

Orcas Island Health Care District
Board of Commissioners - REGULAR Meeting Minutes
REMOTE BOARD MEETING
April 6, 2021
5:00 – 7:00 p.m.

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 7th meeting of 2021 to order at 5:00 pm. He noted that there was a quorum with 4 Commissioners present; Commissioner Boteler joined at 5:32. He welcomed members of the community and the members of the Island Hospital leadership team to the meeting.

When asked if anyone had modifications to the Agenda, none were indicated.

II. Public Comment

There were no requests for Public Comment at this time.

III. Consent Agenda

The items contained in the Consent Agenda included: the March 16, 2021 Regular Board Meeting Minutes and an AP Voucher Report dated 3/16 in the amount of \$4,962.65.

Commissioners Miller and Groundwater has questions on the AP Voucher Report. Miller asked about Superintendent Presson's personal reimbursement to Tom Larson rather than a District payment, and about the cost of the Zoom subscription. Presson stated that because Larson had done needed work on the x-ray room on very short notice and, having no County account, would have to wait weeks for payment, she had paid him directly herself. Groundwater asks that paperwork for him be created so there aren't any issues with the accountability audit. Presson stated that the Zoom subscription had been updated to allow for 500 attendees, at a cost of \$626 for the year. While the base plan is split with Lopez, they aren't in need of the additional capacity so the upgrade was applied 100% to Orcas. Presson was unable to process the charge through Banner Bank so had used her own credit card. Commissioner Miller stated that the District should reimburse her as requested and asked that she attempt to reduce the number of attendees back to 100 if possible.

MOVED by Commissioner Fralick, seconded by Commissioner Groundwater to approve the Consent Agenda. VOTE 4:0:0. MOTION CARRIED.

IV. Island Primary Care – Orcas: Updates

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Leaders from Island Hospital (IH) were present to provide an update on Island Primary Care-Orcas's (IPC-O's) first days. Elise Cutter, COO, reported that the first two days of operations went extremely well; the local and IH teams worked seamlessly as one. Patty Codd reported IPC-O saw 36 patients on Monday and 34 on Tuesday, and did six x-rays on Tuesday. She complimented the leadership of Aimee Johnson and commented that everyone seemed excited. Dr. Frank James reported good patient feedback and comments, and thanked Dr. James Hoge and the other providers for outstanding care. Commissioner Lange added his personal observation that his care on both days had been impressive. Dr. James noted the high energy among the staff and reported that care was happening "in the best possible way." He indicated that they are looking to find the right balance between regular care and acute care. There is a lot of training going on, and he's committed to maintain a very positive and happy atmosphere for patients and staff.

Patty Codd talked about medical records. Two people are doing the "preload" process, manually entering data from EPIC (UW) and Quantum (OFHC) into the Meditech patient records, and that is working well. The "chart prep" work on integrating other kinds of data has not gone as smoothly, but Codd and Johnson have come up with some solutions to specific problems. Groundwater reported that she'd also heard several comments about the ease of making appointments. Miller asked how long the focus on acute care would last and when people could begin making appointments for routine care; Codd responded that as soon as the team was operating efficiently, the number of appointments available per day would increase. Women's Health Physician Dr. Kathy Garde may schedule her first monthly visit toward the end of May. She is working to identify a regular schedule so patients can plan around her being on Orcas the same day everyone month. IH is also looking at the demand for Dr. Greene, Pediatrician, and he'll be looking at when he can begin a rotation in the Clinic.

Miller asked about COVID vaccinations and testing. Dr. James noted the recent uptick in cases, which are probably variant cases and are very concerning. Aimee reported the clinic is doing testing four days per week and will resume rapid mobile testing, which will be very important. The County is in charge of allocating vaccine to providers and is getting only 300 vaccines this week to be allocated across all providers in the County. IPC-O will be doing boosters but not yet primary doses, but should start those within a couple of weeks. Transferring the provider PIN from OFHC to IPC-O will determine when IPC-O can fully take over the vaccine program. OFHC staff will reach out to all who received their primary dose at OFHC to assure them that they will get their second dose as scheduled.

Dr. James believes Orcas will see an increase in cases, perhaps a significant increase, mainly among people aged 20–50 and children. There is currently a surge in cases on San Juan island and Friday Harbor High is going to be closed for an undetermined period of time. Miller asked how we could vaccinate 16–18-year-olds without Pfizer vaccine, the only one approved for that age group. James responded that the state has furnished only J&J and Moderna vaccines, which miss that demographic, as the County isn't yet equipped to deal with the storage and handling requirements of Pfizer. For now, the best option may be for people in that group to go to out-of-County pharmacies.

