

OIHCD 2018-2019 Board Calendar

Activities and Meetings

Date	Topic/Report	Frequency	Lead	Notes/Comments
NOVEMBER 2018				
11/30	File Budget & Levy Certificate with County	Annual	Superintendent	Completed
DECEMBER 2018				
12/07	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	Completed
12/18 Board Meeting	MRSC Rosters Contract/Resolution	Special	Commissioners	Completed
	Set 2019 Meetings Calendar/Resolution	Annual	Commissioners	Completed
	Debt & Procurement Policies Approved	Special	Commissioners	Completed
JANUARY 2019				
1/07	MRSC Rosters – legal posting	Semi Annual	Superintendent	Completed
1/11	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	Completed
1/15	OFHC Jan – March Grant Payment	Quarterly	Superintendent	\$82,500 PAID
Board Meeting	Elect Board Officers & Committee Chairs	Annual	Commissioners	Completed
	SJC to review CHNA process on 1/22	Special	Commissioners	Completed
	Approve Roof RFP materials	Special	Commissioners	Completed
1/28-29	UW Leadership onsite	Special	Comms/Superintendent	Completed
1/31	Complete quarterly filings – Q’4 2018	Quarterly	Superintendent	Fed, Employ Sec, L&I
1/31	OFHC Oct – Dec ‘18 Fin & After-Hours Reports	Quarterly	Finance Committee	Received
FEBRUARY				
2/01 – 04	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	Completed
2/15	UWPN Oct – Dec ‘18 Financial/Quality Reports	Quarterly	Finance/Quality Committees	Received
Board Meeting	Est Building Committee	Special	Commissioners	Completed
	Review RFP responses and award roof contract	Special	Commissioners	Rejected
MARCH				
3/01	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	Completed
3/11	UWNC Leadership Meetings	Semi-Annual	Commissioners	Completed
3/15	Create Reserve Fund w/SJC	Special	Superintendent	Completed
3/25 – 27	Northwest Rural Health Conference	Annual	Comms/Superintendent	Did not attend
Board Meetings	Financial Management Policy	Special	Finance Committee	Completed
	Resolution 2019-01 Financial Mgmt Policy	Special	Commissioners	Completed
	2019 Communication Topics	Special	Communication Committee	In Process

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APRIL				
4/05	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	Completed
4/9-12	AWAPHD Superintendent/CEO Conference	Annual	Superintendent	N/A
4/15	OFHC April – June Grant Payment \$82,500	Quarterly	Superintendent	\$ 35,854 PAID
4/16	PDC Form F-1 Deadline	Annual	Commissioners	Completed
Board Meetings	Roof Replacement ITB	Special	Building Work Group	Delayed
	Est Building Committee members	Special	Commissioners	Completed
	UWNC CSA	Special	Negotiations Committee	In Process
	Post Issuance Compliance Policy	Special	Legal Committee	Completed
	HR Performance Review Form/Process	Special	Staffing Committee	In Process
4/30	Pay back 50% of SJC Inter gov't Loan	Semi Annual	Superintendent	\$207,971.95 PAID
4/30	Complete all quarterly filings – Q'1 2019	Quarterly	Superintendent/SJC	Fed, Employ Sec, L&I
4/30	OFHC Jan – March After-Hours Report	Quarterly	After-Hours Committee	Received
4/30	OFHC Jan - March Financial Report	Quarterly	Finance Committee	Received
4/30	UWNC Draft FY 20 Budget	Annual	Finance Committee	5/3 & 5/15
MAY				
5/01	UWPN Subsidy Payment #1 - 7/1/18 – 12/31/18	Semi Annual	Finance Committee	PREPAID 11/18
5/01	GO Bond Payment	Semi Annual	Superintendent	Int only \$7,927.48 PAID
5/01	Reserve Allocation & Investment	Semi Annual	Superintendent	\$50,000
5/01	UWNC Meetings on Orcas	Special	Dr. Matt Jaffy	Completed
5/13	Liberty Mutual Payment – Prop Ins	Quarterly	Superintendent	\$799.65 PAID
5/13-17	Filing period for Commissioner Seat – election	Special	Commissioner	Completed
5/13	Special Meeting – Planning Session	Special	Commissioners	Completed
5/15	UWPN Jan – March Finances	Quarterly	Finance Committee	Received
Board Meetings	After-Hours reports	Monthly	After-Hours Committee	
	HVAC Engineering Contract	Special	Building Committee	
	UWPN FY20 Budget/Operations – first review	Annual	Finance Committee	
	2020 Strategic Planning	Special	Commissioners	
5/30	File Annual Report with SAO (150-day req)	Annual	Superintendent	Completed
JUNE				
6/01	MRSC Rosters – legal posting	Semi Annual	Superintendent	
6/01	Liberty Mutual Payment – Prop Ins	Quarterly	Superintendent	\$1,221.45 – need qrtly bill

