

CLALLAM COUNTY
PUBLIC HOSPITAL DISTRICT NO. 2

**BOARD OF
COMMISSIONERS
MEETING**

LINKLETTER HALL
6:00 P.M.
May 20, 2020



Working together to provide excellence in health care.



Board of Commissioners Meeting
Wednesday, May 20, 2020
6:00 pm

- VIRTUAL MEETING VIA TELEPHONE (PUBLIC INCLUDED) -
Local (360) 417-8444, Conference ID: 957805#
Internal x78444, Conference ID: 957805#

I. PLEDGE OF ALLEGIANCE

II. CONSENT AGENDA

- A. Minutes from April 15, 2020 and May 6, 2020 (pages 1-10);
- B. Bad Debt for April 2020 in the amount of \$(12,026.34);
- C. Vouchers for April 2020;
- D. Payroll for the period of April 5, 2020 through May 2, 2020.

III. MEDICAL STAFF RECOMMENDATIONS – Dirk Gouge, DO, Chief of Staff

- A. Medical Staff Credentials Report April 2020 (page 11)

IV. PUBLIC COMMENT

V. FINANCIAL UPDATE – Lorraine Cannon, Chief Financial Officer

VI. OLD BUSINESS

VII. ADMINISTRATOR'S REPORT – Eric Lewis, Chief Executive Officer

- A. Operations, Advocacy and COVID-19 Update
- B. 2019-2022 Strategic Plan Update

VIII. NEW BUSINESS

IX. OTHER

- A. Board Audit, Budget and Compliance Committee Agenda 04/13/2020 (page 12)
- B. Quality Management Oversight Committee Agenda 04/27/2020 (page 13)
- C. Board Strategic Planning Committee Agenda 05/06/2020 (page 14)



**Board of Commissioners
Business Meeting Minutes
April 15, 2020**

The meeting of the Board of Commissioners of Olympic Medical Center was called to order at 6:00 pm by Board President Jim Leskinovitch in Linkletter Hall and was opened with the pledge of allegiance.

Due to the COVID-19 virus, social distancing recommendations, and Governor Inslee's Stay Home, Stay Healthy proclamation, the meeting was held virtually with attendees and the public calling into a conference line. In attendance in Linkletter Hall was a quorum of Commissioners Tom Oblak, John Nutter, and Thom Hightower; Chief Executive Officer Eric Lewis; Chief Operating Officer Darryl Wolfe; OMP Chief Physician Officer Joshua Jones, MD, Chief Human Resource Officer/General Counsel Jennifer Burkhardt; Risk and Compliance Officer Donna Davison; and Executive Assistant Gay Lynn Iseri.

Commissioners Ann Marie Henninger, Jean Hordyk, and John Miles, MD participated by phone. Chief Medical Officer/Safety Officer Scott Kennedy, MD; and Chief Nursing Officer Ralph Parker, MSN/RN were excused.

CONSENT AGENDA

- A. Minutes from March 18, 2020 and April 1, 2020;
- B. Bad Debt for March 2020 in the amount of \$78,290.68;
- C. Vouchers for March 2020 in the amount of \$10,678,587.67;
- D. Payroll for the period of March 8, 2020 through April 4, 2020 in the amount of \$5,437,665.06.
- E. Surplus Property.

MOTION: To approve the Consent Agenda as presented. *Motion carried unanimously.*

**MEDICAL STAFF RECOMMENDATIONS – Dirk Gouge, DO, Chief of Staff
Medical Staff Credentials Report for March 2020**

The March 2020 Medical Staff Recommendations were presented for approval as follows:

Reappointment to the Allied Health Professional Staff:

- | | |
|-------------------------------|-------------------------|
| 1. Byers, Candace, PA-C | Jamestown Family Health |
| 2. Walker-Leu, Stefanie, ARNP | OMP – Walk In Clinic |

Appointment to the Active Staff:

- | | |
|--------------------------|--------------------------------------|
| 1. Buchika, Samantha, MD | Envision – Anesthesiology |
| 2. Fiala, Suzanne, MD | OMP – Walk In Clinic |
| 3. Sienko, Mark, MD | OMP Cancer Center – Medical Oncology |

