

Orcas Island Health Care District
Board of Commissioners - REGULAR Meeting Minutes
REMOTE BOARD MEETING

Tuesday, May 5, 2020
5:00 – 7:00 pm

Commissioners Present (via Zoom):

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

Staff (via Zoom):

Anne Presson, Superintendent
Pat Hunt, Project Mgmt. Consultant

Commissioners Absent:

None

I. Call to Order

President Fralick called the meeting to order at 5:02 pm.

II. Public Comment

Superintendent Presson read a public comment that was submitted via email per the temporary policy to accommodate the virtual meeting format.

My name is John C Laursen. My wife Barbara and I have been residents of Orcas Island full time since 1996. We've struggled with healthcare both on and off the island and after working with both OFHC and UW Medicine (via here and Harborview) have found OFHC to be much more conducive to comprehensive and connected care. We feel a single clinic would be a much smarter use of Island resources and OIHCDs efforts. Please consider the possibility of using OFHC as our health clinic. Thank you both for your work and service on our behalf and for considering our requests.

III. Consent Agenda

The Consent Agenda contained the April 21, 2020 Regular Board Meeting Minutes and an April 28, 2020 AP Voucher report in the amount of \$5,976.80.

MOVED by Commissioner Groundwater, seconded by Commissioner Boteler to approve the Consent Agenda as presented. No further discussion. VOTE 5:0:0. MOTION CARRIED.

IV. Clinical Operations During COVID

Representatives from Orcas Family Health Center (OFHC) and UW Medicine Orcas Island Clinic (UW) were present.

Aimee Johnson, OFHC Office Manager, reported the difference in income from fees for April 2019 (\$41,000) versus April 2020 (\$22,500). She wasn't able to easily compare expenses for the two periods since there was an increase in staff compensation included in the current fiscal year budget. As was reported at the last meeting, visits continue to be about 50% of what they were during the same period in 2019 (450) versus 2020 (249). OFHC has started using a new telehealth platform.

OFHC continues to operate on reduced hours Monday through Friday; however, they do flex when needed. This past week they kept the office open later on two days. The office remains staffed with two providers in mornings, and one provider staying in the afternoon, as needed. Staff has been reduced by 50% and several staff members have claimed partial unemployment benefits.

The day before the meeting Aimee reported receiving approval of their PPP loan, which will be forgiven if 75% of the funds are used for payroll related costs. At this point she is not sure exactly how much money will actually be received. In other positive developments, CMS recently reported they are expanding what will be paid for telehealth visits. RHCs will now be reimbursed at \$90/phone call with a provider, as long as the call lasts longer than five minutes. This is higher than the current All-Inclusive Rate that is how RHCs are paid for office visits. Finally, OFHC expects to receive approximately \$100,000 as part of COVID relief funding for RHCs, and it appears there aren't any restrictions as to how they can use those funds. As reported at the last meeting, Aimee received just over \$5,000 from the CARES Act based on Medicare billings, and she expects to get about the same based on Medicaid billings but that is yet to be determined.

Commissioner Fralick asked Aimee where she felt the clinic would end up after receiving the various funds. Aimee feels they might end up being okay; however, she just learned about some of the new funds and telephone reimbursement last Friday and hasn't had a chance to digest it all.

Mark Bresnick, UWNC Associate Director of Operations for the North Region, provided an update for UW. While he did not have specific numbers, he did confirm that patient volumes were also down about 50% in March/April, and YTD visits are about 75% of budget.

Mark reported on the types of activities underway. UW is continuing to do testing for anyone who meets criteria, and the criteria has opened up a bit. They have largely moved all visits to telehealth and the Superintendent asked about an article from UW Medicine that clinics were opening up more. Mark confirmed they are currently reviewing their patient panel to identify high risk patients who might need to be seen in the Clinic. This includes diabetic patients and cardiac patients who need follow-up, as well as well child visits for vaccinations. The Clinic team will evaluate and those at risk, not for COVID, will start being back gradually. They don't want people to get sicker by avoiding care and then having to access a higher level of care.

Commissioner Fralick asked Mark about the essential workers testing project, and he reported that has ended since the County DOH reached their desired level of 300 tests. Commissioner Groundwater asked about CARES funding for UWNC, and Mark was able to confirm UWNC was approved for funds. That said, he wasn't clear on how the money would be distributed across all of the UWNC clinics.

