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Business Session Draft Agenda  
Wednesday, February 15, 2017

<b><u>Call to Order:</u></b>	3:30
<b><u>Approve Agenda:</u></b>	3:35
<b><u>Employee and Team of the Quarter</u></b>	3:40
<b><u>Patient Story:</u></b> Jackie Mossakowski	3:55
<b><u>Minutes:</u></b> Action Requested	4:00
• February 1 Regular Session (pg. 2-4)	
<b><u>Required Approvals:</u></b> Action Requested	4:05
• Medical Staff Credentials/Appointments/Reappointments (pg. 5)	
• January Warrants and Adjustments (pg. 6-10)	
• Resolution 2017-06 Cancel Warrants (pg. 11)	
<b><u>Public Comment:</u></b>	4:15
<i>(Alternative methods of providing public comment on any item on the agenda or any other hospital issue is through a letter addressed to Commissioners at 834 Sheridan Street, Port Townsend, WA 98368 or email to Commissioners at <a href="mailto:commissioners@jgh.org">commissioners@jgh.org</a>)</i>	
<b><u>Patient Advocate Report:</u></b> Jackie Levin	4:25
<b><u>Resolution 2017-07: Affiliation:</u></b> Action Requested	4:45
• Public Comment regarding Jefferson Healthcare & Discovery Behavioral Health Affiliation	
• Resolution 2017-07: Affiliation	
<b><u>Resolution 2017-08: Purchase of Real Estate:</u></b> Action Requested	5:00
• Public Comment regarding 1010 Sheridan, Watership Medical Building	
• Resolution 2017-08: Purchase of Real Estate	
<b><u>Financial Report:</u></b> Hilary Whittington	5:15
• January	
<b><u>Administrator's Report:</u></b> Mike Glenn	5:30
<b><u>Chief Medical Officer Report:</u></b> Joe Mattern, MD	5:45
<b><u>Board Report:</u></b>	6:00
• Resolution 2017-05 Hazard Mitigation Plan	
<b><u>Conclude:</u></b>	6:10
This Regular Session will be officially audio recorded. Times shown in agenda are estimates only.	

**Jefferson County Public Hospital District No.2  
Board of Commissioners, Regular Session Minutes  
Wednesday, February 1, 2017  
Victor J. Dirksen Conference Room**

**Call to Order:**

The meeting was called to order at 3:29pm by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff, and Ready. Also present were Mike Glenn, CEO, Lisa Holt, CAO, Jennifer Wharton, Executive Director of Medical Group, Steven Feland, CHRO, Kate Burke, Marketing and Foundation Director, Brandie Manuel, Director of Quality and Patient Safety, and Alyssa Rodrigues, Administrative Assistant. This meeting is being officially audio recorded by Jefferson Healthcare.

**Approve Agenda:**

Commissioner Dressler made a motion to approve the February 1 regular session agenda. Commissioner Kolff seconded the motion.

Commissioner De Leo suggested adding an item to the agenda to reaffirm Commissioners vote on Resolution 2017-05 on January 18, because even though Commissioners voted in favor it was not moved or seconded.

**Action:** Motion passed unanimously.

**Patient Story:**

Lisa Holt read aloud a letter regarding patient's surgery visit and how pleased they were with the staff they encountered and care they received.

**Minutes:**

- January 18 Regular Session Minutes

Commissioner Dressler made a motion to approve the January 18 Regular Session minutes as presented. Commissioner De Leo seconded.

**Action:** Motion passed unanimously.

- January 24 Special Session Minutes

Commissioner Dressler made a motion to approve the January 18 Regular Session minutes with an addition. Commission De Leo seconded.

Commissioner Dressler's made an amended motion to add that Commissioner Buhler called the meeting to order at 10:30am and Commissioners recessed at 11:30am to travel to meet with Senator Van De Wege and Representative Tharinger. Commissioner De Leo seconded the amended motion.