Reappointment to the Active Staff:

- | | |
|-----------------------|---------------------------|
| 1. Bush, Stephen, MD | OMP – OB/Gyn |
| 2. Hoyt, John, MD | NW Pathology |
| 3. Katz, Jeremy, MD | Envision – Anesthesiology |
| 4. Roop, Jonathan, MD | Hospitalist |

Appointment to the Telemedicine Staff:

- | | |
|------------------------|-------------------------|
| 1. Lee-Loung, Liou, MD | Swedish – Teleneurology |
| 2. Lemley, William, MD | RADIA - Radiology |

Resignations/Contract Terminations:

- | | |
|------------------------|--------------------------------|
| 1. Cox, Patrick, MD | RADIA - Effective 1/1/2020 |
| 2. Pappy, Adlai, MD | Envision - Effective 1/23/2020 |
| 3. Steffen, Sara, PA-C | OMP - Effective 1/27/2020 |

MOTION: To approve the March 2020 Medical Staff Credentials Report as presented.
Motion carried unanimously.

Revisions to Orthopaedic Surgery Privileges

The Orthopaedic Surgery privilege form was revised to add the NAVIO Robotic System under delineated privileges upon evidence of completion of a one-day cadaver lab that was recommended by the vendor Smith+Nephew. This Robotic System was just purchased at a previous meeting.

MOTION: To approve the revisions to the Orthopaedic Surgery Privileges Form as presented.

Discussion: It was noted that the cadaver work occurred onsite for surgery staff to watch, and also at a couple off site locations. **Motion carried unanimously.**

FINANCIAL UPDATE – Darryl Wolfe, Chief Financial Officer

The first quarter 2020 financial report were presented as attached.

PUBLIC COMMENT

None.

OLD BUSINESS

None.

ADMINISTRATOR’S REPORT – Eric Lewis, Chief Executive Officer

Update on COVID-19

OMC staff have continued to do an amazing job taking care of all patients while preparing to treat patients for the novel coronavirus. Patients have noticed the good care they are receiving and Press Ganey scores have increased dramatically. In Clallam County, there have been 679 negative test results and 12 positive test results. An updated PPE policy was distributed to staff, and it’s OMC’s goal to ensure all staff feel safe in the work place.

NEW BUSINESS

None.

EXECUTIVE SESSION

At 6:46 pm, the regular meeting concluded, and after a five-minute break, the meeting moved to executive session to discuss qualifications of an applicant for public employment by authority of RCW 42.30.110(1)(g) for 15 minutes with no action to follow. At 7:16 pm, the executive session concluded and the meeting moved back to open session. There being no further business, the meeting was finally adjourned.

APPROVED AND ADOPTED this 20th day of May, 2020.

ATTEST:

_____	_____
Secretary	President
_____	_____
Commissioner	Commissioner
_____	_____
Commissioner	Commissioner



2020 Quarter 1
Financial Report

Presented by Darryl Wolfe, April 15, 2020

2020 Q1 Statistics



	<u>Qtr 1</u> <u>2019</u>	<u>Qtr 1</u> <u>2020</u>	<u>Var</u>
Radiation Oncology Procedures	3,169	3,811	20%
Medical Oncology Procedures	3,890	4,010	3%
CT Scans	4,655	4,765	2%
Laboratory Billable Test	150,076	146,581	-2%
Radiology Procedures	20,062	19,185	-4%
Home Health Visits	12,661	12,071	-5%
OMP Clinic Visits	39,137	37,220	-5%
Cardiac Procedures	7,368	6,660	-10%
Admissions	1,122	1,004	-11%
ER Visits	7,356	6,579	-11%
Avg. Daily Census	41.7	36.7	-12%
Endoscopies	1,058	921	-13%
Surgeries	916	794	-13%
Adj Patient Days	15,494	14,723	-5%

