

Orcas Island Health Care District
Board of Commissioners - REGULAR Meeting Minutes
REMOTE BOARD MEETING
Tuesday, December 1, 2020
5:00 – 7:00 pm

Commissioners Present (via Zoom):

Art Lange
Diane Boteler (arrived 5:09 pm)
Patricia Miller, Secretary
Pegi Groundwater
Richard Fralick, President

Staff (via Zoom):

Anne Presson, Superintendent
Melissa Mahar, Admin

Commissioners Absent:

None, but Diane Boteler arrived at 5:09 pm during the discussion of the IHF Foundation Board Seat.

I. Call to Order

President Fralick called the 27th meeting of 2020 of the OIHCD to order at 5:00 pm. He noted that 4 Commissioners were present, as well as the District's Superintendent. Comm. Boteler would join as she was able.

II. Public Comment

Superintendent Presson reported there were no Public Comments received via email prior to the meeting. There were also no live, public comments online.

III. Consent Agenda

The items contained in the Consent Agenda included: November 3 and 17, 2020 Regular Board Minutes, and AP Voucher Report dated 11/29 in the amount of \$7,888.94.

MOVED by Comm. Miller, seconded by Comm. Lange to approve the Consent Agenda as presented. Comm. Miller commented that her edits to the Minutes were minor and not substantive. VOTE 4:0:0. MOTION CARRIED.

IV. Committee and Work Group Reports

a. Negotiations Committee –

i. Lease Agreement with Island Hospital
Comm. Groundwater reported that the changes were received and passed on to Katherine Deets, OIHCD's legal counsel for the purpose of the IH negotiations. The Committee connected earlier today to discuss the three changes to the agreement, two items of which were not problematic. One item related to insurance liability is potentially problematic, and the Committee is waiting for a reply from the insurance carrier regarding whether the District's current policy would provide adequate coverage. In reply to Comm. Miller's inquiry, Comm. Groundwater replied that Katherine Deets will be providing language this week regarding the clause in the agreement on unused clinic space also.

ii. Island Hospital Foundation – Board Seat

Comm. Lange shared an update on IHF, after his recent meeting with Jeannette, who is the current Executive Director. The Foundation's bylaws state that Skagit Commissioners and members of Island Hospital staff are not to be Board Members of the Foundation, in order to maintain independence. They discussed the relative merits of having a Board Member from the Orcas District, which may not present a similar conflict of interest, but Jeannette expressed that the verbiage in the bylaws may need to be changed to allow for any board member rather than a member of community. The next step proposed by Charles Hall at a subsequent call was for Comm. Lange to meet with several of the IHF Board Members to see if they are comfortable with the idea. So that is what Comm. Lange intends to do next.

Comm. Miller inquired about the scope of the Foundation, relative to a possible philanthropic branch that could be organized by the District in support of Orcas health care. Comm. Lange expressed that more will be revealed soon, and that the topic has been identified for further discussion. He stated that there are pros and cons to whether there's a District presence on the IHF Board. Their process is a selection process rather than an appointment, so it won't be at the District's discretion regardless. President Fralick reiterated that the Board has given Comm. Lange the authority to pursue these questions and report back.

Comm. Miller asked about the timeline for a written agreement that the new x-ray machine would remain at the clinic if Island Hospital transitions out in the future. Supt. Presson acknowledged that this was discussed at the recent Transition call, and that Elise Cutter, COO, is working on an agreement to outline all of that. President Fralick agreed that there was indicated support for this at the Transition meeting.

iii. Assigning Commissioners to serve on interview panels

President Fralick invited Supt. Presson to provide some background on this topic, and she explained that the relevant panels will include interviews for Clinic Manager and Provider positions only, and not staff. The staff interviews will be handled by Patty Codd, Director of Primary Care Clinics at IH, and will be a less formal process. The Clinic Manager interviews were initially targeted to begin next week - to be finalized soon by Patty Codd - so a board member panelist should be appointed tonight for those.

