

Orcas Island Health Care District
Board of Commissioners - REGULAR Meeting Minutes
REMOTE BOARD MEETING

July 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 13th meeting of 2021 to order at 5:00 pm. He noted that there was a quorum with four Commissioners present; Commissioner Boteler joined later. He welcomed members of the community to the meeting.

When asked if anyone had modifications to the Agenda, Superintendent Presson stated that Item IV-b, Staffing Committee – Update, should be removed and that her Operations report would have a short update from Island Hospital (IH).

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 June 15, 2021, Regular Board Meeting Minutes and an AP Voucher Report dated 6/26 in the amount of \$7,784.65. Commissioner Groundwater asked to have the minutes removed from the Consent Agenda. The Commissioners voted on the AP Voucher Report.

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

Commissioner Groundwater asked that lengthy written public comments be summarized in the minutes, rather than included in their entirety. Commissioner Fralick prefers a summary also, with bullet points. President Lange suggested approving the June 15 minutes as is, with the understanding that future minutes would contain summaries of long public comments.

MOVED by Commissioner Fralick, seconded by Commissioner Miller to approve the current version of the Minutes. VOTE 3:0:1, Groundwater abstaining. MOTION CARRIED.

IV. Committee and Work Group Reports

a. Building Committee

- i. **Agreement 2021-01: Painting/Windows/Doors** - Groundwater stated that a contract had been sent out to the winning bidder, In Time Renovation (ITR), subject to the Commissioners' decision tonight on whether to automate only the two entry doors, or those doors plus the door between the lobby and exam rooms, and the door used for patients arriving by ambulance. The original bid of \$40,774.95 would be reduced to \$28,919 if only two doors were automated. The committee recommend automating only two doors. ITR plans to power wash the building on July 17 and begin painting on Aug. 2.

Groundwater also followed up on the issue of replacing the two doors entirely versus retrofitting the automation equipment; both companies she spoke with said new doors were necessary only if the current door's hinges don't close entirely, and that new doors would substantially increase the cost of automation. The door on the IT equipment cupboard needs replacement, and the bottom of the ambulance door will require a kickplate. The committee recommends retaining and refinishing the old doors, which need only a light sanding and re-staining.

MOVED by Commissioner Fralick, seconded by Commissioner Groundwater to move forward with the contract with the specification that only the two front doors be automated. VOTE 3:1:0, Miller opposed. MOTION CARRIED.

- ii. **Agreement 2021-02: Lighting Plan** – The commissioners approved the lighting option of replacing the interior of the light fixtures. The contract has been sent to the electrician but not yet signed. Work is expected to start in August.
- iii. **Refrigerator/Freezer** – Fralick met with a refrigeration technician from Friday Harbor on June 18, who inspected both. The technician thought the freezer could be repaired using a compressor from HELMER. under warranty at a cost of about \$600. He will also check for a refrigerant leak in the refrigerator and fix it. The expected total is about \$1000. Presson is working with Keith from UW to obtain the compressor since the warranty was held by UW. If the refrigerator can't be repaired, further discussion will be needed.
- iv. **Road Entrance Options & Road Maintenance** – Fralick and Stu Stephens met with SJC Public Works to discuss the possibility of a permit for a new entrance easement on the eastern side of the clinic, serving both the clinic and the physical therapy practice. The visibility issue off Deye Lane strengthens the argument for a new entrance. Presson has talked to the owner of the property at that corner and is working on arrangements to cut back vegetation to improve line of sight for residents leaving that area of the development.

Fralick would like to discuss short-term repairs with all principals. He has one estimate for pothole repairs, with options ranging from filling them to a full chip seal at a cost of \$22,000, to be shared with Orcas Physical Therapy (OPT) and the owners of Lot 1. A second estimate is coming. Some of the potholes were filled gratis by an island grader driving by.

