “at a meeting” in January. Commissioner McComas seconded.

Action: Motion passed unanimously

Commissioner Kolff made a motion to add the land acknowledge statement to the front of the board book under the preamble. Commissioner Ready seconded.

Action: Motion passed unanimously.

Commissioner Kolff made a motion to work with Alyssa on editing. Commissioner McComas seconded.

Action: Motion passed unanimously.

Discussion ensued around Commission office space in the board operating budget.

Commissioner Kolff made a motion to ratify board book with changes made.

Commissioner Ready seconded.

Action: Motion passed unanimously.

- Election of Officers

Commissioner Kolff made a motion to nominate Commissioner Buhler Rienstra as Board President and Commissioner Dressler as Board Secretary. Commissioner McComas seconded.

Action: Motion passed unanimously

- Board self-evaluation

Commissioner Buhler Rienstra mentioned this will be reviewed at the February 16, 2022 Special Session meeting.

- Agenda evaluation

Commissioners evaluated the current agenda format and length/topics of meetings.

Commissioners recessed for break at 2:32.
Commissioners reconvened from break at 2:45

- Legislative Agenda

Commissioner Buhler Rienstra shared Commissioner Dressler, herself, Mr. Glenn and Dunia Faulx, Director of Care Transformation and Population Health had a meeting with Representative Tharinger last week prior to board approval of the legislative agenda.

Discussion ensued.

Dunia Faulx, Director of Care Transformation and Population Health provided a State Legislative Agenda update.

Discussion ensued.

Commissioner Kolff made a motion to authorize Commissioner Buhler Rienstra, Dressler, Mr. Glenn and Dunia to representative our advocacy priorities as outlined today in past and future discussions with our legislators and that they keep the board informed of the progress. Commissioner McComas seconded.

Action: Motion passed unanimously.

Commissioner Kolff made a motion to authorize advocacy team to support WSHA advocacy agenda items if they believe it is in the boards best interest and if they are not currently listed in six items already outlined. Commissioner Dressler seconded.

Action: Motion passed unanimously.

Commissioners agreed to add WSHA legislative agenda to the next board agenda.

Commissioner Kolff made a motion to approve the letter that will be sent to legislators unless a commissioner has a concern about it before noon tomorrow. Commissioner Dressler seconded.

Action: Motion passed unanimously.

Commissioners recessed for break at 3:39
Commissioners reconvened from break at 3:45pm

Executive Session:

- Potential Litigation
- Personnel

Commissioner Buhler Rienstra announced they will go into Executive Session for 45 minutes to discuss potential litigation and personnel. Action may be taken.

Commissioners went into Executive Session at 3:45pm and came out at 4:30pm.

No public was present.

Commissioner Buhler announced they are not finished and will go back into Executive Session for 20 minutes. Action may be taken.

Commissioners went into Executive Session at 4:30pm.
Commissioner came out of Executive Session at 4:53pm.

No public present.

No action will be taken.

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 4:54pm.

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, Regular Session Minutes
Wednesday, January 26, 2022

Call to Order:

The meeting was called to order at 2:03 pm by Board Chair Buhler Rienstra. Present by phone and video were Commissioners Dressler, Kolff, McComas and Ready. Also, in attendance was Mike Glenn, CEO, Tyler Freeman, Chief Financial Officer, Jon French, Chief Legal Officer, Jake Davidson, Chief Ancillary & Specialty Services Officer, Jenn Wharton, Chief Ambulatory and Medical Group Officer, Brandie Manuel, Chief Quality and Patient Safety Officer, and Brittany Huntingford, Administrative Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Approve Agenda

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

Action: Motion passed unanimously.

Board Governance Education:

- 2022-2023 Final Strategic Plan

Mike Glenn, CEO, presented the 2022-2023 Strategic Plan.

Discussion ensued.

Commissioner Dressler made a motion to approve the 2022-2023 Final Strategic Plan. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Education Topic:

- Annual Cancer Report

- Corey Quigley, Nursing Supervisor, Oncology and Infusion Services
- Tina Toner, Chief Nursing Officer

Corey Quigley, Nursing Supervisor, Oncology and Infusion Services and Tina Toner, Chief Nursing Officer presented the Annual Cancer Report.

Discussion ensued.

Break:

Commissioners recessed for break at 3:08 pm.

Commissioner reconvened from break at 3:30 pm.

Patient Story:

- Commissioner Kolff shared a patient story about positive interactions with the Patient Advocates. Tina Toner, Chief Nursing Officer presented the patient story which included a presentation about our staff Difference Maker Awards for 2021.

Minutes:

- December 15, 2021 Special Session Minutes
- January 05, 2022 Special Session Minutes

Commissioner McComas made a motion to approve the December 15, 2021 Special Session Minutes and January 5, 2022 Special Session Minutes. Commissioner Dressler seconded.

Action: Motion passed unanimously.

Required Approvals: Action Requested

- November and December Warrants and Adjustments
- Resolution 2022-01 Cancelled Warrants
- Resolution 2022-02 Surplus Equipment
- Medical Staff Credentials/Appointments/Reappointments

Commissioner Dressler made a motion to approve the November and December Warrants and Adjustment, Resolution 2022-01 Cancelled Warrants, Resolution 2022-02 Surplus Equipment, Medical Staff Credentials/ Appointments/ Reappointments.

