

February 26, 2020

The regular meeting of the Board of Commissioners for Island Hospital was called to order by Commissioner Tessler on February 26th at 12noon in the Cypress Room of Island Hospital.

Those present were Commissioners Warren Tessler; Lynne Lang, PhD; Paul Maughan, PhD; Chip Bogosian, MD and Jan Iversen. Also present were Charles Hall, CEO; Elise Cutter, CFO; Robert Prins, MD CMO; Ann Raish, Interim COO, Carolyn Pape, CHRO; Robert Rieger, MD, COS and Kim Graf, Executive Assistant.

Not in attendance: Denise Jones, RN CPCE

Action Items Completed:

- None to report

Public Comments:

No public comments were made.

CONSENT AGENDA:

After review and discussion, Commissioner Iversen made a motion to approve the Consent Agenda. Commissioner Lang seconded the motion. Commissioners Bogosian, Iversen, Lang, Tessler and Maughan all voted aye and the motion carried.

BOARD QUALITY & PATIENT SAFETY REPORT

Medical Staff Meeting Summaries: Dr. Rieger reported:

ED Committee:

- Utilization Review-Glasow Coma Score Documentation
- Rural Trauma Team Update

Credentials Committee:

- Credentials List

Department of Medicine

- Patient Weights
- Precedex Request for Formulary

Brief review of the February Medical Staff Committees which included the following Medical Staff Committee reports:

- Anesthesia Committee

Quality Management Oversight Committee:

DNV Site Visit:

Anita McCoy provided an update on the recent DNV site visit and was pleased to share that all 2019 findings were closed.

Anita shared that Island Hospital received three (3) NC1 and three (3) NC 2 findings in this year's survey. Action plans and responses are currently being prepared for all findings and will be sent back to DNV next week.

FINANCE UPDATE:

Financial Statement Review: Elise Cutter reported on January 2020 financial statements with the Board and highlighted the following as significant items:

- ◆ *Balance Sheet* – The hospital collected \$8.2 million in cash in January and paid out \$10.2 million. This resulted in day's cash on hand of 139.5 (134.6 excluding the remaining bond funds) down from December 145.7. The current ratio increased to 3.06 from 2.82 in December.
- ◆ *Net Revenue* – Net revenue for January 2020 was \$8.4 million with an actual collection rate of 42% which is above the budgeted 40.9%. Hospital and Pro Fee revenue were below budget 6.3% and Primary Care and Specialty Clinics net revenue fell below budget 12.7%. The Hospital did meet its financial pillar goal of an operating margin of net revenue to meet or exceed 1%, with an actual operating margin of 1.5%
- ◆ *Operating expenses* – Total year to date operating expenses for January are 2.9% below budget and .4% above the prior year. Supplies are 2.3% above budget and under prior year by 5.8%. Professional and physician fees are 22.1% below budget and 19.4% below prior year. The total number of FTE's for 2020 is 526 which is under the budget of 579 and 7 more than 2019. The Hospital recorded net operating income for January of \$123,000 versus the budgeted operating income of \$266,000. The excess gain year to date is \$491,000 or 5.8% of net revenue versus budgeted excess gain of \$648,000 or 7.3% of net revenue.

Elise reviewed with the Board Resolutions 2104-2107 which authorize individuals to Act on Behalf of the District for retirement investment plans.

Resolution 2020-2104, Act on Behalf of The District- SERP

After discussion, Commissioner Maughan made a motion to approve the Resolution 2020-2104 as presented. List Commissioner Bogosian seconded the motion. Commissioners Bogosian, Iversen, Lang, Tessler and Maughan all voted aye and the motion carried.

Resolution 2020-2105, Act on Behalf of The District- 401

After discussion, Commissioner Maughan made a motion to approve the Resolution 2020-2105 as presented. Commissioner Bogosian seconded the motion. Commissioners Bogosian, Iversen, Lang, Tessler and Maughan all voted aye and the motion carried.

Resolution 2020-2106, Act on Behalf of The District- 403b

After discussion, Commissioner Maughan made a motion to approve the Resolution 2020-2106 as presented. Commissioner Bogosian seconded the motion. Commissioners Bogosian, Iversen, Lang, Tessler and Maughan all voted aye and the motion carried.

Resolution 2020-2107, Act on Behalf of The District- 457

After discussion, Commissioner Maughan made a motion to approve the Resolution 2020-2107 as presented. Commissioner Bogosian seconded the motion. Commissioners Bogosian, Iversen, Lang, Tessler and Maughan all voted aye and the motion carried.

Elise noted that with the purchase of the IMC there is a need to terminate the Condo Association and the ground storage lease.

Resolution 2020-2108 Termination of IMC Condo & Ground Lease

After discussion, Commissioner Bogosian made a motion to approve the Resolution 2020-2108 as presented. Commissioner Iversen seconded the motion. Commissioners Bogosian, Iversen, Lang, Tessler and Maughan all voted aye and the motion carried.

Administration Update:

CEO Update-

Employee Recognition:

Charles Hall shared that the following employees and department have been recognized in the month of October:

- LRT Recognition: Amber Phillips, Clinical Dietician Dietary Department
- Basket of Goodwill: Passed from Community Relations to Finance Department
- Employee of the Month: Tiari Schwab, Coding Specialist

Advisory Board: Charles briefly remarked on last week's Advisory Board Conference and remarked on logging onto the Advisory Board website. Login information will be sent out to the Commissioners.

Strategic Planning Update: Charles briefly remarked on the upcoming work in preparation for the Leadership Retreat in March.

Administrator on Call (AOC) Escalation Policy: Charles reviewed the Administrator on Call Escalation Policy. The policy is developed to notify Administration when safety concerns happen after regular business hours.

HR Update:

Caroline Pape provided an update on the following HR related topics:

- Island Hospital Workplace Violence Prevention Program and training timeline
- Upcoming Employee Engagement Survey which will launch in May 2020
- WA Paid Family & Medical Leave

- Recruiting and Staffing update & statistics
- Employee Recognition
- Employee Wellness Committee remarking on the various events the committee sponsors

Urology Update:

Ann Raish shared that urology services have returned to Island Hospital. It is anticipated that Dr. Mansel Kevritch will be joining the Island Hospital team in May or June. The Urology Clinic will temporarily share clinic space with the Oncology Department in the Medical Arts Pavilion. Minor changes will need to be made in the clinic to accommodate urology. Long term clinic space for urology is still being identified.

Saykara Update:

Dr. Prins and Ann provided an update on the Saykara Scribe Pilot Program at Island Hospital highlighting the goals, scope and acceptance of the program. Currently four physicians are participating in the program. Dr. Prins expanded on how the artificial intelligence (AI) system works. Ann reviewed the metrics for the baseline and midpoints of the program remarking on the physician's satisfaction with the program.

Ann remarked on the upcoming features that will be available with the Saykara AI Scribe Program.

New Business:

IHF: Jeannette Papadakis reported on the recent Meet the CEO donor event that was recently held, remarked on additional funds given to IH through the Holiday Appeal Campaign, a recent donation designated to the ED Patient Navigator position, provided brief update on the 2020 Gala of Hope and reported on an upcoming Community Open House to meet the CEO that will be held in March.

March Board Calendar:

The March Board Calendar was approved.

Action Items:

- Send Advisory Board Login Information to Commissioners

ADJOURNMENT:

There being no further business, Commissioner Tessler called for the meeting to be adjourned at 1:40pm.

Warren Tessler President/Commissioner

Jan Iversen Secretary/Commissioner

Paul Maughan, PhD Commissioner

Chip Bogosian, MD., Commissioner

Lynne Lang, PhD, Commissioner