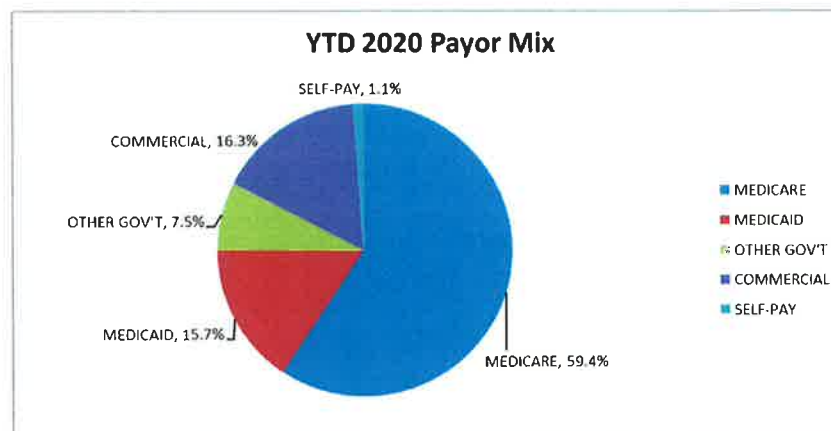
District 2020 Q1 Operating Results



All amounts in thousands

	<u>Q1 Actual</u>	<u>Q1 Budget</u>	<u>Variance</u>	
Inpatient Revenue	25,484	27,735	(2,251)	-8%
Outpatient Revenue	83,468	88,950	(5,482)	-6%
Contractual Adjustments	(54,478)	(63,127)	8,648	-14%
Bad Debt & Charity	(1,756)	(1,708)	(48)	3%
Other Revenue	3,317	2,957	360	12%
Operating Revenue	56,035	54,807	1,228	2%
Wages & Benefits	34,006	33,791	215	1%
Supplies	9,160	9,070	91	1%
Purchased Services	1,669	1,592	77	5%
Professional Fees	2,532	2,377	155	7%
Depreciation/Lease	2,563	2,436	127	5%
All Other Exps	4,446	4,477	(31)	-1%
Operating Expenses	54,377	53,742	634	1%
Operating Income	1,658	1,065	593	56%
Non Operating Income	268	250	18	7%
Net Revenue	1,926	1,315	611	46%

