

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 accessing the below information or can attend in person in Sheridan Conference Room at 915 Sheridan Street. Limited seating available.

Audio Only: dial Phone Conference Line: **(509) 598-2842**

When prompted, enter Conference ID number: **572 938 342#**

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](#)

Regular Session Agenda
Wednesday, October 25, 2023

Call to Order:	2:00
Approve Agenda:	2:00
Patient Story: Tina Toner, CNO	2:00
Public Comment: 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.	2:15
Minutes: Action Requested <ul style="list-style-type: none"> September 27 Regular Session Meeting (pgs 3-5) October 11 Special Session Meeting (pgs 6-7) 	2:30
Required Approvals: Action Requested <ul style="list-style-type: none"> Resolution 2023-15 Surplus Equipment (pgs 8-16) Resolution 2023-16 Canceled Warrants (pg 17) September Warrants and Adjustments (pgs 18-23) Medical Staff Credentials/ Appointments/ Reappointments (pgs 24-25) 	2:45

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.

<u>Budget Hearing for Fiscal Year 2023:</u> Tyler Freeman, CFO	3:00
<ul style="list-style-type: none">• 2023 Operations Budget Summary• 2023 Capital Budget Summary• Public Comment• Commission Discussion	
<u>Adopt Resolutions:</u> Action Requested	3:30
<ul style="list-style-type: none">• Resolution 2023-17 With/Without Property Tax Increase (pgs 26-27)• Resolution 2023-18 Fiscal Year 2024 Budget (pg 28)	
<u>Break:</u>	3:45
<u>Financial Report:</u> Tyler Freeman, CFO	4:00
<u>Quality Report:</u> Brandie Manuel, CPSO	4:15
<u>Project Update:</u> Jake Davidson, COO, Mike Glenn, CEO, and Tyler Freeman, CFO	4:30
<ul style="list-style-type: none">• Action Requested/Revise Resolution 2023 to reflect changes in deal terms Resolution 2023-19 Revised Bond Resolution	
<u>Administrative Report:</u> Mike Glenn, CEO	5:00
<u>Board Business:</u>	5:15
<ul style="list-style-type: none">• Board of Health Report• Appoint Independent Auditor• Meeting Evaluation	
<u>Conclude:</u>	5:30

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

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

**Jefferson County Public Hospital District No. 2
Board of Commissioners, Regular Session Minutes
Wednesday, September 27, 2023**

Call to Order:

The meeting was called to order at 2:03 pm by Board Chair Buhler-Rienstra. Present were Commissioners Buhler-Rienstra, Dressler, McComas, Kolff, and Ready. Also, in attendance were Mike Glenn, Chief Executive Officer, Tyler Freeman, Chief Financial Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Tina Toner, Chief Nursing Officer, Dunia Faulx, Chief Planning and Advocacy Officer, Molly Propst, Chief Human Resources Officer, and Christina Avila, Executive Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Approve Agenda:

Commissioner McComas made a motion to approve the agenda. Discussion ensued. Board Chair Buhler-Rienstra confirmed that Caitlin will be presenting first and is listed on the agenda. Commissioner Kolff seconded.

Action: Motion passed unanimously.

Workforce Development Update:

Caitlin Harrison, Workforce Development Manager, provided a Workforce Development Update. Discussion ensued.

Patient Story:

Tina Toner, Chief Nursing Officer, shared an update on employee recognition month, compliments for nursing care, housekeeping, RNs/Doctors, Home Health/Hospice, Physical and Occupational Therapy, Dental, Dr. Wulff, Dr. Hong, Dr. Luqman, Kari Griffin-Harte, Dr. Schutz, and the ER team. Discussion ensued.

Public Comment:

Member of the public, Angela Gyurko, expressed gratitude for Jefferson Healthcare being a public hospital district. She made a comment that she listened to the August commission meeting recording and was surprised by the decision of the hospital to use AI that will be reading patient-doctor discussion. She asked Jefferson Healthcare to consider including a notice in the Patient Consent document that information is shared. The board thanked Angela for her comment. Mike suggested that Dr. Mattern speak about the Dax program at the next board meeting.

Member of the public, Tom Thiersch, made a comment about the Jefferson Accountable Care (JAC) letter. He stated that he had not heard about the JAC before and is concerned about the amount of information he received. He also stated that he was unable to find a list of participating providers on the website. He requested that a new letter be reissued with more information. The board thanked Tom for his comment and stated that they will follow up after the meeting with JAC.

Minutes:

- August 23, 2023 Regular Session Minutes

Commissioner Dressler made a motion to approve the Regular Session Minutes. Commissioner McComas seconded.

Action: Motion passed unanimously.

Required Approvals: Action Requested

- Resolution 2023-13 Surplus Equipment
- Resolution 2023-14 Canceled Warrants
- August Warrants and Adjustments
- Medical Staff Credentials/ Appointments/ Reappointments

Commissioner Dressler made a motion to approve the Required Approvals. Commissioner McComas seconded.

Action: Motion passed unanimously.

Financial Report:

Tyler Freeman, Chief Financial Officer, presented the August Financial Report. Discussion ensued.

