

Due to the presence of multiple respiratory illness, Jefferson Healthcare is still highly encouraging practice of high infection protocols. You may choose to attend this meeting virtually by access the below information or can attend in person in the administration hall Executive Conference Room.

Limited seating available.

<u>Audio Only:</u> dial Phone Conference Line: **(509) 598-2842** When prompted, enter Conference ID number: **572 938 342**#

<u>Microsoft Teams meeting:</u> Join on your computer or mobile app. This option will allow you to join the meeting live.

Click here to join the meeting

Regular Session Agenda	
Wednesday, April 26, 2023 Call to Order:	2:00
Approve Agenda:	2:00
Replacement and Expansion Project Update:	
Abbott Construction and ZGF Architects	2:00
Break:	2:45
Team, Provider, Employee of the Quarter: Caitlin Kura, Executive Recruiter	3:00
Public Comment:	3:15
Public comments are welcome orally, with a 3-minute limit, or may be submitted via email at commissioners@jeffersonhealthcare.org , 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.	
<u>Minutes:</u> Action Requested	3:30
 March 22 Regular Session Meeting (pgs 3-5) 	
 Required Approvals: Action Requested Resolution 2023- 05 Canceled Warrants (pg 6) March Warrants and Adjustments (pgs 7-10) Medical Staff Credentials/ Appointments/ Reappointments (pgs 13-14) 	3:45
Quality Report: Brandie Manuel, CPSO	4:00
<u>Financial Report</u> : Tyler Freeman, CFO	4:15
Administrative Report: Mike Glenn, CEO	4:30
Executive Session:	
To discuss with legal counsel representing the agency the legal risks of a proposed action	or
current practice, as allowed by RCW 42.30.110(1)(i)	5:00

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.



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Board Business: 5:30

- Board of Health Report
- Board Book Update
- In-Person Meetings
- Meeting Evaluation

Conclude: 5:45

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



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Jefferson County Public Hospital District No.2 Board of Commissioners, Regular Session Minutes Wednesday, March 22, 2023

Call to Order:

The meeting was called to order at 2:02 pm by Board Chair Buhler Rienstra. Present by phone and video were Commissioners Buhler-Rienstra, Dressler, Kolff, and Ready. Also, in attendance was Mike Glenn, CEO, Tina Toner, Chief Nursing Officer, Tyler Freeman, Chief Financial Officer, Jake Davidson, Chief Operating Officer, Heather Bailey, Interim Chief Human Resources Officer, and Christina Avila, Executive Assistant. This meeting was officially audio recorded by Jefferson Healthcare. Commissioner McComas was excused.

Approve Agenda:

Commissioner Kolff made a motion to approve the agenda. Commissioner Dressler seconded. **Action:** Motion passed unanimously.

Patient Story:

Tina Toner, Chief Nursing Officer, shared two thank you letters. The first letter was to thank Jefferson Healthcare for the care that they received, with specific thanks to CJ, Kevin, Sarah, Paul, Marsha, Tabitha, Lynn, Christie, Catherine, Matthew, Michael, Matt, Andrew, Peter, Todd, Aaron, Lauren, Leslie, Paige, Dr. Tirado, Dr. Schwartz, and Dr. Bowman. The second letter was to thank inpatient services and ED for helping during the patient's multiple visits. They stated that they were pleasantly surprised at the level of respect, courtesy, and compassion that they encountered at the ED. Discussion ensued.

Public Comment:

No public comment was made.

Minutes:

• February 28, 2023 Special Session Minutes

Commissioner Ready made a motion to approve the February 28, 2023 Special Session Minutes. Commissioner Dressler seconded.

Action: Motion passed unanimously

Required Approvals: Action Requested

- Resolution 2023-03 Surplus Equipment
- Resolution 2023-04 Cancelled Warrants
- February Warrants and Adjustments
- Medical Staff Credentials/ Appointments/ Reappointments

Board Chair Buhler Rienstra noted that the cancelled warrants were adjusted to reflect the correct resolution number of 2023-04 and asked if any other commissioners had changes to note. Commissioner Dressler stated that there was a change to the Med Rec to move one of the providers to next month. Commissioner Kolff made a motion to approve the Required Approvals as amended. Commissioner Dressler seconded as amended.

Action: Motion passed unanimously

HR Report:

Heather Bailey, Interim Chief Human Resources Officer, presented the HR Report. Discussion ensued.

<u>Financial Report:</u>

Tyler Freeman, CFO, presented and February Financial Report. Discussion ensued.