For the providers, those will likely not be until early next year, so there's more time to determine those panelists. Comm. Miller asked whether job candidates would include outside applicants beyond current Orcas staff. Supt. Presson said that the Clinic Manager and Provider positions will be open to outside candidates, but staff positions won't be until a later date after the current employees have been considered, and after a determination has been made about remaining need. She stated that $\frac{3}{4}$ of the current staff had reapplied for their positions as of Thanksgiving.

President Fralick asked if the Board should appoint a representative for the interview panel, so that it's ready to go. Both Comm. Boteler and Lange expressed interested in being on the Clinic Manager panel. Comm. Lange recommended that Supt. Presson be one of the panelists for both the Clinic Manager and provider positions for the purpose of consistency. There was consensus among the Board that Comm. Boteler serve on the panel for Providers. Comm. Miller also expressed interest in the Clinic Manager panel. Comm. Boteler suggested that Comm. Lange could be a good backup if her schedule does not accommodate some of the interviews. After discussion, the Board consensus was that Supt. Presson will be on both panels, and Comm. Boteler will be primary for the Providers, with Comm. Lange as backup.

For the Clinic Manager interviews, the consensus was that Comm. Miller will serve with Supt. Presson, again with Comm. Lange as backup for this role.

Comm. Lange inquired about the interview process, while understanding that the final decisions are Island Hospital's. He wondered if the Board would have an opportunity to provide content input to the selected District panelists. Comm. Miller suggested that any criteria be provided to the panelists in advance.

Action: Comm. Boteler would like to see job descriptions in advance, and Supt. Presson will provide those. President Fralick suggested that this would be a way for other Commissioners who are not on the panels to review and provide input back to Supt. Presson for the panelists.

b. **Building Committee –**

i. Gutter Install update –

President Fralick offered the update that the gutters were not yet installed, due to a postponement to Tuesday, December 8th per Esary. This final step will wrap up the project.

Both President Fralick and Comm. Groundwater spoke with Doug Poole from Sage Building Solutions earlier in the day regarding the change order and the backup cost documentation to the T&M charges. Comm. Groundwater reported that they did confirm that the Exchange dump fees were only for the insulation. After a review of the timecards, the Committee agreed that the time allocations felt reasonable. President Fralick stated that the outstanding invoice amount for the HVAC project is \$22,956.77 including tax. Comm. Groundwater added that it reflects insulation on pony walls around the side (\$15,666 – including labor for removal of insulation, air sealing and vacuuming the attic space), the dump fees for the insulation, and the contractor coordination fees, based on the bid hourly rate of \$75 per hour. The Committee recommended that the Board authorize payment of this change order. Comm. Lange asked if Comm. Miller has any residual issues regarding the costs, and after discussion, she deferred to the Committee to make the final decision. President Fralick added that the timesheet documentation provided to the Committee does show detail of exact times and hourly rates per individual per task to align with prevailing wage.

MOVED by Comm. Groundwater, seconded by Comm. Boteler to authorize payment of the change order to Sage as presented. No further discussion. VOTE 5:0:0. MOTION CARRIED.

President Fralick also wanted to discuss the outstanding bill expected from Esary for another change order totaling \$27,592.15, involving 3 items – the fascia boards and adding gutters and the skylight. Negotiations already happened, which reduced the District's amount by half on the gutters, and the Committee won't make payment until after the work is satisfactorily completed. The Committee requested authorization from the Board to pay the invoice before the close of the year. Comm. Boteler agreed that this would be appropriate.

MOVED by Comm. Groundwater, seconded by Comm. Boteler to authorize payment of the change order to Esary if the invoice does not exceed \$28,000. Comm. Miller expressed concern that the original email said that cost included both gutters and fascia boards, and that has changed substantially. VOTE 4:1:0. MOTION CARRIED. Commissioner Miller Opposed.

