

February, 2018

The regular meeting of the Board of Commissioners of the Whidbey Island Public Hospital District was called to order at 7:03 am by Board President, President Wallin. Present were President Wallin; Commissioner Fey; Commissioner Cammermeyer (Conference Call); Commissioner Blankenship; Commissioner Anderson, Chief Executive Officer, Geri Forbes, Chief Nursing Officer, Lisa Sanford; Chief Human Resource Officer, Cindy Paget; Chief of Staff, Dr. Nicholas Perera; General Counsel, Jake Kempton and several other hospital staff. Excused Absences are Chief Financial Officer, Ron Telles; Chief Quality & Transformation Officer, Linda Gipson.

Points of Order

President Wallin stated the meeting will be audio and video recorded today. President Wallin stated there were no points of order for Consent Agenda.

Consent Agenda

Commissioner Fey made a motion to approve the Consent Agenda and the vouchers as presented, seconded by Commissioner Blankenship. Motion carried. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense and reimbursement claims certified as required by RCW 42.24.090, and have been recorded on a listing which has been made available to the Board. #221412 to #222458 and #3853 to #3860 in the total amount of \$9,665,506.21 with Capital equipment vouchers in the amount of \$133,936.10, motion carries therefore the vouchers are approved for payment in the amount of \$9,799,442.31 on this 12th of February 2018.

General Public Comments

- No Public Comments

Nursing

Lisa Sanford, CNO reports on the following:

- Nursing Dashboard was brought forth again today, it is noted that the name of the dashboard has been changed to Clinical Dashboard.
- Our clinical team has decided to change some of the questions being asked on the survey. An example of this change is how the nurse communication box, which will be replaced by discharge instructions. The push for change is to help

shine light on areas that we are working on, and having patients give direct feedback on how we are progressing.

- The month of December we made strides in all areas, which is reflected on the clinical dashboard. We are pushing towards all categories to be highlighted green.
- Congratulations goes to our in-patient nursing team for achieving three years of outstanding work with zero healthcare acquired infections. This is a remarkable feat, and we are very proud of the work that they are doing. Special thank you to Colleen Klamm who is our infection preventionist as she has worked hard driving this effort.

Medical Staff Report

Dr. Nick Perera, Chief of Staff reported the following:

A survey for contracted services was sent out to all staff members who are contracted with WhidbeyHealth. The responses were very positive from all contracted employees.

Dr. Nicholas Perera presented the Reflex Test List.

Commissioner Fey made a motion, seconded by Commissioner Blankenship to approve Reflex Test List. Motion carried.

New Radiology Form.

Commissioner Fey made a motion, seconded by Commissioner Anderson to approve

Dr. Nicholas Perera presented the following Initial Appointments:

David Lemley, Radiology	Provisional Telemedicine-Radia
Prabhakar Kesava, MD, Neurology	Provisional Telemedicine- Radia
Aws Alawi, MD, Neurology	Provisional Telemedicine-Swedish Medical Center
Lance Keyes, DDS, Oral and Maxillofacial Surgery	Provisional Active

Commissioner Blankenship made a motion, seconded by Commissioner Fey to approve the Initial Appointment as presented. Motion carried.

Dr. Nicholas Perera presented the following Advancements:

Michelle Aube, CRNA, Anesthesiology	Advanced Clinical Practitioner
Chase Simpson, CRNA, Anesthesiology	Advanced Clinical Practitioner

Commissioner Anderson made a motion, seconded by Commissioner Fey to approve the Advancements as presented. Motion carried.

Dr. Nicholas Perera presented the following Reappointments:

Zachary Phelps, MD, Emergency Medicine	Active
Helen Lhamon, MD, Emergency Medicine	Active
Zayan Kanjo, MD Internal Medicine	Active-Membership Only
Dan E. Fisher, MD Internal Medicine	Active

Commissioner Fey made a motion, seconded by Commissioner Blankenship to approve the Reappointments as presented. Motion carried.

Human Resources Update:

Cindy Paget gave a Human Resources update.

Presented before the board is the departure information:

- 11% Moving in general
- 5% voluntary leave
- 5% Termination or Resignation in Lieu of Termination
- 7% Attendance Issues
- 30% Relocation
- 11% Retirement
- Voluntary turnover rate 5% down from 6%

Employment and Recruitment information:

- 733 Active Employees
- 420 Full Time

- Average tenure is 7 years
- 92% Recruitment fill rate
- 76 days to job acceptance
- Leave of Absence is increasing, as more and more employees are taking time off to care for others. As a whole we are in red for this category.
- Days without injury is 1

In the future we are going to try reporting on how many injuries we have had per quarter in lieu of reporting days without injury.

Staff and Status Reports from Administration

Administrative Update

Geri Forbes, CEO reports with the following:

- Two being better than one holds true for our first birth of the year. Liam and Lillian Griffith joined the world January 3rd, marking the first birth at WhidbeyHealth for 2018.
- North End Women's Care in Oak Harbor, has had a very successful start. In December we had 100 visits, and January increased to 115 visits at the new clinic.
- Nursing team kudos, and the whole care team, for the outstanding accomplishment of three years with zero healthcare acquired infections. This is no small task and we extremely proud of our staff.
- Not too late to get a flu shot as we are amidst the worst flu season we have ever seen. If anyone has changed their mind we are still offering the vaccine.
- HIPAA training is being provided to better educate our staff. We have a new vendor to provide annual HIPAA training that will be pushed out this year.
- Employee Recognition date has been set for March 14th from 2:00-3:30pm. We will be recognizing all employees who have dedicated 5, 10,15, 20, 25, 30, 35, and 40 years to Whidbey Island Public Hospital District.
- Foundation Fundraising Event, Carnivale, is set for tomorrow night, and we are proud to announce that it is a sold out event . We will follow up regarding this event next month.
- Remembrances of the Heart takes place Saturday February 17 at 2pm at the

Coupeville Methodist Church. This event is a memorial celebration for those who have lost someone they hold close to their hearts.

Finance:

Geri Forbes, CEO, on behalf of, Ron Telles, CFO, discussed and presented the following financials for December 2017:

It is being noted that these number are not final.

December was a low month

- Clinic visits dropped this month; it was off trend with the past years.
- ED visits picked up this month.
- Patient days and admits were down in December
- Volume and expenses were both low this month. Low expenses can be partially attributed to our flex staffing.

Executive Session

President Wallin notes that the Board will pass on Executive Session for today's meeting.

Agenda Items For Next Board Meeting

President Wallin noted for the next Board meeting:

- 1) Next Board meeting will be held Monday, March 12th at 7:00 am.

Adjournment

There being no further business, Commissioner Wallin called for a motion to adjourn, seconded by Commissioner Blankenship to adjourn the meeting at 7:43 am. Motion carried.

President of the Commission

Secretary of the Commission

Commissioner

Commissioner

Commissioner