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Special Session Agenda  
Budget Hearing  
Wednesday, November 2, 2016

<b><u>Call to Order:</u></b>	3:30
<b><u>Patient Story: Jackie Mossakowski</u></b>	3:35
<b><u>Approve Agenda:</u></b>	3:40
<b><u>Minutes:</u></b> Action Requested	3:45
<ul style="list-style-type: none"><li>September 29 Special Session (pg. 2-3)</li><li>October 5 Regular Session (pg. 4-5)</li><li>October 19 Regular Session (pg. 6-8)</li></ul>	
<b><u>Required Approvals:</u></b> Action Requested	3:55
<ul style="list-style-type: none"><li>Medical Staff Credentials/Appointments/Reappointments (pg. 9)</li></ul>	
<b><u>Budget Hearing for Fiscal Year 2017: Hilary Whittington</u></b>	4:00
<ul style="list-style-type: none"><li>2017 Operations Budget Summary</li><li>2017 Capital Budget Summary</li><li>Public Comment</li><li>Commission Discussion</li></ul>	
<b><u>Adopt Resolutions: Action Requested</u></b>	4:30
<ul style="list-style-type: none"><li>Resolution 2016-24 Without Property Tax Increase (pg. 10)</li><li>Resolution 2016-25 Fiscal Year 2017 Budget (pg. 11)</li></ul>	
<b><u>Conclude:</u></b>	4:40

This Special Session will be officially audio recorded.

**Jefferson County Public Hospital District No.2  
Board of Commissioners,  
Special Session Minutes  
Joint Board Meeting with Jefferson County Board of Health  
Wednesday, September 29, 2016  
Cotton Building, 607 Water Street, Port Townsend, WA 98368**

**Call to Order:**

The meeting was called to order 2:08 pm by Jefferson County Board of Health member, County Commissioner Sullivan. Present from the Jefferson County Board of Health were Jefferson County Commissioners Johnson, Kler, and Port Townsend City Council member Robinson. Not present were Board of Health members Austin and Westerman. Present from Jefferson County Public Hospital District No. 2 Board were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present was Alyssa Rodrigues, Jefferson Healthcare Administrative Assistant. This meeting is being officially audio recorded by Jefferson Healthcare.

**Special Session:**

The purpose of this special session is a joint board meeting between Jefferson Healthcare and Jefferson County Public Health to review the Community Health Improvement Plan (CHIP).

**Community Health Improvement Plan Presentation:**

Vicki Kirkpatrick, Director, Jefferson County Public Health, provides an introduction to the Community Health Improvement Plan and why the planning and creation of the plan is important.

John Nowak, Director of Care Transformation, Jefferson Healthcare, gives an introduction to the Community Health Improvement Plan. John provided thanks to individuals and committees who have helped the development of the Community Health Improvement Plan.

Dunia Faulx, Population Health Coordinator presented a power point with respects to history, team structure, implementation, lessons learned through the process and data related to the Community Health Improvement Plan.

Tom Locke, MD, Health Officer of Jefferson County wrapped up the introduction and spoke about seeking the support of governance policy boards through adopting the plan on behalf of the community, growing partnerships, and achieving goals that lead to the ultimate goal of improving community health.

**Board Discussion:**

Members from both Boards discussed and asked questions concerning the Community Health Improvement Plan. Board members discussed the next steps in the implementation process.

Hospital Commissioner Kolff made a motion to jointly ask Mike Glenn, David Timmons, Philip Morley, and Vickie Kirkpatrick to come up with a proposal for how all of these relevant governmental entities in the county can work together to fund a position of a professional to help direct this project and ask them to report back to us within a month. Commissioner Buhler seconded the motion.

Discussion ensued.

Hospital Commissioner Kolff made an amended motion that we hereby request that the administrators or CEO's of hospital district, county, city, and health board or their designees need to recommend a funding opportunity for a professional person to direct the overview and implementation of our Community Health Improvement Plan pending adoption by both board of health and board of public hospital district commissioners. Commissioner Buhler seconded the amended motion.

**Action:** Motion passed unanimously

Chair Sullivan asked for further questions from Board members. Board members asked questions and discussed.

Hospital Commission Ready made a motion that the Joint Boards meet again in six months

Hospital Commissioner Kolff seconded the motion

Discussion ensued.

Hospital Commissioner Ready amended his motion that the Joint Boards meet quarterly.

County Commissioner Johnson seconded the amended motion.

Discussion ensued.

Hospital Commissioner Ready amended his motion that the Joint Boards meet again in January.

County Commissioner Johnson seconded.

**Action:** Motion passed unanimously

**Public Comment:**

Public was present, comments were made.

**Conclude:**

Hospital Commissioner Dressler made a motion to conclude the meeting. Hospital Commissioner Ready seconded the motion.

**Action:** Motion passed unanimously.

Meeting concluded at 3:41pm.