Quality Report: Brandie Manuel, Chief Patient Safety and Quality Officer, presented the September Quality report including Emergency Management, update on DNV for the Infection Prevention Survey, and compliments received for Jake, Tyler, Josh Brocklesby, Rachel for work on referrals, Leslie Brooks, Dr. Luqman, Kate Ernst, and Dermatology referrals. Discussion ensued.

Project Update:

Mike Glenn, Chief Executive Officer, presented the September project update. Discussion ensued.

Administrative Report

Dunia Faulx, Chief Planning and Advocacy Officer, and Mike Glenn, Chief Executive Officer, presented the September Administrative report. Discussion ensued. Dunia requested that the Board make a motion to approve and support the Commerce funding for the Jefferson Reproductive and Gynecological Health project totaling \$4 million with a total project cost of \$10 million.

Commissioner Kolff made a motion to approve and support. Commissioner Dressler seconded.

Action: Motion passed unanimously.

Board Business:

- Board of Health Report

Commissioner Kolff shared a Board of Health report which included welcoming a new Board of Health member and the wildfire prevention plan. Commissioner Kolff confirmed that meetings will be scheduled soon for the public regarding wildfire prevention protocols. Discussion ensued.

- Board Book Approval

Board Chair Buhler-Rienstra asked the board for a motion to approve the board book. Discussion ensued. The Board requested that the draft board book and suggested changes be sent out for review and asked to vote at the next meeting.

- Agenda Evaluation

Commissioners evaluated the agenda.

- Meeting Evaluation

Commissioners evaluated the meeting. Commissioner Kolff requested that each meeting have a break after 1.5 hours of meeting time.

Conclude:

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

Action: Motion passed unanimously.

The meeting concluded at 5:05 pm.

Approved by the Commission:

Chair of Commission: Jill Buhler Rienstra _____

Secretary of Commission: Marie Dressler _____

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Microsoft Teams meeting: Join on your computer or mobile app.

**Jefferson County Public Hospital District No. 2
Board of Commissioners, Special Session Minutes
Wednesday, October 11, 2023**

Call to Order:

The meeting was called to order at 1:02 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 Operating Officer, Molly Propst, Chief Human Resources Officer, Brandie Manuel, Chief Patient Safety and Quality Officer, Tina Toner, Chief Nursing Officer, and Christina Avila, Executive Assistant. This meeting was officially audio recorded by Jefferson Healthcare.

Work Session:

The purpose of this special session was to have the Jefferson County Public Hospital District No. 2 Commissioners review and discuss the 2023 Budget. No action will be taken.

Tyler Freeman, CFO, presented the Operating and Capital Budget (p) review which included updates on Vocabulary Reference, Budget Process, Philosophy and Key Themes, Property Tax Assessment, Public Hospital District Tax Support across our region, Community Benefit for 2022, Operating Budget, Draft Revenue Budget, Draft Expense Budget, Draft Non-Operating Budgets and Ratios, Department Statistics, and Capital Budget.

Discussion ensued.

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

Action: motion passed unanimously.

The meeting concluded at 2:19 pm.

Approved by the Commission:

Chair of Commission: Jill Buhler-Rienstra _____

Secretary of Commission: Marie Dressler _____

DRAFT

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2023-15

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 #
MRI- Siemens Aera 1.5 T	N/A	42411	400-453807
Aquamlys AEX Generator	18-00047	MTC1528015	40-405-1R
Synaptec Unit	19-00034	N/A	N/A
Saber floor machine	834-ES-27	10052370000298	SCX20T

APPROVED this 25th day of October 2023.

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 #2

Surplus Equipment Form

Department: Diagnostic Imaging Date: 10-18-23

Equipment to be declared surplus: MRI - Siemens Aera 1.5 T

Asset Number: _____ Serial Number: 42411

Model Number: 400-453807

Justification for declaring surplus: (check all that apply)

- ☐ No longer supports current software
- ☐ End of life, useful life exhausted
- ☐ Not supported by original manufacturer, parts not available
- ☐ Cost of parts to repair exceeds cost of new equipment
- ☐ Technology outdated
- ☒ Removed or altered during remodeling process
- ☐ Other _____

Depreciated value: \$ 325,000

Melanie Blanton
Department Director Signature

Elaina Harlan
Materials Director Signature

Recommended Disposition:

- ☐ Send to surplus storage until _____ if not pulled for service dispose in appropriate manner.
- ☐ Use as trade-in and return to vendor _____
- ☐ Send to recycler* _____
- ☐ Placed with third party reseller _____
- ☐ Send to landfill* _____

*If another party wishes to take equipment from District at no cost the CEO shall have discretion to allow this.

☒ Sell to Absolute Medical Imaging

Approved by Commission on _____ Resolution # _____



EQUIPMENT PURCHASE AGREEMENT

DATE August 27, 2023

Reference Number: 14656036515

Jefferson County Hospital
834 Sheridan St
Port Townsend, WA 98368

This AGREEMENT is made between Absolute Medical Imaging, LLC. of Ann Arbor, MI, a Michigan Corporation ("BUYER") and Jefferson County Hospital ("SELLER"), on August 21, 2023 . WHEREAS, SELLER desires to sell to BUYER and BUYER desires to purchase from SELLER the Equipment described below upon the terms and conditions set forth herein.