ii. HVAC Maintenance Contract

President Fralick and Comm. Groundwater invited Supt. Presson to present the Committee's findings of comparisons for the proposed HVAC service agreement. Supt. Presson spoke with the library regarding their similar HVAC system, and they pay comparable fees to a company off-island for annual maintenance. She also spoke with Greg Sawyer of San Juan County facilities, who agreed that the fee is reasonable, given that off-island time is about \$80-\$100 per hour with the clock ticking once the ferry leaves Anacortes. The upshot is that it's equivalent to a 12-hour day each time someone comes over to service the system twice annually (she is pending confirmation if quote is for 1 or 2 technicians). Supt. Presson also reported that Greg agreed to the benefit of using the company that installed the system and is most familiar with it. President Fralick acknowledged that there is no urgency to decide, and that Commissioners could review the contract first if they wish. Comm. Miller asked if the service quote that the District received is hourly or fixed. President Fralick said that it is a fixed annual contract price of \$2,490.90. Comm. Groundwater asked about checking with the service contractor, Sage, about an inflation figure for subsequent years. In reply to another inquiry by Comm. Miller, Comm. Groundwater confirmed that the District's procurement policy doesn't require multiple quotes, rather only that the price be fair, which they have now determined.

MOVED by Comm. Miller, seconded by Comm. Lange to approve the service agreement at a price of \$2,490.90. No further discussion. VOTE 5:0:0. MOTION CARRIED.

Fralick asked Supt Presson for an update on the RFP status for exterior paint, windows and generator. She replied that this would happen at the start of 2021, after finishing clinic equipment inventory and preventive maintenance schedule targeted by the end of this year. Fralick asked if the Board is ok with this, and heard no objection.

Comm. Groundwater offered an update on the lighting proposal for the clinic after speaking with Sustainable Solutions. They would give the district "a very good price if we replace all the lights in the building for LEDs". Comm. Miller asked if the Committee had spoken with OPALCO regarding their programs for LED conversions. President Fralick confirmed that it will be part of the package. For now, Sustainable Solutions offered two options – either replace the fixtures, or just use tubes that are able to be retro-fitted into existing fixtures, and which can run with or without the ballast. The latter option would be less expensive, while still securing functionality as ballasts go out in the future. Details will be presented to Board at beginning of year. President Fralick will speak with OPALCO. The \$1,000 credit referenced by Comm. Miller would apparently pay for about half of the bulbs and the District might have to buy the other half.

c. Finance Committee

i. Capital Plan

Supt Presson reported that she will meet with Patty Codd when she's here this week regarding space planning. The inventory spreadsheets were sent to Melissa, Admin, who will collate all building related inventory into one document, including replacement dates and preventive maintenance costs as identified by UW. This summary will be provided to the Finance Committee and will be helpful in formulating a capital plan over the next 5 years.

ii. X-ray repurposing

Supt. Presson spoke with Charles about having a clear document stating that the x-ray will belong to the District regardless of how the future relationship with Island Hospital goes. This document will be completed by the end of the year. Comm. Groundwater asked

whether the document would only pertain to the x-ray or extend to other equipment too. Supt. Presson confirmed that the intention is that anything donated to Orcas by Orcas residents will be included under this umbrella. Her meeting with Patty Codd this week may illuminate more about the x-ray repurposing options also.

Comm. Miller asked Supt. Presson for an update on the meeting with Aimee Johnson regarding wind-down costs and other financial projections for OFHC. Supt. Presson replied that the meeting is tomorrow (December 4th), and that Aimee has continued to do research regarding the uncertainties with the PPP funds. After Aimee spoke with Katie Jo Raebel from WiPFLi, it sounds like it will be a favorable outcome.

iii. **Communication Committee**

Island Hospital Community Meetings

1. 12/16 Board of Health. Supt. Presson will attend with Charles (virtual)
2. 12/17 Sitting Bull Group – Thursday lunch group on Orcas on 12/17 (virtual) - Charles will attend this one with Comm. Fralick
3. 12/17 Community Briefing – 1st meeting, 5:00-6:00 pm (virtual). The Committee is still working with Laura on content, but it will be approximately 20-minute overview presentation, then moderated Q&A with the community.
4. EMS Trauma Council – meeting on December 10th Anne and Charles will attend. They are excited to have a representative of IH present.
5. OICF Wellness Group – Comm. Lange & Supt. Presson looking into this possibility. Laura Moroney may attend given her role in Community Events.
6. Laura also mentioned that they joined the Chamber of Commerce and will attend Meet & Greets.

