

**Jefferson County Public Hospital District No. 2
Board of Commissioners Special Session Meeting Minutes
Wednesday, November 20, 2024**

Audio Only: dial Phone Conference Line: **(509) 598-2842**
When prompted, enter Conference ID number: **975 178 013#**
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Due to the presence of multiple respiratory illness, Jefferson Healthcare is still highly encouraging the practice of infection protocols. You may choose to attend this meeting virtually by accessing the below information or can attend in person in the Sheridan Conference Room at 915 Sheridan Street. Limited seating available.

Time:	WELCOME	Who:
2:00pm	<p>Call to Order</p> <p>The meeting was called to order at 2:07pm by Board Chair Buhler Rienstra. Commissioners in attendance included Commissioners McComas, Koff, Dressler and Ready. Also, in attendance were Mike Glenn, CEO; Tyler Freeman, CFO; Jake Davidson, COO; Tina Toner, CNO; Dunia Faulx, CTGAO; and Shannon Groff, Executive Assistant.</p> <p>This meeting was officially audio-recorded by Jefferson Healthcare.</p> <p>Please note that this is a Special Session due to moving the meeting up a week to accommodate the Thanksgiving Holiday.</p>	Commissioner Buhler Rienstra
	FOCUS REPORT	
2:00pm	<p>Annual Hospice/QAPI Report Continued</p> <ul style="list-style-type: none"> • Resolution 2024-22 QAPI Report <p>David Hunsley, Director of Home Health, Hospice and Palliative Care gave his annual report on Hospice, which included their 2024 accomplishments, The Outpouring of Attestations on Facebook, the Hospice census for 2024 including the average daily census, as well as the Hospice census for 2023 and its comparison. David also reviewed the strengths within the department(s), billable visits in comparison between 2023 and 2024, the department(s) weaknesses, the hospice QAPI goals for 2024, an overview on the pain management project, the opportunities within the department. David also reviewed the Palliative Care program, which included the 2024 accomplishments, Palliative Care statistics, the department’s weaknesses, and the organizational structure.</p> <p>Commissioner Kolff made a motion to approve the Resolution 2024-22 QAPI Plan. Commissioner Dressler seconded.</p> <p>Action: Motion passed unanimously.</p>	David Hunsley, Director of Home Health, Hospice & Palliative Care
	STANDING REPORT	

2:30pm	<p>Patient Story Tina Toner, CNO presented her November patient story, which was a story about a recent birth in our Family Birth Unit with one of our own beloved nurses, Lauren in the Emergency Department. “Welcome to the World, Juniper!”</p>	Tina Toner, CNO
PUBLIC COMMENT		
2:45pm	<p>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 5:00pm the day prior to the meeting.</p> <p>Angela G, a member of the public talked about how she read the Healthcare Section of Project 2025 and the potential federal cuts to healthcare programs and to push people on Medicare advantage.</p> <p>Commissioner Kees Kolff read a patient letter, which included a thank you letter for the Home Health, Hospice and Palliative Care team.</p>	
2:55pm	<p>Chief of Staff Report Dr. Erickson gave his first report as Chief of Staff, which included the following information from the Medical Staff Bylaws.</p> <p><u>Chief of Staff Duties:</u></p> <ul style="list-style-type: none"> • To call and preside at all meetings of the medical executive committee and medical staff. Shall be a member ex-officio of all medical staff committees. • To provide general medical direction of the hospital's health care activities and consultation for and medical staff supervision of the health care staff. • To act in coordination and cooperation with the administration in all matters of mutual concern within the hospital and in coordinating the activities and concerns of the hospital administration and of the nursing and other hospital services with those of the medical staff. • Be accountable to the Governing Board in conjunction with the medical staff for the uniform quality and efficiency of patient care, treatment and services and performance within the hospital and for the effectiveness of the quality assessment and other quality functions delegated to the staff. • Be responsible for enforcement of medical staff bylaws, rules and regulations and policies; for implementation of sanctions where indicated and for medical staff compliance 	Dr. Stephen Erickson, Chief of Staff

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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.

