



**Board of Commissioners
Business Meeting Minutes
November 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. The meeting was then 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 20-28.12, 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, Thom Hightower, RN, Jean Hordyk, Jim Leskinovitch, John Miles, MD, via telephone, John Nutter via telephone, and Tom Oblak via telephone; Chief Executive Officer Darryl Wolfe; Chief Medical Officer Scott Kennedy, MD; OMP Chief Physician Officer Joshua Jones, MD; Chief Financial Officer Lorraine Cannon; Chief Human Resource Officer/General Counsel Jennifer Burkhardt, JD; Risk and Compliance Officer Donna Davison; and Executive Assistant to the CEO and Board Gay Lynn Iseri.

CONSENT AGENDA

Minutes from October 21, 2020, October 30, 2020 and November 4, 2020;

Bad Debt for October 2020 in the amount of \$112,564.85;

Vouchers for October 2020 in the amount of \$10,653,867.45;

Payroll for the period of October 4 through October 31, 2020 in the amount of \$6,037,627.48.

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

PATIENT STORY – Jennifer Burkhardt, Chief Human Resource Officer/General Counsel

The patient letter was from a 92-year old patient who wrote a thank you note on floral paper in her own handwriting. She said thank you for the 'great time'.

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

The October 2020 Medical Staff Credentials Report was presented for approval as follows:

Appointment to the Allied Health Professional Staff:

1. Butler, Brianne, DDS - Jamestown Family Health – Dentistry/Oral Maxillofacial Surgery
2. Killpack, Adam, DPM - OMP - Podiatry

Reappointment to the Allied Health Professional Staff:

- | | |
|-----------------------------|---|
| 1. Bopp, Deborah, CNM | OMP – Women’s Health |
| 2. Bennett, Stephenie, PA-C | OMP – Family Health |
| 3. Chadburn, Kevin, CRNA | Envision – Anesthesiology |
| 4. Parker, Selby, PA-C | PESI - Emergency Medicine |
| 5. Rambow, Thomas, PA-C | Family Medicine – Jamestown Family Health |
| 6. Schorer, Kim, CRNA | Envision – Anesthesiology |
| 7. Slack, Daniel, CRNA | Envision – Anesthesiology |
| 8. Turner, Deborah, PA-C | OMCC – Medical Oncology |

Reappointment to the Active Staff:

- | | |
|----------------------------|---|
| 1. Hay, Lindsey, MD | NOHN – Family Medicine |
| 2. Hempel, Eric, DO | OMP – Family Medicine |
| 3. Herschmiller, Emily, MD | Envision – Anesthesiology |
| 4. Hobbs, William, MD | Sequim Medical Associates - Family Medicine |
| 5. Koutnik, Karl, MD | Envision – Anesthesiology |
| 6. Oakes, Jerry, MD | Family Medicine – Jamestown Family Health |
| 7. Urnes, Kara, MD | OMP – Cardiology |
| 8. Wolgamot, Gregory, MD | Pathology |
| 9. Wu, Lisa, MD | Family Medicine – Jamestown Family Health |

Appointment to the Telemedicine Staff:

- | | |
|------------------------------|---|
| 1. Burton, Stephen, MD | Providence – Neurology (CBP – Credentialing by Proxy) |
| 2. Chen, Herbert, MD | RADIA – Radiology |
| 3. Kok, Mitchell, MD | RADIA – Radiology (initial appointment) |
| 4. Lee, David, MD | RADIA – Radiology (initial appointment) |
| 5. Nguyen, Madeline, MD | Providence – Neurology (CBP – Credentialing by Proxy) |
| 6. Odunsi, Oluwatobiloba, MD | InSight – Psychiatry (initial appointment) |
| 7. Patel, Kishan, MD | Providence – Neurology (CBP – Credentialing by Proxy) |
| 8. Sirkis, Hartley, MD | RADIA - Radiology |
| 9. Thurlow, Peter, MD | RADIA – Radiology |

Resignations/Contract Terminations:

- | | |
|----------------------------|-------------------------------|
| 1. Levine, Andrew, MD | RADIA – Effective 7/31/2020 |
| 2. Michalewicz, Leszek, MD | InSight – Effective 9/30/3030 |

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

Medical Staff/AHP Privilege Revisions for ARNP and PA-C

The privilege form revisions for Allied Health Professionals in Women's Health and Orthopedics were presented for approval.

MOTION: To approve the privilege form revisions for ARNP and PA-C as presented.
Motion carried unanimously.

Recognizing Retired Family Practice Physician Bill Kintner, MD

Retired family physician Bill Kintner, MD, was recognized. He joined the medical staff in 1982 and served on several medical staff committees over the years.

