

**\*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: 702 065 698#

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

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Regular Session Agenda  
Wednesday, December 21, 2022

<b>Call to Order:</b>	2:00
<b>Approve Agenda:</b>	2:00
<b>Education Topic:</b>	2:00
<ul style="list-style-type: none"> <li>Childcare, Family Planning, and SANE Update <ul style="list-style-type: none"> <li>Dr. Molly Parker, CMO Population Health &amp; Katie Rose Fischer-Price</li> </ul> </li> <li>Strategy Strategic Plan Overview <ul style="list-style-type: none"> <li>Mike Glenn, CEO</li> </ul> </li> </ul>	
<b>Break:</b>	3:15
<b>Patient Story:</b>	3:30
<b>Public Comment:</b> Public comments are welcome orally, with a 3-minute limit, or may be submitted via email at <a href="mailto:commissioners@jeffersonhealthcare.org">commissioners@jeffersonhealthcare.org</a> , or written and addressed to Commissioners at 834 Sheridan Street, Port Townsend, WA 98368. Written submissions must be received by 5:00 pm the day prior to the meeting.	3:40
<b>Minutes:</b> Action Requested	3:50
<ul style="list-style-type: none"> <li>November 16 Special Session Meeting (pgs 3-5)</li> </ul>	
<b>Required Approvals:</b> Action Requested	4:00
<ul style="list-style-type: none"> <li>October Warrants and Adjustments (pgs 6-9)</li> <li>Cancelled Warrants (pg 10)</li> <li>Medical Staff Credentials/ Appointments/ Reappointments</li> </ul>	
<b>Quality Report:</b> Brandie Manuel, CPSO	4:10
<b>Financial Report:</b> Tyler Freeman, CFO	4:25
<b>Administrative Report:</b> Mike Glenn, CEO	4:40
<b>Board Business:</b>	4:55
<ul style="list-style-type: none"> <li>Board of Health Report</li> </ul>	

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Jefferson Healthcare  
Owned and Operated by Jefferson County Public Hospital District No. 2  
834 Sheridan Street, Port Townsend, WA 98368  
We are an equal opportunity provider and employer.

Jefferson County Public Hospital District No. 2 Board of Commissioners acknowledge that Jefferson Healthcare is on the ancestral and contemporary homelands of the S'Klallam, Chemakum, Twana and other indigenous nations and we recognize these tribal governments' sovereignty across the region.

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- Meeting Evaluation

**Executive Session:**

Performance of a public employee 5:10

**Conclude:** 5:40

This Regular Session will be officially recorded. The times shown in the agenda are estimates only.

DRAFT

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**Jefferson County Public Hospital District No.2  
Board of Commissioners, Regular Session Minutes  
Wednesday, November 16, 2022**

**Call to Order:**

The meeting was called to order at 2:00pm 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, Jake Davidson, Chief Ancillary & Specialty Services Officer & Interim Chief Ambulatory Medical Group Officer, Heather Bailey, Interim Chief Human Resources Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Tina Toner, Chief Nursing 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

**Education Topic:**

- Healthier Together
  - Carrie Hite, Director of Jefferson County Park Strategy.

Carrie Hite shared the Healthier Together presentation which included the purpose, project overview, project background, milestones, community outreach and involvement, community engagement and recommendations.

Commissioner Kolff made a motion to authorize the CEO to enter into a Memorandum of understanding (MOU) for an Interlocal agreement with collaborating organizations on the Healthier Together Building Community Health and Wellness Together Project. Commissioner McComas seconded.

**Action:** Motion passed unanimously

- Strategic Plan Overview
  - Mike Glenn, CEO

Mike Glenn shared an overview of the draft 2023-2025 Strategic Plan which included a high-level view of the 4 pillars.

Discussion ensued.

**Break:**

Commissioners recessed for break at 3:15 pm.

Commissioner reconvened from break at 3:30 pm.

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

Caitlin Kura shared the Quarterly nomination awards given to Hannah Patterson, LPN, Sheridan Clinic; Melanie Blanton, Director, Diagnostic Imaging; Heide Chaney, ARNP, Cardiology; and The Inpatient Rehab Team.

**Public Comment:**

No public comment was made.