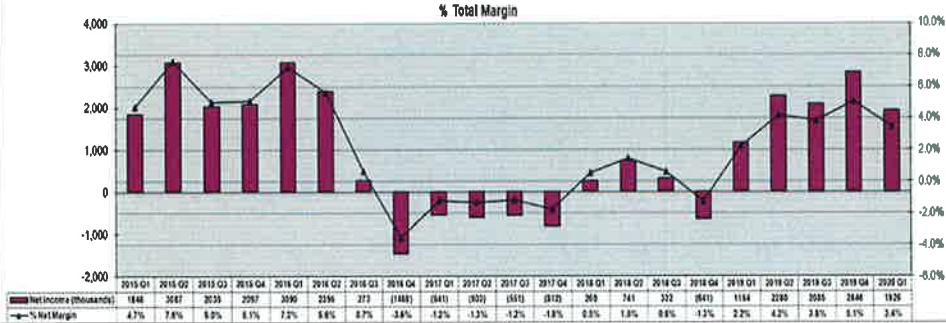
YTD 2020 Q1 Payor Mix



District Total Margin



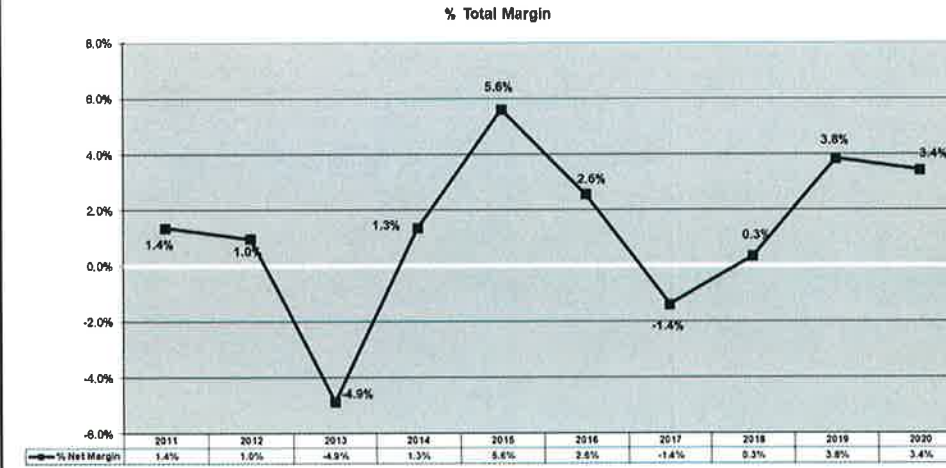
Per quarter



District Total Margin



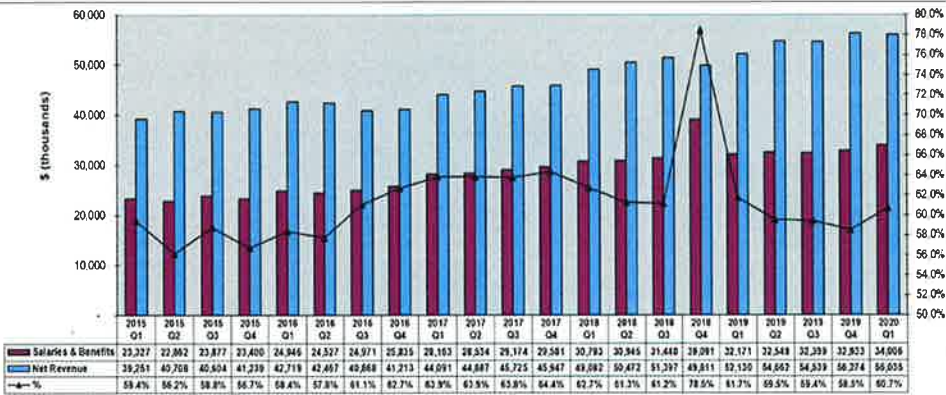
Last 10 years (YTD 2020 Q1)



District Salaries & Benefits / Net Revenue



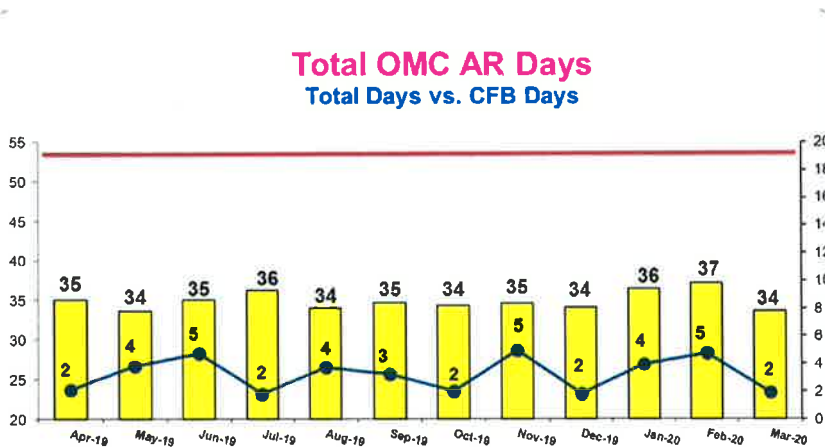
All amounts shown in thousands



Total AR Days vs CFB



Average per month

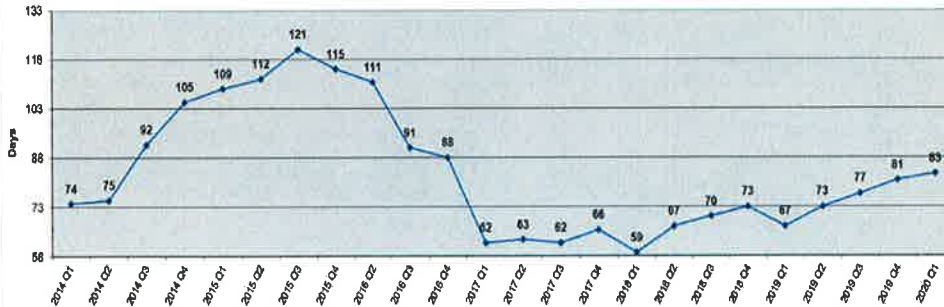


District Days Cash on Hand



Definition: Number of days facility can cover its operational expenses given its unrestricted cash balance.

