

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1**  
**Board of Commissioners**  
**Regular Meeting Minutes**  
**Frank Wilson Memorial EMS Building, 1079 Spring Street**  
**Wednesday, June 23, 2021**  
**Held Remotely under COVID-19 Rules**

**SJCPHD #1 Commissioners Present:**

Commissioner Everett Clary  
Commissioner Anna Lisa Lindstrum  
Commissioner Trish Lehman  
Commissioner Kyle Loring  
Commissioner Gail Leschine-Seitz

**Others Present:**

Nathan Butler Superintendent, SJCPHD #1  
and Interim EMS Administrator

**By Phone:** None  
**Absent:** None

**CALL TO ORDER:**

Chair Anna Lisa Lindstrum called the meeting to order at 5:32 p.m. in a fully remote MS Teams meeting, with the public participating via phone. Governor Inslee's order, Proclamation 20-28, issued March 24, 2020 and extended several times, temporarily prohibits public agencies from conducting any in-person meetings and requires all remote meetings to provide an option for public attendance via remote access. Roll call was made verbally of each commissioner for the benefit of the public. The meeting was still recorded, and audio made available to the public as with all meetings.

**CONSENT AGENDA:** June 23, 2021 Regular Meeting Agenda, May 26, 2021 Regular Meeting Minutes, SJCPHD #1 Warrant Approval, and SJIEMS Warrant Approval.

➤ SJCPHD#1 Warrants (May 2021)		
○ Payroll	total \$	\$0.00
○ A/P Warrants	total \$	\$46,049.09
➤ SJIEMS Warrants (May 2021)		
○ Payroll	total \$	\$86,668.08
○ A/P Warrants	total \$	\$27,114.52

**ACTION: Commissioner Kyle Loring moved, and Commissioner Everett Clary seconded, that the Board approve the Consent Agenda. ALL AYES; MOTION PASSES.**

**AUDIENCE PARTICIPATION** (15 Minute Limit total; comments max 3 minutes per person)

None

## **UNFINISHED BUSINESS (5:35 PM)**

### **Committee Reports and discussion**

- **Community Collaborations Committee** – No meeting earlier in the month. Commissioner Lehman stated that they will meet Monday, June 28 for a luncheon.
- **EMS and Trauma Care Council** – Superintendent Butler and Lainey Volk and reported on the very brief meeting which discussed the progress of each agency and the future classes they are going to provide. There was also a discussion about the voting and bylaws which will be set later in the year.
- **Financial Committee** – Commissioner Clary reported favorably concerning the finance committee. EMS and PHD cleaning up accounts.
- **Civil Investigative Demand** – Commissioner Loring reported that Superintendent Butler and he had a chat with Mr. Fredman. Will be bringing something back to the Board in August with attorney present to provide further details.
- **Inter-Island Health Care Foundation** – Commissioner Lehman stated there is nothing to report.
- **Community Relations** – Commissioner Lindstrum stated nothing to report, though there would be a meeting on Tuesday, June 29 with Commissioner Lindstrum, Commissioner Lehman and Superintendent Butler attending. An opportune time to assess public relations strategy going forward.

## **NEW BUSINESS (5:41 PM)**

**Res 21-548 to Close Bank Account Used for Medivac Refunds** – Commissioner Lindstrum expressed her pleasure that the purpose for this account has been resolved, and that the District is now in a position to close the account. Superintendent Butler stated that unclaimed amounts have been sent to the State as unclaimed property.

**ACTION: Commissioner Leschine-Seitz moved, and Commissioner Lehman seconded, that the Board adopt Resolution 21-548 to Close Bank Account Used for Medivac Refunds. ALL AYES; MOTION PASSES.**

**State Auditor's Office Data Sharing Agreement** – Superintendent Butler explained the purpose of the Interagency Data Sharing Agreement between the SAO and the District in order to comply with Washington State Executive Order 16-01, RCW 42.56 policy 141.10. Commissioner Loring asked for clarification on the some of the specifics.

The agreement has been vetted by our lawyers who consider it a housekeeping item intended to shore up cybersecurity issues.

**ACTION: Commissioner Lehman moved, and Commissioner Loring seconded, that the Board adopt the Interagency Data Sharing Agreement between the San Juan County Public Hospital District No. 1 and the Office of the Washington State Auditor. ALL AYES; MOTION PASSES.**

**Appointment of new Board Recording Secretary** – Employee Steve Wambsganss has had the necessary training and is prepared to take that role of Board Recording Secretary.

