

May 14, 2018

The regular meeting of the Board of Commissioners of the Whidbey Island Public Hospital District was called to order at 7:02 am by Board President, President Wallin. Present were President Wallin; Commissioner Fey; Commissioner Cammermeyer; Commissioner Blankenship; Commissioner Anderson, Chief Executive Officer, Geri Forbes, Chief Human Resource Officer, Cindy Paget; Chief Financial Officer, Ron Telles; Chief Nursing Officer, Lisa Sanford; Chief of Staff, Dr. Nicholas Perera; General Counsel, Jake Kempton and several other hospital staff. Excused absence, 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. #224407 to #225559 and #3876 to #3878 in the total amount of \$9,413,859.76 with Capital equipment vouchers in the amount of \$2,340,926.22 motion carries therefore the vouchers are approved for payment in the amount of \$11,754,785.98 on this 14th of May 2018.

General Public Comments

- No Public Comments

Nursing Update

Lisa Sanford reported on the quarterly nursing dashboard. We are pleased that our numbers are primarily in the “green” this quarter. Our OB and patient satisfaction

numbers are two areas that we are extremely proud of this quarter. Patient experience, in particular, is a very hard number to move, and seeing this growth, speaks to our efforts in this area. Our OB staff had outstanding numbers this quarter; we are extremely proud of all departments' progress, and wanted to thank the teams as a whole for their work.

Our SANE program (Sexual Assault Nursing Exams) is now up and running, after 6 staff members have had training to bring this program back to WhidbeyHealth. We have worked very close with CADA and our local law enforcement to get this program back and we feel that we have a much more sustainable program for the Island.

Our CMS survey has concluded and we believe that this was a positive survey. We did find areas in which we can improve, including documentation, care planning, and life safety.

HR Update

Cindy presents the first quarter dashboard for Human Resources. The presentation compares the 2017 numbers to 2018. Our goal is to still hit 95% recruitment rate, but we are happy to report that we are at 92%.

Annual turnover rates are down from 25% to 22%, however we are expecting this number to follow previous year trends and spike in the second quarter.

Injuries and LOA numbers are discussed, including a Top 10 formula that HR is using to determine the Top 10 departments which have the highest LOA claims. To combat this we have begun workshops with these departments which provides training on how to lower these numbers.

Time interval for job acceptance is reviewed. These numbers are about 78 days for non-provider positions. Provider acceptance takes much longer between onboarding here and having the provider give notice to their current practice; this can take 3-5 months.

Termination data for 2017 and 2018 presented.

Military reasons are about one third of our total termination numbers.

12% of the data in 2018 is not available to work, which speaks to our teams looking to become more efficient. Military leave is still leading the pack with 22% of the reasons for leave. Retirement is another high percentage with 11%, this speaks to us hiring experience staff. Providing no reason for leaving comes in at around 28%. Moving forward the Board has requested that we compare our dashboard with national averages as a reference point.

Medical Staff Report

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

Two full time hospitalist we are currently credentialing to join the WhidbeyHealth team, Dr. Emily Wolek, DO, and Dr. Gabriella Skuta, MD.

Dr. Perera presented an updated Hospitalist Privileges Request Form for approval.

Commissioner Blankenship made a motion, seconded by Commissioner Fey to approve proposed Hospitalist Privileges Request Form. Motion carried.

Dr. Nicholas Perera presented the following Initial Appointments:

Emily Wolek, DO, Family Medicine/Hospitalist	Provisional Active
Gabriella Skuta, MD, Internal Medicine/Hospitalist	Provisional Courtesy

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

Dr. Nicholas Perera presented the following Advancements:

Daniel Smooths, MD, Radiology	Consulting to Telemedicine
Alfonso Urdaneta-Moncada, MD, Radiology	Telemedicine
Nirav Shah, MD, Neurology	Consulting to Telemedicine

Jenys Allende, MD, Psychiatry

Consulting to

Telemedicine

Elton Smith, MD, Psychiatry

Consulting to

Telemedicine

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

Dr. Nicholas Perera presented the following Reappointments:

Bart Keogh, MD, Radiology	Courtesy to Telemedicine
Pedro Vieco, MD, Radiology	Courtesy to Telemedicine
Lloyd Stambaugh, MD, Radiology	Courtesy to Telemedicine
Carter Yeatman, MD, Radiology	Courtesy to Telemedicine
David Westman, MD, Radiology	Courtesy to telemedicine
Juan Millan, MD, Radiology	Courtesy to Telemedicine
Germaine Johnson, MD, Radiology	Courtesy to Telemedicine
Marc Koenig, MD, Radiology	Courtesy to Telemedicine
Martin Heisen, MD, Cardiology	Courtesy
Aaron Stayman, MD, Neurology	Telemedicine
William Berg, MD, Neurology	Telemedicine
Jakdej Nikomborirak, MD, Sleep Medicine	Courtesy
Mark Duncan, MD, Family Medicine	Active
Tony Bartley, MD, Family Medicine	Active (One year appointment)
James Giem, MD, Obstetrics and Gynecology	Active
Michael Robinson, CRNA, Anesthesia	Advanced Clinical Practitioner

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

Dr. Nicholas Perera presented the following Additional Privileges:

Kimberly Brockenbrough, MD, Radiology	Telemedicine - Coronary CT Angiography
Madison McCulloch, MD, Radiology	Telemedicine - Coronary CT Angiography

Commissioner Fey made a motion, seconded by Commissioner Cammermeyer to approve the Additional Privileges as presented. Motion carried.