Codd noted that the old clinic number, 360-376-2561, has been retained, and it will be toll-free from the islands. The call will go to IH's call center.

V. Committee and Work Group Reports

a. **Building Group –**

Fralick reported that the new x-ray machine is working well and that inside and outside signage is complete. The consulting physicist recommended installation of two or three dosimeters to track radiation, at a cost of around \$1200, but doesn't think more screening is needed at this time. Dr. James noted that the staff's current level of capability with the new machine allows x rays of the

chest, abdominal area, and extremities but not yet the skull or spine; more experience should improve their capabilities.

Groundwater asked for comments on the Building Project Repairs RFP. Miller asked that specific brands of paint or stain and of window components, if necessary, be named to ensure quality. She asked whether current doors were suitable for door-opener retrofits. Groundwater said she believed so but that bidding contractors could be asked for their opinions as well. The due date for bids was changed from May 14 to May 28.

By consensus, the commissioners approved the release of the RFP using the MRSC Small Works Roster, as soon as possible.

Groundwater noted that separate RFPs will be issued for the remodel and generator projects. The size of the generator needed has been determined, but the suitability of wiring and feeds still need to be determined. Costs are expected to be below \$70,000, so a formal RFP may not be necessary. The remodel is to move doctors' offices and create two new exam rooms. The Committee will be working closely with Patty Codd to determine the design for the remodel.

Finally, it was noted Groundwater submitted the paperwork to OPALCO for the HVAC incentive, estimated to be in the range of \$14,000.

- b. **Finance Committee** – Miller reported that there are still some questions on OFHC's wind-down costs, and a follow-up meeting is scheduled for April 19th. Presson submitted the final termination letter to UW which outlined the maximum funding for the period July 1, 2020 through March 28, 2021. UW will provide a final accounting in mid-May.
- c. **Communication Committee** – Commissioners Miller and Boteler have been unable to meet yet. Presson is meeting with Kevan Rayne concerning the website upgrades. She reminded the Commissioners to review the current site and other examples and provide feedback by April 12th, if possible. Presson reminded the Board that the ribbon cutting celebration is scheduled for April 12th.

VI. Old Business

Groundwater discussed the revised procurement policy, noting that District Council had informed her of a special provision for PHDs, allowing any contract under \$75,000 to follow a simplified process not requiring an RFP. The revised procurement policy suggests a limit of \$15,000 for contracts before board approval is needed.

MOVED by Commissioner Groundwater, seconded by Commissioner Boteler to approve the amended and restated procurement policy. MOTION CARRIED 5:0:0.

VII. New Business

Groundwater noted that Presson's earlier salary increase requires a resolution as opposed to just a motion. She presented a resolution with two options, one that provides approval of what's been done so far and the other language allows the board to provide cost-of-living increases and other compensation without an additional resolution. Discussion continued and the Commissioners felt comfortable with the COLA but if there was consideration for other compensation they wanted that to be handled with a formal Resolution.

MOVED by Commissioner Fralick, seconded by Commissioner Groundwater to approve Resolution 2021-01 without the additional language. MOTION CARRIED 5:0:0.

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VIII. Operations Report

Presson provided an update on the District’s finances since the previous report, noting that expenses are favorable to budget to date. Updated Projections show a reduction in UW’s subsidy of almost \$64,000, a reduction in IH’s subsidy of about \$42,000, and an increase in OFHC’s subsidy of \$55,573, of which \$11,800 is for the formerly approved COBRA costs. Miller and Groundwater questioned some costs from IH that they felt should have been included in IH’s proposal budget. Presson noted that she has been clear with IH management that any expectation that the District will assume extra expenses associated with the transition be explicitly brought to her and the board first. She was simply allocating the budgeted \$100,000 across possible expense items, noting that nothing was assumed.

IX. Public Comment

There were no requests for Public Comment at this time.

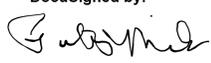
X. Upcoming Meetings

President Lange reported that the next Regular meeting of the OIHCD Board is scheduled for April 20. Other meetings were listed on the Agenda. Groundwater noted that she asked the District’s legal council to attend the second meeting in May to provide an update on OPMA. Specifically, a refresher on what constitutes taking action and what constitutes a serial meeting. She asked the Commissioners to send her other ideas and she will include them.

XI. Meeting adjournment

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

Minutes approved this _____ day of _____, 2021.

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Attest: Patricia Miller, OIHCD Board Secretary

5/28/2021

Date signed