1. EQUIPMENT:

- Used Siemens Aera 1.5T MRI 400-453807 (s/n 42411) Including all Coils and Software options.

2. SALES PRICE: TOTAL SALE PRICE OF THE USED EQUIPMENT IS Three Hundred and Twenty Five (\$325,000.00) US DOLLARS.

3. INSPECTION DEPOSIT and DEADLINE: A refundable deposit of 10% of the purchase price will be required to activate this Agreement and to reserve the Equipment in order to allow BUYER to inspect the machine. The deadline to inspect Equipment is (15) days after execution of this agreement.

4. PAYMENT TERMS: Following the deposit, the balance in full will be due prior to the removal of Equipment.

5. REMOVAL DATE: Equipment is scheduled for de-installation and removal in **TBD** 2023. BUYER will work in good faith with SELLER to accommodate SELLER's removal date constraints.

6. GENERAL TERMS AND CONDITIONS: The sale of the Equipment is subject to the General Terms and Conditions attached hereto and incorporated herein by reference.

SELLER agrees to sell the Equipment described above and by signature indicates acceptance in its entirety of all terms and conditions set forth in this Agreement.

BUYER

SELLER

ABSOLUTE MEDICAL IMAGING, INC.

Jefferson County Public Hospital
Facility/Institution

Authorized Signature Date

Authorized Signature Date

Print Name Title

Exact Address of system location _____

Absolute Medical Imaging

120 Enterprise Drive Ann Arbor MI 48103 • 1-800-351-1608 • info@absolutemi.com •
www.absolutemedicalimaging.com

GENERAL TERMS AND CONDITIONS

1. **AS IS, WHERE IS:** All used Equipment is sold "*As Is, Where Is Condition*", and SELLER disclaims any and all warranties expressed or implied, including but not limited to implied warranties of merchantability and/or fitness for a particular purpose.
2. **INSPECTION & DEPOSIT:** BUYER will submit a refundable deposit in order to hold Equipment for inspection. BUYER must approve or reject Equipment within three business days of inspection. If BUYER approves Equipment, BUYER's deposit becomes a non-refundable down payment. If BUYER rejects Equipment, then SELLER shall refund all deposits paid to the BUYER within five business days following the rejection of Equipment. If no response is received within three business days Equipment will be presumed to have been rejected. BUYER shall have the right to cancel this agreement prior to the inspection deadline date and receive a refund of deposit(s) paid.
3. **CONDITION OF EQUIPMENT:** Equipment will be maintained in the condition that SELLER represented it at the time of the execution of this Agreement, and in the condition BUYER inspected it. In the event that it is not in such condition, BUYER will have the following options: (1) BUYER may reject the Equipment and SELLER shall immediately refund to BUYER 100% of any moneys paid by BUYER within ten days, (2) The purchase price of the Equipment will be reduced by the amount equal to the cost of all repairs and work necessary to restore the Equipment to the condition and specifications outlined in this agreement or observed at the inspection.
4. **COMPUTERS & SOFTWARE:** SELLER understands that the Equipment requires functional computers and related software for operation. In the event SELLER elects to erase the data and/or software from the computer, SELLER agrees it will re-order and reinstall the manufacturer's software prior to the scheduled removal date.
5. **TITLE:** SELLER warrants that it is the lawful owner of this Equipment and that it is free of any and all encumbrances. Title will pass to BUYER or its designated agent upon receipt of payment in full. Title to the Equipment will then belong wholly and exclusively to BUYER or its designated agent/customer. Upon receipt of payment in full, and upon BUYER's request, BUYER will be issued a Bill of Sale from SELLER. Title will remain with SELLER until full payment has been made.
6. **TAXES:** All sales and use taxes are BUYER's responsibility. Unless the sale is executed in Michigan, the invoices from SELLER do not include local, state and federal taxes, and such taxes are the BUYER's responsibility to file. Consequently, in addition to the prices specified herein, the amount of any present or future sales, use, or similar tax application to the installation of Equipment herein or to the use of such Equipment by the BUYER shall be paid by the BUYER or, in lieu thereof, the BUYER shall provide SELLER with a tax exemption certificate acceptable to the taxing authorities. The BUYER shall defend, indemnify and save the SELLER harmless from and against any sales, use or excise taxes of any kind or nature asserted by any jurisdiction for the Equipment and services that are the subject of this Agreement.
7. **REMOVAL COSTS:** BUYER is financially responsible for the costs incurred in the removal of the Equipment, including but not limited to providing labor, rigging (not to exceed TBD and mutually agreed to), packing, shipping, and all bonding and insurance. BUYER is responsible for any damage to Equipment during the de-installation process. SELLER is responsible for providing a clear path for the removal of Equipment, and for any extraordinary costs required for removal including any construction costs, floor shoring, demolition, reconstruction, elevator involved removals, crane rentals or delays in preparing facility for removal.
8. **REMOVAL LIABILITY:** BUYER shall be liable for any injury, including property damage and personal injury, caused by the negligent or willful acts of BUYER, during de-installation and removal of Equipment.
9. **DATE MODIFICATION:** In the event that the Equipment removal is delayed by SELLER for more than 30 days from the date defined in this agreement, BUYER shall have the option of either canceling this agreement and receiving a full refund, or re-negotiating the purchase price.