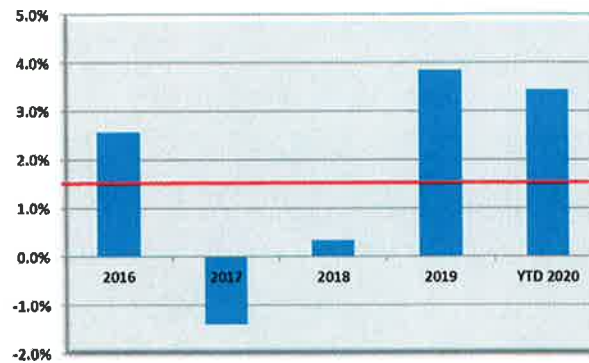
Days Cash on Hand



Net Income / Net Revenue



Net Margin Trend





**Board of Commissioners
Work Session Minutes
May 6, 2020**

The regular meeting of the Board of Commissioners of Olympic Medical Center was called to order at 12:30 pm by Board President Jim Leskinovitch in Linkletter Hall and was opened with the pledge of allegiance.

Due to the COVID-19 virus, social distancing recommendations, and Governor Inslee's Stay Home, Stay Healthy proclamation, the meeting was held virtually with attendees and the public calling into a conference line. In attendance in Linkletter Hall was a quorum of commissioners including Jean Hordyk, Tom Oblak, and Ann Marie Henninger. The other three commissioners who joined the meeting by phone were John Miles, MD, John Nutter, and Thom Hightower. Also, in attendance in Linkletter Hall were those presenting information to the board including Chief Executive Officer Eric Lewis; Chief Operating Officer Darryl Wolfe; Chief Financial Officer Lorraine Cannon; Olympic Medical Physicians Chief Physician Officer Joshua Jones, MD; Chief Human Resources Officer/General Counsel Jennifer Burkhardt; Risk and Compliance Officer Donna Davison; Director of Patient Experience Patti Haught; and Executive Assistant to the CEO and Board Gay Lynn Iseri. All attendees were observing appropriate social distancing measures for safety purposes.

Patient Story – Patti Haught, Patient Experience Director

A patient compliment letter was read regarding patient care received at Olympic Medical Cancer Center.

Public Comment

None.

Provider Employment Agreement(s) – Joshua Jones, MD, OMP Chief Physician Officer

The employment agreement with Kim Weber, ARNP, for wound ostomy services was presented for approval. The agreement includes a \$10,000 signing bonus, and qualified moving expenses up to \$5,000.

MOTION: To approve the employment agreement with Kim Weber, ARNP, for wound ostomy services at the annual salary of ONE HUNDRED TEN THOUSAND DOLLARS (\$110,000) as presented. **Motion carried unanimously.**

COVID-19 Update – Eric Lewis, Chief Executive Officer

The OMC Laboratory now has the ability to test for the COVID-19 virus in-house. The vendor finally sent cartridges to allow for 420 tests. Two and a half operating rooms will open next week to accommodate surgeries. Fit-testing for N-95 masks is occurring to ensure staff are safe. OMC staff were trained to test fit in the future. Universal masking will happen beginning on May 7 for all patient care and public areas with less than 6 feet of separation. Swedish, the UW, and The Mayo Clinic are also following a masking policy which will be reevaluated at the end of June. Some people will not be able to tolerate masking, so personal situations will be respected. Employee Health continues to screen staff at the door, and are doing a great job. The CARES Act already set aside a \$100 billion care fund, and \$75 billion more has been added to help medical facilities deal with reduced revenue and increased costs. Washington State is second to the last for per capital distribution due to geographic variation because of the low inpatient rates in the state. OMC has about 30 days of supplies, with around 250 items on allocation needs only. There is a possibility of a special State legislative session coming in June. At the Federal level, there will be increased activity around funding and forgiveness of advanced payments. Incident Command is only meeting on Mondays and Thursdays now compared to twice daily beginning on March 2. The ALT team is meeting twice weekly now, and work groups related to COVID-19 are being organized with clear objectives for a surge in the fall and winter. More cloth scrubs have been purchased for staff safety, and it was noted cloth masks the public are donating are still in need. Board President Leskinovitch thanked staff for their endurance and extra work during these difficult times. OMC is fortunate not to have any layoffs or furloughs due to the pandemic.