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JUNE (continued)				
6/10-14	SAO 1st Accountability Audit	Annual	Superintendent	Onsite 6/12
6/07	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	Confirm quality report
6/10	Conflict of Interest log	Annual	Superintendent	
6/23-26	AWAPHD Conference	Annual	Comm. Boteler/Supt	
Board Meetings	UWNC Operations Report Presentation	Special	Mark Bresnick	
	2020 Supt Performance Review Process	Annual	Staffing Committee	Exec Session
	HR Policy	Special	Staffing Committee	
JULY				
7/02	Liberty Mutual Payment – Prop Ins	Quarterly	Superintendent	\$1,221.45
7/05	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
7/15	OFHC July – Sept Grant Payment	Quarterly	Superintendent	\$82,500
Board Meetings	Meeting Code of Conduct	Special	Board President	
	Communications & Social Media Policy	Special	Communications Committee	
	2019 6-month budget review/update forecast	Annual	Comm. Miller/Supt	
7/31	Complete quarterly filings – Q’2 2019	Quarterly	Superintendent/SJC	Fed, Employ Sec, L&I
7/31	OFHC April – June After-Hours Report	Quarterly	After-Hours Committee	
7/31	OFHC April - June Financial Report	Quarterly	Finance Committee	
AUGUST				
8/01	Quarterly Liberty Mutual Payment – Prop Ins	Quarterly	Superintendent	\$1,221.45
8/02	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
Board Meetings	UWNC Annual Oper/Qual/Finance Report	Annual	Commissioners	In person - leadership
	Records Management & Technology Policies	Special	Technology Committee	
	Finalize Supt 2020 Compensation	Annual	Commissioners	
8/30	2020 draft budget w/Finance Committee	Annual	Superintendent	
SEPTEMBER				
9/01	D&O, GL and Excess Liability Policy renewal	Annual	Superintendent	
9/06	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
TBD	UWNC Leadership meeting	Semi Annual	Chair/Supt.	
Board Meetings	OFHC Annual – Oper/Quality/Finance Reports		Commissioners	In person - leadership
	Budget Draft – first review w/Board	Annual	Superintendent	

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OCTOBER				
10/04	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
10/15	OFHC Oct – Dec Grant Payment	Quarterly	Superintendent	\$82,500
10/23	Notice of Budget & Levy Hearings	Annual	Superintendent	Legal Notice in The Sounder
Board Meetings	UWPN Annual Report Presentation	Annual	UWPN	
	Budget Final – prep for public hearing	Annual	Superintendent	
10/31	OFHC July – Sept After-Hours Report	Quarterly	After-Hours Committee	
10/31	OFHC July - Sept Financial Report	Quarterly	Finance Committee	
10/31	Pay back 50% of SJC Inter gov't Loan	Semi Annual	Superintendent	\$200,000 + accrued int
10/31	Complete quarterly filings – Q'3 2019	Quarterly	Superintendent/SJC	Fed, Employ Sec, L&I
10/31	Notice of Budget & Levy Hearings	Annual	Superintendent	Legal Notice in The Sounder
NOVEMBER				
11/01	UWPN Subsidy Payment #2 – Jan thru June	Semi Annual	Finance Committee	
11/01	Property Insurance Renewal	Annual	Superintendent	
11/01	GO Bond Payment	Semi-Annual	Superintendent	Interest Only
11/01	Reserve Allocation & Investment	Semi Annual	Superintendent	\$50,000
11/01	WA Fed TAN Unused Fee	Annual	Superintendent	\$2,500
11/01	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
11/05	Election to fill one Board seat	Special	General Election	
11/15	UWPN July – Sept Financial/Quality Reports	Quarterly	Finance/Quality Committees	
Special Meeting	Public Hearings & Resolution to adopt 2020 Budget & Levy	Annual	Commissioners	
11/30	File Budget & Levy Certification/Resolutions	Annual	Superintendent	
DECEMBER				
12/06	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
Board Meetings	Review of Bylaws	Annual	Commissioners	
	Schedule to review policies	Annual	Commissioners	

