

Orcas Island Health Care District
Board of Commissioners
Special Board Meeting

December 18th, 2024
5:00 – 7:00 pm
500 Rose St, Eastsound, WA 98245

Join Zoom Meeting

<https://us02web.zoom.us/j/2606173610>

Agenda

- I. Call To Order – Special Board Meeting** President Zoeller
- II. Commissioner Additions to Board Agenda** President Zoeller
- III. Special Meeting Public Comment** President Zoeller
Comments received via email will be read by the Superintendent. Meeting participants will be asked to raise their hand and will be called on to deliver their comment.
- Generally, the Commissioners do not respond to specific comments or engage in dialogue during the public comment period; however, the President may direct staff to follow up with the speaker as appropriate. Public comment is for members of the public to inform the Board of their views regarding Board business.*
- IV. Presentation on District PR Strategies** Mary Kay Clunies-Ross
Matt Ellsworth
- V. Consent Agenda – Action** President Zoeller
- a. **Regular Board Meeting Minutes – 10/23/2024**
 - b. **Public Budget & Levy Hearing & Special Board Meeting Minutes – 11/12/2024**
 - c. **AP Voucher Report – 11/19/2024 – \$3,390.62**
 - d. **AP Voucher Report – 12/03/2024 - \$15,348.82**
 - e. **AP Voucher Report – 12/17/2024 - \$6,829.31**
- Action:** *Approve Consent Agenda*
- VI. Superintendent Report** Superintendent Chord
- a. **November 2024 Financial Review**
 - b. **Building Committee**
 - i. Storage container at clinic
 - ii. Planning for Provider Space

- c. **Communications Committee**
 - i. Slides feedback – updating slides
 - ii. Assignments for organizations to meet with
 - iii. Clinic MA Article published 12/11
 - iv. District Update publishing 12/18
- d. **Finance Committee**
 - i. Contract Negotiations Update – last meeting 12/05
 - ii. Will have updated term sheet sent, based on feedback of conversation
 - iii. Extending subsidy agreement deadline to 01/31/2025
- e. **Medical Directors Committee**
 - i. Clinic has visiting pain provider coming 1x a month
 - ii. Discussed physician recruitment efforts
- f. **EMS/After Hours Committee**
 - i. Discussed meetings with medical directors between organizations
- g. **Quality Committee**
 - i. Highlighted quality measures, including Orcas' high performance amongst Island Health clinics
 - ii. Updated on new quality measures in 2025
 - iii. Updated on Transitional Care Management program
- h. **Operations Committee**
 - i. Staffing updates - Clinic rehired previous MA, hiring for a Clinic Liaison position
 - ii. IRHI met w/clinic staff and will be referring patients for reproductive care access
- i. **Orcas Dental Project**
 - i. Finalizing quality/performance metrics dashboard
 - ii. Working on contract for administrative support payments & pass-through role for OICF reimbursement
 - iii. Have a few final items for purchase –\$148k dental grant, \$18k OIHCD in 2024
 - iv. Meeting with FQHCs/HCA to discuss options for reimbursement structures for dental clinic
- j. **SAO Accountability Audit**
 - i. SAO Audit period 12/09 – 12/20
 - ii. Will have report on findings in early January
- k. **Accounting Transition**
 - i. Meeting weekly with accountant
 - ii. Mirrored monthly transactions for October and November in Quickbooks
 - iii. Collecting final payroll information to ensure accurate payroll payments end of January
- l. **SJC Health Network/Consortium**
 - i. Met with three HD superintendents, SJC health & community services leaders, SJC District court to discuss formalization of Health Network

- ii. Would replace Vulnerable populations workgroup, and re-establish community network for health related updates
- iii. Would partner with Trillium & facilitation consultant to help develop structure in 2025 and future funding opportunities for ongoing work

m. **Other Items**

- i. Meeting with Mark to discuss planning of strategic priorities for 2025
- ii. Option to establish Sharepoint or Website Board Portal to share files for committee meeting minutes, superintendent updates to board, working documents
- iii. Working with legal counsel on contracts with OCRC, DentAll, and OICF for the community support budget items in 2025
- iv. Currently no need to contract with Trillium Swanson on the health network development, as she is funded by district court until July 2025
- v. Increase in PEBB expenses puts all benefits programs above the \$1000 threshold that the district will cover per employee

VII. Old Business

President Zoeller

a. **Electronic Signature Policy**

- i. **Potential Action:** Approve Updated Electronic Signature Policy

b. **Business Travel & Expense Policy**

- i. Potential to update language on business expense policy to reflect per diem, rather than receipts for individual meals
- ii. Other districts have adopted similar policies, as the per meal rate does not cover costs for lunch/dinner in many parts of Washington
- iii. **Potential Action:** Approve Updated Business Travel & Expense Policy

c. **Policy Review Table**

- i. Recommend reviewing personnel policy, based on update in PEBB expenses

VIII. Executive Session

President Zoeller

According to RCW 42.30.110 the board will convene an executive session to evaluate candidates for nomination to elective office. Time is estimated to be 10 minutes.

IX. New Business

a. **Commissioner Vacancy Announcement & Nomination**

- i. Discussion of Commissioner Nomination Process
- ii. **Potential Action:** Nomination for Board of Commissioner Seat #2
- iii. **Potential Action:** Approval of formal Commissioner Vacancy & Nomination notice

b. **Auditing Officers**

- i. Discuss replacement primary & secondary auditing officers

- c. **Committee Vacancies**
 - d. **Resolution 2024-07: Declaring District Property to be Surplus**
 - i. **Potential Action:** Approve Resolution 2024-07
 - e. **Resolution 2024-08: Set Regular Board Meetings for 2025**
 - i. **Potential Action:** Approve Resolution 2024-08
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- X. **Executive Session** President Zoeller
According to RCW 42.30.110 the board will convene an executive session to evaluate performance of a public employee. Time is estimated to be 20 minutes.

 - XI. **Public Comment** President Zoeller

 - XII. **Upcoming Meetings & Activities - Information**
 - a. **OIHCD Operations Committee Meeting – Monday January 13th – 9:30 AM**
 - b. **OIHCD Regular Board Meeting – Wednesday January 22nd – 5:00 PM**

 - XIII. **Adjourn - Action** President Zoeller