

**Orcas Island Health Care District**  
**Board of Commissioners - REGULAR Meeting Minutes**  
**REMOTE BOARD MEETING**  
**Tuesday, February 16, 2021**  
**5:00 – 7:00 pm**

**Commissioners Present (via Zoom):**

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

**Staff (via Zoom):**

Anne Presson, Superintendent

**Commissioners Absent:**

None.

**I. Call to Order**

President Lange called the 4<sup>th</sup> meeting of 2021 to order at 5:03 pm. He noted that 5 Commissioners were present, as well as the District's Superintendent.

**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: January 19<sup>th</sup> and February 2<sup>nd</sup> Regular Board Minutes, and AP Voucher Report dated 2/14 in the amount of \$31,075.01.

**MOVED by Commissioner Fralick, seconded by Commissioner Boteler to approve the Consent Agenda as presented. VOTE 5:0:0. MOTION CARRIED.**

**IV. Island Hospital Update**

Charles Hall, CEO, was in attendance along with the rest of Island Hospital's leadership team. He provided updates from the weekly transition meetings with UW Medicine, as well as the status of hiring of the staff and providers. Island Hospital shared that Aimee Johnson from OFHC accepted the position of Clinic Manger for the new Clinic. Aimee possess 16 years of health care leadership experience and a deep knowledge of Rural Health Clinic operations. Island Hospital continues to recruit for the remaining open positions which included an RN, Medical Assistant, and Patient Appointment Coordinator. They have candidates for all positions and expect to conclude interviews in the coming week.

Patty Codd, Director of Primary Care Clinic Operations, reviewed the timeline during the transition week. UW Medicine's last day of seeing patients in the Clinic will be Friday, March 26<sup>th</sup>. They will continue to provider after-hours triage only, and individuals needing in person care will be covered by OFHC. Staff will transition to Island Hospital as of Monday, March 29<sup>th</sup> and will be in training that week. The opening day of the new Clinic will be Monday, April 5<sup>th</sup>.

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Elise Cutter, COO, provided a brief update of activities to engage with the VA. Island Hospital is working directly with the VA as well as Tri-West since they are now in charge of the VA contract. Discussions have been underway to determine if Island Hospital can contract specific to the Orcas Clinic. There are some issues in the managed VA plan which doesn't recognize Rural Health Clinic status, and that significantly impacts benefits and reimbursement. Crystal Guzman, President of the RHC Association is also an Island Hospital employee and is helping support the conversations.

Island Hospital has filed for the transfer of ownership for the RHC license from OFHC to Island Hospital. All is moving along to enable Island Hospital to assume the Medicare number tied to OFHC. That will allow for the more favorable reimbursement to begin sooner than if Island Hospital had to apply for a new number. Again, Crystal's expertise is coming in handy and they expect that after preparing some legal documents all should be able to be wrapped up.

Finally, Laura Moroney, Director of Marketing, reported on the logistics for the upcoming Community Briefing that Island Hospital is hosting.

The Commissioners posed several questions, many of which centered around the requirements for patient transfer of records and the process to move records from UW to Island Hospital. Commissioner Miller questions whether the three-month limit on transfer of data from UW was industry standard or a UW policy. Debra Gussin from UW explained that in their view the CCD (Continuity of Care Document) is not meant to be an electronic record of a patient's entire history. They feel three-months is industry standard, and the Island Hospital team will have access to EPIC View which will allow for viewing of the entire record. The CCD was not intended to be a replacement for a medical record.

Commissioner Miller explained that the community's perception is that they paid for the transfer of records once and would like to make sure all avenues are explored to enable and expedite the transfer to Island Hospital. Patty Codd reported that there are three ways to enable the data transfer at this point. These include: (1) manual; (2) scanning yet that makes it hard for the provider to find the data; and (3) CCD and use the EPIC View to look at historical data. In the last case the staff would prepare the record in advance of the patient visit and it would be an ongoing part of the visit prep to support the provider. It was also confirmed that EPIC View is a function that will be available to the Clinic indefinitely.

Commissioner Miller asked Laura if the Communication Committee can share their list of health topics so they can be sure she has them on her list for future communication to the community. Laura confirmed that her next Press Release is scheduled to be on the topic of the providers. Commissioner Miller felt continued communication about the release of information (ROI) forms and steps patients need to take versus what will happen behind the scenes is important. Finally, Patty Codd confirmed that OFHC's electronic medical records vendor has agreed to transfer 12 months of data on the OFHC patients. When questioned again, Debra Gussin reported UW has no way to change their three-month limit.