The Board welcomed Lorraine Cannon, new Chief Financial Officer, replacing Darryl Wolfe, who moved into the Chief Operating Officer role.

EXECUTIVE SESSION

At 1:30 pm, the regular session concluded, and the meeting moved to executive session to discuss real estate by authority of RCW 42.30.110(1)(b) and qualifications of an applicant for public employment by authority of RCW 43.30.110(1)(g) for 25 minutes with no action to follow. At 1:55pm, the meeting was moved back to open session and was finally adjourned at 1:55 pm.

APPROVED AND ADOPTED this 20th day of May, 2020.

ATTEST:

Secretary

Commissioner

Commissioner

President

Commissioner

Commissioner

Commissioner

**CONFIDENTIAL
MEDICAL STAFF**

CREDENTIALS REPORT – April 2020

The following are being recommended for approval by the Medical Executive committee. These recommendations are based upon a review of the (re)applicant's education, experience, demonstrated current professional competence, judgment, health status, documented results of clinical performance and the results of other quality review and monitoring studies. Other matters bearing on these recommendations include professional ethics, discharge of staff obligations, and compliance with applicable Medical Staff Bylaws and policies. No applicant shall be discriminated against, denied nor granted Medical Staff membership or clinical privileges on the basis of gender, age, sexual orientation, race, creed, ethnicity/national origin, on the basis of any other criterion lacking professional justification.

MEDICAL STAFF

Reappointment to the Allied Health Professional Staff:

- | | |
|-------------------------|--|
| 1. Krall, Bradley, PA-C | OMP – Primary Care clinic |
| 2. Reis, Joseph, ARNP | Peninsula Behavioral Health - Psychiatry |

Reappointment to the Active Staff:

- | | |
|-------------------------|---|
| 1. Bell, James, MD | RADIA – Radiology |
| 2. Crim, Michael, MD | Jamestown Family Health – Family Medicine |
| 3. Glogover, Philip, MD | Envision – Anesthesiology |
| 4. Rose, Christine, MD | OMP - Pediatrics |

Appointment to the Telemedicine Staff:

- | | |
|-------------------------|----------------------------------|
| 1. McLellan, Anne, MD | RADIA – Radiology (initial appt) |
| 2. McQuinn, Garland, MD | RADIA – Radiology |
| 3. Mohr, Brandt, MD | RADIA – Radiology |
| 4. Pflieger, Mark, MD | RADIA – Radiology |

Additional Privilege Request:

- | | |
|-----------------------------------|---|
| 1. Gouge, Dirk, DO
delineation | Orthopedic Surgery - Addition of NAVIO system |
|-----------------------------------|---|

Resignations/Contract Terminations:

- | | |
|-------------------------|---|
| 1. Guthrie, Timothy, MD | Jamestown Family Health – effective 4/16/2020 |
| 2. Boyd, Adam, CRNA | Envision – effective 2/20/2020 |

Approvals:

C&Q Committee: 04/21/2020
 Medical Executive Committee: 4/27/2020
 Board of Commissioners: 5/20/2020
 Medical Staff: (For Information)



Board Audit, Budget and Compliance Committee

AGENDA

DATE: May 11, 2020
 TIME: 11:30 am – 1:00 pm
 LOCATION: Linkletter Hall with Call in Option (360) 417-8444, Code: 957805#
 MEMBERS: Jim Leskinovitch (chair), John Nutter, Thom Hightower, Eric Lewis, Scott Kennedy, MD, Darryl Wolfe, Jennifer Burkhardt, Lorraine Cannon, Donna Davison
 EXCUSED:

	TOPIC	RESPONSIBLE	ACTION OR INFO
1.	Compliance Update		
	A. May Compliance Update B. Liability Insurance Renewal	Donna Donna	Info Input
2.	Financial Update		
	A. April 2020 Update B. COVID-19 Financial Update	Lorraine Lorraine	Info Info
3.	Capital / Agreements		
	A. Primary Care Consulting Agreement B. UFCW Pro/Tech Negotiations C. Pure Storage Hardware and Support D. Sequim Information Services Infrastructure E. Lab Test Equipment F. NOHN Mobile Clinic - \$25,000	Darryl Jennifer Darryl Darryl Scott Eric	Info Info Info Info Info Info
4.	Other		