**Action:** Amended motion made by Commissioner Dressler passed unanimously.

**Action:** Main motion passed unanimously.

**Required Approvals:**

- Resolution 2017-04 Surplus Equipment
- Medical Staff credentials/appointments/ reappointments

Commission De Leo made a motion to approve the Resolution 2017-04 Surplus Equipment and Medical Staff credentials/ appointments/ reappointments as presented. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

**Educational Presentation:**

- Dunia Faulx, MPH gave a presentation on Hospital Healing the Community: Population Health Initiatives at Jefferson Healthcare.

Discussion ensued.

**Behavioral Health Partnering Opportunity:**

- Mike Glenn, CEO, Joe Mattern, CMO, and Sue Ehrlich, gave a presentation on Discovery Behavioral Health and Jefferson Healthcare Affiliation
- Joe Mattern, CMO and Dr. Sue Ehrlich gave a presentation on Jefferson Healthcare and Discovery Behavioral Health: Next Steps in Integrated Behavioral Health Care

Discussion ensued.

Commissioner Buhler announced a recess at 5:00pm  
Commissioner Buhler reconvened the meeting at 5:10pm

**Real Estate Purchase Opportunity, 1010 Sheridan:**

- Mike Glenn, CEO and Hilary Whittington, CFO gave a presentation on Real Estate Purchase Opportunity, 1010 Sheridan

Discussion ensued.

**Business of the Board:**

- Review Board book

Commissioner De Leo passed out a proposed revision/ addition to the board book regarding Recognition of Service.

Commissioner De Leo made a motion to pass the proposed revision/ addition to the board book regarding Recognition of Service. Commissioner Kolff seconded the motion.

Discussion ensued.

Commissioner Dressler made an amendment to the motion to not act on revision/addition until we have legal counsel clear its intent.

Commissioner De Leo seconded the amendment.

Discussion ensued.

**Action:** Amended motion made by Commissioner Dressler passed unanimously.

Discussion ensued.

**Action:** Original motion made by Commissioner De Leo failed. Commissioners Dressler, Kolff, and Buhler opposed, Commissioner De Leo in favor, Commissioner Ready abstained.

Commissioner Kolff made a motion that the mission and vision statements continue to be reviewed every six years and the date of original adoption be documented in board book.

Commissioner Ready seconded the motion.

Discussion ensued.

**Action:** Motion passed unanimously

Commissioner Dressler made a motion to approve the board book with revisions from Commissioner Kolff. Commissioner Kolff seconded.

**Action:** Motion passed with Commissioners Dressler, De Leo, Kolff and Buhler in favor. Commissioner Ready abstained.

- Evaluate Board Compliance
- Committee Assignments

Commissioner Buhler read out loud the suggestions from Commissioner regarding board compliance.

Discussion ensued

Commissioner Kolff made a motion to move Evaluate Board Compliance and Committee Assignments to next meeting due to long agenda. Commissioner Dressler seconded.

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 6:00pm.

Approved by the Commission:

President of Commission: Jill Buhler \_\_\_\_\_

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

FROM: Barbara York – Medical Staff Services  
RE: December 2016/ January 2017 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 2-15-2017

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 appointment to the Locum Tenens health staff:

1. Sciarrone, Daria MD – Family Medicine ( through Locums Company)

Recommended re-appointment to the active medical staff:

1. Robinson, Gene, MD – General Surgery

Recommended re-appointment to the courtesy medical staff:

1. Chong, Maria, MD – Tele-Radiology
2. Levine, Andrew, MD – Tele-Radiology
3. McCulloch, Madison, MD – Tele-Radiology
4. Myers, Kirk, DO - Tele-Radiology
5. Sherman, Lawrence, MD – Emergency Medicine

No policies currently for annual review.

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

**TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CFO  
RE: JANUARY 2017 WARRANT SUMMARY**

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

General Fund Warrants & ACH Transfers	<b>\$8,576,064.22</b>	(Provided under separate cover)
Bad Debt / Charity	<b>\$355,639.98</b>	(Attached)
Canceled Warrants	<b>\$220.23</b>	(Attached)

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

**TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CFO  
RE: JANUARY 2017 GENERAL FUND WARRANTS & ACH  
FUND TRANSFERS**

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

**GENERAL FUND:**

<b>233234 - 233942</b>	<b>\$4,631,188.10</b>
<b>ACH TRANSFERS</b>	<b><u>\$3,944,876.12</u></b>
<b>YEAR-TO-DATE:</b>	<b><u><u>\$8,576,064.22</u></u></b>

Warrants are available for review if requested.

JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CFO  
RE: JANUARY 2017 BAD DEBT, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS

Submitted for your approval are the following:

	JANUARY	JANUARY YTD	JANUARY YTD BUDGET
Bad Debts:	\$266,578.92	\$266,578.92	\$264,920.11
Charity Care:	\$60,674.86	\$60,674.86	\$111,703.56
Other Administrative Adjustments:	\$28,386.20	\$28,386.20	\$20,120.82
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TOTAL FOR MONTH:	\$355,639.98	\$355,639.98	\$396,744.49
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JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CFO  
RE: JANUARY 2017 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
1/4/2016	222044	\$ 16.10
1/7/2016	222136	\$ 204.13

TOTAL: \$220.23

	January 2017 Actual	January 2017 Budget	Variance Favorable/ (Unfavorable)	%	January 2017 YTD	January 2017 Budget YTD	Variance Favorable/ (Unfavorable)	%	January 2016 YTD
<b>Gross Revenue</b>									
Inpatient Revenue	5,339,783	3,440,801	1,898,982	55%	5,339,783	3,440,801	1,898,982	55%	2,526,032
Outpatient Revenue	12,820,653	14,416,995	(1,596,343)	-11%	12,820,653	14,416,995	(1,596,343)	-11%	11,405,680
<b>Total Gross Revenue</b>	<b>18,160,435</b>	<b>17,857,796</b>	<b>302,639</b>	<b>2%</b>	<b>18,160,435</b>	<b>17,857,796</b>	<b>302,639</b>	<b>2%</b>	<b>13,931,712</b>
<b>Revenue Adjustments</b>									
Cost Adjustment Medicaid	1,773,354	2,191,686	418,332	19%	1,773,354	2,191,686	418,332	19%	1,712,650
Cost Adjustment Medicare	6,696,795	5,885,349	(811,446)	-14%	6,696,795	5,885,349	(811,446)	-14%	4,307,810
Charity Care	60,675	111,704	51,029	46%	60,675	111,704	51,029	46%	51,576
Contractual Allowances Other	1,172,188	1,251,241	79,053	6%	1,172,188	1,251,241	79,053	6%	897,900
Administrative Adjustments	28,386	20,121	(8,265)	-41%	28,386	20,121	(8,265)	-41%	105,854
Adjust Bad Debt	266,579	264,920	(1,659)	-1%	266,579	264,920	(1,659)	-1%	309,133
<b>Total Revenue Adjustments</b>	<b>9,997,976</b>	<b>9,725,020</b>	<b>(272,956)</b>	<b>-3%</b>	<b>9,997,976</b>	<b>9,725,020</b>	<b>(272,956)</b>	<b>-3%</b>	<b>7,384,923</b>
<b>Net Patient Service Revenue</b>	<b>8,162,459</b>	<b>8,132,776</b>	<b>29,683</b>	<b>0%</b>	<b>8,162,459</b>	<b>8,132,776</b>	<b>29,683</b>	<b>0%</b>	<b>6,546,790</b>
<b>Other Revenue</b>									
340B Revenue	304,069	260,239	43,830	17%	304,069	260,239	43,830	17%	360,866
Meaningful Use Ehr Incentive	-	3,397	(3,397)	-100%	-	3,397	(3,397)	-100%	-
Other Operating Revenue	148,309	112,961	35,348	31%	148,309	112,961	35,348	31%	49,728
<b>Total Operating Revenues</b>	<b>8,614,837</b>	<b>8,509,373</b>	<b>105,463</b>	<b>1%</b>	<b>8,614,837</b>	<b>8,509,373</b>	<b>105,463</b>	<b>1%</b>	<b>6,957,384</b>
<b>Operating Expenses</b>									
Salaries And Wages	3,715,683	4,211,112	495,429	12%	3,715,683	4,211,112	495,429	12%	3,347,463
