

September 16, 2019

The regular meeting of the Board of Commissioners of the Whidbey Island Public Hospital District was called to order at 8:00 am by Board President, Commissioner Ron Wallin. Present were President Wallin; Commissioner Fey; Commissioner Anderson; Commissioner Blankenship; Commissioner Cammermeyer; Chief Executive Officer/Chief Financial Officer, Ron Telles; Chief Operations Office, Colleen Clark; Nursing Consultant, Cindy Noonan; Chief of Staff, Dr. Douglas Langrock; General Counsel, Jake Kempton; and several other hospital staff.

*Excused Absence: Quality & Transformation Officer, Linda Gipson.*

#### **Points of Order**

President Wallin stated the meeting will be audio and video recorded today.

#### **Consent Agenda**

Commissioner Fey made a motion to approve the Consent Agenda and the vouchers as presented, seconded by Commissioner Cammermeyer. 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. #240703-241621 and #10477-10550 total amount of \$8,586,945.10 with Capital equipment vouchers in the amount of \$930,468.01 motion carries therefore the vouchers are approved for payment in the amount of \$9,517,413.11 16<sup>th</sup> of September 2019.

#### **General Public Comments:**

None.

### **2018 Financial Audit Presentation:**

Kevin Smith, CPA of Eide Bailley gave a presentation with an overview of the scope of the audit that was completed including an explanation of required communications, financial results and comparisons to hospitals of similar size as well as critical access hospitals. A review of available cash, total assets, days cash on hand, days in accounts receivable, long-term debt to equity, an income statement, operating margin, total margin, and return on equity was given for 2017 and 2018 in contrast with comparable facilities. While Mr. Smith stated there is still some review to be completed; the final report is expected to be completed within the next week.

### **Final Capital Project Update:**

Marc Estvold, Project Manager gave a presentation on the wrapping up of the capital project including a review of the phases of the project. Phase 1, the north east parking lot, was completed in fall 2016. Phase 2, the new patient wing, was completed in summer 2017. Phase three, renovation, was completed in fall 2018.

Mr. Estvold gave a summary of the project budget reconciliation which included the grant received from Puget Sound Energy for the efforts made to make the renovation more energy efficient. Mr. Estvold confirmed that all required permits have been acquired, final payments have been made, release of retainage has been completed per state guidelines and there are no outstanding items.

Commissioner Wallin commended Mr. Estvold and the team for completing the project within the guidelines of the budget.

### **Medical Staff Report**

Dr. Doug Langrock presented the following initial appointments:

Elizabeth Kerr, MD, Obstetrics & Gynecology, Provisional

Mark Lisowski, MD, Emergency Medicine, Provisional

Andrew Yang, MD, Oncology, Provisional

Richard Demmler, MD, Family Practice, Provisional

Julia Marsh, ARNP, Family Practice, Provisional

Mahesh Atluri, DO, Radiology, Provisional

A motion was made by Commissioner Cammermeyer, seconded by Commissioner Anderson to approve the initial appointments as presented. Motion carried.

Dr. Doug Langrock presented the following advancements:

Niba Nchotu, MD, Hospitalist, Provisional to Active

Stephen Wagoner, MD, OB/GYN, Navy, Provisional to Active

Matthew Stein, MD, Radiology, Provisional to Active

Alison Katus, ARNP, Family Practice, Provisional to Active

Motion was made by Commissioner Cammermeyer, seconded by Commissioner Fey to approve the advancement credential requests as presented. Motion carried.

Dr. Doug Langrock presented the following reappointments:

Harold Prow, MD, Radiology, Telemedicine

Kristopher Spinning, MD, Radiology, Telemedicine

Jennifer McEvoy, MD, Radiology, Telemedicine

David Marlow, MD, Radiology, Telemedicine

Scott Vanderheiden, MD, Radiology, Telemedicine

Bonnie Witrak, MD, Radiology, Telemedicine

Feng Wang, MD, Cardiology, Courtesy

Henry Yee, MD, Orthopedics, Active

Craig Kleiv, CRNA, Anesthesia, Courtesy

Alice Josafat, MD, Radiology, Telemedicine

Milton Van Hise, MD, Radiology, Telemedicine

Hillary Shaw, MD, Radiology, Telemedicine

Christopher Krol, MD, Radiology, Telemedicine

Alicia Darr, ARNP, CNMW, Active

Michele Gasper, MD, Pediatrics, Active

Dawn Hastreiter, MD, Radiology, Telemedicine

Jennifer Gruenwald, ARNP, Active

David Lemme, MD, Family Practice, Active

Friedrich Loura, MD, Gastroenterology, Courtesy

A motion was made by Commissioner Fey, seconded by Commissioner Cammermeyer to approve the reappointments as presented. Motion carried.

Dr. Doug Langrock presented the following requests for membership, no privileges:

Yvette Fletcher, ARNP, Family Practice, Jail Provider

A motion was made by Commissioner Cammermeyer, seconded by Commissioner Fey to approve the requests for membership, no privileges as presented. Motion carried.

Dr. Doug Langrock presented the following privilege update:

Douglas Langrock, MD, Family Practice, Active

A motion was made by Commissioner Cammermeyer, seconded by Commissioner Anderson to approve the requested privilege update. Motion carried.

Commissioner Blankenship requested ratings be included in future credentialing reports.

Dr. Doug Langrock presented article 14 for review. Language was updated to ensure EMTALA compliance. A motion to approve the updated article was made by Commissioner Blankenship, seconded by Commissioner Cammermeyer. Motion carried.

Dr. Doug Langrock presented a transfer signature page and transfer consent provider certification for approval, explaining when a patient leaves this facility, the transfer addendum signature page will need to be completed; the transfer consent provider certification ensures there is another provider accepting responsibility of the patient. A motion was made to approve these documents by Commissioner Anderson, second by Commissioner Blankenship. Motion carried.