Administrative Report:

Mike Glenn, CEO, presented the March Administrative report. Discussion ensued. Commissioner Kolff moved to approve OrgChart. Commissioner Ready seconded.

Action: Motion passed unanimously

Break:

Commissioners recessed for break at 3:46 pm.

Commissioners reconvened from Break at 4:00 pm.

Clinical Report:

Dr. Mattern provided a clinical update which included Covid protocols, end of mask mandate in April, end of flu season and how this will impact mask use in hospital and care settings, and DNV site visit. Discussion ensued.

Board Business:

• Board of Health Report

Commissioner Kolff shared a Board of Health update that included the resource investment for primary care post-covid, the importance of remaining financially independent to be able to meet the challenges of this community, and a reminder that next month will be dedicated to honoring health heroes in the community. Discussion ensued.

Meeting Evaluation:

Commissioners evaluated the meeting.

Conclude:

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

Action: Motion passed unanimously.

The meeting concluded at 4:51 pm.

Approved by the Commission:	
Chair of Commission: Jill Buhler Rienstra	
Secretary of Commission: Marie Dressle	

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2023-05

A RESOLUTION CANCELING CERTAIN WARRANTS IN THE AMOUNT OF \$49,806.11

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 \$49,806.11 be canceled.

Date of Issue	Warrant #	Amount
03/03/2022	288429	16.38
03/10/2022	288635	38.20
03/10/2022	288650	28,592.40
03/17/2022	288787	1,600.00
03/24/2022	288957	719.64
03/24/2022	288972	875.00
03/31/2022	289039	1,031.82
03/31/2022	289045	96.37
03/31/2022	289093	16,836.30
Total		\$49,806.11

APPROVED this 26th day of April 2023.
APPROVED BY THE COMMISSION:
Commission Chair Jill Buhler Rienstra:
Commission Secretary Marie Dressler:
Attest:
Commissioner Matt Ready:
Commissioner Kees Kolff:
Commissioner Bruce McComos:

TO: BOARD OF COMMISSIONERS

FROM: TYLER FREEMAN, CFO

RE: MARCH 2023 WARRANT SUMMARY

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

General Fund Warrants & ACH Transfers \$24,535,238.60 (Provided under separate cover)

Allowance for Uncollectible Accounts / Charity \$1,243,497.00 (Attached)
Canceled Warrants \$49,806.11 (Attached)

TO: BOARD OF COMMISSIONERS

FROM: TYLER FREEMAN, CFO

RE: MARCH 2023 GENERAL FUND WARRANTS & ACH

FUND TRANSFERS

Submitted for your approval are the following warrants:

GENERAL FUND:

297316 - 298100 \$6,067,648.29

ACH TRANSFERS \$18,467,590.31

\$24,535,238.60

YEAR-TO-DATE: \$64,632,764.78

Warrants are available for review if requested.

TO: BOARD OF COMMISSIONERS FROM: TYLER FREEMAN, CFO

RE: MARCH 2023 ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

	Submitted for	vour approval	are the following:
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	MARCH	MARCH YTD	MARCH YTD BUDGET
Allowance for Uncollectible Accounts:	470,302.00	716,367.00	1,004,651.00
Charity Care:	398,789.00	791,870.00	545,475.00
Other Administrative Adjustments:	374,406.00	668,837.00	137,078.00
_			
TOTAL FOR MONTH:	\$1,243,497.00	2,177,074.00	\$1,687,204.00

TO: BOARD OF COMMISSIONERS

FROM: TYLER FREEMAN, CFO

RE: MARCH 2023 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.

WARRANT	AMOUNT
288429	16.38
288635	38.20
288650	28,592.40
288787	1,600.00
288957	719.64
288972	875.00
289039	1,031.82
289045	96.37
289093	16,836.30
	288429 288635 288650 288787 288957 288972 289039 289045

