

Orcas Island Health Care District
Board of Commissioners - REGULAR Meeting Minutes
REMOTE BOARD MEETING
April 19th, 2022
5:00 – 7:00 p.m.

Commissioners Present (via Zoom):

Pegi Groundwater, President
Marie Michnich
Diane Boteler, Secretary
Dave Zoeller

Staff (via Zoom):

Tom Eversole, Interim Superintendent
Kim Kimple, Administrative Assistant

Commissioners Absent:

None. Commissioner Seat # 3 vacant

President Groundwater called the April 19th, 2022 meeting to order at 5:03 p.m. with a quorum including four Commissioners present, with one vacancy.

Public Comment

Interim Superintendent Tom Eversole stated he has received reports of concern about long wait times from individuals attempting to reach the clinic. Eversole referred the concern to Island Health.

Quarterly Island Health Update –

- a. Marcy Shimada, Practice Administrator, Patty Codd, Director of Results Management and Elise Cutter, CEO, provided the Island Health quarterly update.
 - i. Discussion about a decrease in after-hours patients, with only one patient in the first quarter. Possible explanations include increased availability to physicians during daytime hours, and over-the-phone physician assessments with appropriate direction of after-hours care. Conversations with Dr. James and Fire Chief Williams will continue to track data associated with the decrease.

Consent Agenda

- a. Regular Board Minutes – 04/05/2022 –
- b. AP Voucher Report – 04/07/2022 in the amount of \$1786.49 –

MOTION to approve the Consent Agenda by Commissioner Boteler; second by Commissioner Zoeller. Motion passed, 4-0.

Operations Report

- i. **Administrative Assistant.** Eversole introduced Kim Kimple, the new Administrative Assistant.

- b. **Financial report for April**
 - i. Anticipated expenses were used to update the budget forecast. Items updated include upgrading the generator, personnel costs, and 2021 budget items deferred to 2022 due to billing delays. These items will reduce the \$100k positive variance carried into 2022.
- c. **Strategic Planning update**
 - i. The District is working with consultant Jody Carona, who has put forward a draft survey for review. Commissioners and staff are working to edit the survey questions.
- d. **IH-OIHCD Update**
 - i. Streamlining efforts for the joint committee meetings include working agendas and consolidation of some meetings for efficiency.
- e. **Stakeholder Relations**
 - i. Commissioner Groundwater and Interim Superintendent Tom Eversole met with Lisa Byers of OPAL to discuss the clinic property amidst the pending development of the adjacent property. It may be advantageous to work with OPAL's survey and planners for the purpose of future planning.
- f. **Office Staff and PEBB**
 - i. The District has applied for Public Employees Benefits Board for staff, which is scheduled to come into effect on July 1st.
- g. **Search for Permanent Superintendent**
 - i. The search has begun for the new Superintendent. Advertisements will go out locally and online through Indeed, and a press release will be distributed through local media and online.
- h. **Recognition plans for donor for new X-ray machine**
 - i. Addressed later in the meeting.

Old Business

- a. **Resolutions**
 - i. **Appointment of Auditing officer**
 - ii. **Adopting amended bylaws**
 - iii. **Setting automobile travel reimbursement rates**

The Board has decided to postpone the appointment of a backup auditing officer until the current Board vacancy is filled.

MOTION to Adopt Resolution 2022-04 Adopting Amended Bylaws and Resolution 2022-05 Automobile Travel Reimbursement Rates by Commissioner Boteler; second by Commissioner Zoeller. Motion passed unanimously, 4-0.

- b. **Interview Candidates for Commissioner**
 - i. **Carolyn Fiscus**

The candidate answered several questions concerning her interests, experience and skills. Follow-up discussion included clarification on current integrated health pathways between local agencies, including Island Health and Orcas Island Fire Department.

EXECUTIVE SESSION

- a. The Board entered Executive Session at 5:55 p.m. in accordance RCW 42.30.110(h) To evaluate the qualifications of candidates for appointment to elective office. The board resumed regular session at 6:14 p.m.

New Business

- a. **Appointment of Commissioner to replace Art Lange**

MOTION to Appoint Carolyn Fiscus to the Board vacancy by President Groundwater, seconded by Commissioner Zoeller. With no discussion the Motion passes 3-0, with Commissioner Boteler unavailable to vote due to a phone call.

- b. **Donation of X-ray machine**

MOTION to Adopt the Proclamation recognizing the contribution by Fannie O’Leary of the X-ray machine by Commissioner Michnich; second by Commissioner Zoeller. With no further discussion the Motion passes 4-0.

MOTION by President Groundwater to reimburse Richard Fralich for the cost of a flower arrangement at approximately \$100 as a small token of appreciation for the contribution of the donation of the X-ray machine to the community. Second by Commissioner Michnich, Motion passes 4-0.

- c. **Procedure for Signing Board Documents.**

President Groundwater stated the Board has historically had all commissioners sign documents. There have been recent issues in gathering all signatures with the departure of two commissioners. The District’s legal team has advised that it is customary and sufficient to have only the President and Secretary sign documents moving forward. There are no objections from the Board on the new procedure.

- d. **Revisit Committee and Work Group assignments**

The Board made some changes to committee assignments to fill some committee vacancies with the new commissioners

I. Committee and Work Group Reports

- a. **Building Committee**

- i. Commissioner Zoeller reported the District has received two bids for updating alarm system. One company feels they can work with the current system using most of the existing equipment, connecting via cellular while the other company

would need to redo the entire system. Board affirmed consensus for having the first company conduct a site visit to confirm compatibility.

- ii. Generator upgrade: Due to aging equipment, the District is looking to upgrade the generator to increase power and move to three-phase electricity to accommodate equipment. Estimated cost of generator is \$20k (covering minimal heat), with an additional \$10k in electrical installation costs. Commissioner Zoeller is investigating whether a larger generator would better serve the Clinic.
- iii. A bid and schematics for converting space in the clinic to accommodate two new patient rooms have been submitted by Island Health. The next step will be to agree on an equitable share of costs with Island Health.

b. Joint Medical Directors Committee

- i. Discussion included urgent care as a separate entity, and addition of clinic capabilities as a means of decreasing off-island transport of patients.

c. Joint Operations Committee

- i. Patient behavioral issues are improving.

II. Public Comment

Pierrette Guimond welcomed the two new members.

Aaimee Johnson shared efforts to communicate after-hours services at Island Health.

III. Adjourn. Moved by Commissioner Boteler, seconded by Commissioner Zoeller to adjourn the meeting at 7:14. Motion unanimously carried.

Minutes approved this 3rd day of May, 2022.

DocuSigned by:

Diane Boteler

Attest: Diane Boteler, OIHCD Board Secretary

5/15/2022

Date signed