



PUBLIC HOSPITAL DISTRICT NO. 4, KING COUNTY
Board of Commissioners
MINUTES
February 4, 2016, 5:00 p.m. (Special Meeting)
Snoqualmie City Hall, Council Chambers, Snoqualmie, WA

PRESENT:

Dariel Norris, President
Joan Young, Vice President
David Speikers, Secretary
Gene Pollard, Commissioner
Emma Herron, Commissioner

ALSO PRESENT:

Rodger McCollum, CAO/Superintendent
Jay Rodne, General Counsel
Ann Macfarlane, Parliamentarian
Valerie Huffman, Recorder

CALL TO ORDER: The meeting was called to order at 5:12 pm. by Pres. Norris and roll call was taken. Pres. Norris announced that the board would immediately go into executive session pursuant to RCW 42.30.110(g) to review the job performance of a District Employee. It was estimated the session would last approximately 90 minutes.

The board reconvened at approximately 6:32 pm.

APPROVAL OF AGENDA

Pres. Norris asked if there were any changes to the agenda. There was a request to add a category of Other but clarification was made that it was already included on the agenda. There being no further requests for changes, the agenda was approved by unanimous consent.

APPROVAL OF MINUTES – It was clarified that because this was noticed as a special meeting, no minutes should be approved per Robert’s Rules of Order. Therefore consideration of the minutes listed on the agenda is postponed to the March 3, 2016 meeting. The dates of these minutes are: Regular meetings of December 3, 2015 and January 7, 2016, and the Strategic Planning Workshop of January 27, 2016.

COMMUNICATIONS:

Dariel Norris, President – Pres. Norris made an announcement regarding board committees stating that a formal appointment process by the board would be appropriate. Therefore, Pres. Norris proposed to offer a motion at the next meeting eliciting the proposed chair and members

of each committee for a discussion and approval by the board as required by the District bylaws in Section 7.

Rodger McCollum, Superintendent/CEO

- Supt. McCollum announced that the District had another phenomenally successful month for January and gave a huge thank you to the staff for the excellent work they provide to the community and to our patients.

COMMITTEE REPORTS

1. Finance Committee Report - Approval of warrants, payroll and payroll taxes – December 2015. Comm. David Speikers, Chairman of the Finance Committee, reported on the meeting that was held on January 27, 2016 in which financial reports for December 2015 were reviewed. Comm. Speikers' comments included:

- Discussed the agreement between the District and Overlake Provider Network that will be presented later in the meeting for approval by resolution.
- December was a record month with capacity of 24.75 out of 25 beds.
- Emergency Room visits slightly up as well as endoscopy. Clinic visits down.
- Referenced the Administrator's Report for more details in statistics.
- Budget to actual was compared.
- Lost \$352,000. In looking only at operations versus revenue and expenses, the District is actually making money. Including the bonds and debt payments is when we get into the negative numbers.

Further discussion ensued regarding the Finance Committee report which included the clarification that bond costs and acceleration of depreciation are the main reasons for the loss as showing on Profit & Loss Statement.

1(a). Approval of Warrants, Payroll and Payroll taxes – December 2015.

A motion was made and seconded to approve total disbursements that include warrants, payroll and payroll taxes in the amount of \$2,331,939.41 for December 1 thru December 31, 2015 as reviewed. M/Speikers, S/Young

Comm. Pollard once again requested a breakout of non-exempt versus exempt and stating that until such time he cannot vote in favor.

There was no further discussion. The motion passed by a vote of 4:1 with Comm. Pollard voting no.

2. Medical Committee Report. The Medical Committee met on January 20, 2016 and Comm. Herron reported the following:

- District all staff meeting held on January 15; service awards given: eighteen 5-year, eleven 10-year and one 15 year.
- Community blood drive provided for 45 patients

- Launching of inpatient dialysis delayed until April for inpatients due to longer time to modify the rooms
- Launching of barcode medication administration in ED, already exists in other departments
- Dietary – Serve Safe Training scheduled for staff
- Nearing completion of negotiations drug screen
- Imaging – Transition to new image storage system; 50% cost reduction saving \$15,000 per year
- Exploring addition of Internal Medicine to clinic system
- Request from Snoqualmie Tribe for non-emergent occupational health services; will trial for 90 days
- Adult Family Home – DSHS certified home has been identified, owner agreeable to leasing to us. In process of developing lease agreement.

2(a). Physician Credentialing. The Medical Executive Committee met on January 25, 2015. Recommendation for approval of the providers listed below was made by the Medical Executive Committee and presented by Dr. Kim Witkop.

Initial Provisional: Diane Nathan, MD – Teleradiology

Initial Affiliate: (New category of privileges)

Ron Bennett, Pharmacist
 Elizabeth Fuchs, Pharmacist
 Candy Naderi, Pharmacist
 Tran Tran, Pharmacist
 Diane Zakrajsek, Dietitian

A motion was made and seconded to approve the above recommendations for physician credentialing as presented Dr. Kim Witkop on behalf of the Medical Executive Committee. M/Young, S/Pollard

There was no discussion and the motion unanimously passed.

