

Orcas Island Health Care District
Board of Commissioners - REGULAR Meeting Minutes
Orcas Island Fire & Rescue – Eastsound Firehall
Tuesday, January 22, 2019
4:00 – 6:00 pm

Commissioners Present:

Patricia Miller
Pegi Groundwater
Richard Fralick
Diane Boteler (remote)

Staff:

Superintendent Anne Presson

Commissioners Absent:

Art Lange

I. Call to Order

President Fralick called the meeting to order at 4:05 pm, noting that Commissioner Boteler was participating via phone and Commissioner Lange was absent.

II. Public Comment

President Fralick asked for a show of hands as to how many guests were interested in presenting a public comment. Dr. Barbara Bentley asked to comment on two points with the first being the importance of urgent care. She shared the different experience she had with both clinics when she had an urgent medical issue. She sees a real need for urgent care and the importance for a big system like UW Medicine to be aware of the limitations we face on the island. She also expressed her hope that UW Medicine will seize the opportunity to provide medical students the chance to learn about rural medicine by practicing in the clinic. Being a retired university professor at two teaching medical schools, she feels there's the possibility for the relationship to deliver a big benefit to islanders and students.

III. Consent Agenda

President Fralick asked if there were any changes to the 1/8/19 Regular Board Meeting Minutes or the AP Voucher reports dated 1/14 and 1/21. It was noted that Commissioner Boteler did not attend the 1/8/19 Board meeting so did not vote on the minutes. Commissioner Miller identified a few minor typos which will be corrected before the minutes are posted.

MOVED by Commissioner Groundwater, seconded by Commissioner Miller to approve the Minutes on the Consent Agenda. VOTE 3:0:1. MOTION CARRIED.

MOVED by Commissioner Groundwater, seconded by Commissioner Miller to approve the AP Vouchers on the Consent Agenda. VOTE 4:0:0. MOTION CARRIED

IV. Special Report – Mark Tompkins, Director, San Juan County Dept. of Health & Community Services

Mark was invited to provide an overview of the Community Health Needs Assessment (CHNA) and Community Health Assessment (CHA) work underway by Peace Health and the County. The Commissioners talked about the fact that conducting a needs assessment was on the Board's radar, yet they hadn't talked about timing and scope. They asked about being involved in the County's effort and would like to understand how much of a focus could be placed on Orcas. If the PHD was able to be involved in the planning effort it would make sense to partner.

Mark welcomed the idea and would like to see the entities work together to demonstrate collaboration to the community and avoid duplication of efforts. He also stressed the importance of having a large enough data set for the information to be meaningful and that the islands are too small not to partner. Commissioner Miller suggested that once the County begins laying out their timeline the Board will determine if resources can be aligned.

Mark also walked through a county-wide Consortium and the various work groups that are working together to identify and meet the needs of the islands. He encourages participation from each island and hopes the PHD will be involved. The Superintendent has attended some of the meetings and will continue to be a part of the group.

A summary of the presentation is included at the end of these minutes.

V. Committee & Work Group Reports

a. After-Hours Work Group:

Commissioner Boteler reported that the Work Group hasn't gotten back together since their initial meeting last month. Since that time the Board did receive an After-Hours report from UW. The data was pulled from the UW Contact Center which handles after hours and weekend calls. There were questions about the data including why calls during clinic hours were reported. Everyone felt the data was confusing and the Board would like to get a better interpretation of each item description. **The Commissioners were asked to send questions/comments to Superintendent Presson. She will compile and ask UW to be prepared to address questions when they meet with some of the Commissioners during their visit next week.**

b. Building Maintenance and Repairs

Re-roofing – Commissioner Groundwater provided an update on the re-roof document. The Invitation to Bid (ITB) was changed to a Request for Proposal (RFP). As per the consensus of the Board at the last meeting, she and President Fralick are working together to finalize the document and send to contractors.