Superintendent Presson shared a few updates from the County's Emergency Operations (EOC) and some recent articles from the State DOH and Governor's office.

V. Committee and Work Group Reports

- a. **Building/Equipment Committee** – Commissioner Groundwater reported that three bidders responded to the Roof RFP. The Committee was in the process of reviewing the responses to ensure everything was in order. Overall, the pricing seemed reasonable and the bids were all fairly close together. The bidders were asked to quote on three types of roofing materials, and the warranties were consistent since they were asked to bid on the same material. The add-ons were also very consistent from bid to bid. At this point it looked like the lowest responsive bid came from Esary which was about \$93,000 without the insulation. The cost to insulate the roof to increase energy efficiency basically doubles the cost of the project, and that will be

something the Board will need to decide to just replace the roof or include the insulation. There is a fair amount of work involved in going with the insulated roof approach. President Fralick said the next step is to review the complete bid packages and follow-up with the low bidder. He asked the Superintendent to send the bids to the entire Board. President Fralick would also like to suggest to the Board that the two options remain open insofar as the conditioned attic space. He would like to keep that active until the HVAC responses are received. Commissioner Groundwater confirmed the HVAC RFP is due the end of the month, and at that time the Committee will bring the entire package back to the Board. At this point, the Committee recommends going with the low bidder but not making a final determination on material as we don't know exactly which option will be chosen.

Commissioner Groundwater went on to provide an update on the HVAC RFP. The document has been finalized and will be sent to contractors on the MRSC Small Works Roster. In addition, since the cost could exceed \$350,000, the Committee will also follow the public bid procedures and will have notice be published in the local paper within 13 days of the May 29th bid due date.

Before leaving the Committee Report, Commissioner Miller expressed concerned with the low bidder on the roof. She requested the Committee do a thorough job in checking references of the low bidder. Beyond checking happiness with the bid and timeliness of install, she would like to ask about overall performance and job satisfaction. This should include looking at older roofs to see how well they performed she since has heard concerns. Commissioner Lange asked about taking the low bid and how a poor reference might be handled and if the Board has any discretion. Commissioner Groundwater clarified that it is the lowest responsible bid, and the RFP included some additional factors that can be used, including satisfaction of references. If the references don't check out that deems the bidder non-responsive. President Fralick also mentioned the ability to ask the low bidder to complete a Pre-Award form to review each of the responsibility factors, and the Committee will ask the contractor to complete that form. Commissioner Lange asked who provides the references and who checks them out. Commissioner Groundwater indicated the bidder will provide the references and the Committee and Superintendent will complete the reference check. President Fralick asked the Commissioners to send additional names to the Committee and they will check them out in conjunction with the reference check.

Returning to the HVAC RFP, Commissioner Miller asked about the unconditioned approach and whether the Committee will be getting an estimate to redo the insulation in the attic. Commissioner Groundwater confirmed that the RFP does ask for that as an add-on and has a "replace or repair" clause specific to insulation. The question was raised if a separate RFP should go out to insulation companies, and that will be assessed after all of the bids are in. Finally, Commissioner Boteler asked how companies will be able to access the building in light of COVID to be able to estimate the work. Commissioner Groundwater explained there is a clause in the RFP that the timelines could be modified as a result of COVID, and the Committee will make every effort to accommodate access. Photos aren't going to be adequate to prepare an estimate, and it will be necessary for contractors to see the building. We'll need to coordinate with the Clinic Manager to gain access when convenient.

- b. **Finance Committee** – Superintendent Presson reported on the timing of UW's fiscal year 2021 draft budget as she was just informed they will not be able to finalize next year's budget prior to the normal June 30th deadline. At this point, it looks to be a delay in the budget development process until early August. She and Commissioner Miller will be working with

Mark Bresnick and the UW team to get more details as to what that means as far as timing for the initial draft and how the District will handle the subsidy for July and potentially August. We don't want to determine the subsidy in arrears so will need to figure that out. We are also waiting for the FY '20 Q'3 financial report and not sure if that will be delivered on time. Commissioner Miller asked if the Superintendent knows if the budget delay will also impact their ability to respond to the RFP. Superintendent Presson hasn't specifically asked that question yet; however, the deadline in the RFP is in conflict with this new timeline.

