

October 24<sup>th</sup>, 2024

The regular meeting of the Board of Commissioners of the Whidbey Island Public Hospital District was called to order at 11:03 am by Board Secretary, Commissioner Wallin. Present were Commissioner, Ron Wallin; Commissioner, Greg Richardson; Commissioner, Marion Jouas; Commissioner, Kate Rose; Chief Financial Officer, Paul Rogers; Chief Executive Officer, Nathan Staggs; Executive Director of Quality and Transformation, Shanna Harney-Bates; Medical Chief of Staff, Dr. David Lemme; Chief of Staff Elect, Dr. Robert Rookstool; Administrative Chief of Staff, John Gleason. Carolyn St. Charles from HealthTech was also in attendance.

**Consent Agenda**

Commissioner Richardson motions to approve the September 26, 2024 board meeting minutes. Commissioner Jouas seconds the motion. August board meeting minutes are approved.

**Call to Order/Points of Order**

No points of order were made.

**Public Comments**

No public comments were made.

**Employee Engagement Survey Results**

Human Resources Business Partner Melanie Farnworth presents the results from the May 2024 Employee Engagement Survey. About 704 surveys were sent out.

Participation in the survey was at 74% last year and reached 60% this year. We will do a targeted pulse survey in 2025 with the full employee survey returning in 2026.

Additionally, there are three phases to the action plan; Rollout of results, action planning, and measuring progress.

## Credentialing and Privileging Information

Carolyn St. Charles - HealthTech

Carolyn St. Charles provides the board with education around Credentialing and Privileging. This includes definitions, responsibilities, and reasons to deny credentials. It also outlines the board's role in the credentialing process.

## Medical Staff Report

Chief of Credentials, Dr. David Lemme

Dr. Lemme presents the credentials report to the board.

## **INITIAL APPOINTMENTS**

- Catherine A. Borja, MD - OB/GYN - Per Diem - Provisional Active
- Ryan W. Davis, MD - Radiology (Remote) - Provisional Courtesy
- Jennifer P. Huckabee, MD - Tele-Radiology - Provisional TeleMedicine
- Rebecca Mackintosh, ARNP - Wound Care - Provisional Active
- Mary E. Paul, PMHNP - Tele-Psych - Provisional TeleMedicine
- Grant C. Schmidt, DO - Walk-In Clinic Coupeville - Provisional Active
- Darlyn R. Williams, PMHNP - Behavioral Health Freeland - Provisional Active
- Judith Wolfstein, MD - Tele-Radiology - Provisional TeleMedicine

Dr. Lemme clarifies the difference between teleradiology privileges and remote privileges. Commissioner Richardson motions to approve the Initial Appointments.

Commissioner Jouas seconds the motion. Motion is approved.

## **REAPPOINTMENTS**

- Jeffrey D. Carroll PA-C - Walk-In Clinic Goldie - Active Staff
- Amy Y. Garrett MD - Pediatrics - Active Staff
- Valerie C. McWhorter MD - Pathology - Courtesy Staff

Commissioner Richardson motions to approve the Reappointments. Commissioner Rose seconds the motion. Motion is approved.

**Privilege Request Form - Certified Nurse Midwife** - This is an updated privilege request which clarifies wording.

**Privilege Request Form - Hospice Nurse Practitioner** - This is a new request as we have not previously had a nurse practitioner in the Hospice program.

Commissioner Richardson motions to approve these policy changes. Commissioner Jouas seconds the motion. Motion is approved.

**Medical Staff Bylaws - Article 2.6: Process Applications** - We have updated the bylaw to specifically designate that the applications are done doing primary source verification.

Commissioner Richardson motions to approve the change to Medical Staff Bylaw 2.6. Commissioner Rose seconds the motion. Motion is approved.

**Medical Staff Bylaws - Article 10: Committees** - The bylaws have been taken out of the credentialing bylaw committee and put under the purview of the Medical Executive Committee. Additionally, the name of the credentialing committee has been changed to The Credentials and Privileging Committee.

Commissioner Rose motions to approve the change to Medical Staff Bylaw 10. Commissioner Jouas seconds the motion. Motion is approved.

**Medical Staff Policy 7 - Continuity of Care During Hospitalization** - This change clarifies the wording of the policy to state that the provider is responsible for care.

Commissioner Jouas motions to approve the change to Medical Staff Policy 7. Commissioner Rose seconds the motion. Motion is approved.

**Medical Staff Policy 8 - Changes to Core Privilege sets** - This is a wording change to clarify how core privileges are processed.

