

San Juan County Public Hospital District #3  
Db a Orcas Island Health Care District

**Board of Commissioners**

**Regular Meeting**

May 5, 2020

5 pm – 7 pm

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/86960912741>

**Conference Line: 1 669 900 9128 Meeting ID: 869 6091 2741**

**IMPORTANT NOTICE REGARDING PUBLIC COMMENT**

In response to Governor Inslee’s March 24, 2020 Proclamation concerning our recent State of Emergency, which waives and suspends the requirement to hold in-person meetings and provides options for the public to attend remotely, all meeting guidelines are hereby modified to comply with the Governor’s order until further notice. Opportunities to provide Public Comment at the start of the meeting will now be limited to submitting written request for oral comment, or information to be included in the Speakers List for comment. Emails must be received by 3 pm the day of the meeting and sent to [annep@orcashealth.org](mailto:annep@orcashealth.org). All comments will continue to be subject to the normal three-minute limitation. If there are comments that you would like to make following discussion during the meeting, the Public Comments item at the end of the Agenda will be handled via the Chat function on Zoom. The Superintendent will read comments presented in the Chat box similar to how emailed comments will be handled. We appreciate your understanding as we try to accommodate Public Comment in the most convenient way for the community. Note: the information you provide may be subject to disclosure pursuant to Washington State’s Public Record Act, chapter 42.56 RCW.

- I. **Call to Order - Action** Comm. Fralick
  
- II. **Public Comment - Information** Comm. Fralick  
**The Superintendent will read any comments received via email from the Speakers List or requests received in advance to provide Oral comments.**
  
- III. **Consent Agenda – Action** Comm. Fralick
  - a. **Regular Board Meeting Minutes – April 21, 2020** (attachment)
  - b. **AP Voucher Report – 4/28 in the amount of \$5,976.80** (attachment)

- IV. Clinical Operations during COVID-19 - Information**
  - a. **OFHC** Aimee Johnson
  - b. **UW Medicine Orcas Island Clinic** Dr. Camille Fleming
  - c. **Other - (attachment)** Supt. Presson
  
- V. Committee and Work Group Reports**
  - a. **Building/Equipment Committee - Updates** Comms. Fralick/Groundwater
    - i. Roof RFP Results
    - ii. HVAC RFP Status
  - b. **Finance Committee - Update** Comms. Fralick/Miller
    - i. Update from UW Medicine on timing of FY'21 budget
  
- VI. Medical Clinic Operator RFP - Action**
  - a. **RFP Document and Timeline (attachment)** Comm Fralick/ Supt/Pat Hunt
  - b. **Affiliations and Partnerships** Comms.Boteler/Fralick/Supt
    - i. FQHCs
    - ii. Provider-Based RHCs
    - iii. Stand Alone RHC
    - iv. Narrowing the Options
  - c. **Evaluation Criteria** Comm. Lange/All
  
- VII. New Business - Information** Comm. Groundwater/Supt.
  - a. **Electronic Signature Policy – DRAFT (attachment)**
  - b. **DocuSign**
  
- VIII. Operations Report - Update** Supt. Presson
  - a. **Property Tax Collection**
  
- IX. Community Communication Plan- POSTPONED** All
  - a. **What should the charge be for the Communications Committee**
  - b. **Timing/structure/topics for articles**
  - c. **Responding to Community correspondence and social media**
  
- X. Board Process - POSTPONED** Comm. Lange/All
  - a. **Current working relationships**
  - b. **Ways to improve and strengthen the Board's process**
  - c. **Ways to improve and strengthen the Superintendent's process**

- XI. **Other - POSTPONED**
  - a. **OFHC Donation** Comms. Fralick/Miller
  - b. **Lundeen Endowment (OICF)** Comm. Lange
  
- XII. **Public Comment - Information** Comm. Fralick  
**The Superintendent will read any comments received via Chat.**
  
- XIII. **Upcoming Meetings** Comm. Fralick
  - a. **Regular Board Meeting – May 19<sup>th</sup>**
  
- XIV. **Future Topics/Activities** Comm. Fralick
  - a. **Records Management and Technology Policy – Q’3 2020**
  - b. **Fixed Asset Management Policy – Q’3 2020**
  - c. **Communications and Social Media Policy – Q’3 2020**
  - d. **Review of Bylaws and Meeting Code of Conduct – Q’4 2020**
  - e. **Board Succession Planning – Q’4 2020**
  - f. **District Logo, letterhead and business cards**
  - g. **SJC 2020 Community Needs Assessment**
  
- XV. **Adjourn – Action** Comm. Fralick