Approved by the Commission:

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

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

**Jefferson County Public Hospital District No.2**  
**Board of Commissioners, Educational Session Minutes**  
**Wednesday, October 5, 2016**  
**Jefferson Healthcare Conf Room**  
**2500 W. Sims Way suite 302**

**Call to Order:**

The meeting was called to order at 3:30pm by Commissioner Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Mike Glenn, CEO, Lisa Holt, CAO, Brandie Manuel, Executive Director Quality, Kate Burke, Marketing Director, Hilary Whittington, CFO, Molly Hong, Chief of Medical Staff, and Alyssa Rodrigues, Administrative Assistant. This meeting is being officially audio recorded by Jefferson Healthcare.

**Patient Story:**

Jackie Mossakowski read aloud a thank you letter from a patient regarding the great care they received in the Emergency Department.

**Approve Agenda:**

Commissioner Marie made a motion to approve the October 5 educational session agenda as presented. Commissioner Kolff seconded the motion.

**Action:** Motion passed unanimously.

**Minutes:**

- September 7 Educational Session Minutes

Commissioner Dressler made a motion to approve the September 7 Regular Session Minutes. Commissioner De Leo seconded the motion.

Commissioner De Leo made an amendment to change the verbiage under public comment to read Mary Bogdan representing the Jefferson County Aquatic Water Coalition instead of Representative Mary Bogdan.

Commissioner Dressler seconded the amendment.

**Action:** Amendment passed unanimously

**Required Approvals:**

- Medical Staff Credentials/Appointments/Reappointments

Commissioner Kolff made a motion to approve medical staff credentials/ appointments/ reappointments as presented. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

**Resolution 2016-21:**

- Resolution 2016-21 Acceptance of Bid for ESSB Shell Space Project

Mike Glenn gave a presentation on ESSB Second Floor Shell Space Build Out Project, bid results, and recommends to accept lowest qualified bid of \$1,294,648.00 and a bid alternate 1 of \$4383.98 from Hoch Construction.

Commissioner Ready made a motion to approve the bid. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously

Commissioner Buhler made an announcement that Flu shots will be given before the start of the November 2 Commissioners Meeting.

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 3:46pm.

Approved by the Commission:

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

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

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**Jefferson County Public Hospital District No.2**  
**Board of Commissioners, Educational Session Minutes**  
**Wednesday, October 19, 2016**  
**Jefferson Healthcare Conference Room**  
**2500 W. Sims Way suite 302**

**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, Brandie Manuel, Executive Director Quality, Kate Burke, Marketing Director, Molly Hong, Chief of Medical Staff, Joe Mattern, Chief Medical Officer, Jennifer Wharton, Executive Director of Medical Group, Steven Feland, CHRO, Jackie Mossakowski, CNO, Jay Rodne, General Counsel, 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 October 19 regular session agenda as presented. Commissioner Kolff seconded the motion.

**Action:** Motion passed unanimously.

**Patient Story:**

Jackie Mossakowski introduced Jeinell Harper, Director of Medical Short Stay who presented a piece of art given to her team by one of their patients. The patient spent numerous hours creating the thoughtful art piece Ms. Harper and Ms. Mossakowski expressed how much it meant to them and their staff.

**Minutes:**

- September 29 Special Session Minutes

Commissioner De Leo made a recommendation to table the September 29 Special Session Minutes until the November 2 meeting due to edits that need to be made.

- October 3 Special Session Minutes

Commissioner Ready made a motion to approve the October 3 special session minutes as amended. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously.

**Required Approvals:**

- Medical Staff Credentials/Appointments/Reappointments
- August & September Warrants and Adjustments
- Resolution 2016-22 Cancel Warrants

Commissioner De Leo made a motion to approve Medical Staff Credentials/ Appointments/ Reappointments as presented, August & September Warrants and Adjustments as presented, and Resolution 2016-22 to Cancel Warrants as presented. Commissioner Dressler seconded the motion.

**Action:** Motion passed unanimously

**Public Comment:**

Emelia De Souza, Secretary and Treasurer of Human Rights Alliance North Sound asked for preliminary support on their Phase 1 of Human Rights Alliance North Sound proposal for consideration and formation of a human rights commission of Jefferson County. Phase 1 is a needs assessment and gathering of endorsements. Human Rights Alliance North Sound's proposal and strategic plan was distributed.

Citizen was present, read aloud prepared document.

**Financial Report:**

Anne Burton, Controller presented the August & September financial report.

**Patient Safety & Quality Report**

Brandie Manuel, Jackie Levin, and Jennifer Wharton gave a presentation on patient safety & quality.

**Administrator's Report:**

Mike Glenn, gave a presentation that included updates on the ESSB, new providers and new services, strategic plans, primary care super clinics, and master site plan.

**Chief Medical Officer Report:**

Joe Mattern, MD gave an update on ACO, recruitment and credentialing, evaluating quality, palliative care, and ongoing collaboration of behavioral health.

**Appoint Independent Auditor:**

Commissioner Buhler asked for Administration's recommendation.

Mr. Glenn recommended the continued use of Dingus, Zarecor, and Associates (DZA) as the Independent Auditor.

Commissioner Dressler made a motion to appoint Dingus, Zarecor, and Associates (DZA) as the Independent Auditor.