One area where she asked for feedback has to do with the length of time to respond once distributed. Discussion was held and it was decided that the RFP deadline would be Friday, February 15th. That will allow the Board to discuss the proposals at the 2/19 Board meeting. The time for opening the submissions, to be held in public view, will be 4 pm on the 15th with contract award the next week. **The Superintendent will be charged will receiving and opening the materials in the District Office.**

President Fralick provided an update on the San Juan County re-roof permit application package. The initial application was returned and then re-submitted via mail last Friday with additional documentation. President Fralick intends on calling the Planning Department tomorrow to confirm receipt.

The other item under discussion was specific to awarding points to the contractor proposals. Commissioner Groundwater listed the five areas that were identified as key being: (1) price; (2) availability; (3) length of project; (4) references; and (5) warranty. Commissioner Miller asked if the RFP specified material to be used and Commissioner Groundwater confirmed the request was for asphalt shingle. Currently, the RFP doesn't ask for a quote on a metal roof. The main reason is the additional material and labor costs associated with metal. After discussing the most important items, there was consensus to apply the highest weight to price and warranty with availability third.

President Fralick suggested that a discussion around the paint and HVAC projects wait until we get through the re-roofing contractor selection. Commissioner Miller felt that the paint process wouldn't be as lengthy since a permit isn't required; however, that isn't the case with the HVAC work. It will be important to get on the contractor's schedule as work will pick up. **The Board would like to see more specifics as to the scope of the HVAC project and if it can be done in phases. This will be brought back for discussion in February.**

c. Contract Negotiations Committee

Commissioner Miller reminded the Board that at the last meeting there was consensus to go to UW and suggest that changes to the CSA were too significant and it made sense to cease negotiations on the CSA. Instead, the focus would be on re-negotiating the existing IFA to extend the good faith period through June while working on the after-hours, metrics and scope of services.

The proposal was presented to UW leadership on the 1/11 monthly call. Debra Gussin raised concern that UW could lose providers if there isn't a clinic service agreement in place, so UW wasn't keen on the Board's approach. During the call it was decided that the group would get together in person to discuss further. That meeting is scheduled to take place on 2/4 at the UWNC office in Seattle. In addition to Commissioners Lange and Miller and the Superintendent, the participants from UW will be Debra Gussin, Darren Layman and Dr. Peter McGough. The Contract Negotiations Committee felt it was important to include Dr. McGough since several of the key areas of concern have to do with provider issues.

The main issues that were red-lined from the draft CSA contract and will be the topic of continued discussion are:

- Deletion of Exhibit B, Scope of Services
- Removal of language specific to having a voice in Medical Director position
- Metrics
- After-Hours/urgent care
- Insurance language
- Indemnity Section
- Audit Section

The first four items are the most important with the last three being secondary issues. Commissioner Groundwater asked if the group on the call felt that UW understood the PHD wasn't willing to sign a contract that didn't include after-hours and urgent care. President Fralick confirmed that the message has been consistent that it was the Board's intent to have this language be a part of the CSA. He agreed there appears to be a disconnect since UW took all of the key language out of the CSA, yet they aren't interested in extending the IFA. Commissioner Boteler confirmed her disappointment that UW redlined all the language related to these key elements.

d. Finance Committee

Commissioner Miller reported that the Committee is scheduled to meet on 1/29 and she will have a report at the next Board meeting. Discussion was held around the options available to create reserves. One is to create separate Reserve and Capital Project Funds, and the other is to create BARS codes that enable the reserving of money within the existing General Fund. The latter is a simpler way of going and the County felt it would accomplish the Board's goal. **Commissioner Miller will try to ensure Superintendent Presson can attend the Finance Committee meeting so this can be discussed in detail. She'll also ask that someone from the Auditor's office participate by phone to walk the group through the various options.**

e. Communications Committee

Commissioner Boteler reported that the Committee hasn't gotten back together since the Board's review of the draft strategy document. It is their intent to do so and prioritize the activities. **Agreement was made to bring the updated Communication Strategy draft to the 2/5 Board meeting.**

VI. Old Business

Due to time constraints, discussion of the Financial Management policy and Quality Committee was tabled and will be revisited if time permits at the end of the meeting.

VII. New Business

Commissioner Groundwater shared that the bond attorney provided a template of a Post Issuance Compliance Policy. She has some concerns as it didn't address the activities specific to the District. She would like more time to discuss with the bond counsel, so the material is appropriate for the District, and will bring back next month.

