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Regular Session Agenda  
Wednesday, February 17, 2016

<b><u>Call to Order:</u></b>	3:30
<b><u>Employee Recognition:</u></b>	3:35
• Employee and Team of the Quarter	
<b><u>Patient Story:</u></b> Joyce Cardinal	3:45
<b><u>Minutes:</u></b> Action Requested	3:50
• Feb 3, Regular Session (pages 2-3)	
<b><u>Required Approvals:</u></b> Action Requested	3:55
• Jan Warrants and Adjustments (pages 4-7)	
• Resolution 2016-09 Cancel Jan Warrants (page 8)	
• Resolution 2016-08 Surplus Equipment (page 9)	
<b><u>Public Comment:</u></b>	4:00
<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>Financial Report:</u></b> Hilary Whittington	4:05
• January (page 10)	
<b><u>Administrator's Report:</u></b> Mike Glenn	4:20
• ESSB Update	
<b><u>Chief Medical Officer Report:</u></b> Joe Mattern, MD	4:45
<b><u>Presentation:</u></b> Tom Locke, MD	4:50
• Opiates & Suboxone Treatment	
<b><u>Board Reports:</u></b>	5:15
<b><u>Adjournment:</u></b>	5:25

This Regular Session will be officially audio recorded.

**Jefferson County Public Hospital District No.2  
Board of Commissioners  
Regular Session Minutes  
Feb 3, 2016  
Jefferson Healthcare Conf Room  
2500 W. Sims Way suite 302**

**Call to Order:**

The meeting was called to order at 3:31 pm by Commission Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Mike Glenn, CEO, Jackie Mossakowski, CNO, Joyce Cardinal, CNO, Lisa Holt, CAO, Brandie Manuel, Executive Director Quality, Kate Burke, Marketing Director, and Suzy White, Administrative Assistant. This meeting is being officially audio recorded by Jefferson Healthcare.

Mike Glenn introduced Jackie Mossakowski new Chief Nursing Officer.

**Minutes:**

- Jan 19 Special Session
- Jan 20 Special Session
- Jan 29 Special Session

Commissioner Kolff made a motion to approve Jan 19 special session minutes as amended, Jan 20 special session minutes as presented and Jan 29 special session minutes as presented. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

**Patient Story:**

Joyce Cardinal shared a patient story about the wonderful care an inpatient received from several departments at the hospital.

**Required Approvals:**

- Medical Staff Credentials/Appointments/Reappointments
- Medical Staff Policy
- Resolution 2016-06 Equipment Surplus

Commissioner De Leo made a motion to approve Medical Staff Credentials/Appointments/Reappointments as presented, medical staff policy as presented and Resolution 2016-06 to surplus equipment as presented. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

**Resolution 2016-07:**

- Regular Board Meeting Time Change

Commissioner Ready made a motion to approve Resolution 2016-07 to change the regular meeting time to begin at 3:00 pm as presented. Commissioner Kolff seconded the motion.

**Action:** Motion failed unanimously.

**Public Comment:**

Public was present no comments made.

**Patient Advocate Report:**

Jackie Levin gave a presentation on the 4<sup>th</sup> quarter patient advocate data and 2015 yearend report with an update on the patient family advisory council.

**Administrator's Update:**

Mr. Glenn reported on the recent legislative visit, inpatient psychiatric unit presentation, accountable communities of health activities, Epic healthy planet module, and upcoming events.

**Board Reports:**

Commissioners Dressler and Kolff reported on the medical executive committee. Commissioners Dressler, Kolff and De Leo reported on the immunization presentation by Dr. Marcuse. Commissioner De Leo reported on the legislative visit with Senator Hargrove.

**Board Representatives on Administrative Committees:**

Commissioner Buhler distributed a list of the 2016 Administrative committees with Board Assignments. Further discussion on Board assignments will be at future work sessions.

**Adjourn:**

Commissioner Dressler made a motion to conclude the meeting. Commissioner De Leo seconded the motion.

**Action:** Motion passed unanimously.

Meeting concluded at 4:46 pm.