TOTAL: \$ 49,806.11

Jefferson										
Healthcare	MARCH 2023				MARCH 2022					
STATISTIC DESCRIPTION	<u>MO</u> ACTUAL	<u>MO</u> BUDGET	<u>%</u> VARIANCE	<u>ytd</u> Actual	<u>YTD</u> BUDGET	% VARIANCE	<u>MO</u> ACTUAL	<u>%</u> VARIANCE	<u>YTD</u> ACTUAL	<u>%</u> VARIANCE
FTEs - TOTAL (AVG)	598	700	15%	597	700	15%	567	-5%	571	-5%
FTEs - PRODUCTIVE (AVG)	550	595	8%	548	595	8%	537	-2%	519	-6%
ADJUSTED PATIENT DAYS	3,283	3,041	8%	9,947	8,828	13%	2,884	14%	8,106	23%
ICU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	86	108	-20%	250	313	-20%	112	-23%	330	-32%
ACU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	308	297	4%	953	862	11%	289	7%	931	2%
SWING IP PATIENT DAYS (MIDNIGHT CENSUS)	-	17	-100%	11	49	-78%	-	0%	-	100%
PATIENT DAYS (ACU, ICU, SWING), INCLUDES OBSERVATION	394	422	-7%	1,214	1,224	-1%	401	-2%	1,261	-4%
BIRTHS	4	8	-50%	17	24	-29%	6	-33%	26	-53%
SURGERY CASES (IN OR)	132	133	-1%	383	387	-1%	149	-11%	355	7%
SURGERY MINUTES (IN OR)	17,890	16,599	8%	52,275	48,190	8%	18,335	-2%	41,307	21%
SPECIAL PROCEDURE CASES	98	71	38%	246	206	19%	75	31%	150	39%
LAB BILLABLE TESTS	22,759	21,832	4%	63,529	63,384	0%	21,974	4%	65,204	-3%
BLOOD BANK UNITS MATCHED	48	34	41%	139	98	42%	31	55%	80	42%
MRIS COMPLETED	245	206	19%	676	597	13%	213	15%	572	15%
CT SCANS COMPLETED	696	612	14%	1,903	1,776	7%	607	15%	1,767	7%
RADIOLOGY DIAGNOSTIC TESTS	1,993	1,628	22%	5,373	4,727	14%	1,713	16%	4,537	16%
ECHOs COMPLETED	211	198	7%	587	574	2%	220	-4%	580	1%
ULTRASOUNDS COMPLETED	384	343	12%	1,041	996	5%	355	8%	1,011	3%
MAMMOGRAPHYS COMPLETED	296	205	44%	858	596	44%	284	4%	835	3%
NUCLEAR MEDICINE TESTS	38	43	-12%	102	124	-18%	53	-28%	113	-11%
TOTAL DIAGNOSTIC IMAGING TESTS	3,863	3,235	19%	10,540	9,390	12%	3,445	12%	9,415	11%
PHARMACY MEDS DISPENSED	18,595	19,897	-7%	65,125	57,767	13%	21,156	-12%	59,719	8%
ANTI COAG VISITS	394	410	-4%	1,107	1,190	-7%	439	-10%	1,204	-9%
RESPIRATORY THERAPY PROCEDURES	3,143	3,259	-4%	8,789	9,460	-7%	3,381	-7%	10,596	-21%
PULMONARY REHAB	114	130	-12%	308	377	-18%	-	0%	2	99%
PHYSICAL THERAPY	6,620	7,834	-15%	18,327	22,744	-19%	8,521	-22%	20,807	-14%
OCCUPATIONAL THERAPY	1,299	1,261	3%	4,103	3,662	12%	1,470	-12%	3,779	8%
SPEECH THERAPY	364	233	56%	858	675	27%	160	128%	693	19%
REHAB/PT/OT/ST	8,397	9,458	-11%	23,596	27,458	-14%	10,151	-17%	25,281	-7%
ER CENSUS	1,263	1,068	18%	3,418	3,100	10%	976	29%	2,796	18%
EXPRESS CLINIC	1,296	922	41%	3,448	2,677	29%	851	52%	2,291	34%
SOCO PATIENT VISITS	137	103	33%	278	299	-7%	82	67%	256	8%
PORT LUDLOW PATIENT VISITS	728	705	3%	1,928	2,048	-6%	670	9%	1,970	-2%
SHERIDAN PATIENT VISITS	3,020	2,774	9%	7,931	8,053	-2%	2,634	15%	7,275	8%
DENTAL CLINIC	565	419	35%	1,436	1,217	18%	466	21%	1,244	13%
WATERSHIP CLINIC PATIENT VISITS	1,308	1,148	14%	3,441	3,332	3%	1,117	17%	2,925	15%
TOWNSEND PATIENT VISITS	565	552	2%	1,505	1,603	-6%	622	-9%	1,589	-6%
TOTAL RURAL HEALTH CLINIC VISITS	7,619	6,623	15%	19,967	19,229	4%	6,442	18%	17,550	12%
CARDIOLOGY CLINIC VISITS	623	510	22%	1,663	1,479	12%	579	8%	1,466	12%
DERMATOLOGY CLINIC VISITS	653	755	-14%	1,933	2,193	-12%	831	-21%	2,151	-11%
GEN SURG PATIENT VISITS	366	312	17%	902	905	0%	354	3%	887	2%
ONCOLOGY VISITS	598	604	-1%	1,582	1,753	-10%	595	1%	1,627	-3%
ORTHO PATIENT VISITS	878	875	0%	2,398	2,540	-6%	900	-2%	2,277	5%
SLEEP CLINIC VISITS	186	165	13%	497	479	4%	187	-1%	475	4%
UROLOGY VISITS	189	167	13%	587	486	21%	197	-4%	513	13%
OB/GYN CLINIC VISITS	341	284	20%	922	824	12%	275	24%	669	27%
WOUND CLINIC VISITS	155	239	-35%	407	694	-41%	231	-33%	657	-61%
TOTAL SPECIALTY CLINIC VISITS	3,989	3,911	2%	10,891	11,353	-4%	4,149	-4%	10,722	2%
SLEEP CENTER SLEEP STUDIES	59	57	4%	167	165	1%	63	-6%	158	5%
INFUSION CENTER VISITS	902	873	3%	2,625	2,536	4%	970	-7%	2,434	7%
SURGERY CENTER ENDOSCOPIES	46	77	-40%	155	222	-30%	79	-42%	209	-35%
HOME HEALTH EPISODES	46	599	-92%	140	1,739	-92%	55	-16%	145	-4%
HOSPICE CENSUS/DAYS	1,055	1,279	-18%	3,031	3,713	-18%	600	76%	2,372	22%
CARDIAC REHAB SESSIONS	224		0%	563	-	0%		0%	-	100%
DIETARY MEALS SERVED	9,718	9,284	5%	29,106	26,953	8%	9,812	-1%	27,523	5%
MAT MGMT TOTAL ORDERS PROCESSED	1,652	1,576	5%	4,508	4,575	-1%	1,703	-3%	4,809	-7%

