

January 23, 2025

The regular meeting of the Board of Commissioners of the Whidbey Island Public Hospital District was called to order at 11:10 am by Board President, Commissioner Golder. Present were Commissioner, James Golder; Commissioner, Ron Wallin; Commissioner, Marion Jouas; Commissioner, Greg Richardson; Chief Financial Officer, Paul Rogers; Chief Executive Officer, Nathan Staggs; Executive Director of Quality and Transformation, Shanna Harney-Bates; Executive Director of Nursing, Curtis Shumate; Medical Chief of Staff, Dr. Robert Rookstool; Administrative Chief of Staff, John Gleason; Marketing Manager, Conor O'Brien. Dominic Symes from HealthTech was also in attendance.

### Consent Agenda

Commissioner Wallin motions to approve the consent agenda, which consists of the December 20, 2024, board meeting minutes. Commissioner Richardson seconds the motion. The Consent Agenda is approved.

### Call to Order/Points of Order

Resolution #477 - Approval of payment contract with LEAF Capital Funding - The Executive Leadership Team is asking for the board to move forward on approving a three-year contract with CrowdStrike. The contract totals \$398,000 for a three-year period.

There is a general board item to approve a three-year contract with CrowdStrike. This item has been moved up in the agenda. Commissioner Richardson motions to approve the CrowdStrike contract. Commissioner Wallin seconds the motion. Motion is approved.

Commissioner Richardson motions to approve Resolution #477. Commissioner Wallin seconds the motion. Motion is approved.

## Public Comments

No public comments were made.

## 2023 Year end Audit

Kevin Smith, Eide Bailley

Kevin Smith from Eide Bailley presents the audit results from 2023 including a review of the audit process and the results. The net effect of adjustments to the net position was \$151k. Kevin remarks that WhidbeyHealth has a good standard of checks and balances in place when it comes to invoices and payment approvals.

## Medical Staff Report

Chief of Credentials, Dr. Robert Rookstool

Dr. Rookstool presents the credentials report to the board.

## **INITIAL APPOINTMENTS**

- David S. Attaway MD, Sound Phys. Emergency Medicine Locum, Provisional Courtesy
- Kashif A. Janjua MD, Tele Hospitalist, Provisional Tele Medicine
- Rachel M Nelson MD, Tele Radiology, Provisional Tele Medicine
- Brook H. Ott ARNP, MSN, Palliative Care, Provisional Active
- Roxanna A. McDonald FNP, Primary Care - Cabot, Provisional Active

Commissioner Richardson motions to approve the Initial Appointments. Commissioner Jouas seconds the motion. Motion is approved.

## **ADVANCEMENTS**

- Sean T Dwijendra MD, Diagnostic Imaging, Active Staff
- Melissa J. Gowans MD, Pediatrics, Active Staff
- Michael T. Kelly MD, Pathology, Active Staff
- Seth V. Kingree MD, Sound Physicians Hospitalist - Locum, Courtesy
- Ashley M. Lee MD, Diagnostic Imaging, Skagit Radiology Remote, Courtesy
- Kourtnee M. Lindgren MD, OB/GYN, Active Staff
- Samantha L. Steele PA-C, Walk-In Goldie, Active Staff
- Bonnie B. Tulk DO, General Surgery, Active Staff

Commissioner Richardson motions approve the advancements. Commissioner Jouas seconds the motion. Motion is approved.

## REAPPOINTMENTS

- Laurence D. Cambron MD, Diagnostic Imaging, Skagit Radiology-Remote, Courtesy
- Shawn L. Call MD, Diagnostic Imaging, Skagit Radiology -Active Staff
- Michael M. Chen MD, Tele Stroke, Tele Medicine
- Alecia Cunniff PA-C, Orthopedic PA-C, Active Staff
- Shana D. Fogarty MD, Hospice Medical Director / Hospitalist, Active Staff
- Kristin R. Grant MD, Diagnostic Imaging, Skagit Radiology -Active Staff
- Timothy A. Graves MD, General Surgery, Active Staff
- Cathleen Handke PMHNP, Tele Psychiatry (ED), Tele Medicine
- Scott D. Harrison MD, Diagnostic Imaging, Skagit Radiology-Remote, Courtesy
- John W. Hoyt MD, Pathology, Active Staff
- Meghana Kinariwala MD, Tele Stroke, Tele Medicine
- Jesse J. Kincaid MD, Diagnostic Imaging, Skagit Radiology-Remote, Courtesy
- George A. Lopez MD, Tele Stroke, Tele Medicine
- William Lou MD, Tele Stroke, Tele Medicine
- Amin H. Rabiei MD, Tele Stroke, Tele Medicine
- Sheila D. Smith MD, Tele Stroke, Tele Medicine
- Carson D. Van Sanford MD, Tele Stroke, Tele Medicine
- Gregory M. Wolgamot MD, Pathology, Active Staff

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

**Policy #13: Protected Health Information** - The hospital policy to the archive this policy. This motion would move the policy from the active list to the archives.

Commissioner Richardson motions to archive Policy 13. Commissioner Wallin seconds the motion. Policy 13 is approved.

**Policy #26: Protected Health Information** - The hospital policy to the archive this policy. This motion would move the policy from the active list to the archives.

Commissioner Richardson motions to archive Policy 26. Commissioner Wallin seconds the motion. Policy 13 is approved.

## **HealthTech Update**

Dominic Symes, HealthTech

HealthTech is putting together a reconciliation of the 2024 Healthcare costs.

HealthTech is also compiling achievements for the prior year. The annual conference room registrations have now opened. The conference is September 7-11 in Louisville, Kentucky. Dominic will be sending out commissioner self-evaluations to all board members. Dominic passes out a template for review by the board.