	<p>with procedural safeguards in instances where corrective action has been requested or suspension has been imposed affecting a practitioner.</p> <ul style="list-style-type: none"> • Communicate and represent the opinions, policies, concerns, needs and grievances of the medical staff to the governing board, the administrator and other officials of the staff. • Appoint committee members to all standing and special medical staff committees. • Assist in development and implementation of methods and education, utilization of resources, concurrent monitoring, quality assessment and other areas as deemed appropriate. • Serve as spokesman for the medical staff in its external professional and public relations. • Perform all other duties required of the position under these Bylaws and the rules and regulations and policies and procedures of the medical staff and facility. 	
CONSENT AGENDA		
3:10pm	<p>Minutes: Action Requested</p> <ul style="list-style-type: none"> • October 23, 2024 Regular Session • October 28, 2024 Special Session <p>Commissioner Kolff made a motion to approve the October Regular and Special Session minutes. Commissioner Dressler seconded. Action: Motion passed unanimously.</p>	Board of Commissioners
3:15pm	<p>Required Approvals: Action Requested</p> <ul style="list-style-type: none"> • Resolution 2024-27 Canceled Warrants • Medical Staff Credentials / Appointments / Reappointments <p>Commissioner McComas made a motion to approve the Required Approvals. Commissioner Ready seconded. Action: Motion passed unanimously.</p>	Board of Commissioners
STANDING REPORTS		
3:35pm	<ul style="list-style-type: none"> • Financial Report <p>Tyler Freeman, Chief Financial Officer, presented the October Financial Report, which included a preview of November 2024. Discussion ensued.</p>	Tyler Freeman, CFO
3:50pm	<p>Break</p> <p>Commissioners recessed for break at 3:25pm Commissioners reconvened from break at 3:40pm</p>	
STANDING REPORTS		

4:05pm	<ul style="list-style-type: none"> • Construction Report <p>Jake Davidson, Chief Operating Officer provided a project update, which included some photos of the current project. We viewed some of the photos from the inside of the building as well as the new Waterside entrance parking lot. We also saw updates on the new stairwells and concrete walls, which hides our compressors. Jake also talked through the construction on time/on budget information, road disruptions which will happen for the next few months, new service line recruitment updates and additional updates on the master site plan, mobile health unit and the SOQ with architect.</p>	Jake Davidson, COO
4:20pm	<ul style="list-style-type: none"> • Administrative Report <p>Mike Glenn, Chief Executive Officer, offered Dunia Faulx, Chief Transformation & Government Affairs Officer to give her report, which included a report on the JAC Administrative update, an advocacy report on the state side, federal advocacy, structural notes on the state side session, priority development considerations, and some draft topics for the 2025 state legislative agenda.</p> <p>Mike Glenn, CEO gave his portion of the Administrative report which included an update on the UGN/JH Giving Campaign, Provider Education events that have recently occurred, an IV fluid shortage update and a big congratulations to our 2nd E-Bike Winner, Carl Kessler.</p>	Mike Glenn, CEO
BOARD BUSINESS		
4:50pm	<ul style="list-style-type: none"> • Board Report <p>Commissioner Kees Kolff gave a report from the Board of Health. They are hiring two positions, which have been vacant for quite some time.</p> <p>Commissioner Buhler Rienstra gave a report on our Board Retreat which occurred on 10/28/2024. The report from Via Healthcare Consulting was sent to the Board of Commissioners for review a week prior to this meeting. Discussion ensued.</p>	Board of Commissioners
EXECUTIVE SESSION		
5:00pm	<p>Board Chair Buhler-Rienstra announced that they will go into Executive Session for thirty (30) minutes to discuss a sale or lease of real estate as allowed by RCW 42.30.110c. No action will be taken.</p> <p>Commissioners went into Executive Session at 4:47pm.</p> <p>Commissioners returned to regular session at 5:21pm.</p>	Board of Commissioners
CONCLUDE		

<p>5:30pm</p>	<ul style="list-style-type: none"> • Meeting Evaluation <p>Commissioners evaluated the meeting. Discussion ensued.</p> <p>Commissioner Dressler made a motion to conclude the meeting. Commissioner McComas seconded. Action: Motion passed unanimously.</p> <p>Meeting concluded at 5:24pm</p> <p>Approved by the Commission: Chair of Commission: Jill Buhler Rienstra</p> <p><i>Approved via Microsoft Teams Meeting</i></p> <p>Secretary of Commission: Marie Dressler</p> <p><i>Approved via Microsoft Teams Meeting</i></p>	
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This Special Session will be officially recorded. The times shown on the agenda are estimates only.