QUALITY/SAFETY UPDATE – Scott Kennedy, MD, Chief Medical Officer/Safety Officer

A COVID-19 update was presented as attached. Clallam County has moved into the high category of community transmission and PPE supplies are being monitored closely. Eye protection is being distributed to staff to increase protection from the virus. Communication with State and County health officials continue. Contact tracing has increased dramatically and staff remain very busy. Elective procedures that create aerosolization risks are being monitored, and visitation is tightening. Employees have been urged to socially distance over the Thanksgiving weekend to help prevent the surge of cases. OMC has received the ultra-low temperature freezer to store the vaccine that should be arrive next month.

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

The agreement with Savannah Ketterer, PA-C, was presented for approval. She would work at the Walk-in Clinic, and be available the end of January 2021.

MOTION: To approve the employment agreement with Savannah Ketterer, PA-C, for advanced practice clinician services in the Walk-in Clinic at the hourly rate of FIFTY-ONE DOLLARS AND NINETY-TWO CENTS (\$51.92) as presented. ***Motion carried unanimously.***

The employment agreement for Anne Mullin, PA-C, was presented for approval. She would work at the Ortho Clinic, and be available by early February 2021.

MOTION: To approve the employment agreement with Anne Mullin, PA-C, for advanced practice clinician services in the orthopaedic clinic at the annual salary of ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000) as presented.
Motion carried unanimously.

PUBLIC COMMENT

None.

FINANCIAL UPDATE – Lorraine Cannon, Chief Financial Officer

October 2020 Update

COVID-19 testing costs totaled \$114,000 in October, and volumes were down. No CARES Act funding was used in October, so we were under budget a million dollars for the month. Rules continue to change around use of CARES Act money. OMC still has a large portion of that money still unused, but it may need to be repaid. Cash on hand is still at 90 days. Statistics were reviewed. Supplies are looking good per adjusted admission and professional fees are declining. It was noted the first 975 vaccines will be shipped to us free of charge.

OLD BUSINESS

Resolution 532 – Increasing the Tax Levy – Lorraine Cannon, Chief Financial Officer

The resolution was presented to increase the District's tax levy for 2021. It did not include the supplemental increase up to 1% as it was deemed better for the community this year. OMC did not need to demonstrate financial need, and will rely on operations in 2021.

MOTION: To approve Resolution 532 increasing the District's regular tax levy by .60152% above the prior year's levy amount as presented. ***Motion carried unanimously.***

Resolution 533 – Adopting the 2021 Budget – Lorraine Cannon, Chief Financial Officer

The resolution to adopt the 2021 Budget was presented. There were no changes to the budget that was presented at the November 4, 2020 Budget Hearing.

MOTION: To approve Resolution 533 adopting the 2021 Budget as presented. ***Motion carried unanimously.***

Routine Contracts in the 2021 Operating Budget – Lorraine Cannon, Chief Financial Officer

The routine contracts include service and maintenance contracts, purchased services, free clinic assistance, provider contracts and policies and professional service agreements.

MOTION: To approve the routine contracts within the 2021 Operating Budget as presented. ***Motion carried unanimously.***

ADMINISTRATOR'S REPORT

Operations Update

OMC received the new BioFire COVID-19 testing platform for the lab today. The system was purchased with the support of the OMC Foundation and First Federal Bank. The BioFire has the ability to turn around test results within one hour. OMC thanked Forks Community Hospital for their rapid testing and collaboration. OMC is also sharing test kits with Forks. Drive up testing has intensified this last week. OMC is set to receive 975 doses of the COVID-19 vaccine that will go to front line workers and the most vulnerable population. The fatigue of fighting COVID-19 has affected staff due to long days of testing and contact tracing, and the drive-up testing site is needing staffing support and assistance. Other local clinics in the area have been contacted for support, as this is a community wide effort.

The Chief Nursing Officer search continues. Vickie Swanson, RN, from Surgical Services has stepped in as interim CNO for the time being.

The PET/CT remodel project cost is still being determined for the Diagnostic Imaging Department in the Sequim MSB building. Weekly meetings concerning the Lin Acc continue. New echo machines are being purchased as year-end deals usually occur around this time.

Mr. Wolfe urged everyone to evaluate personal holiday plans to help ensure the safety of love ones and to lower the possibility of a surge in COVID-19 cases in December.

NEW BUSINESS

None.

There being no further business, the meeting was then adjourned at 7:42 pm.

APPROVED AND ADOPTED this 16th day of December, 2020.

ATTEST:

Secretary

Commissioner

Commissioner



President

12/17/20 2c



Commissioner



Commissioner



Commissioner