

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regularly Scheduled Meeting**  
**Wednesday, September 27, 2017**

**Commissioners Present:**

Commissioner Bill Williams, Chair  
Commissioner Michael Edwards

Commissioner Mark Schwinge  
Commissioner Barbara Sharp

**Others Present:**

Pamela Hutchins  
SJCPHD #1: Superintendent

Jerry Martin  
SJIEMS: Chief

**By Phone:** Commissioner Monica Harrington

**Absent:** None

**CALL TO ORDER:**

Chair Williams called the meeting to order at 5:04 pm.

**CONSENT AGENDA**

**Chair Williams asked for a motion to approve the consent agenda:** August 23, 2017 Regular Meeting Minutes, August 29, 2017 Special Meeting Minutes, September 21, 2017 Special Meeting Minutes, SJCPHD#1 Warrant Approval, SJIEMS Warrant Approval.

➤ **IIMC Warrants**

- Payroll total \$ 965.00
- A/P Warrants total \$ 540,737.98

➤ **SJIEMS Warrants**

- Payroll total \$ 79,662.02
- A/P Warrants total \$ 40,849.37

➤ **MOVED by Commissioner Edwards to approve the consent agenda as written for September 27, 2017; Seconded by Commissioner Schwinge. ALL AYES; MOTION PASSES.**

**SJCPHD#1 OPERATIONS REPORT: Pamela Hutchins, Superintendent:** Gave her financial report and operations report for the month of August.

**SJIEMS OPERATIONS REPORT: Jerry Martin, SJIEMS Chief.** On behalf of SJIEMS, Chief Martin apologized for their handling of a call involving an 11-year-old boy at a football game where although a Paramedic and Doctor showed up, no EMT brought an ambulance. They will meet next week to form a plan to prevent that from happening again. Commissioner Harrington noted that being short staffed seems to be contributing to this and that follow up does need to happen. Commissioners Schwinge and Edwards thanked Chief Martin for his forthright acceptance of responsibility.

Chief Martin also gave his financial report and operations report for the month of September with the assistance of Chris Compton, CPA. Accounts receivable have been displayed by age as Chair Williams had requested, and the new provider Systems Design has been managed much more effectively. Two contract negotiations are coming up on Oct 18<sup>th</sup> and Oct 31<sup>st</sup>; up to two commissioners may attend. Compassion fatigue seminars and a paramedicine meeting are coming up. Tom van Dawark gave a presentation on the "SJIEMS Strategic Framework for Continuous Improvement," which will be posted on the website, and which will give a template to measure success or areas of needed improvement. Chair Williams thanked the group for their work on the framework and noted that it will be very useful. The framework is posted on the district website.

### **AUDIENCE PARTICIPATION:**

The floor was opened to public comment, and the following did so: Patti Garcia, Kurt VanHying, John Geyman, Robin VanHying (past administrator of Life Care center), and Julia Thompson. Most comments centered on the Life Care Center of the San Juans closure.

### **UNFINISHED BUSINESS:**

**Public Session Portion from RCW 42.30.110(1)(g) Review of the performance of public employee from Regular Board Meeting August 23, 2017.** Chair Williams proposed a 3% raise based on merit for the district superintendent "based on exceptional performance." Even with the 3% raise, based on a weighted average of different county jobs that perform the same functions in SJC, the superintendent is underpaid by about 15%. He further proposed that the superintendent receive a 4% raise in January. Chair Williams noted that he hoped that this will start to close the gap in pay, which will be at about 11% following the second increase.

**ACTION: Moved by Chair Williams that they approve the motion to increase the Superintendent salary by 3% starting on October 1, 2017, and another 4% on January 1, 2018. Seconded by Commissioner Edwards. During discussion each commissioner praised the superintendent and noted that they agreed with the raises citing her excellent performance. ALL AYES; MOTION PASSES.**

### **NEW BUSINESS:**

**Draft Budget for SJCPHD#1 for 2018.** Discussed SJCPHD #1 and noted changes between the 2017 amended budget and 2018 proposed budget. A line item for a cash reserve has been added so that the miscellaneous line item will reflect actual expected expenses. Other budget changes dealt with the recent hire of a new admin assistant, the potential for more special meetings with new commissioners, purchase of dedicated

laptops for commissioners, approved payments to other entities (Mt. Baker Planned Parenthood, SJIEMS Paramedicine, and SJI Prevention Coalition), and other new expenses. This was reviewed in a special meeting on September 21, 2017.

**ACTION: This will be voted on in the October board meeting. It now goes to public review.**

**Draft Budget for SJIEMS for 2018.** This was also reviewed in the September 21<sup>st</sup> special meeting, but after that meeting a significant error in the formula was found. Chair Williams noted that the commissioners would also like to spend more time to understand the budget changes and form policies on capital reserves and other policy issues. He further proposed that Commissioner Sharp and Chair Williams review the budget and submit it for everyone else to look at. A special meeting can be held if the product is not agreeable to the other commissioners. It needs to be voted on at the regular board meeting October 25, 2017 to meet the November deadline.

**ACTION: The commissioners verbally agreed to have Commissioner Sharp and Chair Williams review the budget on behalf of the others.**

**Payments for Community Paramedicine, SJI Prevention Coalition.** Previously commissioners had agreed to send \$5,000 to each (Resolution 17-468, approved on 28 June 2017), though they were not specific as to when they would send it out. They had agreed to review it annually.

**ACTION: Moved by Chair Williams that they approve the motion to disburse the funds to the two groups listed along with an annual review of the program; Seconded by Commissioner Schwinge. (No discussion). ALL AYES; MOTION PASSES.**

**Life Care Convalescent Center Closing – Commissioner Discussion.** Please refer to the San Juan County website to watch the meeting video for all discussion on the topic.

## **AUDIENCE PARTICIPATION, SECOND ROUND**

The floor was opened for more public comment. Katherine Cleary, Janice Fisher (Executive Director, Life Care of the San Juan Islands), and Susan Williamson. Both Williamson and Fisher answered several questions from the commissioners. Commissioner Edwards thanked Janice Fisher for her willingness to help on the task force being formed to deal with the Life Care center closure.

## **ADJOURNMENT:**

**Chair Williams asked if there was any other business to discuss. There was not, so he adjourned the meeting. Meeting adjourned at 7:09 p.m.**

**ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.**

*Bielwitt*

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**Signed by Chairperson**

*10/25/17*

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**Date**

**The original document is retained at the San Juan County Pubic Hospital District #1 Office at 849 Spring Street, Unit B-5, Friday Harbor, WA 98250 in San Juan County Public Hospital District #1 permanent proceedings file.**

**Attest: Pamela Hutchins, Recording Secretary**