

Minutes
Orcas Health Care District
Board of Commissioners - REGULAR Meeting
Tuesday, July 3rd, 2018
4:00 pm – 6:00 pm
Eastsound Firehall

I. Call to Order

President Fralick called the meeting to order.

Present: Art Lange, Richard Fralick, Pegi Groundwater, Patricia Miller, Diane Boteler.

II. Public Comment

Pierrette Guimond commented that having a paper copy of public documents available in a binder, like the Public Library provides, would help those without internet access.

III. Minutes

Fralick clarified the procedure to record the minutes. The minutes taker will submit a draft to secretary Miller. Miller will revise as needed and will distribute to commissioners for comment. Any suggested changes should be sent to Miller who will create a final draft for approval.

- **Approval of minutes June 26th, 2018 meeting.**

Motion: Groundwater. **Second:** Boteler. **Vote:** Motion Passed Unanimously.

IV. Committee Updates

A. Finance Committee – (Fralick, Miller)

- **OMF Building inspection scheduled for July 7th**

Fralick confirmed the inspection is scheduled for July 7th. Miller stated a concern that UW has not yet conveyed plumbing issues to inspector and agreed to follow up.

- **Confirm call with bond attorney scheduled for July 10th**

Groundwater confirmed the bond attorney is scheduled to attend, via conference call, next Tuesday's board meeting. Fralick stated the purpose of meeting is to discuss bond terms and requirements for tax-exempt status. Groundwater added that we want to clarify what the loan will be spent for and review communications with bank to date.

- **Formation of UWP/OMF/OFHC Workgroup-Expanded Urgent Care-Model and Cost**

Fralick stated we are scheduled for a conference call with OMF & UW every Friday and a summary is sent to the commissioners. This last meeting UW suggested setting up a work group to discuss expanded Urgent Care, its model and cost of various aspects of service. The group discussed how to move the urgent care topic from concept to realization, including how to include all stakeholders (OFHC, EMS, UW, and District).

General agreement that Lange & Boteler will develop a description of the desired model and present it to the other commissioners by Friday 7/6. Once agreed upon by the commissioners it will be presented to UW/OMF and OFHC and a stakeholder group, including EMS and both practices, would be formed to better define the process and associated costs.

- **Consider formation of UW/OIHCD/OFHC Workgroup-Metrics**

The group discussed creating a work group, similar to urgent care, to establish the metrics. After discussion, there was general agreement that MGMA stats are the industry standard and Lange and Miller will develop a proposal of the metrics to be included in the contract for the board consideration. Once the board reaches consensus they will decide if a work group with the practices is necessary or if it would just go to the contract negotiations team.

- **Discuss X-Ray machine solutions**

Boteler reported on her meeting with UW biomedical engineer, Mt. Baker Imaging quality coordinator, and OFHC/UW representatives to evaluate the feasibility of both practices sharing the OFHC machine. The machine was determined to be in good condition with only minor maintenance and repair needed [approx. \$200-\$1000]. Some additional training for OFHC techs may also be needed. Mt. Baker radiologist has reviewed sample images and ok'd their quality.

Boteler stated that the logistics of providing images to UW system were reviewed and the process will work in theory to push the images to UW in approx. 30 minutes. Some of the other issues considered were a) Does OFHC have sufficient staff, b) How patients will be transported, c) How billing will work for all aspects of service be handled, and d) The need for patients to register at both clinics for insurance purposes. Aimee Johnson with OFHC stated that they could register patients off the UW paperwork to minimize inconvenience. After-hours logistics have not been discussed. Generally, after hours radiology is non-technical and easy for the provider to operate without assistance but that would be more difficult when UW is handling after hours patients and the OFHC clinic is closed.

Boteler thinks overall there will be some pain in the transition but the economics are favorable enough to at least give it a try. A call with UW is set for Thursday to identify any additional questions and follow up on the after-hours x-ray process are the next steps.

Also noted, OFHC has an unused ultrasound which can be put into service if enough patient volume is found to justify needed tech support.