Articles and Press Releases

Article #1 on Seeking Care – This article presented in The Sounder this week and centered around recommendations that patients do not switch clinics before the transition, as that could complicate records transfers and place unnecessary burden on clinic staff.

Article #2 next week will be on COVID testing – This article will emphasize being thoughtful about under what circumstances people request testing (for efficiency of island resources).

2. Q&A Document - Supt. Presson reported that Comm. Lange spearheaded the effort to gather questions that patients and the public have or would likely have about the clinic transition. That list has been sent to Laura, and she will work with Patty Codd to finalize those and add them to the Orcas page on the IH website. We will also distribute to the local media sources. We should have the first version of that next week.

President Fralick invited Commissioner questions, and Comm. Miller asked about the December 17 briefing, wondering how it will be publicized. Supt. Presson shared that it will be via a Chamber blast, Hillary email distribution, District's website, in Article #2 referenced above, and the Orcasonian. Comm. Miller asked if it could also be posted at both clinics and the pharmacy.

Action: Yes, Supt. Presson will make up a flyer to post.

President Fralick asked if the December 17 meeting will be available on multiple platforms – Zoom/WebEx, etc. Supt. Presson replied that Zoom is the most reliable option, and that we could probably record and post (she will confirm with IH).

Comm. Groundwater requested that it also get posted on Facebook so people like it for higher visibility. Comm. Miller then asked how we could help the public get set up on zoom in advance.

Action: Supt. Presson will look into all of these publicity requests.

Miller comment on Article #1 – good job for people who are already patients, but doesn't address new residents, and knows of local people who have been trying to get new patient appointments and are getting rescheduled. What message should we give for new residents? Do UW and OFHC have the ability to bring on new patients right now?

Action: Supt. Presson to talk with Mark Bresnick & Aimee for detail on this.

Fralick also commented on Snowbirds who aren't usually here for the winter but are here now under the current circumstances. It's creating additional volume all around.

Action: Supt. Presson to discuss with IH and figure out an appropriate avenue for how people can continue to schedule new patient appointments, even for possible Apr-May visits, and then will determine the best messaging and approach.

Supt. Presson updated the Board that the new opening date for IH on Orcas has been set to 4/1/21, rather than 3/1/21 under current COVID circumstances. President Fralick added that the progression of COVID could reasonably impact those dates further.

Regarding the Transition Team, Supt. Presson recommended at the meeting that they establish a Subcommittee on IT and Records issues, and a few people at both IH and UW have been identified, and Supt. Presson will be on that subcommittee also. She mentioned that it might be helpful to have Comm. Boteler be a guest occasionally, as pertinent items get addressed.

President Fralick reported that the 2nd Transition Meeting happened Friday with Comm. Lange and Supt. Presson also. That group is still getting organized, and the next goal will be a milestone chart to show the Board. The next meeting of that group is scheduled for December 16.

No further comments/questions.

d. **Legal Committee**

i. Follow-up on gift of funds

Comm. Groundwater asked Don Black's firm to provide parameters but has not received a reply yet. She will forward further detail to the Board upon receipt.

e. **Staffing Committee**

i. Superintendent Goal setting for 2021

President Fralick confirmed that the Committee is still awaiting feedback, pending the 12/3 meeting between Supt. Presson and Charles Hall. Comm. Miller suggested that the Board also review this, and Comm. Groundwater emphasized that the Committee would review the document generated by Supt. Presson & Charles for presentation to the Board. Comm. Miller suggested adding items beyond the Superintendent's role in the IH Transition, and Comm.

Groundwater reassured that she and Comm. Boteler have already begun creating buckets of other items for consideration.

V. Old Business

President Fralick referenced the discussion from last meeting regarding Hospice and a meeting Supt. Presson is scheduling to discuss further. Comm. Groundwater expressed an interest in participating in that meeting as the Board representative, and the Board agreed to this. Comm. Miller expressed gratitude to Comm. Groundwater for this offer.