**ACTION: Commissioner Loring moved, and Commissioner Lehman seconded, to appoint Stephen Wambsganss as the new Board Recording Secretary. ALL AYES; MOTION PASSES.**

**Updated Public Records Policies** – Superintendent Butler explained that these newly updated public records policies have been reviewed and updated by our lawyers to conform with the latest updates to Washington State’s Public Records Act. The policy language will apply to both the hospital district and EMS, but will appear in slightly different formats.

**ACTION: Commissioner Leschine-Seitz moved, and Commissioner Lindstrum seconded, to adopt the updated Public Records Policies for the hospital district and EMS. ALL AYES; MOTION PASSES.**

**Hospital District Policies and Procedures** – Superintendent Butler requests the authority to change the format of and revise the policies and procedures to a booklet format. Commissioners agreed that using the best format that is efficient. The hospital district’s policies are being audited by HRSA. Once they are passed by HRSA, the Policies and Procedures manual will be returned to the Board once they have gone through the HRSA review.

**Board Meeting Format** – The board is seeking guidance regarding online vs in-person board meeting format, and what the State guidance is on public meetings. Guidance currently states that the District can meet in person, but must provide a hybrid option, and 50% of the Fire Marshall limit. The Board agrees to meet remotely until we receive further guidance. Will update the Board as more news develops after June 30.

**Participation in Island Hospital community needs discussion** – Heard from Charles Hall from Island Hospital working with San Juan County Public Hospital Districts No. 2 and No. 3 Superintendent Anne Presson to put together a county medical needs discussion group. Superintendent Butler and Commissioner Lehman will represent the

hospital district.

## **OUTSIDE REPORT**

**Anne Presson, Project Manager for HRSA Planning Grant** – After the arrival of Anne Presson, Superintendent of the San Juan County Public Hospital Districts No. 2 and No. 3, the Board gave her time to report on the progress of the Planning Grant and the road ahead.

## **NEW BUSINESS – (continued)**

**Building Long-term Care** – The Board had a discussion on the history of long-term care challenges and discussed approaches to support long-term care facilities and create Medicaid beds on San Juan Island. The proposal would also find ways to prevent staff attrition and build a capable and motivated workforce. Superintendent Butler and Commissioner Lehman shared a PowerPoint Presentation that proposed coming up with a plan to work with an existing facility to enhance their capabilities. In order to fund this, a lid lift was discussed for the next election. In order for the lid lift to be successful, a credible plan and public outreach must be put forward to the community to explain the necessity of raising more funds to provide these needed services to the community. Commissioners agreed that the District should try take on the project and opening dialogue and negotiations with an existing facility in order to bring a proposal to the board and for deliberation in the July Board Meeting.

**ACTION: Commissioner Lindstrum moved, and Commissioner Leschine-Seitz seconded, that the Board approve authorization for the Long-term Care Committee to negotiate on behalf of the hospital district. 4 AYES; 0 NOES, and 1 ABSTENTION; MOTION PASSES.**

## **FIVE MINUTE BREAK AT 8:00 PM**

### **REPORTS:**

**San Juan County Public Hospital District No. 1** – Superintendent Butler briefly reported on the operation, financial and staffing issues of the Hospital District

**San Juan Island Emergency Medical Services** – Superintendent Butler reported on the new sprint rig and discussed EMS operation, financial and staffing issues.

**EXECUTIVE SESSION (8:23 PM): RCW 42.30.110 (1)(G) To review the performance of an employee.** Chair Lindstrum announced that the executive session would take place until 9:00 PM at which time the Regular Meeting would resume. At 9:00 PM Commissioner Lindstrum requested a further extension of approximately 15 minutes. Public session resumed at 9:19 PM.

**ACTION:** Commissioner Lehman moved, and Commissioner Gail Leschine-Seitz seconded, that in light of Superintendent Nathan Butler’s excellent job performance and in recognition and gratitude for his dual role as both Superintendent and Interim EMS Chief, the Board moves to raise Superintendent Butler’s salary to \$120,000 per year with the same compensation package. **ALL AYES; MOTION PASSES.**

**AUDIENCE PARTICIPATION** (15 Minute Limit total; comments max 3 minutes per person)

None

**COMMISSIONER COMMENTS**

None

**ADJOURNMENT - Meeting adjourned at 9:24 PM.**

  
\_\_\_\_\_  
**Signed by Chairperson**

  
\_\_\_\_\_  
**Date**

The original document is retained at the San Juan County Public 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: Stephen Wambsganss, Recording Secretary**