VIII. Operations Report

December Financial Reports - Superintendent Presson presented the financial reports provided by San Juan County. Revenue reflects the additional \$200,000 County loan, bringing the General Fund cash balance to just over \$200,000 as of the end of 2018. Expenditures for the month were reconciled with the AP Vouchers submitted and totaled approximately \$130,000, including the Q'4 2018 provider grant to OFHC.

Discussion continued specific to the format of the reports generated by the County. **It was decided that the Superintendent will work with Commissioner Miller to create something more user friendly for the Board.**

District Office Lease – Superintendent Presson and Commissioner Miller provided an update on alternate locations for the District Office. The only space that is available and could potentially provide some savings is the space in the Village Stop (Cons) where the video store used to be. The front space is approximately 460 sq. ft and would rent for \$600 not including internet. The back space is 250 sq. ft. and would rent for \$325 without internet. Both spaces require painting and some clean up, and if we painted ourselves we would get a month's free rent.

The Board wants to make sure whatever space is chosen is a place where the Superintendent feels she can work well and be productive. If the financial savings is small it might make sense to stay in the current location as it is a big space with fiber cabling. Based on the other quotes the current rent of \$700 for everything is very competitive. **The consensus of the Board was to have Commissioner Miller and the Superintendent work through the issues and decide. The current landlord should be notified of a lease extension by the end of the month.**

Kaiser Air Transport – The Superintendent continues to work with all the various stakeholders to bring this issue of Kaiser denials to a positive resolution. She and Dr. Sullivan have been designated as leads by the EMS council to move the work forward. She expects to have made significant progress by the Board's next meeting. President Fralick asked if Kaiser could choose to go away as an individual health insurance plan at some point in the future, as that will be important to understand.

Clinic Updates – Superintendent Presson provided a short update due to time constraints. There was an x-ray report provided by UW (attached) and from all accounts the equipment sharing is going well. OFHC is going through the steps necessary to calibrate their new refrigerator and freezer. They will then have an inspection and should be able to commence vaccinations by March. Dr. Shinstrom is back from medical leave on a limited basis. Some of the work to get OFHC up and running on a Patient Satisfaction survey, the work with EMS on after-hours, and other reporting has been delayed.

The Superintendent mentioned a few other items that came up recently. One has to do with the contract that had been in place between OMF and North Cascade Cardiology. **She was just forwarded the expired contract from UW and will review with Commissioner Groundwater. She also received a packet from EWUA having to do with the transfer of water membership from OMF to OIHCD. She will distribute to the Board and bring back to the next meeting.**

IX. Public Comment

Dr. Bentley suggested it would be a good idea to get a report from EMS to understand the full scope of after-hours/urgent care needs. Superintendent Presson shared that Chief Williams is scheduled to present at the 2/5 Board meeting and will bring some of that data.

Bob Thomas asked about the list of services that UW deleted from the CSA. Commissioner Miller indicated that it's the same Exhibit B that is in the OFHC CSA, which can be found on the District website. Bob also commented on the formal process for public bidding and need to adhere to timelines. President Fralick reassured him that the Board is following all appropriate procedures and participates in the MRSC Rosters which sets forth parameters for projects of this size.

X. Old Business

There was discussion and both items in this section will be brought to the next meeting.

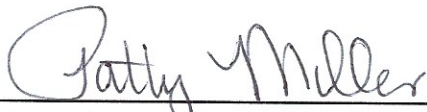
XI. Upcoming Meetings

The next meeting of the Board will be held on February 5th. There will be several meetings while representatives from UW are on Orcas next week. The agenda and participants for those meetings are yet to be determined. If it's determined a Special Meeting is needed to review the UW metrics, notification will be sent.

XII. Meeting adjournment

MOVED by Commissioner Miller, seconded by Commissioner Groundwater to adjourn the meeting at 6:00 pm. VOTE 3:0:0. MOTION CARRIED.

Minutes approved this 5th day of February 2019.