Dr. Doug Langrock presented an update to the triage system. It was noted there was room for improvement in the current process. The triage nurse will be located in the patient round area and will do an initial assessment of the patient to determine the appropriate department for each patient. Mr. Kempton stated formalistic editing would need to be completed to provide clarification on this process as a policy versus a procedure.

A motion was made by Commissioner Blankenship to approve this policy, subject to the clarification being made per Mr. Kempton's suggestion, seconded by Commissioner Anderson. Motion carried.

Dr. Langrock committed to taking the policy back to MEC for final editing.

### **Quality Update**

Cindy Noonan shared the work Infection Preventionist, Colleen Klamm has been doing. Ms. Klamm presented to Patient Family Advisory Council regarding problems with superbugs and she will be posting information from the CDC regarding community education in waiting areas.

Ms. Noonan noted the new helicopter parked in front of WhidbeyHealth Medical Center and announced we are pleased to be working with the Life Flight network. Life Flight's office is right across the street. This partnership will enable WhidbeyHealth patients to be transferred very quickly when it is necessary. Whidbey Health is providing the space as a courtesy to our patients; the hospital does not benefit financially from the partnership.

Ms. Noonan announced today is the official launch day for the swing bed program. WhidbeyHealth can now accept patients from other hospitals to get rehabilitated for extended skilled nursing care. The Swing Bed Team was thanked for their work in seeing this project come to fruition.

Ms. Noonan gave a reminder regarding flu season which typically starts in the fall and peaks in December through February. Attendees were reminded to get flu vaccines.

### **Operations Reports:**

Colleen Clark gave an overview of clinic recruitment status overview. There are several upcoming site visits this fall. An offer will be extended to a provider that interviewed last week with several CV's under review by HR at this time. Providers and managers who have taken time to meet with candidates were thanked as well as board members who have offered to take candidates out to lunch during their site visits.

Ms. Clark gave an update on the Urgent Care Project. Heidi Saunders is the project manager for this endeavor. Ms. Clark anticipates having a completed charter for the board to review at the October meeting. The target time frame is to open during the first quarter of 2020 with a target date of February 1<sup>st</sup>.

### **Finance Update**

Jennifer Reed, Controller gave an update on finances as of July 2019 including patient days, discharges, adjusted patient days, surgeries, ER Visits, and operating expenses. Gross charges are under budget along with patient revenue. Total operating expenses are also under budget due to compensation. Non-cash expenses bring the total bottom line to a loss of \$472k mostly due to depreciation. A significant adjustment is expected in August to reflect an anticipated insurance payment. This is forecasted to bring the net total into alignment with the budget.

Ms. Reed stated she is working on an interim cost report and expects completion prior to the end of 2019. Collectible revenues are expected to go up and reduced charges in DI, Lab and Therapy are expected to bring up reimbursement. It was noted that the charges won't change, but the amount of money collected on Medicare charges is expected to increase.

Ms. Reed also reviewed the projection for the end of 2019 with a prediction of 35 days cash on hand. Commissioner Blankenship requested modification going forward to show actual cash flow versus projected cash flow on future projections reports.

Mr. Telles reported there is now an extended contract with Kaiser. After significant negotiations, we were able to come to terms for a long term agreement.

### **Administrator's Report**

Ron Telles reported a Town Hall meeting is scheduled to be held on Wednesday evening at the Langley United Methodist Church. Commissioners Wallin and Cammermeyer will be in attendance.

Mr. Telles also reported on the quarterly Telles Talks being held in August, September and October. Telles Talks are open to all employees and include a review of financials, quality, and provider recruitment. Approximately 80 employees attended over the sessions held thus far. Going forward, a monthly newsletter will be

distributed to all staff including all of these topics as well as updates from Facilities, with a goal of improving communication with employees. Improved communication will be a critical part of the culture change.

Mr. Telles reported he has been meeting with 6 employees at random weekly for an informal chat about their thoughts on how to make WhidbeyHealth a better place for our patients and staff.

Mr. Telles shared information on the "I'm on Board" program developed by the Employee Recognition Team. Employees who are "On Board" are committed to taking an active role in shaping a more positive environment at WhidbeyHealth.

Mr. Telles attended the Oak Harbor School District back to school event with Commissioner Wallin, Patricia Duff and Dr. Doug Langrock representing WhidbeyHealth. There were approximately 800 attendees with many community members stopping by the WhidbeyHealth booth. The event was a great success.

Tim Waldner was thanked for the \$270,000 rebate received from PSE for lighting. Mr. Waldner plans to have an audit completed with PSE and anticipates receiving 25-50% of the lighting. There are plans to change lighting in all of the clinics as well as older areas of the building to energy efficient options. Mr. Waldner is hopeful that these updates will be partially funded through a grant.

#### **Update to Resolution 397**

Ms. Reed gave an update on controls over distribution. After speaking with auditors at Eide Bailley, Ms. Reed was assured that controls are good around distributions.

#### **Board Items**

President Wallin states the board will now be excused into Executive Session at 9:25am, under RCW 42.30.110 (1)(i), no voting will take place.

Executive Session ends at 11:14am.

#### **Agenda Items for Next Board Meeting**

President Wallin noted for the next Board meeting:

Next Board meeting will be held Monday, October 14<sup>th</sup> at 8:00 am.

**Adjournment**

There being no further business, President Wallin called for a motion to adjourn, seconded by Commissioner Fey to adjourn the meeting at 11:14am. Motion carried.

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President of the Commission

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Secretary of the Commission

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Commissioner

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Commissioner

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Commissioner