Commissioner Kolff seconded.

Action: Motion passed unanimously.

Human Resources Report:

Caitlin Harrison, CHRO, presented Resolution 2022-03 Union Contract Ratification.

Commissioner Dressler made a motion to approve Resolution 2022-03 Union Ratification. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Quality Report:

Brandie Manuel, CPSO, presented the January Quality Report.

Financial Report:

Tyler Freeman, CFO, presented the January Financial Report.

Administrative Report

Mike Glenn, CEO, presented the January Administrative report.

Board Business:

- Board of Health Report
- Adopt 2022 Board Book
- Adopt 2022 Board Calendar
- Adopt Committee Assignments

Commissioner Dressler made a motion to adopt the 2022 Board Book. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Commissioner Dressler made a motion to adopt the 2022 Board Calendar. Commissioner McComas seconded.

Action: Motion passed unanimously.

Commissioner Dressler made a motion to adopt the 2022 Committee Assignments. Commissioner McComas seconded.

Action: Motion passed unanimously.

Commissioner Kolff shared a Board of Health report which included an update on Greg Brotherton, assuming the role of Chair of Board of Health and Commissioner Kolff assuming the role of Vice Chair, Omicron, CHIP proposal and a pause on the discussion of the climate crisis.

Meeting Evaluation:

Commissioners evaluated the meeting.

Conclude:

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

Action: Motion passed unanimously.

Meeting concluded at 5:25 pm.

Approved by the Commission:

Chair of Commission: Jill Buhler Rienstra _____
Secretary of Commission: Marie Dressler _____

DRAFT

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: JANUARY 2022 WARRANT SUMMARY

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

General Fund Warrants & ACH Transfers	\$19,277,311.65	(Provided under separate cover)
Allowance for Uncollectible Accounts / Charity	\$959,015.66	(Attached)
Canceled Warrants	\$0.00	(Attached)

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: JANUARY 2022 GENERAL FUND WARRANTS & ACH
FUND TRANSFERS

Submitted for your approval are the following warrants:

GENERAL FUND:

286881	287583	\$3,731,062.86
ACH TRANSFERS		\$15,546,248.79
		<hr/>
		\$19,277,311.65
YEAR-TO-DATE:		<hr/>
		\$19,277,311.65
		<hr/>

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: JANUARY 2022 ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	JANUARY	JANUARY YTD	JANUARY YTD BUDGET
Allowance for Uncollectible Accounts:	830,692.10	830,692.10	429,235.01
Charity Care:	110,953.18	110,953.18	211,516.94
Other Administrative Adjustments:	17,370.38	17,370.38	87,877.27
	<hr/>		
TOTAL FOR MONTH:	\$959,015.66	959,015.66	\$728,629.22
	<hr/>		

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: JANUARY 2022 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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JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2022-03

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	12-00049	0002942	Helmer Ultra CW

APPROVED this 23rd day of February 2022.

APPROVED BY THE COMMISSION:

Commission Chair Jill Buhler Rienstra: _____

Commission Secretary Marie Dressler: _____

Attest:

Commissioner Bruce McComas: _____

Commissioner Kees Kolff: _____

Commissioner Matt Ready: _____

FROM: Medical Staff Services
RE: 02/15/2022 Medical Executive Committee appointments/reappointments for Board approval 02/23/2022

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. Sandra Demars, MD – Hospitalist
2. John Sisson, MD – Emergency
3. Leslie Brooks, PA – Watership Clinic
4. Mohammad Hirzallah, MD – Teleneurology
5. Michael Chen, MD – Teleneurology

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

1. AnnaLiisa McGlinn, MD – Oncology
2. Andrew Peet, MD – Emergency

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

1. Joseph Rienstra, MD – Refer and Follow
2. Mark Alter, MD - Telepsychiatry
3. Richard Callahan, MD – Telepsychiatry
4. Rhonda Lampen, MD – Telepsychiatry
5. Curt Pinchuck, MD – Telepsychiatry
6. Elton Smith, MD – Telepsychiatry
7. Marissa Stridiron, MD – Telepsychiatry
8. Ravi Pande, MD – Teleneurology
9. John McGowan, MD – Teleradiology

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

1. N/A

Recommended Temporary Privileges:

1. N/A

Recommended POCUS Privileges:

1. Matthew Crowell, DO – Hospitalist
2. Molly Hong, MD – Family Medicine
3. Stephen Erickson, MD – Family Medicine
4. Stephen Churchley, MD – Emergency Medicine

FROM: Medical Staff Services
RE: 02/15/2022 Medical Executive Committee appointments/reappointments for Board approval 02/23/2022

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.

Medical Student Rotation:

1. N/A

Disaster Privileging

1. N/A

90-day provisional performance review completed successfully:

1. N/A

Resignations:

1. Scott Chatterley, MD – NW Pathology

FROM: Medical Staff Services
RE: 02/15/2022 Medical Executive Committee appointments/reappointments for
Board approval 02/23/2022

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.

Summary of Changes for Policy and Privilege Review

Policies

1. N/A

Privileges

1. N/A