Next Meeting: June 8, 2020 from 11:30 am to 1:00 pm



Quality Management Oversight Committee (QMOC) Agenda
 Purpose: Monitor the effectiveness of the Quality Management System

DATE: April 27, 2020	TIME: 10AM-12PM	LOCATION: Skype 360-417-8444, ID 230138#
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MEMBERS:

<input type="checkbox"/> Eric Lewis, Chair	<input type="checkbox"/> Thom Hightower	<input type="checkbox"/> John Miles, MD	<input type="checkbox"/> Tom Oblak
<input type="checkbox"/> Jennifer Burkhardt	<input type="checkbox"/> Scott Kennedy, MD	<input type="checkbox"/> Joshua Jones, MD	<input type="checkbox"/> Ralph Parker
<input type="checkbox"/> Darryl Wolfe	<input type="checkbox"/> Donna Davison	<input type="checkbox"/> Mark Fischer, MD	<input type="checkbox"/> Rhonda Bowen
<input type="checkbox"/> Patti Haught	<input type="checkbox"/> Liz Uraga		

GUESTS:

<input type="checkbox"/> Michelle Samples	<input type="checkbox"/> Holly Wickersham	<input type="checkbox"/> Isaac Ballou	<input type="checkbox"/>
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Topic	Time/Start	Responsibility/Executive Sponsor
Patient Story	10:00 am 10 min.	Patti Haught/Jennifer Burkhardt
Consent Agenda <ul style="list-style-type: none"> Minutes for March 2020 ALT Minutes March 2020 All Actions Items, Upcoming Action Items, Your Upcoming Action Items Corrective Actions Monthly QMS Focus on Excellence 	10:10 am 5 min.	Eric Lewis
OMP Cardiology – Annual Report	10:15 am 20 min.	Michelle Samples & Holly Wickersham/ Dr. Jones
Utilization Review – Annual Report	10:35 am 20 min.	Isaac Ballou/Scott Kennedy, MD
DNV Conditional Non-conformities Brief Update <ul style="list-style-type: none"> Respiratory Therapy Suicide Risk Assessment 	10:55 am 15 min.	Liz Uraga/ Scott Kennedy, MD Ralph Parker
All Other Corrective Actions Brief Update	11:10 am 10 min.	Liz Uraga/various
COVID-19 Impact on QMS <ul style="list-style-type: none"> Value-Based Purchasing (VBP)/Leapfrog OMC QMS activities and CMS/DNV guidance 	11:20 am 15 min.	Liz Uraga/Eric Lewis
Standing Agenda Items <ul style="list-style-type: none"> Recent Serious Safety Events/Root Cause Analyses (RCAs) and Results of Recent Risk Assessments – Donna Davison Safety Guardian Successes and Updates – Rhonda Bowen Requests to Close PI Projects/Recent Internal Audit Results – Liz Uraga 	11:35 am 15 min.	Donna Davison/Jennifer Burkhardt Rhonda Bowen/Scott Kennedy, MD Liz Uraga/Ralph Parker
Adjourn - Next meeting: May 18, 2020		
Full Upcoming QMOC Schedule and Your Upcoming QMOC Reports		
For all QMOC information, view the QMOC Admin Dashboard .		



Board Strategic Planning Committee

AGENDA

DATE: May 6, 2020
 TIME: Immediately following board meeting
 LOCATION: Skype / Linkletter Hall
 MEMBERS: Jean Hordyk (chair), Tom Oblak (via telephone), Ann Marie Henninger, Eric Lewis, Darryl Wolfe, Jennifer Burkhardt, Bobby Beeman
 EXCUSED:

	TOPIC	RESPONSIBLE	ACTION OR INFO
1	2019-2022 Strategic Plan Status Report at May 20 Board Meeting	Eric	Action
2	COVID-19 Economics – How to Rebuild? - Telemedicine	Eric/Darryl	Discussion
3	Areas for Future Discussion - Work Force - Silverdale Hospital - Facilities, Technology and Services	Jennifer Eric Darryl	

Next scheduled meeting: TBD