Absolute Medical Imaging

120 Enterprise Drive Ann Arbor MI 48103 • 1-800-775-7134 • info@absolutemi.com •
www.absolutemedicalimaging.com

Seller's Initials _____ Buyers Initials _____

10. **EXPENSES:** Except as otherwise specifically provided herein, each party to this Agreement shall pay its own expenses (including the fees and expenses of their representatives, accountants and counsel) incidental to the preparation and carrying out of this Agreement, and the consummation of the transaction set forth herein.
11. **CANCELLATION PENALTY:** Removed
12. **SCOPE OF AGREEMENT:** The signing of and the execution of this Agreement shall constitute the entire agreement between the parties and supersedes any and all prior agreements. No amendment or variation of this Agreement shall be valid unless mutually agreed upon in writing and signed by authorized officers of both the SELLER and the BUYER.
13. **WAIVER:** Failure by a party to assert its rights upon any default of this Agreement shall not be deemed a waiver of such rights, nor shall any waiver be implied from the making of any payment hereunder.
14. **GOVERNING LAW; JURISDICTION:** This Agreement shall be governed, interpreted and construed in accordance with the laws of Washington and the laws of the United States of America. The provisions of the United Nations Convention on Contracts for the International Sale of Goods, and any conflict-of-laws provisions that would require application of another choice of law, are excluded.
15. **DISPUTE RESOLUTION:** If any dispute relating to this Agreement arises between Client and Contractor a party may send written notice to the other party within thirty (30) days of discovering the dispute, outlining the nature and extent of the problem. Said statement will contain all written documentation and supporting documents germane to the dispute. Representatives of the parties will then arrange to meet to discuss the dispute. If the meeting does not occur within thirty (30) days of the receipt of the initial notice, or if the meeting between the parties does not sufficiently resolve the dispute, a party may request a meeting between the executive officers of Client and Contractor. These officers shall have thirty (30) days after the receipt of this second notice and request to resolve the dispute, after which time, or if no resolution of the dispute is reached within sixty (60) days of receipt of the initial notice, a party may pursue its remedies at law. The parties may extend these time periods by mutual written assent in furtherance of obtaining a mutually acceptable resolution, and in order to permit the parties' officers to meet to obtain such resolution. If a resolution of the dispute is obtained through any means described herein, the parties shall reduce such resolution to writing and/or amend the Agreement to include the resolution. Regardless, before a party may commence any litigation against the other party, a separate thirty (30) days written notice of the dispute and intent to file a lawsuit shall be provided to the other party.

Seller's Initials _____ Buyer's Initials _____

Absolute Medical Imaging

120 Enterprise Drive Ann Arbor MI 48103 • 1-800-775-7134 • info@absolutemi.com •
www.absolutemedicalimaging.com

16. **COUNTERPARTS AND FACSIMILE SIGNATURES:** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same Agreement. For purposes of this Agreement, signatures sent via facsimile or scanned email copies shall be deemed originals and shall have the same force and effect as if they were originals. This agreement will not be binding until signed by both parties, and can be withdrawn at any time prior to its signature by BUYER. This agreement may only be executed when signed by all the parties.
17. **FORCE MAJEURE:** Neither party shall be liable in damages and either party shall have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, government restrictions (including the denial or cancellation of any licenses), wars, adverse weather conditions, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
18. **CONFIDENTIALITY:** The terms and condition of this Agreement are confidential and shall not be disclosed except as necessary to the performance of this Agreement or as required by law. SELLER's communications with BUYER's agents and customers are to be handled exclusively through BUYER unless otherwise directed by BUYER in writing. SELLER agrees to limit any discussion during inspection or in the course of due diligence to technical or logistical issues, and further expressly agrees to NOT discuss any financial issues with BUYER's prospective customers.
19. **DELAY OF REMOVAL:** Buyer shall pay \$10,000 per day of delay if they are directly responsible for a delay in the removal of the MRI system. This does not apply to delays created by other parties or events outside the control of the Buyer.

Seller's Initials _____ Buyer's Initials _____

Absolute Medical Imaging

120 Enterprise Drive Ann Arbor MI 48103 • 1-800-775-7134 • info@absolutemi.com •
www.absolutemedicalimaging.com

Jefferson County Public Hospital District #2

Surplus Equipment Form

Department: Surgery Date: 10-17-23

Equipment to be declared surplus: Aquamys Aex Generator

Asset Number: 1B-00047 Serial Number: MTC1528015

Model Number: 40-405-1R

Justification for declaring surplus: (check all that apply)

- ☐ No longer supports current software
- ☒ End of life, useful life exhausted
- ☐ Not supported by original manufacturer, parts not available
- ☐ Cost of parts to repair exceeds cost of new equipment
- ☐ Technology outdated
- ☐ Removed or altered during remodeling process
- ☐ Other _____

Depreciated value: 0

[Signature]
Department Director Signature

[Signature]
Materials Director Signature

Recommended Disposition:

- ☐ Send to surplus storage until _____ if not pulled for service dispose in appropriate manner.
- ☐ Use as trade-in and return to vendor _____
- ☐ Send to recycler* _____
- ☐ Placed with third party reseller _____
- ☒ Send to landfill* _____

*If another party wishes to take equipment from District at no cost the CEO shall have discretion to allow this.