## **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.

WhidbeyHealth hosted two situational awareness training sessions in January. The CNA program starts on Monday with 6 students. It is a 6-week course. Laerdal will be on-site March 10-12.

## **Financial Report**

Chief Financial Officer, Paul Rogers

Finance is reporting a net loss of \$157k, which fell short of the budget of \$210k. Net operating revenues and expenses exceeded the budget. On the year we are reporting a net surplus of \$1.3 million. Total days cash on hand is at 6.5 days. Net days in Accounts Receivable was at 75.8 days. We are beginning to see progress in regard to collections. The cash forecast shows that we expect to see days cash on hand rise to 32 days by July. There are preparatory meetings scheduled with the IRS for February 5<sup>th</sup> in advance of the February 7<sup>th</sup> meeting.

## **Nursing Report**

Executive Director of Nursing, Curtis Shumate

The CNA program has selected its participants and has kicked off. The WSHA has created a nursing leader training program and WhidbeyHealth has sent three leaders to that.

There is a lot of work being done around state laws in regard to nursing staffing. Curtis is also working with HR and payroll to upgrade our payroll system to track staffing breaks in the future.

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

Chief Executive Officer, Nathan Staggs

We are now up to around 75 providers. We have three openings in Primary Care. We are actively working to fill these positions. We are hoping to expand our Walk-in Clinic hours from 6 days to 7 days a week in Oak Harbor and Clinton, and from 3 days to 4 days in the Coupeville clinic. We now have ten providers in the Behavioral Health clinic. We have hired a specialty pharmacy manager for the pharmacy, and we are delivering prescriptions to patients on the South end of the Island. We are close to opening our Aquatic Therapy program.

### **IT and Facilities Report**

Chief Executive Officer, Nathan Staggs

It is continuing Expense optimization. The flooring out front is completed. The ER upgrade project is still being planned, but we have some issues with the outlying clinics.

### **Human Resources Report**

Chief Executive Officer, Nathan Staggs

An email regarding the employee engagement survey should be going out soon.

### **Administration Report**

Chief Executive Officer, Nathan Staggs

There is a lot of frustration about the phone system in the clinics. We are working on a solution using an outside company to handle calls. This should be implemented by mid-February. There is a lot of misinformation in the community that has been going

around. We have also discussed replacing the phone system entirely, but that process will take a much longer time, possibly as long as a year.

A policy is being developed regarding government officials entering the hospital to look for community members. Any official regardless of what agency they are with will need a warrant signed by a judge in order to enter areas that are not public areas of the hospital.

### **General Board Items**

Discussion regarding the March 2025 board meeting - Nathan and Commissioner Richardson will be out that week and will not be present at the board meeting.

Approval of the board committee assignments - Commissioner Wallin motions to approve the assignments. Commissioner Jouas seconds the motion. Commissioner Richardson asked to be placed on one of the medical related committees, particularly the Medical Staff Meeting. Commissioner Richardson makes a recommendation to make the CEO the chair of the Finance Committee, not a commissioner. Commissioner Jouas concurs to have the CEO as the chair, based on best practices. Commissioner Richardson suggests that we continue the committee discussion at the February meeting when Commissioner Rose is able to attend.

Commissioner Wallin motions to continue the use of the current committee assignment document with changes, with discussion on the assignments continuing at the February board meeting. Commissioner Jouas also mentions that the bylaws should also be evaluated at the February board meeting.

Commissioner Wallin motions to table the committee assignment vote to until the February board meeting. Commissioner Richardson seconds the motion. Motion is approved.

### **Executive Session**

No Executive Session was taken.

### **Commissioner's Comments**

Commissioner Jouas - WhidbeyHealth does a lot of great work, and we should look for ways that we can be analogized or recognized for this work. Commissioner Jouas asks if the board could agree to have self-assessments done by the first of February.

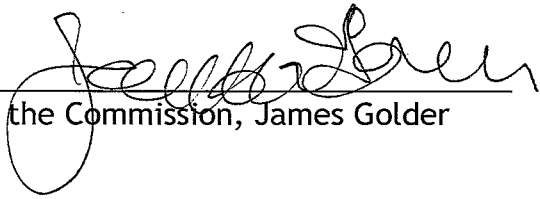
Dominic agrees to send out the evaluation forms by Friday, January 24<sup>th</sup>.

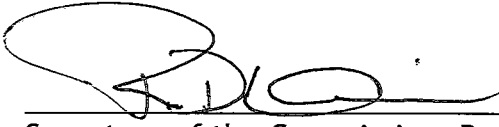
Commissioner Wallin - Our phone system could be upgraded to let patients know how long the wait time is expected to be.

Commissioner Richardson - Acknowledges HealthTech for all the work that goes into the revenue cycle. Commissioner Richardson would like insights into how artificial intelligence can be used to help clinics and providers. Dr. Rookstool expresses concern that A.I. is hurting us in the billing process.

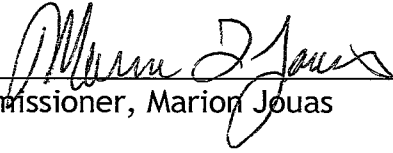
### **Adjournment**


Commissioner Golder adjourns the board meeting at 12:56 pm. Minutes taken by John Gleason.

  
\_\_\_\_\_  
President of the Commission, James Golder

  
\_\_\_\_\_  
Secretary of the Commission, Ron Wallin

  
\_\_\_\_\_  
Commissioner, Greg Richardson

  
\_\_\_\_\_  
Commissioner, Marion Jouas

  
\_\_\_\_\_  
Commissioner, Kate Rose