



**Board of Commissioners  
Business Meeting Minutes  
March 18, 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. Also in attendance were Commissioners Ann Marie Henninger, Thom Hightower, Jean Hordyk, and Tom Oblak; 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; staff, public participants, and Executive Assistant Gay Lynn Iseri. Commissioner John Miles, MD, Commissioner John Nutter, Chief Medical Officer/Safety Officer Scott Kennedy, MD; and Chief Nursing Officer Ralph Parker, MSN/RN were excused.

**CONSENT AGENDA**

- A. Minutes from February 19, 2020, March 3, 2020 and March 6, 2020;
- B. Bad Debt for February 2020 in the amount of \$107,960.24;
- C. Vouchers for February 2020 in the amount of \$9,424,995.33;
- D. Payroll for the period of February 9, 2020 through March 7, 2020 in the amount of \$5,513,360.27.

**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 February 2020***

Approval was requested for the February 2020 Medical Staff Credentials Report as follows:

***Appointment to the Allied Health Professional Staff:***

- 1. Maxfield, Melani, PA-C OMP – Orthopedics
- 2. Russell, Jeffrey, PA-C OMP - Urology

***Reappointment to the Active Staff:***

- 1. Lee, Fayzel, MD Envision - Anesthesiology

***Appointment to the Telemedicine Staff:***

- 1. Forouzannia, Arman, MD RADIA – Radiology

***Resignations/Contract Terminations:***

- 1. McGovern, Tristan, MD Orthopedic Surgery – effective 2/12/2020

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

***Credentials and Qualifications Committee Charter***

To align with 2019-2022 Strategic Plan goals under OMC & Medical Staff Relationships, the following revisions were made: Goal 1 & 4: Ensure streamlined credentialing processes for telemedicine; Goal 1, 2 & 4: Delegated credentialing; Goal 1, 2 & 4: Streamlined processes with provider recruitment/payor enrollment/risk management; and Goal 2: Ensure high quality provider recruitment.

**MOTION:** To approve the revisions to the Medical Staff Credentials and Qualifications Committee Charter as presented. **Motion carried unanimously.**

***Podiatry Privilege Revision***

Revisions removed the requirements for inpatient admission requiring a physician order, and the provision for a history and physical to be performed by a qualified physician member of the OMC Medical Staff under patient assessment.

**MOTION:** To approve the revisions to the Podiatry Privilege Form as presented. **Motion carried unanimously.**

**OLYMPIC MEDICAL PHYSICIANS (OMP) UPDATE – Joshua Jones, MD, Chief Physician Officer  
*Provider Employment Agreements***

The employment agreement with Jessica Potter, DPM, was presented approval. She will complete our 2 surgical podiatrist team to meet important foot and ankle care needs in our community. The employment agreement includes a base salary of \$226,649, a \$25,000 sign-on incentive and a \$10,000 moving allowance.

**MOTION:** To approve the employment agreement with Jessica Potter, DPM, to provide podiatry services at the annual salary of TWO HUNDRED TWENTY-SIX THOUSAND SIX HUNDRED FORTY-NINE DOLLARS (\$226,649) as presented. **Motion carried unanimously.**

***Radiation Oncology Software Licenses, Support and Training***

The computer systems that document our radiation oncology treatments needs to be updated, and the current system, Mosaiq, costs \$70,447 annually for service maintenance. ARIA is the system of choice which is owned by Varian, the same company OMC purchased the TrueBeam linear accelerator from, and costs \$65,215 annually for service maintenance. The switch is to have an integrated and better radiation treatment software. There is no capital cost with making this switch. The Varian ARIA service agreement is for 5 years.

**MOTION:** To approve the five-year agreement with Varian for Aria radiation oncology software, support, and training at the annual cost of SIXTY-FIVE THOUSAND TWO HUNDRED FIFTEEN DOLLARS (\$65,215) beginning after the first-year warranty period as presented. **Motion carried unanimously.**

**QUALITY REPORT – Ralph Parker, MSN, RN, Chief Nursing Officer**  
Deferred.

**SECURITY, COMPLIANCE AND PRIVACY UPDATE – Sean Johnson, Manager Information Technology**  
Deferred.

**PUBLIC COMMENT**  
None.

**OLD BUSINESS**

***Orthopaedic Equipment Purchase – Darryl Wolfe, Chief Operating Officer***

The purchase of the new orthopaedic equipment that was introduced at the last meeting was presented for formal approval.

**MOTION:** To approve the purchase of the Smith and Nephew Navio surgical navigational system at the cost of SIX HUNDRED FIFTY THOUSAND DOLLARS (\$650,000), plus tax, and a four-year maintenance agreement following the first-year warranty for the annual cost of FORTY THOUSAND DOLLARS (\$40,000) as presented. **Motion carried unanimously.**

***Port Angeles Real Estate Purchase – Darryl Wolfe, Chief Operating Officer***

The purchase of the property located at 832 Georgiana Street, Port Angeles was presented for approval. The property is located within 250 yards from the hospital exempting it from the site neutral legislation reimbursement cuts from CMS.

**MOTION:** To approve the purchase of the property located at 832 Georgiana Street, Port Angeles at the cost of SEVEN HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$775,000), and to authorize the CEO/Administrator to sign all related documents as presented. **Motion carried unanimously.**

**ADMINISTRATOR'S REPORT – Eric Lewis, Chief Executive Officer**

An update was presented about the national emergency due to the COVID-19 virus world wide pandemic. Mr. Lewis commended staff who are working diligently under a fast-changing environment. Best practices have been followed for masking protocols, and inventory is being watched closely. Donations of masks and gowns continue, and also donations for staff meals that are delivered by Nourish, a restaurant in Sequim. Staff are screened at entrances and

checked for fevers. Clinics are separating their patients with respiratory issues for safety purposes. OMC continues to prepare for a surge of patients as people have been told to stay home to contain the virus and prevent spreading. Work is underway with Peninsula College who has beds to loan for a potential patient surge that would go into rooms on 2East. Lab tests are being turned around in 24-48 hours, and the OMC courier is also transporting tests from Forks Hospital and Jefferson Healthcare. Season's Café has closed to the public, serving only staff and patients. There have been no employee layoffs, and a personnel pool has been called for reassignments due to lack of work. All elective procedures have been cancelled until May 27, but OMC will continue to meet emergent healthcare needs. Mr. Lewis also announced he changed his retirement date from May 1 to June 1, 2020 because of this pandemic.

**NEW BUSINESS**

**OMC Auxiliary Board Bylaws Revision – Eric Lewis, Chief Executive Officer**

The bylaws were changed to note the reduction of meeting annual board meetings.

**MOTION:** To accept the change to the Auxiliary Board Bylaws, reducing the number of annual meetings from four meetings to one meeting per year. **Motion carried unanimously.**

**Local Government Investment Pool Resolution (LGIP) – Darryl Wolfe, Chief Operating Officer**

The resolution was introduced which will update the authorized designee appointed to contribute or withdraw funds of behalf of the governing body. Melinda Smithson was added as the Treasurer, replacing Misty Shaw, and Mika Nel will replace Joel Lewis as Deputy Treasurer.

**EXECUTIVE SESSION**

At 6:56 pm, the regular meeting concluded, and after a five-minute break, the meeting moved to executive session discuss current or potential litigation by authority of RCW 42.30.110(1)(i) 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 15<sup>th</sup> day of April, 2020.

**ATTEST:**

  
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Secretary

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Commissioner

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Commissioner

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President

  
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