☐ Sell to _____

Approved by Commission on _____ Resolution # _____

Jefferson County Public Hospital District #2
Surplus Equipment Form

Department: Reflex Date: 9/27/23
Equipment to be declared surplus: Synaptec Unit
Asset Number: 19-00034 Serial Number: _____
Model Number: _____

Justification for declaring surplus: (check all that apply)

- ☐ No longer supports current software
☒ End of life, useful life exhausted
☒ Not supported by original manufacturer, parts not available
☐ Cost of parts to repair exceeds cost of new equipment
☐ Technology outdated
☐ Removed or altered during remodeling process

☒ Other Giant set not working- unable to be repaired

Depreciated value: _____

[Signature]
Department Director Signature

[Signature]
Materials Director Signature

Recommended Disposition:

- ☐ Send to surplus storage until _____ if not pulled for service dispose in appropriate manner.
☐ Use as trade-in and return to vendor _____
☐ Send to recycler* _____
☐ Placed with third party reseller _____
☒ Send to landfill* _____

*If another party wishes to take equipment from District at no cost the CEO shall have discretion to allow this.

☐ Sell to _____

Approved by Commission on _____ Resolution # _____

Jefferson County Public Hospital District #2
Surplus Equipment Form

Department: EVS Date: 10/16/23

Equipment to be declared surplus: Saber floor machine

Asset Number: 834-ES-27 Serial Number: 10052370000298

Model Number: SCX 20T

Justification for declaring surplus: (check all that apply)

- ☐ No longer supports current software
- ☒ End of life, useful life exhausted
- ☐ Not supported by original manufacturer, parts not available
- ☒ Cost of parts to repair exceeds cost of new equipment
- ☐ Technology outdated
- ☐ Removed or altered during remodeling process
- ☐ Other _____

Depreciated value: _____

Nichole Beal
Department Director Signature

Elaina Harlan
Materials Director Signature

Recommended Disposition:

- ☐ Send to surplus storage until _____ if not pulled for service dispose in appropriate manner.
- ☐ Use as trade-in and return to vendor _____
- ☐ Send to recycler* _____
- ☐ Placed with third party reseller _____
- ☒ Send to landfill* _____

*If another party wishes to take equipment from District at no cost the CEO shall have discretion to allow this.

☐ Sell to _____

Approved by Commission on _____ Resolution # _____

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2023-16

A RESOLUTION CANCELING CERTAIN WARRANTS IN
THE AMOUNT OF \$4,546.61

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 \$4,546.61 be canceled.

Date of Issue	Warrant #	Amount
09/30/2022	292704	106.24
09/30/2022	292822	3,468.86
09/30/2022	292885	3.75
09/30/2022	293214	2.13
09/30/2022	293220	9.63
09/30/2022	293415	956.00
Total		\$4,546.61

APPROVED this 25th day of October 2023.

APPROVED BY THE COMMISSION:

Commission Chair Jill Buhler Rienstra: _____

Commission Secretary Marie Dressler: _____

Attest:

Commissioner Matt Ready: _____

Commissioner Kees Kolff: _____

Commissioner Bruce McComas: _____

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: September 2023 WARRANT SUMMARY

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

General Fund Warrants & ACH Transfers	\$25,163,058.18	(Provided under separate cover)
Allowance for Uncollectible Accounts / Charity	\$921,732.00	(Attached)
Canceled Warrants	4,546.61	(Attached)

JEFFERSON HEALTHCARE
834 SHERIDAN AVENUE
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: September 2023 GENERAL FUND WARRANTS & ACH
FUND TRANSFERS

Submitted for your approval are the following warrants:

GENERAL FUND:

301841 - 302438 \$7,622,285.98

ACH TRANSFERS \$17,540,772.20

\$25,163,058.18

YEAR-TO-DATE: \$212,745,734.98

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

Submitted for your approval are the following:

	September	September YTD	September YTD BUDGET
Allowance for Uncollectible Accounts:	637,882.00	2,915,270.00	3,047,441.00
Charity Care:	261,112.00	2,380,027.00	1,654,607.00
Other Administrative Adjustments:	22,738.00	790,875.00	634,276.00
	<hr/>		
TOTAL FOR MONTH:	\$921,732.00	6,086,172.00	\$5,336,324.00
	<hr/>		

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

**TO: BOARD OF COMMISSIONERS
FROM: TYLER FREEMAN, CFO
RE: September 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.

