



**Board of Commissioners  
Work Session Minutes  
October 7, 2020**

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

Due to the COVID-19 virus pandemic and Governor Jay Inslee's Open Public Meetings Act and Public Records Act Proclamation 20-28.11, the meeting was held virtually with attendees and the public calling into the published conference line. In attendance were commissioners Ann Marie Henninger, RN, BSN (via telephone), Thom Hightower, RN, Jean Hordyk, John Miles, MD, (via telephone), John Nutter, and Tom Oblak. Chief Executive Officer Darryl Wolfe (via telephone); Chief Nursing Officer Ralph Parker, MSN, BSN, RN (via telephone), Chief Financial Officer Lorraine Cannon (via telephone); Olympic Medical Physicians Chief Physician Officer Joshua Jones, MD; Chief Human Resources Officer/General Counsel Jennifer Burkhardt, JD; Risk and Compliance Officer Donna Davison (via telephone); and Executive Assistant to the CEO and Board Gay Lynn Iseri were also in attendance. Commissioner Jim Leskinovitch and Chief Medical Officer Scott Kennedy, MD were excused. All attendees were observing appropriate social distancing measures and masking protocol.

**Patient Story – Jennifer Burkhardt, Chief Human Resource Officer/General Counsel**

The patient story was about collaborative treatment of a patient in the Emergency Department. An iPad was provided to the patient to connect with others to coordinate care for the patient, the family, and the dog.

**Public Comment**

None.

**Quality Report - Ralph Parker, MSN, BSN, RN, Chief Nursing Officer and Trisha Duerr, Emergency Department Director MSN, RN, CEN, CPEN, TCRN**

Improvements for patients with suicidal ideation in the Emergency Department was the topic. A DNV Survey in February 2020 revealed opportunities for improvements regarding ligature risks and one on one patient monitoring, and needing a patient risk assessment tool and documented process policy for the care of suicidal patients. Immediate corrective actions were implemented during the survey, and a HealthStream module was assigned to all staff. Data was shared as attached.

**Provider Employment Agreements – Joshua Jones, MD, OMP Chief Physician Officer**

The physician employment agreement for Frank Rosenbloom, MD, was presented for consideration. He would be available to start full time in July 2021.

**MOTION:** To approve the OMP Physician Employment Agreement for hospitalist services with Frank Rosenbloom, MD, at the day shift rate of ONE THOUSAND SIX HUNDRED SIXTY-ONE DOLLARS (\$1,661) for a 12-hour shift, per Hospitalist Physician Compensation Policy #4.13, as presented. **Motion carried unanimously.**

The provider employment agreement for Amy Kalisek, FNP-C, was presented for consideration. The addition of a family nurse practitioner will allow protocol driven clinic offerings for heart failure and additional rhythm clinic offerings. She will be available in early 2021.

**MOTION:** To approve the OMP APC Employment Agreement with Amy Kalisek, FNP-C, for cardiology services at the annual salary of ONE HUNDRED FIVE THOUSAND DOLLARS (\$105,000) as presented. **Motion carried unanimously.**

The provider employment agreement for Jessica Cooper, ARNP, was presented for consideration. She will be available to work in the Walk in Clinic just after the new year.

**MOTION:** To approve the OMP APC Employment Agreement with Jessica Cooper, ARNP, for primary care services at the rate of FIFTY-TWO DOLLARS AND FORTY CENTS (\$52.40) per hour as presented. **Motion carried unanimously.**

The physician employment agreement for Kevin Chong, MD, was presented for consideration. This is a new contract for Dr. Chong who is currently employed through a J-1 Visa Contract.

**MOTION:** To approve the OMP Physician Employment Agreement with Kevin Chong, MD, pulmonology, and transitioning him from a J1-Visa Contract as presented. **Motion carried unanimously.**

**Security, Privacy, and Compliance Committee Quarterly Report – Donna Davison, Risk and Compliance Officer**

The privacy report included work over the past year and new items due to the COVID-19 Virus Pandemic. Fraud, phishing, ransomware, and malware is always in the news, and OMC has had zero breaches in security due to the tight restrictions in place. Current projects include risk assessments, PHI asset inventory and ongoing education. See attached.

**Marketing / Communication Update – Jennifer Burkhardt, CHRO/General Counsel, Bobby Beeman, Marketing Director, and Donna Pacheco, Senior Marketing Coordinator**

A behind the scenes update about the department was presented. New opportunities, team vision, department scope, and different challenges due to the global COVID-19 pandemic were discussed. Information about earning market share and protecting online management reputation scores along with digital strategies and social media were also presented. OMC's Facebook page has been vital sharing information in real time. Discussion ensued about MyChart and lab results. See attached.

**Administrator's Report – Darryl Wolfe, Chief Executive Officer**

Recently updates as attached include how an OMP clinic managed an employee testing positive, Forks Hospital testing with quick testing turn around, added testing capacity for the OMC lab due to the purchase of a new Biofire testing platform that will arrive in November that uses different reagent cartridges with a better supply chain, drive-up testing in current space and plans for winterization for staff comfort. The PPE supply is 90-day or more for critical PPE.

A Strategic Plan update will occur for third quarter. There are a lot of areas of continued focus with 28 goals and a lot of initiatives. Work with Swedish continues with CME programs and a professional services agreement for cardiology reads. Work with local affiliations continues, and provider recruitment has been successful. The single sign on project is moving forward and is being tested, with 10-30 minutes per day being saved. It will go live by year end. Hospice planning is underway. The goal of achieving 90 days cash on hand by the end of 2020 has already been reached. Medicare Advance Funds will be paid back in the spring now, a delay from August. At the State level, discussions with the three local legislators continue. The search for a chief operating officer continues, as well as a chief nursing officer, as Ralph Parker gave his notice. Workforce challenges continue. The 2021 capital budget is almost finalized.

**Medical Office Building Generator – Darryl Wolfe, Chief Executive Officer**

The Medical Office Building Project is near completion with the addition of an emergency generator. Engineering and DOH reviews have caused delays as well as delays due to the COVID-19 Pandemic. The Board previously approved \$585,000. The RFP process was used to get the finalize the project, and the total cost is over a million dollars now. The main items needed are a pad and enclosure, fire dampers that need to be redone, insurance and more money for the generator build. It is estimated that it will arrive around 20 weeks from now.

**PET CT – Scott Kennedy, MD, Chief Medical Officer**

The purchase of a new PET CT machine was introduced for Sequim. The machine would be put in a room at the Medical Services Building that currently houses a CT machine. The CT can be moved to a smaller room. The timeframe is to have it operational for patients by June.

There being no further business the meeting finally adjourned at 2:07 pm.

**APPROVED AND ADOPTED** this 21st day of October, 2020.

**ATTEST:**

  
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Secretary

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Commissioner

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Commissioner

  
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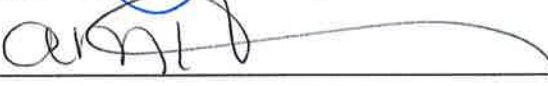
President

  
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