Employee Benefits	980,571	1,040,237	59,666	6%	980,571	1,040,237	59,666	6%	818,506
Professional Fees	319,651	290,474	(29,177)	-10%	319,651	290,474	(29,177)	-10%	253,604
Purchased Services	445,338	539,994	94,656	18%	445,338	539,994	94,656	18%	422,791
Supplies	1,284,563	1,212,418	(72,145)	-6%	1,284,563	1,212,418	(72,145)	-6%	974,698
Insurance	47,615	57,753	10,138	18%	47,615	57,753	10,138	18%	60,865
Leases And Rentals	127,651	147,734	20,084	14%	127,651	147,734	20,084	14%	122,805
Depreciation And Amortization	348,094	312,906	(35,188)	-11%	348,094	312,906	(35,188)	-11%	345,217
Repairs And Maintenance	40,483	77,228	36,746	48%	40,483	77,228	36,746	48%	53,191
Utilities	82,254	78,128	(4,127)	-5%	82,254	78,128	(4,127)	-5%	70,188
Licenses And Taxes	104,108	46,565	(57,543)	-124%	104,108	46,565	(57,543)	-124%	60,586
Other	147,130	174,830	27,701	16%	147,130	174,830	27,701	16%	141,977
<b>Total Operating Expenses</b>	<b>7,643,138</b>	<b>8,189,379</b>	<b>546,240</b>	<b>7%</b>	<b>7,643,138</b>	<b>8,189,379</b>	<b>546,240</b>	<b>7%</b>	<b>6,671,890</b>
<b>Operating Income (Loss)</b>	<b>971,699</b>	<b>319,995</b>	<b>651,704</b>	<b>204%</b>	<b>971,699</b>	<b>319,995</b>	<b>651,704</b>	<b>204%</b>	<b>285,493</b>
<b>Non Operating Revenues (Expenses)</b>									
Taxation For Maint Operations	20,924	17,156	3,768	22%	20,924	17,156	3,768	22%	13,908
Taxation For Debt Service	24,997	19,003	5,993	32%	24,997	19,003	5,993	32%	21,169
Investment Income	11,629	6,582	5,047	77%	11,629	6,582	5,047	77%	8,682
Interest Expense	(25,418)	(85,615)	60,198	70%	(25,418)	(85,615)	60,198	70%	(33,746)
Bond Issuance Costs	-	(12,740)	12,740	0%	-	(12,740)	12,740	0%	-
Gain or (Loss) on Disposed Asset	5,500	-	5,500	0%	5,500	0	5,500	0%	-
Contributions	5,526	11,890	(6,365)	-54%	5,526	11,890	(6,365)	-54%	5,000
<b>Total Non Operating Revenues (Expenses)</b>	<b>43,158</b>	<b>(43,723)</b>	<b>86,881</b>	<b>199%</b>	<b>43,158</b>	<b>(43,723)</b>	<b>86,881</b>	<b>199%</b>	<b>15,013</b>
<b>Change in Net Position (Loss)</b>	<b>1,014,857</b>	<b>276,272</b>	<b>738,585</b>	<b>267%</b>	<b>1,014,857</b>	<b>276,272</b>	<b>738,585</b>	<b>267%</b>	<b>300,507</b>

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2017-06

A RESOLUTION CANCELING SAID WARRANTS IN  
THE AMOUNT OF \$220.23

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 \$220.23 be canceled.

<b>Date of Issue</b>	<b>Warrant #</b>	<b>Amount</b>
01/04/2016	222044	16.10
01/07/2016	222136	204.13
<b>Total</b>		<b>220.23</b>

APPROVED THIS 15th day of February, 2017.

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

APPROVED BY THE COMMISSION:

Commission Chair – Jill Buhler: \_\_\_\_\_

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

Attest:

Commissioner – Anthony De Leo: \_\_\_\_\_

Commissioner – Kees Kolff: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_