**Minutes:**

- October 26, 2022, Regular Session Minutes

Commissioner Dressler made a motion to approve the October 26, 2022, Regular Session Minutes. Commissioner McComas seconded.

**Action:** Motion passed

**Required Approvals:** Action Requested

- Medical Staff Credentials/Appointments/Reappointments

Commissioner Dressler made a motion to approve the Medical Staff Credentials/ Appointments/ Reappointments. Commissioner Kolff seconded.

**Action:** Motion passed unanimously.

**Patient Advocate Report:**

Jackie Levin, Patient Advocate presented the 3<sup>rd</sup> Quarter Patient Advocate Report

**Quality Report:**

Brandie Manuel, CPSO, presented the October Quality Report  
Discussion ensued.

**Financial Report:**

Tyler Freeman, CFO, presented an abbreviated November Financial Report.  
Discussion ensued.

### **Administrative Report**

Mike Glenn, CEO, presented the November Administrative report.

Commissioner Kolff made a motion to authorize the CEO to approve the Agreement between Owner (Jefferson Healthcare) and Design-Build (Abbott Construction, LLC) Amendment 02 dated the 3<sup>rd</sup> day of October 2022. Commissioner McComas seconded.

**Action:** Motion passed unanimously

Discussion ensued.

### **Board Business:**

- Board of Health Report

Commissioner Kolff shared a Board of Health report that included a note that the Board of Health has expanded to include a consumer of public health, another community stakeholder, and a tribal member. An offer was made to and accepted by a candidate for the CHIP position who will start in January 2023.

Commissioner Dressler shared a reminder that the Board meeting in December will be on the 3<sup>rd</sup> Wednesday, occurring on December 21<sup>st</sup>.

### **Meeting Evaluation:**

Commissioners evaluated the meeting.

### **Executive Session:**

Performance of a Public Employee

Commissioner Buhler Rienstra announced they will go into Executive Session for ten (10) minutes to discuss the Performance of a Public Employee. No action will be taken.

Commissioners went into Executive Session at 5:35 pm.

Commissioners came out of Executive Session at 5:45 pm.

No action was taken.

### **Conclude:**

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

**Action:** Motion passed unanimously.

The meeting concluded at 5:46pm.

Approved by the Commission:

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

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

JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

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

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

General Fund Warrants & ACH Transfers	<b>\$24,125,569.90</b>	(Provided under separate cover)
Allowance for Uncollectible Accounts / Charity	<b>(\$427,605.25)</b>	(Attached)
Canceled Warrants	<b>\$1,191.38</b>	(Attached)

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

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

**Submitted for your approval are the following warrants:**

**GENERAL FUND:**

<b>292615</b>	<b>293435</b>	<b>\$6,741,919.16</b>
<b>ACH TRANSFERS</b>		<b>\$17,383,650.74</b>
		<b>\$24,125,569.90</b>
<b>YEAR-TO-DATE:</b>		<b>\$199,788,385.92</b>

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

Submitted for your approval are the following:

	OCTOBER	OCTOBER YTD	OCTOBER YTD BUDGET
Allowance for Uncollectible Accounts:	(689,282.96)	586,452.69	3,780,037.38
Charity Care:	168,454.30	1,261,013.88	1,862,713.68
Other Administrative Adjustments:	93,223.41	550,513.34	773,886.93
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TOTAL FOR MONTH:	(\$427,605.25)	2,397,979.91	\$6,416,637.99
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JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: TYLER FREEMAN, CFO  
RE: OCTOBER 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
10/07/2021	284902	138.88
10/14/2021	285003	1,017.50
10/21/2021	285240	35

TOTAL:	<u>\$ 1,191.38</u>
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JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2022-11

A RESOLUTION CANCELING CERTAIN WARRANTS IN  
THE AMOUNT OF \$1,191.38

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 \$1,191.38 be canceled.

Date of Issue	Warrant #	Amount
10/07/2021	284902	138.8
10/14/2021	285003	1,017.50
10/21/2021	285240	35.0
<b>Total</b>		<b>\$1,191.38</b>

APPROVED this 21<sup>st</sup> day of December 2022.

APPROVED BY THE COMMISSION:

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

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

Attest:

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

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

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