Fralick suggested beginning discussions of a long-range strategic plan that includes the full range of possible facility changes, including the new easement, roads and parking, expansion of the clinic building, and possible construction of a new building between

the clinic and Orcas Center. All neighboring landowners will need to be consulted, including OPAL, Orcas Center, OPT, and residential neighbors. If the commissioners approve this concept, he proposes hiring professionals to help at some point, possibly an architect and/or civil engineer, and possibly someone with expertise in designing medical facilities. There was consensus on moving ahead with organizing and conceptualizing a long-range plan; Fralick and Groundwater will take the lead, and other commissioners are invited to share their thoughts.

V. Old Business

- a. **In-Person Meetings** – Presson noted that although Gov. Inslee’s Proclamation 20-28 concerning open public meetings hasn’t yet been removed, special requirements such as masking are gone, so in-person meetings are possible if, at a minimum, a phone attendance option is available. Lange suggested that since Zoom meetings are already set up, Zoom continue to be used for regular board meetings; however, he would like to hold the July 30 special meeting in person.
- b. **Agenda for July 30 Special Board Meeting** – Presson reported that expenses for meeting facilitator Jody Carona should total about \$2000-2250. This includes Carona flying in from Seattle. Presson noted that a new topic, “e. Property/Facilities Management,” had been added under item V of the agenda, because it could be a major task. The order of the overall agenda is Board/Staff Roles & Responsibilities, Scope of OIHCD Current and Future, and OIHCD Staffing Needs for 2022. Miller suggested that scope be considered first, and Presson will make the change.

VI. New Business – none.

VII. Operations Report

- a. **OIHCD May Financial Report** – Presson reported making an adjustment to the building maintenance and repair line item to reflect amounts in the painting and lighting contracts, and added a \$10,000 estimate for road maintenance, but has not yet factored in generator costs. All rebates from OPALCO and Sustainable Connections have been received, almost \$21,000. She has not yet adjusted forecast revenues for June–December; as of now the annual positive variance is more than \$49,000. She removed the annual fee for the line of credit since it’s being closed and was successful in negotiating forgiveness of the unused fee. She transferred \$50,000 to reserves this month. No word on the trust distribution yet. She also submitted the final report for the grant last year from the Empire Foundation.
- b. **Retirement Celebration for Dr. Shinstrom** – A retirement celebration is scheduled on July 17, 2:00-5:00, at Red Rabbit Farm. LATER POSTPONED.
- c. **Update from Island Hospital** – Presson reported that IH has made an offer to a PA candidate, who is expected to accept and probably arrive in October. There are five active MD candidates; two strong candidates, one male and one female, will have site visits in July and August. Dr. Garde was here Tuesday and worked with EMS to transfer an OB patient to IH. Dr. James was on call last weekend and went into the clinic several times. Presson and Aimee Johnson, Clinic Manager, continue to work on issues related to backup, the call center, and other problems as they crop up. Laura Maroney will visit to talk with providers about what types of community education or services would be most relevant to their patients. As of last week, the clinic had seen almost 2000 patients, had 764 lab visits, and done 292 x-rays; they are working to accommodate outside provider x-rays as well. Two MA candidates are being considered. Miller

asked about scheduling testing for persons going off island for Monday procedures.
Groundwater asked whether Dr. Peterson is leaving in October, and Presson will confirm.

VIII. Public Comment

Bob Thomas asked if the July 30 special meeting would be public and was told yes.

Commissioner Miller then asked if the July 20 meeting could be canceled, since the superintendent's performance evaluation could be handled at the first August meeting.

MOVED by Commissioner Miller, seconded by Commissioner Lange to cancel the July 20 meeting. VOTE: 5:0:0. MOTION CARRIED.

IX. Upcoming Meetings

President Lange reported that the next regular meeting of the OIHCD Board is scheduled for August 3. Other meetings were listed on the Agenda.

X. Executive Session

The commissioners entered executive session at 6:16 p.m. "Per RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee." The executive session ended at 7:05 after returning to Open Session at the scheduled 6:55 and asking for an additional 10 minutes in Executive Session.

XI. Meeting adjournment

Upon a motion duly made and seconded and unanimously approved, the meeting was adjourned at 7:10 pm. VOTE 5:0:0. MOTION CARRIED.

Minutes approved this 7th day of September 2021.

Attest: Patricia Miller, OIHCD Board Secretary

Date signed