

Orcas Island Health Care District
Board of Commissioners - REGULAR Meeting Minutes
REMOTE BOARD MEETING
March 2, 2021
5:00 – 7:00 pm

Commissioners Present (via Zoom):

Art Lange, President
Diane Boteler
Patricia Miller, Secretary
Pegi Groundwater
Richard Fralick

Staff (via Zoom):

Anne Presson, Superintendent

Commissioners Absent:

None.

I. Call to Order

President Lange called the 5th meeting of 2021 to order at 5:01 pm. He noted that 5 Commissioners and the District's Superintendent, and he welcomed members of the community to the meeting.

II. Public Comment

Pierrette Guimond commented that she felt the recent vaccine event was very well run.

Superintendent Presson read a comment from Norman Gilinsky about the lack of vaccine availability.

III. Consent Agenda

The items contained in the Consent Agenda included: February 16, 2021 Regular Board Minutes, and AP Voucher Report dated 2/28 in the amount of \$4,507.04. Commissioner Groundwater asked for clarification on \$350 for furniture and fixtures associated with the new District Office.

MOVED by Commissioner Fralick, seconded by Commissioner Groundwater to approve the Consent Agenda as presented. VOTE 5:0:0. MOTION CARRIED.

IV. Committee and Work Group Reports

- a. **Transition Work Group** – Superintendent Presson provided an overview of the various activities underway to support the opening of the new Island Hospital clinic. In reviewing the calendar over the next few weeks, both Aimee Johnson and Shila Wachtel will begin New Employee Orientation (NEO) and training on the IH campus starting March 11th. As of March 15th, patients will be able to make appointments for the new Clinic, and the staff will transition to IH employment as of March 29th. They will go through NEO that day and then be onsite in Anacortes for training on March 31st. The new Clinic will open for patients on Monday, April 5th. For the first two weeks, Island Hospital staff will be onsite to help shadow and provide support to the team.

In other activities, the IH team is meeting with Aimee and Shila tomorrow to discuss ongoing COVID vaccine efforts, and Superintendent Presson is meeting with the Souder on Thursday

for an article the editor is writing. The Lease and Agreement will be updated to reflect a March 30th date for the transition.

In regard to records transition, the teams continue to work on determining whether CCDs will be provided by UW. There were concerns expressed during Monday's transition call following Debra Gussin's statement that CCDs might not be possible. She explained EPIC Link would be the way IH receives information; however, we learned after that call that UW has a freeze on granting new access to EPIC link. Superintendent Presson is pursuing other options based on this new information.

- b. **Legal Committee** – Commissioner Groundwater shared the final lease, which has been approved by IH. The only thing that needs to be inserted is the effective date, which is now March 30, 2021. Commissioner Miller again expressed a concern that the lease allowed IH to spend up to \$50K per year on equipment without the prior approval of the board and expressed a preference that linked the spending authority for IH to the annual approved budget.

MOVED by Commissioner Groundwater, seconded by Commissioner Fralick to approve the lease agreement with insertion of the March 30th date. VOTE 4:0:1. MOTION CARRIED. Commissioner Miller abstained.

Action: Send Lease Agreement for signature and bring revised Agreement to the next Regular meeting for action. Superintendent Presson will now finalize the termination letter to UW based on the beforementioned dates.

- c. **Building Committee** – Commissioner Groundwater has been discussing the District's Procurement Policy with the legal counsel in an effort to simplify the process for small projects (under \$70,000). **There was discussion around what the thresholds should be to facilitate work. After continued discussion there was consensus to establish a threshold of \$5,000 without going to bid for supplies and equipment, and \$15,000 for services.**

Action: Commissioner Groundwater to update existing Procurement Policy based on thresholds discussion and bring to next Regular meeting for review.

Commissioner Fralick provided an update on the X-ray installation. The timing of activities is to ensure the room is ready to receive the machine on March 15th so that it will be operational prior to the Clinic opening on April 5th. The timeline is short and Commissioner Fralick appreciated the willingness of the electrical contractor, Kevin Loomis, to work the project into his schedule. The contract will be on a time and materials basis, estimated to be \$7,000, and he is able to get started on Thursday. There is also repair work for the floor, which is scheduled for March 8th.