Jefferson	March 2023	March 2023	Variance	0/	March 2023	March 2023	Variance	%	March 2022
Healthcare Gross Revenue	Actual	Budget	Favorable/ (Unfavorable)	%	YTD	Budget YTD	Favorable/ (Unfavorable)	70	YTD
Inpatient Revenue	3,682,985	3,751,879	(68,894)	-2%	10,468,090	10,892,553	(424,463)	-4%	11,581,344
Outpatient Revenue	27,576,424	25,739,557	1,836,867	7%	76,696,585	74,727,747	1,968,838	3%	64,461,753
Total Gross Revenue	31,259,409	29,491,437	1,767,972	6%	87,164,675	85,620,300	1,544,375	2%	76,043,097
Revenue Adjustments									
Cost Adjustment Medicaid	1,888,250	2,321,868	433,618	19%	5,621,057	6,740,908	1,119,851	17%	5,997,535
Cost Adjustment Medicare	10,760,688	10,261,359	(499,329)	-5%	31,244,610	29,791,042	(1,453,568)	-5%	25,540,620
Charity Care	398,789	187,886	(210,903)	-112%	791,870	545,475	(246,395)	-45%	358,797
Contractual Allowances Other	3,735,386	2,846,182	(889,204)	-31%	8,800,987	8,263,110	(537,877)	-7%	6,275,516
Administrative Adjustments	374,406	72,024	(302,382)	-420%	668,837	209,102	(459,735)	-220%	149,336
Allowance for Uncollectible Accounts	470,302	346,046	(124,255)	-36%	716,367	1,004,651	288,284	29%	1,534,317
Total Revenue Adjustments	17,627,821	16,035,366	(1,592,455)	-10%	47,843,728	46,554,288	(1,289,440)	-3%	39,856,120
Net Patient Service Revenue	13,631,588	13,456,071	175,517	1%	39,320,947	39,066,012	254,935	1%	36,186,977
Other Revenue									
340B Revenue	487,850	303,625	184,225	61%	1,079,723	881,493	198,230	22%	1,132,791
Other Operating Revenue	314,243	149,012	165,231	111%	779,765	432,616	347,149	80%	1,393,104
Total Operating Revenues	14,433,682	13,908,709	524,973	4%	41,180,435	40,380,121	800,314	2%	38,712,872
Operating Expenses									
Salaries And Wages	6,692,191	6,899,538	207,347	3%	18,579,768	20,030,918	1,451,150	7%	18,905,119
Employee Benefits	1,389,217	1,564,367	175,151	11%	4,387,107	4,541,711	154,604	3%	4,587,159
Professional Fees	643,207	239,142	(404,065)	-169%	1,618,009	694,282	(923,727)	-133%	934,826
Purchased Services	871,311	1,029,562	158,252	15%	2,826,214	2,989,052	162,838	5%	2,333,644
Supplies	3,374,200	2,648,757	(725,442)	-27%	9,234,971	7,689,941	(1,545,030)	-20%	7,566,469
Insurance	129,179	91,954	(37,225)	-40%	393,117	266,963	(126,154)	-47%	210,255
Leases And Rentals	6,709	18,698	11,989	64%	4,693	54,284	49,591	91%	220,213
Depreciation And Amortization	426,244	477,906	51,662	11%	1,268,185	1,387,470	119,285	9%	1,285,978
Repairs And Maintenance	65,176	93,629	28,453	30%	241,032	271,825	30,793	11%	150,640
Utilities	135,988	125,424	(10,564)	-8%	345,159	364,134	18,975	5%	403,976
Licenses And Taxes	101,718	75,395	(26,322)	-35%	252,146	218,890	(33,256)	-15%	179,291
Other	185,599	241,023	55,424	23%	765,648	699,744	(65,904)	-9%	538,618
Total Operating Expenses Operating Income (Loss)	14,020,737 412,944	13,505,396 403,312	(515,341) 9,632	-4% 2%	39,916,049 1,264,386	39,209,214 1,170,907	(706,835) 93,479	-2% 8%	37,316,187 1,396,685
Non Operating Revenues (Expenses)						·			
Taxation For Maint Operations	24,815	24,970	(155)	-1%	74,444	72,493	1,951	3%	72,048
Taxation For Debt Service	18,894	19,279	(385)	-1 <i>%</i> -2%	56,683	55,973	710	1%	69,660
Investment Income	160,100	17,105	142,995	836%	453,523	49,660	403,863	813%	84,638
Interest Expense	(63,200)	(74,805)	11,605	16%	(215,184)	(217,176)	1,992	1%	(240,306)
Bond Issuance Costs	(33,200)	(14,003)		0%	(213,134)	(217,170)	1,332	0%	(240,300)
Gain or (Loss) on Disposed Asset	_	-	_	0%	_	_	_	0%	-
Contributions	-	11,721	(11,721)		16,299	34,027	(17,728)		3,968
Total Non Operating Revenues (Ex	140,609	(1,730)	142,339	8228%	385,765	(5,023)	390,788	7780%	(9,992)
Can non operating nevenues (Ex		(1,100)	142,000	322370	555,150	(0,020)	300,130		(0,002)
Change in Net Position (Loss)	553,554	401,582	151,971	38%	1,650,151	1,165,884	484,267	42%	1,386,693

