

**San Juan County Public Hospital District #2  
Dba Lopez Island Hospital District (LIHD)**

**Board of Commissioners - Regular Meeting**

**July 22, 2020**

**REMOTE MEETING DUE TO COVID-19**

**Zoom Video/Audio**

**4:30 – 6:30 pm**

**Minutes**

**Commissioners Present**

Albert Berger, Board Secretary  
Christa Campbell  
Iris Graville, Board President  
James Orcutt  
Steven Greenstein

**Staff**

Superintendent Anne Presson

**Commissioners Absent**

None

**I. Call to Order**

The meeting was called to order at 4:31 pm by the Chair, President Graville. Once again, President Graville summarized the online meeting protocols and restrictions that remain in place as a result of COVID-19 and the Governor's Proclamation that has been extended through September 1, 2020.

**II. Public Comment**

Since Commissioner Bordvick from Lopez Island Fire & EMS wasn't able to stay for the entire meeting, he provided a brief summary from the LIFE Board meeting. He reported fire calls are down from the same period last year; however, EMS calls are up 21% over last year.

The search for a new Chief will resume, and the interim Chief's contract was extended through October 2020. The District hired a consultant to help with the search, as the Board is hoping to attract a better mix of qualified candidates. Finally, the Board is working on developing a series of new policies, including a social media policy. Commissioner Berger offered that the LIHD would be happy to share the Hospital District's policies if they would be helpful.

President Graville thanked Commissioner Bordvick for his attendance and collaboration.

**III. Consent Agenda**

Included in the meeting materials were Minutes from the June 2, 2020 Regular Board meeting and an AP Voucher report dated June 28<sup>th</sup> in the amount of \$1,314.85.

**MOVED by Commissioner Campbell, seconded by Commissioner Orcutt to approve the Consent Agenda as presented. No further discussion. VOTE: 5:0:0. Motion Carried.**

#### **IV. Clinic & Physical Therapy Updates**

- a. **UW Medicine Lopez Island Clinic** - Mark Bresnick, Assistant Director of Operations for UW Neighborhood Clinics, started off by asking the Board to think about any specific items they would like UW to report on monthly.

Mark provided an update on visits and felt volumes were consistent with expectations. Over the period July 1-18 the Clinic had 282 visits, and he expects to end the month between 450-500.

Crystal Rovente, Clinic Manager, shared that the staff is down a Patient Service Rep (PSR) due to a family leave. The second PSR has been doing a wonderful job handling the front desk responsibilities, and Crystal is providing backup until they are fully staffed again.

As UW looks to the future, should an RN opening arise they will look to support internal candidates who desire to pursue the Medical Assistant certification. Mark and Crystal are also working with the new Director of Nursing for all UWNC to see how to expand what the RNs are doing in the Clinic to be able to perform and bill for their full scope of services.

Mark and Crystal also commented on how the Clinic tracks and manages same day visits. The team is always moving the schedule around to ensure access for anyone who needs to be seen. To accommodate the volume of same day activity, there are 10 slots per provider that are held for same day patients. Crystal advised that the Clinic never leaves the day with anyone not scheduled – either same day or an appropriate day following.

There was discussion around evolving COVID protocols, and Crystal shared that UW's screening process continues to be very strict. No one with symptoms is able to enter the Clinic. For staff, there was a change in protocol as of earlier in the day, which now requires staff wear eye protection for any patient interaction (goggles or face shields in addition to face masks).

Dr. Wilson spoke about a pilot program to treat severe sepsis that will be rolled out in collaboration with EMS and the County EMS Medical Program Director, Dr. Corsa. There was excitement that this will result in San Juan County having the first EMS system in the nation to tackle this issue.

- b. **LIPT** – the Board reviewed a request from LIPT for a Q’2 subsidy payment of \$2,247. In addition, there was a request for a supplemental subsidy payment for March 2020 in the amount of \$5,420. Superintendent Presson noted that, when combined with the initial Q’1 subsidy payment of \$11,930 the total Q’1 payment will slightly exceed the \$15,000 limitation in the Agreement.

In light of challenges the practice faces due to COVID, discussion was held as to the Board’s willingness to support the subsidy request. There was agreement that its likely challenges associated with COVID-19 will persist, and continued support beyond the 2021 fiscal year will be required.

Commissioner Berger asked Peggy Means, representing LIPT, if she could provide guidance since the Finance Committee is working on updating the 5-year financial projections. It will be helpful to have some input as to what number should be built into the model over that term. Peggy shared that she had hoped this year would allow the practice to get a sense of the ongoing support needed; however, that has been hard to do. She is also concerned about talks that Medicare could reduce reimbursement rates by 10% in 2021. She will work with the practice to come up with some direction for the Committee.

**MOVED by Commissioner Berger, seconded by Commissioner Orcutt to approve the additional funding request from LIPT. No further discussion. VOTE: 5:0:0. Motion Carried.**

## **V. Committee Reports**

- a. **Finance Committee** – Commissioner Berger provided an update on three key items:
  - i. **UW Clinical Services Agreement (CSA)** – the Committee met with leadership from UWNC to discuss the CSA and Pro Forma. The big issue on the Pro Forma has to do with the Maximum Subsidy payment (aka annual cap) for Fiscal Years 2021, ‘22 and ‘23. The Board will recall the initial CSA contained caps for Fiscal Years 2018, ‘19 and ‘20, with a number pro-rated for FY ‘21. The FY’21 subsidy in the current CSA is approximately \$558,000, and that is compared to the new CSA whereby the cap was raised to \$615,000. The significant jump is largely driven by a conservative visit volume, keeping Revenue/Visit flat, and having expenses increase year after year.

