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Regular Session Agenda  
March 2, 2016

<b><u>Call to Order &amp; Minutes:</u></b> Action Requested	3:30
• Feb 16 Special Session (pages 2-4)	
• Feb 17 Regular Session (pages 5-6)	
• Feb 23 Special Session (pages 7-8)	
<b><u>Patient Story:</u></b> Jackie Mossakowski	3:35
<b><u>Required Approvals:</u></b> Action Requested	3:40
• Medical Staff Credentials/Appointments/Reappointments (page 9)	
• Medical Staff Policy (page 10-11)	
<b><u>Inpatient Psychiatric Unit Opportunity:</u></b>	3:45
• Project Overview-Mike Glenn	
• Clinical Program-Joyce Cardinal	
• Financial Analysis-Hilary Whittington	
• Site Options and Cost Estimates-Rice Fergus Miller, Design Team	
<b><u>Public Comment:</u></b>	4:45
<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>Board Reports:</u></b>	5:00
<b><u>Adjournment:</u></b>	5:10

This Regular Session will be officially audio recorded.

**Jefferson County Public Hospital District No.2  
Board of Commissioners  
Special Session Minutes  
February 16, 2016  
Jefferson Healthcare Conf Room  
2500 W. Sims Way suite 302**

**Call to Order**

The meeting was called to order at 10:03 am by Chief Governing Officer Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Bertha Cooper, Consultant and Suzy White, Administrative Assistant. The meeting was officially audio recorded by Jefferson Healthcare.

Commissioner Buhler announced the purpose of this special meeting is to review and possibly revise Jefferson Healthcare Governance policies and she introduced Bertha Cooper, consultant, who will facilitate the work sessions. Ms. Cooper summarized her work experience, her work with Jefferson Healthcare and described her facilitation process.

Ms. Cooper reviewed and distributed a list that described different types of governance models.

Commissioners discussed bylaws and policy structure to fulfill their responsibilities and suggest creating one document.

Commissioners discussed proposed categories and goals for the new policy manual.

**Goals:**

Commissioners discussed goals:

Healthy Community at Financially Sustainable Cost

- JHC identifies and meets healthcare needs of East Jefferson County
- Residents have access to superior quality healthcare services
- Residents have access to high quality wellness promotion and disease prevention/management services
- JHC provides leadership to promote and maintain health/well-being of our community

Commissioner Ready made a motion to adopt the above goals. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

At 12:02 pm Commissioner Buhler announced a 30 minute recess. At 12:33 pm Commissioner Buhler reconvened the meeting. Commissioners continued discussion on goals and categories.

Commissioner Kolff made a motion to add a 5<sup>th</sup> bullet to the goals: A healthy organization that is locally controlled, financially sustainable and a good place to work. Commissioner Ready seconded.

Commissioner Ready made a motion to amend to add JHC at beginning of sentence. Commissioner Kolff seconded. Commissioner Ready rescinded his amendment and Commissioners agreed to rescind.

Commissioner Ready made a motion to amend to remove financially sustainable at the top Goal. Commissioner Ready made a motion to rescind his amendment. Commissioners agreed to rescind the amendment.

Commissioner Kolff made a motion to add 5<sup>th</sup> bullet to goal statement a healthy organization that is locally controlled, financially sustainable and a good place to work. Commissioner Ready seconded the motion..

**Action** Motion failed 4 to 1 Commissioner Ready in favor.

**Goals:** Healthy Community

- JHC identifies and meets healthcare needs of East Jefferson County
- Residents have access to patient centered superior quality healthcare services
- Residents have access to high quality wellness promotion and disease prevention/management services
- JHC provides leadership to promote and maintain health/well-being of our community
- JHC is a healthy organization that is locally controlled, financially sustainable and a good place to work.

Commissioner Kolff made a motion to add a 5<sup>th</sup> bullet to goal statement JHC is a healthy organization that is locally controlled, financially sustainable and a good place to work, and remove financially sustainable cost from top statement, add patient centered to second bullet and Commissioner Buhler seconded.

**Action:** Motion passed 4 to 1 Commissioner De Leo opposed.

Commissioner Dressler amended the motion to make the 5<sup>th</sup> bullet the first one.

**Action:** Motion passed 4 to 1 Commissioner De Leo opposed.

**Categories:**

Included to be added to the new Policy Manual:

- Board of Commissioner Accountable Areas
- CEO and BOC Delegation
- Board Processes
- Community Relations

At 1:42 pm Commissioner Buhler announced a brief recess. At 1:47 pm Commissioner reconvened the meeting.

**Policy Manual:**

Commissioner Kolff made a motion to adopt policy title 3.1 Unity of Control to include in the new policy manual. Commissioner De Leo seconded.

Commissioner Dressler amended the motion to adopt policy title 3.0 Global Governance-CEO Connection. Commissioner De Leo seconded the amendment.

Action: Commissioners approved unanimously the amendment.

Commissioner Kolff's initial motion to adopt policy title 3.1 Unity of Control in the policy manual. Commissioner De Leo seconded.