Staff and Status Reports from Administration

Administrative Update

Geri Forbes, CEO reports with the following:

Geri and Commissioner Blankenship had the opportunity to represent WhidbeyHealth at the Annual American Hospital Association meeting in Washington DC, last week. It was a wonderful experience to view our hospital and the work that we do, against

many others in the nation. It was very eye opening to see how the multitude of changes are affecting hospitals across the board, while strategizing ways to effectively transition and change as needed.

Dr. Hawkins will be leaving us this summer to care for his aging parents. Radia our contracted service has hired a Radiologist that will be joining us next month, allowing cross over time with Dr. Hawkins. Dr. Felix Nautsch was interviewed by our staff, and we feel as though he will be a strong addition to our team.

Construction is moving along on the Pharmacy, Health Education Center and Peri-op, we have been working with our Nursing staff to accommodate our patients during this time.

The WhidbeyHealth Foundation honored our Volunteers with a lovely luncheon last month. It was a beautiful event coordinated by Heather Zustiak, where volunteers were awarded with pins recognizing hours volunteered.

National Healthcare Week was a large success last week. Our employee recognition council planned a weeklong series of events ensuring that all employees had the opportunity to enjoy a meal in the café, and be placed in drawings for WhidbeyHealth gear.

Our Diabetes Educator Line Goulet, RN, CDE took home the Educator of the Year award at the 2018 Washington Association of Diabetes Educators (WADE). This is an outstanding accomplishment and we are very proud of Line and the work she does here at WhidbeyHealth.

The International Association of Healthcare Professionals has welcomed our very own Martha Krotz, to their prestigious organization, which will be acknowledged in the upcoming “Worldwide Leaders in Healthcare” publication. Martha has been a practicing respiratory therapist for over 43 years on Whidbey Island. We are grateful to have such wonderful staff supporting our hospital.

On a quarterly basis we will be sharing all of the wonderful events our EMS staff participates in. Last month alone our staff participated in six events in the community including the South Whidbey Hearts and Hammers Annual Work Day and the Coupeville Elementary School Ride to school event. Our goal is to share all of

these events with the Board and community to fully appreciate all that our EMS department does for Whidbey Island.

Finance:

Ron Telles, CFO, discussed and presented the following financials for March 2018:

1. Clinic volumes are flat. March is typically a low month but this was a historically low.
2. Our clinics are fully staffed now, which we expect to see a spike in the next few months.
3. ER was low again this month. This was on trend with previous years.
4. Patient days were steady and on trend with previous years.
5. Expenses are up this month, with Pharmacy still driving costs, which is expected to continue for the remainder of the year.
6. Days cash on hand and cash goals reviewed

Board Items:

Lisa Sanford presents on behalf of Linda Gipson the following items:

- Lisa Sanford presents Board of Commissioners Quality Improvement Committee Charter for approval.
Commissioner Cammermeyer and Commissioner Fey would like some changes to the Charter, before the Board approves. They would ask that the changes are made and the charter is brought back to our June Board Meeting.
- Lisa Sanford presents Quality and Patient Safety Performance Improvement Plan for approval.
Commissioner Cammermeyer made a motion, seconded by Commissioner Blankenship to approve Quality and Patient Safety Performance Improvement Plan. Motion carried.
- Lisa Sanford presents Emergency Medical Treatment and Labor Act (EMTALA) Policy for approval.
Commissioner Fey made a motion, seconded by Commissioner Cammermeyer to approve Emergency Medical Treatment and Labor Act (EMTALA) Policy. Motion carried.

- Ron Telles presents Credit Cards for Allowable Expenses Policy for approval.
Commissioner Cammermeyer made a motion, seconded by Commissioner Anderson to approve Credit Cards for Allowable Expenses Policy. Motion carried.
- President Wallin notes that the Board will proceed into Executive Session, for one hour Agenda is as follows:
 - a) Discuss current or potential litigation. RCW 42.30.110 (1)(i)
 - b) Review performance of a public employee. RCW 42.30.110 (1)(g)

Board members adjourned into Executive Session at 8:05 am.
8:51 am President Wallin announced that the Board will need additional time.
9:47 am President Wallin announced that the Board will need additional time.
Board reconvened at 10:03 am.

Commissioner Blankenship made a motion that President Wallin is authorized to continue the consultation with outside General Counsel regarding review and performance of a public employee and to finalize agreed contract modifications for this employee. Additionally, President Wallin to execute the contract once the provisions are made, motion seconded by Commissioner Cammermeyer. Motion carried.

Agenda Items For Next Board Meeting

President Wallin noted for the next Board meeting:

- 1) Next Board meeting will be held Monday, June 11th 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 10:15 am. Motion carried.

President of the Commission

Secretary of the Commission

Commissioner

Commissioner

Commissioner