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Color Coding:

Admin	Orange	SJ County	Blue
GO Bond, Taxes & Budget Process	Green	UW	Red
OFHC	Purple	Building	Royal

Other items to be scheduled in subsequent years:

Election costs in 2019/2021/2023 – January oath of office for new Commissioner
CHNA/Community Survey – will we contract with a consultant to help solicit community feedback, etc.
Other Memberships/Association dues and conferences
Additional services and equipment for Clinic; support of community activities
OPMA & PRA trainings due 2022
Bylaws – no mention of Committees, Secretary to sign minutes

Bond means the San Juan County Public Hospital District No. 3, San Juan County, Washington, Limited Tax General Obligation Bond, 2018B, in the principal amount of not to exceed **\$800,000**, issued pursuant to this resolution. The Draws under the Bond shall be used for financing or the refinancing of the Projects (including but not limited to costs of issuance of the Bond, financing, legal or any other incidental costs) and for repaying any advances heretofore or hereafter made on account of such expenses.

Bond Final Draw Date: November 1, 2020

Bond Maturity Date: November 1, 2028

Interest Payments: Interest due May 1st and November 1st

Principal Payments: Principal paid annually on November 1st with first Principal payment due November 1, 2020.

Bond Interest Rate means a fixed rate equal to 3.57% per annum; provided, however, that upon the occurrence of an Event of Default and notice from the Bank, the Bond Interest Rate shall be increased to 6.57% per annum.

Payment Schedule: On or prior to the Bond Final Draw Date (11/1/2020) the Bank and the District shall agree upon an amortization schedule for the Outstanding Principal Balance of the Bond (to provide for approximately level annual payments of principal and interest).

Note means the San Juan County Public Hospital District No. 3, San Juan County, Washington, Tax Anticipation Note, 2018A, in the principal amount of not to exceed **\$250,000**.

Note Final Payment Date: November 1, 2021.

Interest Payments: Interest due May 1st and November 1st

Principal Payments: Principal payments are not required until maturity.

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Note Interest Rate means a variable interest rate initially equal to 3.46% per annum, subject to an annual reset on each November 1, starting November 1, 2019 (each a “Reset Date”). The Note Interest Rate shall be calculated on each Reset Date pursuant to the following formula: (the then applicable one-year LIBOR Rate plus 1.55%) multiplied by (1.00 minus the highest marginal tax rate applied to subchapter C corporations, expressed as a decimal).

Section 8. Note a Special Obligation of Note Redemption Fund. A special fund of the District to be known as the “San Juan County Public Hospital District No. 3, Note Redemption Fund” (the “Note Redemption Fund”) is hereby authorized to be created by the Treasurer. The Note Redemption Fund shall be a trust account and shall be drawn upon for the sole purpose of paying the principal of and interest on the Note. Money on deposit in the Note Redemption

Fund not immediately needed to pay such interest or principal may temporarily be deposited in such institutions or invested in such obligations that are legal investments for District funds. Any interest or profit from the investment of such money shall be deposited in the Note Redemption Fund. Any money remaining in the Note Redemption Fund after payment in full of the principal of and interest on the Note may be transferred to the general fund of the District, and the Note Redemption Fund shall be closed.

Section 9: Bond Fund; Pledge of Funds and Credit. A special fund of the District known as the “San Juan County Public Hospital District No. 3 General Obligation Bond Fund, 2018” (the “Bond Fund”) is authorized to be created in the office of the Treasurer. The Bond Fund shall be drawn upon for the sole purpose of paying the principal of and interest on the Bond.