Approved by the Commission:

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

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

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

**TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CFO  
RE: JANUARY 2016 WARRANT SUMMARY**

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

General Fund Warrants & ACH Transfers	<b>\$8,323,209.48</b>	(Provided under separate cover)
Bad Debt / Charity	<b>\$466,562.62</b>	(Attached)
Canceled Warrants	<b>\$30.00</b>	(Attached)

JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CFO  
RE: JANUARY 2016 GENERAL FUND WARRANTS & ACH  
FUND TRANSFERS

Submitted for your approval are the following warrants:

GENERAL FUND:

222039 - 222829	\$5,315,018.53
ACH TRANSFERS	<u>\$3,008,190.95</u>
	<u>\$8,323,209.48</u>
YEAR-TO-DATE:	<u><u>\$8,323,209.48</u></u>

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 2016 BAD DEBT, ADMINISTRATIVE, AND CHARITY CARE WRITE OFFS**

Submitted for your approval are the following:

	January	January YTD	January YTD BUDGET
Bad Debts:	\$309,132.93	\$309,132.93	\$340,615.06
Charity Care:	\$51,575.74	\$51,575.74	\$97,916.59
Other Administrative Adjustments:	\$105,853.95	\$105,853.95	\$16,939.88
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<b>TOTAL FOR MONTH:</b>	<b>\$466,562.62</b>	<b>\$466,562.62</b>	<b>\$455,471.53</b>
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JEFFERSON HEALTHCARE  
834 SHERIDAN AVENUE  
PORT TOWNSEND, WA 98368

TO: BOARD OF COMMISSIONERS  
FROM: HILARY WHITTINGTON, CFO  
RE: JANUARY 2016 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
1/26/2015	212886	\$ 30.00

TOTAL:           \$30.00

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

RESOLUTION 2016-09

A RESOLUTION CANCELING SAID WARRANT IN  
THE AMOUNT OF \$ 30.00

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 \$30.00 be canceled.

<b>Date of Issue</b>	<b>Warrant #</b>	<b>Amount</b>
01/26/2015	212886	30.00
<b>Total</b>		<b>\$30.00</b>

APPROVED THIS 17<sup>th</sup> day of February 2016.

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

APPROVED BY THE COMMISSION:

Commission President – Jill Buhler: \_\_\_\_\_

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

Attest:

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

Commissioner – Kees Kolff: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_



**RESOLUTION 2016-08**

**A RESOLUTION TO DECLARE CERTAIN ITEMS 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 needs of the District, and

WHEREAS said equipment now creates a storage problem and represents an unnecessary cost to the District to retain it,

NOW, THEREFORE BE IT RESOLVED THAT:

- 1) The following equipment be declared surplus to the immediate needs of Jefferson County Public Hospital District No. 2 and will be disposed of in compliance with appropriate State laws:

<b>Description</b>	<b>Asset #</b>	<b>Serial #</b>	<b>Model #</b>
Exam Table Room 1	CLIN05043	KE042396	Ritter 104-037
Exam Table Room 2	CLIN05035	02001422	Ritter 307-002
Exam Table Room 14	CLIN05272	V763311	Ritter 204-001
Exam Table Room 15	CLIN05001	CJ001372	Ritter 107-009
Exam Table Room 20	CLIN05006	KK003474	Ritter 319-75

APPROVED THIS 17<sup>th</sup> day of February, 2016.

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

APPROVED BY THE COMMISSION:

Commission President – Jill Buhler: \_\_\_\_\_

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

Attest:

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

Commissioner – Kees Kolff: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_

	January 2016 Actual	January 2016 Budget	Variance Favorable/ (Unfavorable)	%	January 2016 YTD	January 2016 Budget YTD	Variance Favorable/ (Unfavorable)	%	January 2015 YTD
<b>Gross Revenue</b>									
Inpatient Revenue	2,526,032	3,297,625	(771,593)	-23%	2,526,032	3,297,625	(771,593)	-23%	3,132,962
Outpatient Revenue	11,405,680	11,360,563	45,117	0%	11,405,680	11,360,563	45,117	0%	10,219,109
<b>Total Gross Revenue</b>	<b>13,931,712</b>	<b>14,658,187</b>	<b>(726,475)</b>	<b>-5%</b>	<b>13,931,712</b>	<b>14,658,187</b>	<b>(726,475)</b>	<b>-5%</b>	<b>13,352,070</b>
<b>Revenue Adjustments</b>									
Cost Adjustment Medicaid	1,712,650	1,781,869	69,219	4%	1,712,650	1,781,869	69,219	4%	1,768,029
Cost Adjustment Medicare	4,307,810	4,345,370	37,560	1%	4,307,810	4,345,370	37,560	1%	3,632,228
Charity Care	51,576	97,917	46,341	47%	51,576	97,917	46,341	47%	127,161
Contractual Allowances Other	897,900	1,060,791	162,891	15%	897,900	1,060,791	162,891	15%	1,541,484
Administrative Adjustments	105,854	16,940	(88,914)	-525%	105,854	16,940	(88,914)	-525%	(292,288)
Adjust Bad Debt	309,133	340,615	31,482	9%	309,133	340,615	31,482	9%	343,975
<b>Total Revenue Adjustments</b>	<b>7,384,923</b>	<b>7,643,501</b>	<b>258,579</b>	<b>3%</b>	<b>7,384,923</b>	<b>7,643,501</b>	<b>258,579</b>	<b>3%</b>	<b>7,120,589</b>
<b>Net Patient Service Revenue</b>	<b>6,546,790</b>	<b>7,014,686</b>	<b>(467,897)</b>	<b>-7%</b>	<b>6,546,790</b>	<b>7,014,686</b>	<b>(467,897)</b>	<b>-7%</b>	<b>6,231,481</b>
<b>Other Revenue</b>									
340B Revenue	360,866	369,393	(8,527)	-2%	360,866	369,393	(8,527)	-2%	188,107
Meaningful Use Ehr Incentive	-	14,399	(14,399)	-100%	-	14,399	(14,399)	-100%	-
Other Operating Revenue	49,728	89,231	(39,503)	-44%	49,728	89,231	(39,503)	-44%	73,890
<b>Total Operating Revenues</b>	<b>6,957,384</b>	<b>7,487,709</b>	<b>(530,326)</b>	<b>-7%</b>	<b>6,957,384</b>	<b>7,487,709</b>	<b>(530,326)</b>	<b>-7%</b>	<b>6,493,479</b>
<b>Operating Expenses</b>									
Salaries And Wages	3,347,463	3,650,373	302,910	8%	3,347,463	3,650,373	302,910	8%	3,294,423
Employee Benefits	818,506	890,691	72,185	8%	818,506	890,691	72,185	8%	777,537
Professional Fees	253,604	264,334	10,730	4%	253,604	264,334	10,730	4%	257,055
Purchased Services	422,791	509,047	86,256	17%	422,791	509,047	86,256	17%	270,072
Supplies	974,698	1,054,033	79,335	8%	974,698	1,054,033	79,335	8%	878,580
Insurance	60,865	59,307	(1,558)	-3%	60,865	59,307	(1,558)	-3%	45,149
Leases And Rentals	122,805	120,268	(2,538)	-2%	122,805	120,268	(2,538)	-2%	93,987
Depreciation And Amortization	345,217	325,030	(20,187)	-6%	345,217	325,030	(20,187)	-6%	343,040
Repairs And Maintenance	53,191	74,528	21,337	29%	53,191	74,528	21,337	29%	88,009
Utilities	70,188	79,674	9,486	12%	70,188	79,674	9,486	12%	66,911
Licenses And Taxes	60,586	60,016	(570)	-1%	60,586	60,016	(570)	-1%	55,601
Other	141,977	157,549	15,572	10%	141,977	157,549	15,572	10%	129,886
<b>Total Operating Expenses</b>	<b>6,671,890</b>	<b>7,244,851</b>	<b>572,960</b>	<b>8%</b>	<b>6,671,890</b>	<b>7,244,851</b>	<b>572,960</b>	<b>8%</b>	<b>6,300,250</b>
<b>Operating Income (Loss)</b>	<b>285,493</b>	<b>242,859</b>	<b>42,635</b>	<b>18%</b>	<b>285,493</b>	<b>242,859</b>	<b>42,635</b>	<b>18%</b>	<b>193,229</b>
<b>Non Operating Revenues (Expenses)</b>									
Taxation For Maint Operations	13,908	21,516	(7,608)	-35%	13,908	21,516	(7,608)	-35%	13,187
Taxation For Debt Service	21,169	14,481	6,687	46%	21,169	14,481	6,687	46%	21,596
Investment Income	8,682	3,146	5,537	176%	8,682	3,146	5,537	176%	2,770
Interest Expense	(33,746)	(52,334)	18,588	36%	(33,746)	(52,334)	18,588	36%	(31,081)
Bond Issuance Costs	-	-	-	0%	-	0	-	0%	-
Gain or (Loss) on Disposed Asset	-	-	-	0%	-	0	-	0%	-
Contributions	5,000	12,366	(7,366)	-60%	5,000	12,366	(7,366)	-60%	1,100
<b>Total Non Operating Revenues (Expenses)</b>	<b>15,013</b>	<b>(825)</b>	<b>15,838</b>	<b>1920%</b>	<b>15,013</b>	<b>(825)</b>	<b>15,838</b>	<b>1920%</b>	<b>7,572</b>
<b>Change in Net Position (Loss)</b>	<b>300,507</b>	<b>242,034</b>	<b>58,473</b>	<b>24%</b>	<b>300,507</b>	<b>242,034</b>	<b>58,473</b>	<b>24%</b>	<b>200,801</b>