**Action:** Commissioners approved motion unanimously

Commissioner Kolff made a motion to adopt policy title 3.2 Accountability of the CEO as revised. Commissioner De Leo seconded.

**Action:** Commissioners approved motion unanimously

Commissioner Kolff made a motion to adopt policy title 3.3 Delegation to CEO as revised. Commissioner Dressler seconded  
**Action:** Motion approved unanimously.

At 3:13 pm Commissioner Buhler announced a brief recess. At 3:23 pm Commissioner Buhler reconvened the meeting.

Commissioner Kolff made a motion to adopt policy title 3.4 Evaluating CEO Performance as revised. Commissioner Ready seconded the motion.  
**Action:** Commissioners approved unanimously.

**Adjourn:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 4:03 pm.

Approved by the Commission:

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

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

DRAFT

**Jefferson County Public Hospital District No.2  
Board of Commissioners  
Regular Session Minutes  
February 17, 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, Joyce Cardinal, CNO, Jackie Mossakowski, CNO, Hilary Whittington, CFO, 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.

**Employee Recognition:**

Mike Glenn was pleased to announce the fourth quarter 2015 winners of our Employee and Team Recognition Program. These individuals consistently demonstrate our service excellence standards and are an inspiration to others. Joyce Cardinal announced Mary Fortman, Social Services Supervisor, as employee of the quarter and the Patient Safety and Quality Department as team of the quarter: Brandie Manuel, Cindy Hansen, Laura Showers, Doug Goodman, Gin Rourke and Barb York.

**Patient Story:**

Joyce Cardinal shared our 2015 inpatient satisfaction survey scores with several comments from patients.

**Minutes:**

- Feb 3 Regular Session

Commissioner De Leo made a motion to approve February 3 regular session minutes as presented. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

**Required Approvals:**

- Jan Warrants and Adjustments
- Resolution 2016-09 Cancel Jan Warrant
- Resolution 2016-08 Equipment Surplus

Commissioner De Leo made a motion to approve January warrants and adjustments, Resolution 2016-09 to cancel warrant as presented and Resolution 2016-08 to surplus equipment as presented. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

**Public Comment:**

Public was present, no comments made.

**Financial Report:**

Hilary Whittington gave a presentation on January’s financial performance.

**Administrator’s Report:**

Mr. Glenn distributed a written report and Aaron Vallat, Construction Planning Manager, gave a presentation on the progress of the Emergency and Specialty Services Building project. Hilary Whittington provided a financial update.

**Chief Medical Officer Report:**

Dr. Mattern gave an update on the Accountable Care Organization (ACO) activities, medical staff educational events and strategy planning for clinics and provider leadership.

**Presentation:**

Dr. Tom Locke, Jefferson County Health Officer, gave a presentation on opiates & Suboxone Treatment. Citizens commented on support from local agencies, barriers to treatment, treatment programs and prescription guidelines.

**Board Reports:**

Commissioner Dressler reported on yesterday’s special work session.

Commissioner Kolff reported on the Foundation red hearts fundraiser and noted from Dr. Locke’s presentation how a community can work together.

Commissioner Buhler announced the Foundation is selling pavers for the new ESSB entry way as well as Bricks from the 1929 building.

**Adjourn:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 5:39 pm.

Approved by the Commission:

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

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

**Jefferson County Public Hospital District No.2  
Board of Commissioners  
Special Session Minutes  
February 23, 2016  
Jefferson Healthcare Conf Room  
2500 W. Sims Way suite 302**

**Call to Order**

The meeting was called to order at 10:03 am by Chief Governing Officer Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Bertha Cooper, Consultant, and Suzy White, Administrative Assistant. The meeting was officially audio recorded by Jefferson Healthcare.

Commissioner Buhler announced the purpose of this special meeting is to review and possibly revise Jefferson Healthcare Governance policies and bylaws.

Ms. Cooper reviewed the agenda for today's meeting. Commissioners provided feedback on Ms. Cooper's Feb 16 report.

Commissioners agreed to use first names and a free flow discussion process for the work sessions.

**Board Book**

Commissioners discussed items to include in the new Board Book: policies, purpose, goals, mission, vision, values and appendices.

Commissioners De Leo and Dressler were appointed to review and integrate the Bylaws into the Board Book and bring a recommendation to the next work session.

Commissioner Buhler was assigned to review the Board Processes section 4.0 through 4.8 of the former policy manual and bring a recommendation to the next work session.

Commissioner Kolff offered to review the interactions with community and staff and bring a recommendation to next work session.

**Strategic Plan**

Commissioners along with CEO Mike Glenn discussed the planning process for the strategic plan.

Commissioners agreed to extend the current strategic plan for an additional year with slight modifications in the fall.

At 12:25 pm Commissioner Buhler announced a recess for 30 minutes. At 12:58 pm Commissioner Buhler reconvened the meeting.

Commissioner Buhler announced a retirement party is planned for Jean Baldwin on Feb 29.

Commissioners briefly discussed Board committees and Administrative committees.