DATE	WARRANT	AMOUNT
9/30/2022	292704 FBO HOSPITAL DISTRICT #2	106.24
9/30/2022	292822 FBO HOSPITAL DISTRICT #2	3,468.86
9/30/2022	292885 FBO HOSPITAL DISTRICT #2	3.75
9/30/2022	293214 FBO HOSPITAL DISTRICT #2	2.13
9/30/2022	293220 FBO HOSPITAL DISTRICT #2	9.63
9/30/2022	293415 FBO HOSPITAL DISTRICT #2	956.00

STATISTIC DESCRIPTION

STATISTIC DESCRIPTION	SEP 2023						SEP 2022			
	MO ACTUAL	MO BUDGET	% VARIANCE	YTD ACTUAL	YTD BUDGET	% VARIANCE	MO ACTUAL	% VARIANCE	YTD ACTUAL	% VARIANCE
FTEs - TOTAL (AVG)	634	688	8%	613	688	11%	584	-8%	571	-7%
FTEs - PRODUCTIVE (AVG)	561	598	6%	553	598	8%	516	-9%	515	-7%
ADJUSTED PATIENT DAYS	2,957	2,943	0%	28,892	26,778	8%	2,736	8%	26,257	10%
ICU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	77	104	-26%	752	950	-21%	97	-21%	956	-27%
ACU PATIENT DAYS (IP + OBSERVATION, MIDNIGHT CENSUS)	335	287	17%	2,696	2,613	3%	288	16%	2,577	4%
SWING IP PATIENT DAYS (MIDNIGHT CENSUS)	17	16	6%	67	150	-55%	-	0%	63	6%
PATIENT DAYS (ACU, ICU, SWING), INCLUDES OBSERVATION	429	407	5%	3,515	3,713	-5%	385	11%	3,596	-2%
BIRTHS	10	8	25%	60	72	-17%	8	25%	80	-33%
SURGERY CASES (IN OR)	131	129	2%	1,151	1,175	-2%	128	2%	1,096	5%
SURGERY MINUTES (IN OR)	17,283	16,063	8%	158,736	146,177	9%	17,969	-4%	138,206	13%
SPECIAL PROCEDURE CASES	78	69	13%	764	625	22%	92	-15%	644	16%
LAB BILLABLE TESTS	21,774	21,128	3%	190,888	192,264	-1%	19,614	11%	187,827	2%
BLOOD BANK UNITS MATCHED	48	33	45%	427	296	44%	40	20%	347	19%
MRIS COMPLETED	222	199	12%	2,145	1,812	18%	214	4%	1,804	16%
CT SCANS COMPLETED	657	592	11%	5,887	5,387	9%	578	14%	5,205	12%
DXA SCANS COMPLETED	24	118	-80%	1,161	1,075	8%	-	0%	-	100%
ECHOS COMPLETED	206	191	8%	1,691	1,740	-3%	190	8%	1,644	3%
ULTRASOUNDS COMPLETED	350	332	5%	3,215	3,021	6%	259	35%	2,764	14%
MAMMOGRAPHS COMPLETED	230	199	16%	2,660	1,808	47%	3	7567%	1,010	62%
X-RAYS COMPLETED	1,764	1,457	21%	16,386	13,263	24%	-	0%	-	100%
NUCLEAR MEDICINE TESTS	10	41	-76%	284	375	-24%	54	-81%	382	-35%
TOTAL DIAGNOSTIC IMAGING TESTS	3,463	3,129	11%	33,429	28,481	17%	1,298	167%	12,809	62%
PHARMACY MEDS DISPENSED	23,362	19,256	21%	192,770	175,226	10%	19,418	20%	171,887	11%
ANTI COAG VISITS	328	397	-17%	3,180	3,611	-12%	378	-13%	3,594	-13%
RESPIRATORY THERAPY PROCEDURES	3,203	3,153	2%	25,405	28,696	-11%	3,183	1%	26,709	-5%
CARDIO PULMONARY REHAB	271	126	115%	2,568	1,144	124%	75	261%	392	85%
PHYSICAL THERAPY	5,967	7,581	-21%	58,469	68,990	-15%	6,564	-9%	61,695	-6%
OCCUPATIONAL THERAPY	967	1,221	-21%	10,887	11,107	-2%	1,110	-13%	10,921	0%
SPEECH THERAPY	204	225	-9%	2,284	2,048	12%	86	137%	1,348	41%
REHAB/PT/OT/ST	7,409	9,153	-19%	74,208	83,289	-11%	7,835	-5%	74,356	0%
ER CENSUS	1,036	1,033	0%	10,669	9,404	13%	1,113	-7%	9,447	11%
EXPRESS CLINIC	939	892	5%	10,287	8,119	27%	1,111	-15%	8,453	18%
SOCO PATIENT VISITS	178	100	78%	1,296	907	43%	71	151%	822	37%
PORT LUDLOW PATIENT VISITS	714	683	5%	6,322	6,211	2%	668	7%	6,119	3%
SHERIDAN PATIENT VISITS	2,797	2,684	4%	24,316	24,429	0%	2,490	12%	21,970	10%
DENTAL CLINIC	437	406	8%	4,276	3,690	16%	495	-12%	3,756	12%
WATERSHIP CLINIC PATIENT VISITS	1,027	1,111	-8%	10,609	10,106	5%	738	39%	9,321	12%
TOWNSEND PATIENT VISITS	554	534	4%	4,761	4,862	-2%	536	3%	4,651	2%
TOTAL RURAL HEALTH CLINIC VISITS	6,646	6,410	4%	61,867	58,324	6%	6,109	9%	55,092	11%
CARDIOLOGY CLINIC VISITS	467	493	-5%	4,924	4,487	10%	462	1%	4,396	11%
DERMATOLOGY CLINIC VISITS	719	731	-2%	7,181	6,653	8%	582	24%	5,923	18%
GEN SURG PATIENT VISITS	276	302	-9%	2,809	2,746	2%	243	14%	2,515	10%
ONCOLOGY VISITS	475	584	-19%	4,546	5,317	-15%	519	-8%	4,833	-6%
ORTHO PATIENT VISITS	515	563	-9%	5,177	5,120	1%	779	-34%	6,998	-35%
SLEEP CLINIC VISITS	175	160	9%	1,452	1,453	0%	183	-4%	1,479	-2%
UROLOGY VISITS	251	162	55%	1,971	1,475	34%	173	45%	1,344	32%
OB/GYN CLINIC VISITS	255	275	-7%	2,804	2,498	12%	284	-10%	2,253	20%
WOUND CLINIC VISITS	60	231	-74%	1,185	2,105	-44%	151	-60%	1,931	-63%
HANDS/PLASTICS	179	145	23%	1,919	2,433	-21%	-	0%	-	100%
TOTAL SPECIALTY CLINIC VISITS	3,372	3,646	-8%	33,968	34,287	-1%	3,376	0%	31,672	7%
SLEEP CENTER SLEEP STUDIES	54	55	-2%	488	500	-2%	57	-5%	469	4%
INFUSION CENTER VISITS	866	845	2%	7,908	7,692	3%	742	17%	7,203	9%
SURGERY CENTER ENDOSCOPIES	60	74	-19%	525	674	-22%	59	2%	575	-10%
HOME HEALTH EPISODES	61	66	-8%	632	602	5%	35	74%	430	32%
HOSPICE CENSUS/DAYS	822	935	-12%	10,035	8,505	18%	777	6%	7,015	30%
CARDIAC REHAB SESSIONS	192	-	0%	1,691	-	0%	8	2300%	8	100%
DIETARY MEALS SERVED	4,860	8,984	-46%	75,021	81,759	-8%	10,607	-54%	84,656	-13%
MAT MGMT TOTAL ORDERS PROCESSED	1,503	1,525	-1%	13,748	13,879	-1%	1,501	0%	13,755	0%