Commissioner Richardson motions to approve the change to Medical Staff Policy 8.

Commissioner Rose seconds the motion. Motion is approved.

**Medical Staff Policy 10 - Emergency Room Coverage** - This would change the wording from emergency room coverage follow up to emergency department coverage follow up. This policy change also adds the word illness to an acute injury.

Commissioner Rose motions to approve the change to Medical Staff Policy 10.

Commissioner Richardson seconds the motion. Motion is approved.

### **HealthTech Update**

Carolyn St. Charles, HealthTech

The HealthTech CEO meeting will take place November 10-13. The HealthTech leadership conference will take place in Louisville Kentucky September 7-10, 2026. One HealthTech employee is doing webinars in the coming months focused on leadership.

### **Quality and Compliance Report**

Executive Director of Quality and Transformations, Shanna Harney-Bates

Shanna Harney-Bates updates the board on highlights from the past month. Employee vaccine clinics Oct 14 and 15 were successful. RHC survey of primary care and walk-in clinics was successful. Immuware employee health information tracking system is now live. Annual skills day will take place in the first week of November.

### **Financial Report**

Chief Financial Officer, Paul Rogers

The net surplus for September was \$132k. Operating revenue and operating expenses exceeded the budget. Total days cash on hand is at 14.2. The Expanse migration has impacted our billing and collections. We have received approval for a \$10 million line of credit although we do not intend to use this credit unless needed. The cashflow forecast shows 14 days cash on hand at the end of the year, taking into account our

bond payments. We will be working with new software to build all of the elements of the budget. We have identified \$4.5 million in capital assets that we would like to purchase next year. We will be funding about \$3.9 million for an HVAC system for our OR. \$2.5 million will come from grant funds, leaving us responsible for \$1.3 million.

The budget meeting to present the 2025 budget has to be held on or before November 15<sup>th</sup>. The board will hold the 2025 budget meeting on Thursday, November 14<sup>th</sup> at 1:00 pm in the Administration Conference Room. The board meeting will remain on November 21<sup>st</sup>.

We are expecting to see an increase in net AR days due to the Expanse migration. We did not see any bills processed for 4 days, typically this process could take 2-3 weeks.

### **IT and Facilities Report**

Chief Executive Officer, Nathan Staggs

The Expanse migration has gone well, we are experiencing difficulties getting Athena information into the new system.

Flooring in the lobby will start next month. PET CT will also start next month. ER renovations will start in late January or early February. The hospice department has moved to the new building.

### **Operations and Outpatient Services Report**

Chief Executive Officer, Nathan Staggs

We had five providers in orientation this past Monday. We have additional providers and nurse practitioners in the coming months. We have recruited 43 new providers in the last 2 years. We hired a new manager for the Behavioral Health program. The foundation raised \$93k for new rehab equipment.

**Nursing Report**

Chief Executive Officer, Nathan Staggs

No nursing updates at this time.

**Human Resources Report**

Chief Executive Officer, Nathan Staggs

No major updates at this time.

**Administration Report**

Chief Executive Officer, Nathan Staggs

Patients are expressing frustration with the phone system and we are working to address those issues by upgrading the phone system.

**General Board Items**

The December board meeting currently falls before the Medical Executive Committee which is scheduled for December 20<sup>th</sup>. The board could either move their board meeting to the afternoon of December 20<sup>th</sup> or schedule an additional board meeting in early January. The board will move their December board meeting from Thursday, December 19 to Friday, December 20<sup>th</sup> at 1:00 pm.

**Executive Session**

No Executive Session was taken.

**Commissioner's Comments**

Commissioner Jouas applauds the rural health clinics on their recent positive review and inspection.

Commissioners discuss the phone system as well as patient frustrations with phone systems and wait times at clinics. We should advertise that we are working on these issues through equipment upgrades and hiring additional providers.

Commissioner Richardson would like to ensure that our EMS staff are aware of our orthopedic capabilities so that we do not send patients to other facilities.

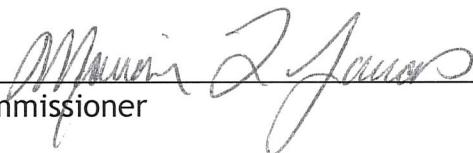
**Adjournment**


Commissioner Richardson motions to adjourn the board meeting. Commissioner Rose seconds the motion. Commissioner Wallin adjourns the board meeting at 1:11pm.


Minutes taken by John Gleason.

  
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