Dr. Witkop continued with the credentialing report:

Initial Affiliate: Robert Blanchard, Pharmacist – (Recommended Approval with customized monitoring plan)

Provisional to Active: Yen Chen, MD - GI

Provisional to Courtesy:

Kamala Rose, MD, Emergency Dept.
 Hillary Shaw, MD, Teleradiology

Active Staff – Recredentialing

Nathaniel Schlicher, MD, Emergency Dept.
 Kimberly Witkop, MD, Internal Medicine

Courtesy Staff - Recredentialing:

David Alexander, MD, Teleradiology
Alan Johnson, MD – Family Medicine
Andrew Levine, MD – Teleradiology
Brandon Liu, MD – Teleradiology
Karen Stone, MD – Teleradiology
Daniel Susanto, MD - Teleradiology

Affiliate Staff - Recredentialing: Dawn Finney, LICSW – Counseling/Social Work

A motion was made and seconded to approve the recommendations for physician credentialing as presented Dr. Kim Witkop on behalf of the Medical Executive Committee. M/Pollard, S/Herron

Dr. Witkop did remind the Board that she is not a voting member of the Medical Executive Committee. There was no further discussion and the motion unanimously carried.

3. Facilities Committee Report. The Facilities Committee last met on January 18, 2016, Comm. Pollard provided an overview of the written report that was provided to the board and public. Topics discussed were as follows:

- Signage
- Healing Garden
- Home Health

Discussion included an inquiry regarding the staffing plan for the hospital foundation gift shop to which Supt. McCollum stated that a staffing plan had been submitted. It was further clarified that any money raised by the gift shop would come back to the district. Supt. McCollum further stated that even though \$50,000 had been approved for the gift shop, the budget is coming in well below. The committee will next meet February 15, 2016.

NOTE: All written reports and/or presentations from each committee meeting are provided for the public and are part of the official record of the District. Additional copies are available upon written request. To hear the full discussion on each of the above committee reports, go to <http://www.snoqualmiehospital.org/audio>.

PUBLIC COMMENT:

Charles Peterson, Snoqualmie

- Confused as to why this is the regular meeting but entitled special meeting
- Questioned if taxpayers of District #4 get admission priority for Swing Beds
 - It was answered that we have always provided preferential treatment to District residents. It was further explained that when a referral is received the acceptance process is a series of criteria, including medical, and whether or not they are residents of the District.

NEW BUSINESS:

1. **Resolution 499-0116 – Approving Execution of Engagement Letter with Wipfli, LLP.** (Please note this was inadvertently labeled as Resolution No. 500-0116 on the agenda.) This is a recurring annual engagement with Wipfli for the preparation of the 2015 Cost Report, which is a federal requirement.

A motion was made and seconded to approve Resolution No. 499-0116 – Approving Execution of Engagement Letter with Wipfli. M/Herron, S/Young

There was no discussion and the motion unanimously carried.

2. **Resolution 500-0116 – Approving a Practice Participation Agreement between Overlake Provider Network and Public Hospital District No. 4, King County.** (Please note this was inadvertently labeled as Resolution No. 499-0116 on the agenda.) Presentations regarding the Overlake Provider Network had previously been made to all commissioners through the committee structure. Upon inquiry about joining the Evergreen Provider Network, it was stated that consideration could certainly be given to that.

A motion was made and seconded to approve Resolution No. 500-0116 – Approving a Practice Participation Agreement between Overlake Provider Network and Public Hospital District No. 4, King County. M/Young, S/Herron

There was no further discussion and the motion carried by a vote of 4:1 with Comm. Pollard abstaining.

OTHER


- Discussion of scheduling special meeting next week. Dates for consideration are:
 - Monday, 2/8 at 1 pm
 - Wednesday, 2/10 at 11:00 am
- Comm. Herron stressed the importance of having board work sessions on a monthly basis, perhaps before the regular meetings
- The next Strategic Planning workshop may be scheduled for some time next month
- Received meeting materials late; need to be received one week prior to the meeting

Please note that the audio recording of this meeting of the Board of Commissioners for PHD #4 can be accessed on the District's website, Governance Page or at:
<http://www.snoqualmiehospital.org/audio>.

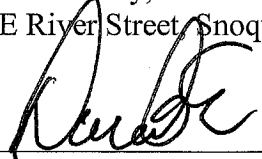
There being no further business, the meeting was adjourned at 7:49 pm.

NEXT SCHEDULED MEETING:

Regular Monthly Business Meeting - will be held on Thursday, March 3, 2016, 6:30 pm, Snoqualmie City Hall, Council Chambers, 38624 SE River Street Snoqualmie.



Darrel Norris, President



David Speikers, Secretary



Initials