Commissioner Campbell asked about the rationale for keeping Revenue/Visit and budgeted visits flat. She felt this approach does not incent providers and would like to know if other clinics are being held to the same limitations.

There was continued discussion around the annual visit target of 5,629, which seemed low based on past performance. The Commissioners asked if UWNC felt

there was a lack of demand. Dr. Matt Jaffy from UWNC thought there could be ways to fill slots that might be open on slow days.

Discussion continued around specific Expense items. Vaccines continue to raise questions and the Board wanted to understand how coordination between the Clinic and Lopez Pharmacy was going. Crystal explained that the Clinic works closely with Rick McCoy, and refers patients to the Pharmacy as appropriate. The pharmacy is only able to provide certain vaccines for children due to state program limitations. They do provide vaccines for travel.

Commissioners shared concerns around the ramp up of expenses while revenue projections are flat, and how that erodes affordability over time. There was consensus of the Board to have the Committee revisit the revenue projections and certain expense categories to get a better explanation of the variance. This will be brought back to the August Regular Board meeting for action.

- ii. **5-year Financial Projections** – the Committee received a very early draft of the cash flow projections from the District’s Accountant. An initial look reveals that the new subsidy caps slowly erode income and reduce net cash by the end of 2025. As the subsidy numbers are finalized, the Committee will be able to see if/when it becomes unsustainable. In addition, any continued support from LIPT will also be factored in to the next version.
- iii. **Refinance of the General Obligation (GO) Bond** – the Committee continues to explore possibilities to reduce the duration and interest rate on the existing long-term bond with Islanders Bank. There are currently 18 years left on the bond, which has a balance of \$340,000 and rate of 4.35%. Superintendent Presson is working on getting both Islanders Bank and WAFed financials so they can provide a proposal. An update will be brought to the August Board meeting.

b. **Quality Committee** – There was no report from the Quality Committee.

c. **Communications Committee** – There was no report from the Communications Committee. President Graville did ask the Committee Chair, Commissioner Campbell, to schedule a meeting and revisit the Crisis Communication Policy in light of COVID.

## VI. **Old Business**

- a. **Letter of Support** - President Graville shared the draft Letter of Support for the San Juan Islands Shuttle System, as agreed to following their presentation at the June Board meeting.

**MOVED by Commissioner Campbell, seconded by Commissioner Berger to approve the Letter of Support for the SJI Shuttle System. No further discussion. VOTE: 5:0:0. Motion Carried.**

- b. **Annual Performance Review** – the updated Performance Review document for 2020 was discussed. As agreed to in the first review, the goal section was removed since there had not been any officially established during the 2019 Performance Review process. There was a new section added allowing Commissioners to write in specific activities that took place in 2020 that weren't part of the Superintendent's routine work.

Commissioners were asked to return the completed document to President Graville by August 3<sup>rd</sup>. She will aggregate the responses and send a final report to the Board by August 19<sup>th</sup>. Discussion of results will be discussed in Executive Session in August.

#### **VII. New Business**

Due to time constraints the discussion around the Interlocal Joint Purchasing Agreement was postponed until the August Board meeting.

#### **VIII. Operations Report**

Due to time constraints, Superintendent Presson kept her update short. She reported nothing unusual on the monthly financial reports through the month of June 30, 2020. She also provided a brief update on the process underway on Orcas to consider an alternative Clinic Operator, including an upcoming presentation to the community by Island Hospital.

#### **IX. Community Partner Updates**

- a. **CWMA** – Lauren Stephens didn't have anything to report from CWMA. She did share a concern regarding an experience at the UW Medicine Lopez Clinic of someone with COVID symptoms. There was discussion around the fact that procedures specific to COVID testing are constantly changing, and the Board will revisit the COVID communication piece that was prepared in collaboration with UW earlier in the pandemic. Everyone agreed it's important to ensure the community is well informed and has current information.

Since this was the second time an individual issue was surfaced at a Board meeting, there was a discussion around how to handle these types of issues in an open public meeting. Commissioners recognized the need to be informed of both positive activities as well as areas where there are opportunities for improvement. While there was agreement that a Board meeting is not the forum to solve issues, there was also agreement that the community be given clear direction as to how to best handle issues when they arise.

President Graville appreciated the Board's perspective and agreed there is a fine line between how much individual information is shared while addressing the need to keep the Board informed. This will be brought back for further discussion.

**X. Public Comments**

There was no request from the public.

**XI. Commissioner Comments**

When discussing activities within the community, each Commissioner expressed appreciation for the hard work of their colleagues and the District Superintendent.

**XII. Upcoming Meetings**

The next Regular Meeting of the LIHD is scheduled for August 26, 2020. It's assumed meetings will continue to be held via Zoom.

**XIII. Adjourn**

**MOVED by Commissioner Campbell, seconded by Commissioner Berger to adjourn the meeting at 6:26 pm. VOTE: 5:0:0. Motion Carried.**