There is no existing shielding plan for the room, and IH has located a physicist to do the work. His recommendation is to take the preliminary plan and submit to the State Department of Health to get preliminary approval. Once the machine is installed, the room will be scanned to make sure it is up to standards. This plan has been submitted to the State and they have indicated approval will be provided within the next week.

Finally, there was discussion around the back-up generator which needs to be upgraded. Discussions were held with the electrical contractor and he will be putting together a proposal which recommends what should be included in an RFP.

Action: Commissioner Fralick to bring back the recommendations for a replacement generator for Board discussion.

- d. **Communication Committee** – Commissioner Miller reported she and Commissioner Boteler sent a communication piece to the Board for feedback. Commissioners were asked to provide feedback to the Committee so the article can be finished and published.

Commissioner Miller expressed a desire to clarify what the Board feels they should be communicating versus Island Hospital. She asked that Commissioners also share feedback on the topics they would like to see the Board cover in future articles over the next six months.

Action: Commissioners to provide feedback by the end of the following week, March 12th.

Superintendent Presson noted that she has been talking with the Web Manager about upgrades to the OIHCD website. She received a proposal that will be discussed with the Communication Committee and brought back to the next Regular Board meeting for consideration.

Action: After review by the Communication Committee, bring back a proposal to update the OIHCD website. Commissioner Boteler also asked those members of the public listening to the meeting feel free to submit their feedback to the Committee.

- e. **Staffing Committee** – Commissioner Groundwater reported the Committee finalized the list of objectives for the Superintendent. The Board was asked to consider the timing of the goals, being that the Superintendent’s review normally takes place in late summer to be able to factor in any compensation change into the following year’s budget process.

Discussion continued and there was consensus to make the goals a calendar year basis. There was also agreement to remove any reference to contact tracing since that is a County function and not something the Superintendent is involved in nor has any influence over. There was also agreement to change the weighting so that Communication was changed to be given 25% weight and COVID 15%.

MOVED by Commissioner Fralick, seconded by Commissioner Groundwater to approve the Superintendent’s 2021 bonus goals, as modified. VOTE 5:0:0. MOTION CARRIED.

- f. **Finance Committee** – there was no update. The OIHCD Financials through February will be brought to the next Regular Board meeting. Commissioner Miller asked that a prepared on date be added to the IH Milestone document.

V. Old Business

Nothing to report.

VI. New Business

Nothing to report.

VII. Operations Report

Superintendent Presson provided an update on the District’s finances for calendar year 2020. In summary, the District was favorable on Revenue as the budget takes a conservative approach when estimating property tax

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collections. This will continue to be reviewed during the budget development process, and it's likely the percentage discount for uncollected funds could be reduced from 4% to 2.5 or 3% next year. The District also received grants that had not been awarded during budgeting. Actual expenses were favorable in several categories, which led to a positive variance in the ending cash.

In looking at expenses for 2021, the Board revisited the discussion around reimbursement for employees who choose COBRA during IH's 60-day benefit waiting period. There was a lengthy discussion around equity in payments between the two existing practices. Commissioner Miller reminded the board that the original purpose of the reimbursement was to ensure all staff had access to benefits during the IH waiting period and not necessarily about retaining all of their UW level benefits during their first 60 days with IH.

MOVED by Commissioner Groundwater, seconded by Commissioner Boteler to reimburse staff based on the COBRA premium, and for the UW staff this will be an amount equal to Employee plus Spouse if the employee elects COBRA and chooses to enroll a currently covered spouse. VOTE 4:0:1. MOTION CARRIED. Commissioner Miller abstained.

VIII. Public Comment

Pierrette Guimond commented on the discussion surrounding the COBRA reimbursement and caution the Board to be careful in how they allocate funds.

IX. Upcoming Meetings

President Lange reported that the next Regular meeting of the OIHCD Board is scheduled for March 16th. Other meetings were listed on the Agenda.

X. Meeting adjournment

MOVED by Commissioner Boteler, seconded by Commissioner Gr to adjourn the meeting at 6:56 pm. VOTE 5:0:0. MOTION CARRIED.

Minutes approved this _____ day of _____, 2021.

DocuSigned by:



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Attest: Patricia Miller, OIHCD Board Secretary

4/24/2021

Date signed