Attest: Patricia Miller, OIHCD Board Secretary

SPECIAL PRESENTATION – MARK TOMPKINS, DIRECTOR SJC HEALTH & COMMUNITY SERVICES

What is a Community Health Needs Assessment (CHNA)?

A Community Health Needs Assessment (CHNA) is a health assessment that identifies key health needs and issues of a community through a systematic, comprehensive data collection and analysis process. The process includes proactive community engagement across multiple sectors, in addition to analyzing state, regional and local health indicator data. The goal is to identify the community's key health needs.

In San Juan County, three CHNA's have been completed since 2013:

- In 2013, Island Hospital published a Community Health Needs Assessment that included San Juan County. Primary health needs were mental health and substance abuse. Secondary health needs were access to health care and obesity. Community engagement included interviews and small group meetings with stakeholders (e.g. Lopez Island Medical Clinic, Island Hospital, & San Juan County Health & Community Services)
- In 2014, PeaceHealth published a Community Health Needs Assessment. The three priority focus areas identified were health promotion and disease prevention; care coordination; and increased behavioral health outreach and services. Community engagement included group meetings with stakeholders (e.g. San Juan County Public Hospital District #1, San Juan Island Family Resource Center, San Juan County Health & Community Services, San Juan Island EMS, San Juan Island Community Foundation, San Juan Island School District, Compass Health, and San Juan Island Public Library).
- In 2016, PeaceHealth completed a "refresh" of the 2014 CHNA. Community health priorities identified in the refresh included; effective information exchange and care coordination; immunizations; increased behavioral health services; outpatient palliative care service; and development of an online resource guide. Community engagement for the refresh included convening a meeting of the Consortium and an on-line survey for Consortium members unable to attend the meeting.

PeaceHealth intends to conduct an update to their CHNA starting in 2019.

San Juan County Health and Community Services (SJCH&CS) intends to conduct a comprehensive countywide Community Health Assessment starting in 2020. This assessment will involve collecting, analyzing and presenting a comprehensive set of health indicators for the county. SJCH&CS will be holding stakeholder meetings and community forums across the county to obtain input and identify the key health needs.

What is the Community Health Improvement Plan?

A Community Health Improvement Plan (CHIP) is a comprehensive set of initiatives and strategies aimed at addressing the health needs identified in the CHNA. CHIP's typically include the top three to five priority health needs, responsive initiatives/strategies to address the identified health needs, the target population, partners and metrics to measure success.

PeaceHealth developed CHIP's as part of both CHNA's. The San Juan County Community Health Initiatives Consortium (Consortium) is currently implementing both CHIP's.

What is the San Juan County Community Health Initiatives Consortium and the Community Collaboration Committee?

The Consortium is a community collaboration formed in 2015 for the purpose of implementing the health initiatives identified in the Community Health Improvement Plan (CHIP). The goal of the Consortium is to improve health outcomes of San Juan County residents countywide.

The Consortium utilizes workgroups to implement the CHIP strategies. These workgroups develop and implement specific action plans and identify measures of success to achieve the CHIP objectives and goals. The groups include participants from provider organizations and individuals countywide. The workgroups report on accomplishments, remaining goals, ideas for improvement and ways to move forward into the next year.

Currently the Consortium workgroups include:

1. Vulnerable Populations
2. Immunizations
3. Behavioral Health (Note: The Local Oversight committee has replaced this workgroup)
4. Community Resource Guide (Note: Guide is up and running. Workgroup is meeting only as needed)

The **Community Collaboration Committee (CCC)** was formed in 2016 to provide a platform for healthcare leaders to engage, communicate and take collaborative action on identified health needs and issues including those identified in the CHIP. The CCC is composed of Board members from PeaceHealth Community Health Board, San Juan Island Hospital District Board #1, and San Juan County Board of Health, as well as staff from all three organizations. The CCC receives progress reports and resource requests from the Consortium.

Why is Participation Important?

The success of the Consortium depends on the participation from the community, service organizations and individuals. Countywide participation is crucial for increasing communication and collaboration across service organizations to reach community health objectives and goals. The purpose is to meet not only short-term goals, but also to promote systems change, foster community and cultivate networks.