FROM: Medical Staff Services

RE: 04/18/2023 Medical Executive Committee appointments/reappointments for

Board approval 04/26/2023

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. Mikhail Perlov, MD (Locums Tenens, Oncology)
- 2. Elyse Blum, MD (Skagit Radiology)

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

1. Allen Rassa, MD

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

- 1. Bertram Levy, MD (Surgical Assist) Co-Management privileges only
- 2. Yi Mao, MD (Tele-Neurology)
- 3. Corey White, DO (Tele-Neurology)
- 4. James Wang, MD (Tele-Neurology)
- 5. Pratik Bhattacharya, MD (Tele-Neurology)
- 6. James Giles, MD (Tele-Neurology)
- 7. Carson Van Sanford, MD (Tele-Neurology)
- 8. George Lopez, MD (Tele-Neurology)

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

- 1. Candace Byers, ARNP
- 2. Angela Jackson, PA

Recommended Temporary Privileges:

1. N/A

Recommended POCUS Privileges:

1. N/A

Medical Student Rotation:

1. Andrew O'Brien, MD (Pending, anticipated start date May 2023)

Disaster Privileging

1. N/A

90-day provisional performance review completed successfully:

FROM: Medical Staff Services

RE: 04/18/2023 Medical Executive Committee appointments/reappointments for

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1. Olivia Haesloop, MD

Resignations:

1. N/A

Policy and Privilege Review Policies

- 1. Practitioner Rights in the Credentialing Process- no changes
- 2. Autopsy Criteria- no changes
- 3. Chaperone Policy- no changes
- 4. Disclosure of unanticipated events and outcomes- no changes

Privileges

1. N/A