Comm. Groundwater inquired about an item from the November 17 Minutes regarding Supt. Presson's action item for an update on her meeting with Mark, Jen and Aimee about the mobile testing sites. Supt. Presson reported that a couple of the targeted locations were not willing to support the activity. Aimee is still finalizing the details and hopes to launch in mid to late December, pending receipt of supplies. ArtWorks has agreed to represent the east side of the island.

The increased burden of testing demands around the holidays is part of what prompted the topic of next week's 2nd Article to the public. Also, Supt. Presson will speak with the PT practice, but apparently they have mandatory testing before seeing patients for physical therapy.

We might need to promote other testing options (Costco/Amazon) for people who are asymptomatic and without known exposure. More to discuss with IH, but due to UW restrictions we can't offer any additional support, including someone to answer phones and relieve some of their burden. OFHC has been doing a great job of testing on Tue/Thur with the part-time nurse. No capacity for the County to contribute. Where we can help is to reset expectations of community, and ask for everyone to be sensitive to the demands placed on our limited health care resources. The UW clinic is focused on prioritizing testing for pre-procedures, known exposure, or those with symptoms. There are also some challenges due to holiday staff absences.

Comm. Groundwater sought clarification if we are having trouble meeting demand? Supt. Presson expressed that according to UW, demand is up regardless of staffing. Comm. Miller rephrased the question, asking if it the asymptomatic/pre-procedure volume surge that's creating the demand, or is it the volume of symptomatic people? Supt. Presson understood from Lopez conversations that the demand is more due to people traveling back and forth, and college kids coming home. She also expressed the hope that pre-procedure demand for testing may moderate as facilities close down non-urgent procedures. President Fralick invited both Shila and Dr. Fleming from OFHC to join for direct comment.

Dr. Fleming shared that demand is up partly due to COVID cases being up so exposure and fear of exposure is higher, plus pre-procedure testing, and some symptomatic patients. There is also more traveling especially kids home for college breaks and holidays. They anticipate that the need will continue to increase. The testing process also removes a staff person from their standard visits and tasks. Comm. Groundwater inquired about sufficient PPE's and supplies. Dr. Fleming replied that yes, the primary issue is staff not PPE, and they are batching tests to minimize PPE use. Plus there are still flu clinics happening, with a staff person some days, which also removes them from their clinic duties. President Fralick asked how long test results take to get back. Dr. Fleming said 24 hours but that could change as has been the case with other labs.

President Fralick invited Shila's comments also, and she added that she agrees with Supt. Presson's suggestion that there needs to be more information to the public about when it's appropriate to test, so maybe we need to do a larger press release around that. She also noted that the per diem nurse, Valentina, talks with community members on her one day of the week to discuss testing, but more help is

needed. OFHC is still testing twice per week, and she administers the tests (collects specimens) on Tues/Thurs, and that has been manageable. She referenced the mobile testing plan, stating that maybe the 3rd/4th week of December is the most likely timing. The locations are planned as follows: East: ArtWorks, West: Aimee met with the yacht club today and it's looking favorable. They just need to decide which days at which locations (maybe Sun afternoon, Mon early morning, and Wed mid-day).