VI. Clinic RFP Process

The Board spent the bulk of the meeting reviewing the RFP document and supporting materials that will be released as part of the Medical Clinic Operator RFP process. After much deliberation and review, there was agreement on a variety of modifications. A discussion was held around offering a sample Clinical Services Agreement (CSA). The Board debated the benefit of providing a sample CSA, and after continued conversation, there was consensus not to attach a sample CSA to the RFP at this point. The Commissioners agreed it was important to first agree as a group what the starting point will be and they will decide as a group what they want it to look like and then present a document when they are further along in the process to see what areas might be problematic. Commissioner Groundwater agreed to circulate the template following the meeting so the Board can discuss the changes they would like to see made to the document at their next meeting.

The Board reviewed the timeline and decided to remove the formation of a separate Work Group so that all questions will go through the Superintendent and responses will be reviewed at Board meetings. After continued discussion it was determined the Board will likely need to move the July meetings out a week. This will mean scheduling Special Meetings on July 14th and 28th to give the responders additional time to answer questions and provide requested information prior to Board discussion. Interviews will be targeted for July 30-31 and award of contract on August 4th. Language will be added to provide for modifications to the Timeline subject to developments specific to COVID19. President Fralick asked to change the term "new" clinic to "restructured" clinic.

MOVED by Commissioner Lange, seconded by Commissioner Miller to approve the RFP, Forms and Timeline as modified. No further discussion. VOTE 5:0:0. MOTION CARRIED.

Commissioner Groundwater expressed concern with a few areas of the District Prospectus, which will accompany the RFP, one having to do with the history of providers coming and going which, she found confusing and not relevant. There was agreement to have Commissioner Groundwater submit her changes to Superintendent Presson following the meeting.

MOVED by Commissioner Miller, seconded by Commissioner Lange to approve the District Prospectus as to be modified by Commissioner Groundwater. No further discussion. VOTE 5:0:0. MOTION CARRIED.

The Board went on to discuss who should receive the RFP. There was consensus to send to the two current clinic operators, UW Medicine and OFHC. In addition, the RFP will be sent to all of the Provider-Based RHCs outlined in the consultant report. These include: Island Hospital, PeaceHealth/PIMC, Whidbey Health and Jefferson Healthcare. While it's unlikely there will be interest from an FQHC, the Board directed Superintendent Presson to send materials to Bruce Gray, CEO of the NW Regional Primary Care Association. She will ask him to extend to his membership. Finally, while the clinic doesn't appear to fit their model, the Board will include Family Care Network on the RFP list. Superintendent Presson will be posting notice of release of the RFP in the papers and on the District website.

The discussion around alignment in key areas was postponed due to time constraints. All Commissioners were directed to send input on Commissioner Lange's document to Superintendent Presson. She will aggregate

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feedback and bring an updated version to the next Regular Meeting. Commissioner Lange asked to go on record as stating he feels it's a mistake to wait two weeks to have this very important strategic discussion.

VII. New Business

Due to time constraints the discussion around the Electronic Signature Policy and DocuSign was postponed until the next Regular Board meeting.

VIII. Operations Report

Superintendent Presson continued to provide updates on property tax receipts. As of the beginning of May over 50% of total budgeted proceeds have been received.

IX. Public Comment

Leif sent a message via Chat that was read by Superintendent Presson.

You work nicely as a team and deal well with a plethora of detail that constitute what healthcare on Orcas should mean. I hope that the clear statements regarding core mission objectives found in these documents become the fixed point of reference in future negotiations. So often healthcare becomes a mess of non-health-related minutiae around compliance, finance, and legalities when the core mission has all but been forgotten.

I do see these statements as a much fuller articulation of this community's needs than where we started, with allowance for further growth as we better understand our needs. It is clear that the best partner will pitch in whole heartedly with understanding our needs and defining a vision that has been demonstrably lacking on Orcas thus far, to our detriment.

Ken Speck mentioned that he had a 50-year roof installed on his building downtown and is having a \$60,000 repair done next week after 20 years.

Bill Bangs thanked the Board for their work.

X. Upcoming Meetings

A list of upcoming meetings was included on the Agenda. The next Regular Meeting of the OIHCD is scheduled for May 19th and will continue to be conducted via Zoom.

XI. Meeting adjournment

MOVED by Commissioner Groundwater, seconded by Commissioner Boteler to adjourn the meeting at 7:55 pm. VOTE 5:0:0. MOTION CARRIED.

Minutes approved this _____ day of _____, 2020.

DocuSigned by:

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5/27/2020

Attest: Patricia Miller, OIHCD Board Secretary