Reporting: The District covenants that it will provide its audited financial statements promptly upon receipt thereof from the State Auditor’s office or if no such audited financial statements are available, unaudited financial statements of the District, **no later than 270 days from the end of each fiscal year.**

The Outstanding Principal Balance must be repaid in full, including interest thereon for a **minimum of 45 consecutive days during each calendar** year, commencing with the year 2019. At the time of the first Draw following the end of each such 45-day period, the District shall cause a Form 8038-G to be completed and filed with the Internal Revenue Service.

With respect to the Note, the District shall pay an **annual unused commitment fee of \$2,500 on each November 1** for the prior annual period. The unused commitment fee shall be waived, however, if the average daily balance of the Note on such November 1 for the prior annual period was at least \$125,000, which shall be calculated by totaling the Outstanding Principal Balance under the Note for each day of the prior annual period and dividing that sum by 360.

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UWNC REPORTS AND MEETINGS/CALLS SUMMARY

Reports	Due	After	Frequency	Person Responsible
After-Hours call summary with final disposition	Monthly on the 15 th	15 days after close of mo	Monthly	Darren/Susan White
Quality & Pat Experience Dashboard	Nov/Feb/May/Aug/Nov	45 days following the close of the quarter	Quarterly	Molly
Financials to include: charity care #s, Provider Productivity and Patient Visits	Nov/Feb/May/Aug/Nov	45 days following the close of the quarter	Quarterly	Lindsey
Leadership Presentation (Operations/Quality/Finance/UW overall)	Draft due July	Deliver in August	Annual	Darren/Lindsey/Allison
Operational Reports - Staffing & Equipment	?	?	Quarterly	Mark
x-Ray Sharing	?	?	Quarterly	?
Articles	TBD	N/A	TBD	Shelly/Darren
Meetings/Calls	Date	Type	Frequency	Attendees
UW/Orcas Rounding	1 st Fri @ 7:30	Call	Monthly	Matt/Mark/Jen/Mike/Richard/Patty/Anne
EMS Run Review	1 st Wed @	Meeting	Monthly	OIFR/UWNC Chiefs
Board Meeting - leadership	June/Dec	Meeting	Semi-Annual	Matt/Mark/Lindsey (Debra, Pete , Darren 1X/year)
Board Meeting - Operations	June/Sept/Nov	Meeting	Quarterly	Mark
After-Hours Workgroup	As needed	Call	TBD	Matt/Mark/Diane,/Art,/Anne
San Juan County EMS Workgroup	Varies	Call	Monthly	AD, AMD, Pete, Chief Havner, Chief Williams, Mike S, Mike A, Superintendent, SJC EMS Medical Program Director, Chiefs Havner & Williams
Quality Committee	Aug/Nov	Call	Quarterly	Matt/Allison/Diane/Pegi/Anne
Finance Committee	May/Aug/Nov	Call	Quarterly	Lindsey/Darren/Patty/Richard/Anne

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OFHC REPORTS AND MEETINGS/CALLS SUMMARY

Reports	Due	After	Frequency	Person Responsible
After-Hours call summary with final disposition	Monthly on the 15th	15 days after close of mo	Monthly	Aaimee
Quality & Pat Experience (TBD) Reports	Nov/Feb/May/Aug/Nov	45 days following the close of the quarter	Quarterly	Aaimee
Financials to include: charity care #s, Provider Productivity and Patient Visits	Nov/Feb/May/Aug/Nov	45 days following the close of the quarter	Quarterly	Aaimee
Leadership Presentation (Operations/Quality/Finance/OFHC overall)			Annual	Dr. Shinstrom/Aaimee
Operational Reports - Staffing & Equipment	?	?	Quarterly	Aaimee
Articles	TBD	N/A	TBD	
Meetings/Calls	Date	Type	Frequency	Attendees
Board Meeting - Leadership		Meeting	Semi-Annual	
Board Meeting – Operations/Finance		Meeting	Quarterly	
After-Hours Workgroup		Meeting	TBD	
Quality Committee		Meeting	Quarterly	
Finance Committee		Meeting	Quarterly	
EMS Run Review				