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 2023 Actual	September 2023 Budget	Variance Favorable/ (Unfavorable)	%	September 2023 YTD	September 2023 Budget YTD	Variance Favorable/ (Unfavorable)	%	September 2022 YTD
Gross Revenue									
Inpatient Revenue	4,326,758	3,630,851	695,907	19%	32,163,261	33,040,744	(877,483)	-3%	31,490,857
Outpatient Revenue	26,683,004	24,909,249	1,773,755	7%	237,228,010	226,674,166	10,553,844	5%	205,208,755
Total Gross Revenue	31,009,762	28,540,100	2,469,662	9%	269,391,271	259,714,910	9,676,361	4%	236,699,612
Revenue Adjustments									
Cost Adjustment Medicaid	2,170,883	2,246,969	76,086	3%	20,612,411	20,447,421	(164,991)	-1%	18,610,588
Cost Adjustment Medicare	10,979,992	9,930,347	(1,049,645)	-11%	99,229,559	90,366,162	(8,863,397)	-10%	85,075,178
Charity Care	261,112	181,825	(79,287)	-44%	2,380,027	1,654,607	(725,420)	-44%	1,092,560
Contractual Allowances Other	2,120,251	2,754,370	634,119	23%	22,599,980	25,064,766	2,464,786	10%	22,823,391
Administrative Adjustments	22,738	69,701	46,963	67%	790,875	634,276	(156,598)	-25%	457,290
Allowance for Uncollectible Accounts	637,882	334,884	(302,998)	-90%	2,915,270	3,047,441	132,171	4%	1,275,736
Total Revenue Adjustments	16,192,857	15,518,096	(674,761)	-4%	148,528,122	141,214,673	(7,313,449)	-5%	129,334,743
Net Patient Service Revenue	14,816,905	13,022,004	1,794,901	14%	120,863,149	118,500,238	2,362,911	2%	107,364,869
Other Revenue									
340B Revenue	543,962	293,831	250,131	85%	4,332,301	2,673,863	1,658,438	62%	2,394,754
Other Operating Revenue	261,650	144,205	117,445	81%	2,659,556	1,312,269	1,347,286	103%	4,354,687
Total Operating Revenues	15,622,518	13,460,041	2,162,477	16%	127,855,005	122,486,370	5,368,636	4%	114,114,311
Operating Expenses									
Salaries And Wages	6,638,077	6,676,973	38,896	1%	57,681,131	60,760,452	3,079,321	5%	54,341,404
Employee Benefits	1,541,342	1,513,904	(27,438)	-2%	13,294,012	13,776,524	482,512	4%	12,329,670
Professional Fees	856,540	231,427	(625,113)	-270%	7,033,894	2,105,989	(4,927,905)	-234%	4,654,734
Purchased Services	1,388,443	996,351	(392,092)	-39%	9,539,310	9,066,792	(472,518)	-5%	6,361,345
Supplies	3,344,170	2,563,314	(780,856)	-30%	25,681,623	23,326,155	(2,355,468)	-10%	23,675,517
Insurance	135,668	88,988	(46,681)	-52%	1,201,332	809,788	(391,544)	-48%	1,027,343
Leases And Rentals	39,611	18,095	(21,516)	-119%	294,319	164,663	(129,656)	-79%	407,670
Depreciation And Amortization	420,460	462,490	42,030	9%	3,847,800	4,208,659	360,859	9%	3,906,238
Repairs And Maintenance	142,729	90,608	(52,120)	-58%	794,332	824,536	30,204	4%	785,172
Utilities	114,335	121,378	7,043	6%	1,038,563	1,104,541	65,978	6%	1,046,955
Licenses And Taxes	103,513	72,963	(30,550)	-42%	788,754	663,966	(124,789)	-19%	691,691
Other	230,347	233,248	2,901	1%	2,538,337	2,122,555	(415,782)	-20%	1,742,091
Total Operating Expenses	14,955,235	13,069,738	(1,885,497)	-14%	123,733,407	118,934,619	(4,798,788)	-4%	110,969,829
Operating Income (Loss)	667,283	390,302	276,980	71%	4,121,598	3,551,751	569,848	16%	3,144,482
Non Operating Revenues (Expenses)									
Taxation For Maint Operations	24,815	24,164	650	3%	223,332	219,896	3,436	2%	216,143
Taxation For Debt Service	18,894	18,658	237	1%	170,050	169,784	267	0%	190,287
Investment Income	126,192	16,553	109,639	662%	1,421,430	150,636	1,270,793	844%	339,437
Interest Expense	(53,422)	(72,392)	18,970	26%	(731,090)	(658,767)	(72,323)	-11%	(720,774)
Bond Issuance Costs	-	-	-	0%	-	-	-	0%	0
Gain or (Loss) on Disposed Asset	-	-	-	0%	-	-	-	0%	-
Contributions	-	11,342	(11,342)	-100%	48,745	103,216	(54,471)	-53%	33,614
Total Non Operating Revenues (Ex	116,480	(1,674)	118,154	7057%	1,132,467	(15,235)	1,147,702	7533%	58,708
Change in Net Position (Loss)	783,762	388,628	395,134	102%	5,254,065	3,536,515	1,717,550	49%	3,203,189