## V. Clinic Updates

- a. **OFHC** – In Shila Wachtel's absence, Superintendent Presson provided a brief overview of OFHC's testing and vaccine efforts. Due to recent weather issues, the mobile testing events on Sunday and Monday were cancelled. OFHC received a large donation of rapid test kits from the County, and that will support their testing efforts through the close of the Clinic at the end of March. On the vaccine front, thanks to Ray's Pharmacy OFHC was able to conduct a COVID vaccine clinic over the weekend and vaccinated 40 people. This was impressive in light of the snowstorm. OFHC was not allocated any prime doses so they will only be delivering booster doses of vaccine in the coming week. Superintendent Presson also noted that the County is

still waiting for the delayed shipment of vaccine to support the second day of the National Guard event that was cancelled due to weather delays. She expects the event will be rescheduled for March 2<sup>nd</sup>. The County will also continue with booster doses only, as they were also not allocated any prime doses for this week.

Aaimee Johnson reported that OFHC will continue to collaborate with community partners to ensure adequate coverage of vaccine. She shared that Island Hospital will take over the vaccine effort and ensure no lapse. If the refrigerator units stay on site at OFHC they can continue to receive vaccine until Island Hospital receives their own tax ID for the Orcas Clinic.

- b. **UW** – Mark Bresnick and Debra Gussin reported from UW Medicine. Debra shared that the UW system has not scheduled any prime dose appointments for weeks. In light of the lack of allocation and short timeline, UW will not be hosting any vaccine events before their departure. They continue to perform COVID testing during the week, and they will support the County’s efforts when needed. They are also willing to help with outreach to their vulnerable patients and/or those without internet access.

## **VI. Committee and Work Group Reports**

- a. **Legal Committee** – Commissioner Groundwater reported that the MOU discussed at the last meeting was revised. Rather than being specific to the X-ray machine, she expanded it to include any piece of equipment purchased fully with donations. The updated MOU was approved by Island Hospital. The Lease Agreement has not yet been finalized.

**MOVED by Commissioner Fralick, seconded by Commissioner Groundwater to approve the revised MOU for clinic equipment. VOTE 5:0:0. MOTION CARRIED.**

**Action:** Bring Lease Agreement to the next Regular meeting for action. Superintendent Presson continues to work with Island Hospital and UW to finalize issues specific to employees so that the termination letter can be finalized and sent to UW.

- b. **Finance Committee** – Commissioner Miller reported the Committee is scheduled to meet on February 22<sup>nd</sup> and there will be a report following that discussion.
- c. **Building Committee** – Commissioner Fralick reported that the Committee offered to take the burden of the RFPs off of the Superintendent’s plate. They will be meeting on Thursday to discuss next steps. In the meantime, the installation of the X-ray machine is progressing.
- d. **Communication Committee** – Commissioners Miller reported she and Commissioner Boteler are writing a communication piece to come from the Board. Topics will include after-hours care, economics of health care, etc.

**Action:** Commissioner Miller will get a draft article to the Board in the next few days for review.

- e. **Staffing Committee** – Commissioner Groundwater reported the Committee circulated a list of possible objectives for the Superintendent. Some of the goals are specific and some are more general in nature. The Committee feels it’s important to only include items that are within the control of the Superintendent versus ones specific to Island Hospital.

The Board was asked to decide what and how many goals to adopt for 2021. Commissioner Miller commented that the goals should be more objective, and the Board will want to decide if they should be measured quarterly or annual.

**Action:** After continued discussion the Committee agreed to fine tune the goals and bring to the next Regular meeting for action.

**VII. Old Business**

- a. **MOU for X-ray** – this was covered in the Legal Committee update.

**VIII. New Business**

Nothing to report.

**IX. Operations Report**

Superintendent Presson provided an update on the District Office move to the building owned by CTO Properties. CTO Properties has prepared a lease starting March 1, 2021 for a term of five years and rate of \$750 per month. The only additional expense will be for OPALCO. Since the new lease will take effect prior to the next Regular meeting, Superintendent Presson asked to be able to work with Commissioner Groundwater to finalize.

**MOVED by Commissioner Fralick, seconded by Commissioner Boteler to approve the lease for the new District Office once it passes inspection by Commissioner Groundwater and Superintendent Presson.**

Discussion continued and the motion was revised.

**MOVED by Commissioner Miller, seconded by Commissioner Boteler to amend the prior motion, and authorize Commissioner Groundwater to review and approve the lease agreement for the new District Office, and authorize Superintendent Presson to sign the lease. VOTE 5:0:0. MOTION CARRIED.**

**X. Public Comment**

Molly Roberts provided a Public Comment, and shared that it is a pleasure to listen and watch the Board working together. She is impressed with the level of listening to each other and the knowledge displayed. She thanked the Board for their time and service.

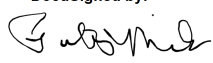
**XI. Upcoming Meetings**

President Lange reported that the next Regular meeting of the OIHCD Board is scheduled for February 16<sup>th</sup>. Other meetings were listed on the Agenda.

**XII. Meeting adjournment**

**MOVED by Commissioner Groundwater, seconded by Commissioner Boteler to adjourn the meeting at 6:22 pm. VOTE 5:0:0. MOTION CARRIED.**

Minutes approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

DocuSigned by:  
  
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**Attest: Patricia Miller, OIHCD Board Secretary**

3/16/2021

**Date signed**