Commissioner De Leo seconded the motion.

**Action:** Motion passed unanimously.

**Resolution 2016-23:** Meeting Room Change

Commissioner Dressler made a motion to move the Commissioners meeting to the new Medical Center at Jefferson Healthcare in the Victor J. Dirksen Conference Room.

Commissioner De Leo seconded the motion and asked for discussion.

Commissioner De Leo made a motion to amend the resolution by striking the name of conference room and having the board create a naming committee.

Commissioner Ready seconded the amended motion.

**Action:** Amended motion failed 3 to 2. Commissioner Ready, and Commissioner De Leo in favor. Commissioner Dressler, Buhler, and Kolff opposed.

**Action:** Commissioner Dressler's original motion passed unanimously.

**Resolution 2016-20:**

- Adopt Joint Community Health Improvement Plan Resolution:  
John Nowak, Director of Care Transformation, spoke about the Community Health Improvement Plan  
Commissioner De Leo made a motion to adopt Resolution 2016-20 as amended.  
Commissioner Kolff seconded the motion.

**Action:** Motion passed unanimously

**Board Reports:**

Commissioner Buhler distributed the September 15 Board of Health minutes.

Commissioner Kolff spoke about the conference he attended for WSHA & AWPHD and the ideas that came out of the conferences.

Commissioner Dressler made a motion to have a special session to debrief from the Kimberly McNally presentation and the AWPHD and WSHA workshop.  
Commissioner Kolff seconded the motion.

**Action:** Motion passed unanimously

**Conclude:**

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

**Action:** Motion passed unanimously.

Meeting concluded at 5:45pm.

Approved by the Commission:

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

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



FROM: Barbara York – Medical Staff Services  
RE: 10/25/2016 Medical Executive Committee appointments/reappointments and annual policy review recommendations for Board approval 11/2/2016

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. Fournier, Alethea, ARNP – Psychiatry
2. Eissmann, Edward, MD – Orthopedic Surgery
3. Naumann, Paul, MD – Orthopedic Surgery

**Reappointments:**

Recommended Reappointments to active staff with privileges as requested:

1. Hong, Molly, MD – FM/OB

Recommended Reappointments to courtesy staff with privileges as requested:

1. Ch'en, Ian, MD – Tele Radiology
2. Eschbach, Virginia, MD – Tele-Radiology
3. Hoyt, John, MD – Clinical/Anatomical Pathology
4. Josafat, Alice, MD – Diag. Radiology
5. O'Connor, Rachel, MD – Tele-Radiology
6. Tinker, David, MD – Cardiology
7. Voorsanger, Matthew, MD – IM/Hospitalist
8. Wolgamot, Greg, MD – Clinical/Anatomical Pathology

Recommended reappointments to the **allied health** staff with privileges as requested:

None

**Jefferson County Public Hospital District No. 2**

**RESOLUTION 2016-24  
WITHOUT PROPERTY TAX INCREASE RESOLUTION**

WHEREAS the Board of Commissioners has properly given notice of the public hearing held November 2, 2016, to consider the Hospital District’s current expense budget for the 2017 calendar year, pursuant to RCW 84.55.120; and

WHEREAS the Board of Commissioners, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that Jefferson County Public Hospital District No.2 requires no increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of Jefferson County Public Hospital District No. 2 and in its best interest;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that no increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvements to property, refunds from the previous year, and any increase in the value of state-assessed property is hereby authorized for the 2017 levy of \$420,922.03 which is a percentage increase of 0 percent (\$0.00) from the previous year (see RCW 84.55.092).

ADOPTED and APPROVED by the Board of Commissioners of Public Hospital District No. 2, Jefferson County, Washington, at an open public meeting, the following Commissioners being present and voting in favor of the resolution.

APPROVED THIS 2<sup>nd</sup> day of November, 2016

APPROVED BY THE COMMISSION:

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

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

Attest:

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

Commissioner – Matt Ready: \_\_\_\_\_

Commissioner – Kees Kolff: \_\_\_\_\_

**Jefferson County Public Hospital District No. 2**

**RESOLUTION 2016-25  
ADOPT FISCAL YEAR 2017 BUDGET**

WHEREAS the Board of Commissioners has properly given notice of the public hearing held November 2, 2016, to consider the Hospital District's current expense budget for the 2017 calendar year, pursuant to RCW 84.55.120;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Jefferson County Public Hospital District No. 2, that the Operations and Capital Budget for fiscal year 2017 as presented to the Board, as hereto attached, is hereby approved.

ADOPTED and APPROVED by the Board of Commissioners of Public Hospital District No. 2, Jefferson County, Washington, at an open public meeting, the following Commissioners being present and voting in favor of the resolution.

APPROVED THIS 2<sup>nd</sup> day of November, 2016

APPROVED BY THE COMMISSION:

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

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

Attest:

Commissioner – Tony De Leo: \_\_\_\_\_

Commissioner – Matt Ready: \_\_\_\_\_

Commissioner – Kees Kolff: \_\_\_\_\_