President Fralick invited other commissioner questions. Comm. Miller asked about the potential to expand capabilities in terms of staffing, such as adding hours for Valentina, per diem. Shila replied that Valentina also works with the senior center providing foot care, and she is a caregiver, but she plans to assist with the mobile testing sites. They need to work out details of availability. Comm. Miller rephrased that she just wanted to confirm whether the limitation is equipment or staffing, and offered the reminder that the District may have funds to allocate to the cause if helpful. The mobile test sites are pending supplies for a different test (rapid test kit), but OFHC is not confident that supplies will be here by the original target date of Dec 14. Shila shared that she is in frequent contact with the County Department of Health staff. Supt. Presson commented that Dr. James had access to 1200 kits, and offered to discuss that further. Shila presented a few options for how to proceed, which might include asking Valentina for more hours, or asking outside nurses (e.g. she knows a couple of retired RNs). They also don't know what the volume might be at the mobile sites, and don't have a good model to base that on. Comm. Boteler asked what the criteria are for prioritizing testing, relative to UW, such as symptomatic, pre-procedure, known exposure. Dr. Fleming replied that priorities are for planned procedures, symptoms, and anyone identified by Health Department as a concern for exposure, and anyone with concerns about symptoms. Shila added that at OFHC, if it's not urgent, if the patient is symptomatic or has been identified by the Health Department, they do a quick phone call to elaborate exposure and symptoms before scheduling. If it's arbitrary, they leave it to Valentina to follow-up to educate. They use NW Pathology Lab, which the county uses for their testing. Comm. Boteler asked Anne if Health Department has a plan that is countywide in regard to the vaccine, with the aim of educating people, or an FAQ?

Action: Anne will look for that information from the County Health Department and share it.

Comm. Groundwater asked if the county or the state is working with the clinic regarding vaccines, and if those will be available very soon, especially for health care workers. Shila replied that the county is having conversations with state around that, but heard from Ellen late last week, but there is not a lot of detail about how that will trickle down to the clinic level. The only thing they've coordinated on is logistics on how to conduct clinics for flu shots at the fire department. That then becomes the model for application to COVID vaccine also. She hopes that those conversations will resume next week. Comm. Miller asked if the county or Dr. James have communicated any messaging around the app that was shared today, and if there is a value to a campaign encouraging the community to register on the app, acknowledging that there are issues with privacy. Shila has not heard anything from the County, but does know that the personal level data in the app is anonymous, and it doesn't include identifying or demographic information such as age, phone number, where they live, etc. She is expecting Dr. James to chime in soon.

Action: Supt. Presson said that today's morning briefing did not include any campaign, but she will add it to her list and maybe include that information in the article if it's supported by the Health Department, per Comm. Miller's suggestion.

Supt. Presson invited Mark Bresnick to speak on the call, and he added that UW is handling the vaccine logistics for their staff, and they are in contact with the state and Health Department. He hasn't seen details around staff distribution to high priority areas, but the Orcas clinic would be part of that process and the island nature will be prioritized once they have vaccine for staff.

VI. New Business

Regular Meeting Minutes
December 1, 2020

President Fralick flagged the fact that the Board will be electing new board officers at the first January meeting. He has been President for the last 2+ years, and someone else needs to take over the role. He asked the Commissioners to consider how they'd like to proceed because he will not be a candidate. No other new business was introduced.

VII. Operations Report

Supt. Presson checked in whether the District should anticipate the same cadence of two meetings per month in the new year. Comm. Groundwater emphasized keeping the cadence until the transition, then she would like to decrease it. Comm. Miller would like to see the transition timeline first then decide whether meeting dates should be restructured, but thinks keeping the cadence is likely. The Board also agreed to keep meeting times from 5-7:00 pm, in part to support Comm. Boteler who expressed difficulty attending any earlier.

VIII. Public Comment

There were no Public Comments submitted at this time.

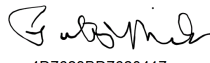
IX. Upcoming Meetings

President Fralick asked the Board to decide if they'd like to keep the December 15 meeting as scheduled, or cancel it and add one if needed. Comm. Miller expressed that the only topic known so far is the Lease, and President Fralick mentioned the possibility of the Project Sheet (Transition Timeline). Comm. Groundwater suggested that if the Timeline can be circulated rather than waiting for a January meeting, then we don't need a meeting in December. Comm. Boteler recommended cancelling. All Commissioners agreed, while reserving the right to reschedule if needed.

X. Meeting adjournment

MOVED by Commissioner Miller, seconded by Commissioner Groundwater to adjourn the meeting at 6:46 pm. VOTE 5:0:0. MOTION CARRIED.

Minutes approved this ____ day of _____, 2020.

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2/25/2021

Attest: Patricia Miller, OIHCD Board Secretary

Date signed