Discussion continued on the strategic planning process. Commissioners Kolff and Ready were assigned to prepare an outline for the strategic planning process and bring a recommendation to the next work session.

Commissioners scheduled another work session for March 8, 10:00-4:00 in the Olympic conference room at the hospital.

Commissioner Buhler announced the Public Health Department Board requests a joint Board meeting with the Hospital Board in October to finalize the Community Health Improvement Plan.

**Adjourn:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 2:27 pm.

Approved by the Commission:

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

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

DRAFT



FROM: Barbara York – Medical Staff Services  
RE: **2-23-2016 Medical Executive Committee annual policy review recommendations for Board approval 3-2-2016**

**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 provisional active/courtesy/allied health staff:**

1. Peet, Andrew, MD – Emergency Medicine
2. Edelman, Steven, MD – Diag. Radiology (Radia)
3. Lubinski, Lissa, MD – FM/Reproductive Services

**Reappointments:**

**Recommended reappointments to active staff with privileges as requested:**

1. George, Donald, MD – General Surgery
2. Mendez-Escobar, Ivan, MD – IM/Hospitalist

**Recommended Reappointments to courtesy staff with privileges as requested:**

1. King, David, MD – Orthopaedic Surgery \*
2. Fishman, Michael, MD – Diag. Radiology (RADIA)
3. Franklin, Patricia, MD – General Surgery
4. Johnson, Germaine, MD – Tele-Radiology (RADIA)
5. Jones, William, MD – Diag. Radiology (RADIA)
6. Sessions, Edward, MD – Diag. Radiology (RADIA)

**Recommended additional privilege for Ostomy Management:**

1. Hoyecki, Patti, ARNP

\* Dr. King terminated his employment with Jefferson Healthcare but maintains privileges until new orthopedic provider has been established this year.

Annual review of policy with minor changes clarifying process highlighted:

## Medical Record Delinquency

### POLICY:

Compliance with CMS Conditions of Participation and DNV Accreditation requirements that medical records must be completed **within 30 days** of discharge or date of clinic service. Any provider with records incomplete more than 30 days will have his/her privileges suspended for **all patient care** and shall be placed on non-admit status until the records are completed.

### PURPOSE:

To encourage timely completion of medical records and to outline the process utilized when medical record deficiencies are not completed as required.

### PROCEDURE:

The Health Information Management Department shall remind the providers of records that remain incomplete in the following sequence:

1<sup>st</sup> letter will be sent one week after last visit.

2<sup>nd</sup> letter - on day 14 HIM will check provider in-basket before letter is sent.

- Letter sent from HIM to provider in EPIC, cc'ing themselves - this way HIM staff member owns this deficiency notification and can follow up with provider.
- Provider will clear in-basket, then reply to message that he/she has completed his/her in-basket work
- HIM staff member confirms there are no outstanding deficiencies (if there remain deficiencies, HIM will directly contact provider and work with him/her one-on-one through completion).
- HIM will reach out to CMIO (or CMO in CMIO's absence) when they have trouble communicating with provider, generally when no response has been received in one week.

3<sup>rd</sup> letter will be sent on day 21 to provider and Section Chief with cc to Chief of Staff. HIM shall reach out to the provider.

4<sup>th</sup> letter will be sent on day 28 notifying provider that suspension will be imminent in two days unless records are completed before with cc to Section Chief, Chief of Staff and Executive Leadership. Suspension letter will be sent on day 31 notifying provider with cc to Section Chief, Chief of Staff and Executive Leadership.

It is the responsibility of each provider to make certain that his or her records are current before taking annual leave. If the delinquency/deficiency is a technical issue and has been submitted as a ticket to Providence, the delinquency/deficiency will be pended until the ticket has been resolved.

When provider is suspended, HIM will notify Registration, Medical Staff Services and the appropriate clinical areas by phone.

When the provider is removed from suspension status, immediate notification to the above areas will be made by telephone from the Health Information Management Department.

**NURSING:**

Providers on suspension shall not be permitted to admit or treat patients who are in the hospital or admitted for emergent care until all records have been completed. The Nurse Manager/Clinical Nurse Supervisor or Clinic Manager will be notified should the latter occur and contact the Administrator on call.

**EMERGENCY DEPARTMENT:**

In emergency situations, the care and treatment of a patient's needs is top priority. However, a suspended physician shall not be permitted to treat patients admitted through the ED and must arrange for comparable and appropriate coverage while he/she is on suspension.

**INPATIENT MANAGEMENT:**

Providers on suspension will not be allowed to manage their existing inpatient population. The suspended physician must arrange comparable and appropriate coverage.

**OPERATING ROOM:**

OR staff will deny request for elective surgical booking while provider is suspended

**DEFINITIONS:**

Non-admit status: The provider may not schedule elective admissions and surgeries, nor may the provider order any diagnostic or therapeutic interventions.

Suspension of privileges: The provider will not be able to see/treat patient

**REFERENCES:**

CMS §482.24 (b)(viii), CMS § 485.638(a)(3); DNV MR.2, SR.2; MS.10, SR.6d