B. Legal Committee – (Groundwater, Lange)

Groundwater confirmed the Enduris Insurance policy active, first invoice [approx. \$290] is received and final documents verifying coverage starting May 5th to be received Monday.

- **Public Records Policy review and possible adoption**

Groundwater reviewed various wording changes etc. to clarify draft; adopt statutory fee; set records availability/week; process of handling denials. The policy directs the Superintendent to maintain documents and availability to public.

Resolution 2018-12 Authorizing Statutory Default Costs and Exception for Maintaining Index Associated with the District's Public Records Policy.

Discussion: Miller requested addition of "Whereas the district finds it necessary to focus its limited staff resources on ensuring that central healthcare services are available to our community." Groundwater stated she had considered an amendment to address conserving taxpayer revenue as well.

Motion to adopt Resolution 2018-12 with Miller amendment. Groundwater. Second: Boteler. Vote: Motion Passed Unanimously.

Motion to adopt Public Records Policy with Groundwater amendments. Groundwater. Second: Miller. Vote: Motion Passed Unanimously.

- **Preliminary discussion on Interim Funding Agreement**

Groundwater reviewed the draft agreement. Fralick suggested modifying Items 4 to read "The term of this agreement shall commence on the date the district notifies party that it has received financial

projections for the period of July 1 2018 to June 30 2019 that are reasonably satisfactory in detail and substance to district.” After further discussion the board agreed that this wording would not resolve the issue of lack of sufficient budget information.

General consensus to offer UW the following options - a copy of the Interim Funding Agreement, a letter of intent to proceed to negotiation, or offer to conference with attorneys at the next meeting with UW/OMF.

C. Communications Committee – (Lange, Boteler)

Boteler provided an update on constructing a survey with Madrona Voices. The intent is to provide a draft of the proposed survey to the communications committee members for review prior to submitting to the board, to be sure that it addresses what we want it to learn. Lange explains that each question provides some education to help respondent frame their choices.

Lange stated that Dr Shu would like to include a question about support for an “alternative medicine” approach to care and that Steve Smith of Madrona Voices has offered to do a broader survey of Orcas health needs and might include this question there, instead of doing it under auspices of the PHD. Miller recommended that we first need to agree upon the goal of survey before we construct the survey. Lange explained that we’d like to know what the people we represent want and to test the results of the Working Session but keep the option open of doing something different because of larger responsibilities of the Commission.

D. Staffing Committee – (Boteler, Groundwater)

The committee recommended one candidate for interview for the Superintendent position. The interview took place later in the meeting.

E. Technology Committee – (Boteler, Miller)

● **Consider contract for IT support**

Miller clarified that the proposed contract with NW Technologies includes unlimited support for public records requests. The support is contingent on us using of Microsoft 365 and One-Drive which would automatically retain all records of the district and would allow NW Technologies to run queries for to extract that records needed to complete PR requests. Cost: [month to month is approximately \$330/month]. Onsite tech support is not included. Miller/Groundwater explained that records retention requirements are set by the state archive office and are different for each type of district. Once we set our policy, NW Technologies would then set our software to retain records for that period.

Motion to authorize Fralick to sign a comprehensive service agreement including Office 365 with NW Technologies: Miller. Second: Boteler. Vote: Motion Passed Unanimously.

● **Computers/software – review recommendation for computers – take action**

Miller reviewed the computer options and related costs. She explained that NW Technologies is not able to support consumer grade computers (approx. \$700 each or less) because the manufacturers require those to be shipped to them for repair. They are able to support business grade computers (approx. \$1K each) because the manufacturer allows them to repair.

Groundwater expressed concern that both the support and computers were coming in much higher than originally expected and wanted to make sure that we had fully exhausted finding less expensive resources. Lange commented that \$700 computers that last 2-3 years versus \$1,100 6-7 years, making the business grade computers a better deal and likely more reliable.

Motion to authorize Boteler/Miller to purchase computers at a cost up to \$1,100 per computer. Miller. Second: Lange. Vote: Motion Passed Unanimously.

