

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Special Meeting Minutes
Frank Wilson Memorial EMS Building, 1079 Spring Street
Wednesday, September 22, 2021
Held Remotely under COVID-19 Rules

SJCPHD #1 Commissioners Present:

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

Others Present:

Nathan Butler
Superintendent and
Interim EMS Administrator

By Phone: None

Absent: None

CALL TO ORDER:

Chair Anna Lisa Lindstrum called the meeting to order at 5:30 p.m. in a fully remote MS Teams meeting, with the public participating via phone and/or Microsoft Teams. 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: September 22, 2021 Regular Meeting Agenda; August 25, 2021 Regular Meeting Minutes; SJCPHD #1 Warrant Approval; SJIEMS Warrant Approval; and HRA Deposit for 2021 for \$13,000.

- SJCPHD#1 Warrants (Fund 6521) (August 2021)
 - Payroll total \$ \$0.00
 - A/P Warrants total \$ \$618,701.33
- SJIEMS Warrants (Fund 6511) (August 2021)
 - Payroll total \$ \$84,028.64
 - A/P Warrants total \$ \$56,592.24

ACTION: Commissioner Lehman moved, and Commissioner Clary seconded, that the Board approve the Consent Agenda as amended. ALL AYES; MOTION PASSES.

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

None

SUBSIDY REPORTS AND DISBURSEMENTS

San Juan Island Prevention Coalition: Six-month subsidy Report 01/01/2021 to 06/30/2021 presented by Executive Coordinator, Cynthia Stark-Wickman.

Ms. Stark-Wickman reported on the work that the SJI Prevention Coalition is doing in Friday Harbor and its coordinated services throughout the County. Ms. Stark-Wickman spotlighted their initiative entitled Strengthening Families as a Collaborative Community Effort. They are finding ways of delivering services in spite of Covid-19. It is an evidence-based program that offers family skills training, reduce youth substance use and help advocate for families, schools and other care providers by providing them with skills and support systems. Cost benefit analysis indicates a \$5,805 cost benefit per individual.

ACTION: Commissioner Loring moved, and Commissioner Lehman seconded, that the District pay the 2021 subsidy to the SJI Prevention Coalition for 2021 in accordance with the existing agreement (\$5,000). ALL AYES; MOTION PASSES.

UNFINISHED BUSINESS

Committee Reports and discussion

- **Community Collaborations Committee** – Nothing to report. The committee will be meeting next week.
- **EMS and Trauma Care Council** – Work continues in trying to coordinate training throughout the county. How to plan together and bigger coordinated training. Staffing is a real issue all across the county.
- **Civil Investigative Demand (CID)** – Commissioners requested that the District reach out to counsel for an update.
- **Financial Committee** – Commissioner Clary reported favorably concerning the finance committee. The new budgets were discussed.
- **Long-Term Care** – Reported on listening to people in the community. Trying to assuage misunderstanding. Sales agreement to be discussed in October. Exciting to see what the budget shows we will be able to do.
- **Community Relations** – Spoke to members of the community on the upcoming decisions.

NEW BUSINESS

2022 Draft Budgets: Draft budgets for 2022 were presented, as well as a six-year budget plan and budget narrative for the integrated Village/hospital district proposal. The goal is to visualize how the proposal will come together and demonstrate that the District plans are truly viable. The Board discussed how the budget planning reflects the District's values.

ACTION: Commissioner Lehman moved, and Commissioner Leschine-Seitz seconded, that the Board approve releasing the six-year Village/Hospital District budget plan and narrative to the public – ALL AYES; MOTION PASSES.

Sales Agreement with the Village at the Harbor: Some details needed to be finalized. A new special meeting is proposed and agreed for Thursday, October 7 to discuss the Sales Agreement with The Village at the Harbor.

Res 21-554 to Surplus Small and Attractive Assets: Hospital District to surplus a variety of small assets and clean up the Small and Attractive Assets list to remove assets that are between \$300 and \$5,000 in original value.

ACTION: Commissioner Leschine-Seitz moved, and Commissioner Loring seconded, that the Board approve Res 21-554 to Surplus Small and Attractive Assets: – ALL AYES; MOTION PASSES.

Res 21-555 Marine Response and Billing and Policy 2-012-21 Outer Islands and Marine Response: Discussed a proposed policy of establishing pricing for outer island marine response. Currently there is no charge for outer island marine responses, though considerable expenses are incurred by San Juan Island EMS. Discussion centered on establishing a rate that is fair and transparent. Further discussion will be had on this matter. Superintendent Butler asked that a final decision be made in October.

Res 21-556 Policies and Procedures Manual for HRSA Financial Management Review: A resolution to adopt a policies and procedures manual which complies with the criteria set out by HRSA's Division of Financial Integrity and conforms to the standards as set forth in 45 CFR §75. The manual has been approved by the auditor. It has been requested by HRSA that the Board adopt the Policies and Procedures Manual so that it can be submitted for final approval.

ACTION: Commissioner Leschine-Seitz moved, and Commissioner Clary seconded, that the Board approve Res 21-554 to Surplus Small and Attractive Assets: – FOUR AYES, ONE NAY; MOTION PASSES.

Policy 1-005-21 Employee and Volunteer Benefits and Pay: A policy designed to provide a list of employee benefits and pay procedures, establish retirement benefits and identify how salary and wages are determined and set. Discussion was had in May, but it took time to bargain with the union.

Policy 1-015-21 Sick Time and PTO: To provide an equitable and clear schedule of payments for sick leave and use of Paid Time Off (PTO) for District employees. Discussion was had in May, but it took time to bargain with the union.

Policy 1-035-21 Dress Code Policy: To establish guidelines for EMS personnel and Administrative staff dress code that provides for safe operations and easy identification by members of the community and other pre-hospital and hospital care personnel. Discussion was had in May, but it took time to bargain with the union.

ACTION: Commissioner Leschine-Seitz moved, and Commissioner Clary seconded, that the Board approve Policy 1-005-21 Employee and Volunteer Benefits and Pay; Policy 1-015-21 Sick Time and PTO; and Policy 1-035-21 Dress Code Policy: – All AYES; MOTION PASSES.

Teresa D. Johnson CPA , Inc. Engagement Letter for 2022: Letter retaining and delineating the services provided by Teresa D. Johnson CPA, Inc. for 2022.

ACTION: Commissioner Lehman moved, and Commissioner Loring seconded, that the Board approve the Teresa D. Johnson CPA, Inc. Engagement Letter for 2022: – All AYES; MOTION PASSES.

STAFF REPORTS:

San Juan County Public Hospital District No. 1 – Superintendent Butler briefly reported on the operation, financial and staffing issues of the Hospital District. Village sales agreement is almost done. The District is working on the Village transfer of ownership and the bond application.

San Juan Island Emergency Medical Services – Superintendent Butler briefly reported on the operation, financial and staffing issues of San Juan Island EMS. The new ambulance should be delivered in October. Three new hires to announce.

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

None

COMMISSIONER COMMENTS: Commissioners commented on the hard work performed and all that had been accomplished by Superintendent Butler and the Hospital District staff, especially in the success in hiring three new staff.

ADJOURNMENT: Chair Lindstrum adjourned the meeting at 7:28 PM.

ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.



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