Recommended provisional appointment to the active/courtesy/allied health/locum tenens staff:

1. Arthur Molina, MD- Oncology
2. Jason Rogers, MD- Real Radiology
3. Joseph Ungar, MD- Skagit Radiology
4. Arthie Jeyakumar (Skagit Radiology- Core Privileges ONLY)

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

1. Katie Ernst, ARNP- Dermatology
2. Christine Doyle, ARNP- Express Clinic
3. Frank Torres, MD- Cardiology
- 4.

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

1. S

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

1. Shawnisa Francis, PA-C- Sleep Medicine

Recommended Temporary Privileges:

1. N/A

Recommended POCUS Privileges:

1. N/A

Medical Student Rotation:

1. N/A

Disaster Privileging

1. N/A

90-day provisional performance review completed successfully:

1. N/A

Resignations:

1. Ammar Taha, MD (Real Radiology)
2. Matthew Mendlick, MD (Real Radiology)
3. Tyler Neitlich, MD (Real Radiology)

Policy and Privilege Review Policies

1. N/A

Privileges

1. Radiology Core Privileges

Jefferson County Public Hospital District No. 2

RESOLUTION 2023-17 WITHOUT PROPERTY TAX INCREASE RESOLUTION

WHEREAS the Board of Commissioners has properly given notice of the public hearing held October 25, 2023, to consider the Hospital District's current expense budget for the 2024 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 2024 levy of \$513,830.09 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 25th day of October, 2023

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 2023-17 PROPERTY TAX INCREASE RESOLUTION

WHEREAS the Board of Commissioners has properly given notice of the public hearing held October 25, 2023, to consider the Hospital District's current expense budget for the 2024 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 2024 levy of \$518,968.39 which is a percentage increase of 1 percent (\$5,138.30) 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 25th day of October, 2023

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 2023-18 ADOPT FISCAL YEAR 2024 BUDGET

WHEREAS the Board of Commissioners has properly given notice of the public hearing held October 25, 2023, to consider the Hospital District's current expense budget for the 2024 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 2024 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 25th day of October, 2023

APPROVED BY THE COMMISSION:

Commission President – Jill Rienstra: _____

Commission Secretary – Marie Dressler: _____

Attest:

Commissioner – Bruce McComas: _____

Commissioner – Matt Ready: _____

Commissioner – Kees Kolff: _____