V. Superintendent position

- Interview(s) candidates

Groundwater restated that the Staffing Subcommittee was recommending Anne Presson for Superintendent position.

Anne Presson explained that she applied with the intent of also maintaining her position with the Lopez PHD and that it was important to her that both boards valued collaboration between the districts and recognized the value and opportunity of this collaboration for a service that is so personal and important to our mutual well-being. She acknowledged that each board was very different and that each had a responsibility to its constituents but shared that the experience and expertise of the individual board members was complementary and how we could assist each other in achieving goals. Lopez agrees that combining services on islands may be a good idea; that it makes sense to collaborate and find areas for value-added possibilities, efficiencies, economies of scale, and that speaking with one voice, could give strength when negotiating with other partners including UW. There are also shared common problems of “rural remote:”, aging on island, after hours care, scarcity of resources, and finding common solutions. She communicated that she is part of working group considering island healthcare problems including Lopez doctors, EMS, UW, Community Resource Center.

Lange asked “How do you spend your time, proportionally among your duties?” Presson explained that each day is different. Some days are focused on preparing for board meetings (agendas, scheduling, minutes, etc.) Other are preparing vouchers and items for the county for paying bills. They are just wrapping up their first year-end so there has been a large focus on financial planning, reviewing the budget, working with committees on doing quality metrics, operations dashboard, etc.

Fralick stated that one of the Lopez commissioners had recommended that we not attempt to renegotiate the contract the first year and asked how that approach had been working from them. Presson responded that it was working great. She had concerns about the contract but her style is very collaborative and that even though the contract did not feel like a partnership, in practice they are very collaborative. She has found that it is common to have a hard time negotiating with UW at first, but this improves with time as trust develops. Presson shared several examples of the evolution of that collaboration.

Lange asked what proportion of her time is spent on operational issues vs. establishing relationships? Presson explained that most of her time at first was spent setting up district and now is able to spend more time (est. 20% - 25%) meeting with key members of community and other services.

Boteler asked “How do you see the superintendent's role in dealing with service issues for patients?” Presson replied that she views herself as a “connector” solving system level problems to address “down on the ground things” about how people experience their care.

Fralick adjourned for executive session to **Evaluate qualifications of applicant for public employment** (pursuant to RCW 42.30.110 (1)(g)) 10 min. The time was extended an additional 5 minutes.

Fralick reconvened the regular session.

Motion to extend job offer to Anne Presson: Groundwater. Second Miller. Vote: Motion Passed Unanimously.

Other Business

Groundwater reported that she had filed a report, which is due by July 1st, with the joint legislative audit review committee stating if we had not spent more than \$100K on public records requests.

Groundwater suggested we form a committee to look for office space. **Consensus:** Form committee to look for office space for superintendent: Miller/Groundwater

Fralick reviewed some of the board's accomplishments for the last 9 weeks: elected officers, adopted the doing business as, selected treasurer and auditor, created web page and populated it, appointed operational committees for finance, legal, communications, staffing and technology, approved bylaws, rules of conduct for meetings, code of ethics, regular meetings and a home for those meetings, conflict of interest and public records policies, determined an insurance carrier, hired two law firms, set an interim budget and levy rate, taken a short term loan from the County, established a working relationship with a bank through long term financing, established negotiation teams for long term service contracts with clinics, drafted an interim funding agreements with clinics, created process of determining feasibility of acquiring a building, hired a minutes taker and superintendent, determined agreement for two clinics sharing X-ray equipment, and we have a PO Box! Commend all.

VI. Public Comment

Dr Shu spoke on pain management, acupuncture, and the opioid epidemic. He would like the survey to address integrated medicine.

Pierrette Guimond asked about the starting date for the superintendent, and the terms/ benefits for superintendent. She asked that we provide a few copies of key documents for the public at the meetings.

Bill Bangs commended the board for their work and stated his appreciation that the board prioritized the public records policy over selecting a logo for the district.

Leif- in support said: Role of healthcare advocate involves listening well but having to be firm too.

VII. Adjourn

Motion to adjourn: Groundwater. Second Boteler. Vote: Motion Passed Unanimously.