

**PACIFIC COMMUNITIES HEALTH DISTRICT
REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS
Monday, December 18, 2017**

PRESENT: David Long, MD, Chairperson
Bonnie Saxton, Vice Chairperson
Ralph Breitenstein, MD, Director at Large
Kath Schonau, Treasurer
Fred Postlewait, Secretary

ALSO PRESENT: Chris Minor, Legal Counsel
Doug Boysen, CAO, SHS
Ursula Marinelli, PCHD Foundation Director
Jon Conner, Director of Plant Engineering
Lisa Ely, Recorder
Lesley Ogden, CEO
Kathryn Doksum, CPA
Ryan Combs, CCO
Lorie Williams, VP of Nursing

CALLED TO ORDER: Chairperson David Long called the regular monthly meeting of the Board of Directors to order at 4:03 p.m., in the Education Conference Room at Samaritan Pacific Communities Hospital.

ASSISTIVE HEARING DEVICES: Chairperson David Long announced that hearing devices are available; however, there were no public attendees.

CITIZEN COMMENTS: No members of the public were present.

CONFIRMATION OF AGENDA ITEMS: Chairperson David Long requested confirmation of the meeting agenda.

APPROVAL OF MINUTES: After review of the Oct. 16, 2017, and Nov. 14, 2017, minutes Chairperson David Long asked for a motion to approve the minutes as presented.

A motion was made by Bonnie Saxton to approve the minutes from October 16, and November 14, 2017, meetings. Ralph Breitenstein seconded the motion with the exception of changing the October 16, 2017, minutes to reflect Chairperson David Long as adjourning the meeting. Motion carried by unanimous voice vote.

FINANCIAL REPORTS – November 2017: Kathryn Doksum presented the unaudited November financial reports for review and approval. Presented were the November 2017 Balance Sheet, Check Register, Bond Requisition and Interest Summary, PCHD Capital Fund, PCHD Debt Service Fund, and the Trend Analysis Report.

A motion was made by Ralph Breitenstein to accept the November financial reports. Kath Schonau seconded. Motion carried by a unanimous voice vote.

HOSPITAL REPORT: Lesley Ogden, CEO, reported on the following:

- Samaritan Pacific Health Services ended November on a negative note due to below budgeted performances (i.e. labor and delivery down, ED visits below average, In-patient was 10.8 below and census with a \$52,000 variation to planed budget). However, expenses and deductions were less than expected, but still an overall negative for month end of \$314,000. Year-to-date income is

\$1,337,538. Administration continues efforts to balance salaries and reduce FTE's. One example of cost savings is by having one manager oversee the same department for SPCH and SNLH – William Rodgers will be managing cardiopulmonary at both locations.

- SPCH just signed Rachel Bailey, DO, a family medicine provider, to work in the Samaritan Health Center - Newport clinic. She will be a per diem type, coming in February as a casual and then employed full time July 1, 2018. Contracts are out to two other family medicine providers. For the hospitalist program, Michael Javid, DO, recently signed and will be full-time in the summer of 2018 and another interview was just conducted with Ellen Young, MD, a locum hospitalist currently in Corvallis. The hospital is considering employing Dr. Young in Newport for now until Dr. Javid comes on board. Conversation continues with Michael Priddy, MD, an orthopedic provider, and with Shelisa Schroeder, NP, for the Walk-in Clinic. We are interviewing two qualified candidates for the surgery manager position and also interviewing for an Emergency Department manager and a Licensed Clinical Social Worker. Search continues for a Primary Care Medical Director as well.
- Ryan Combs, COO, will be leaving as he currently covers to two jobs in the system and SPCH needs a full time COO on location. We have twenty candidates that have applied. Ryan will remain here until position is filled and will be a part of the initial screening for final vetting along with medical staff and the executive team. Clinics director position is also open and we have applicants applying from internal as well as external and we are down to four candidates – two internal and two external. Interims are available and covering the previous mentioned positions until filled.
- Samaritan will be offering a Clinical Pastoral Education training program in January 2018 at SPCH and SNLH. This program prepares participants for a career as a hospital chaplain. Douglas Hollums, SPCH Chaplain, obtained grants for this program.
- SPHS in on target for SamFit move-in and for the rehabilitation remodel completion.

CONSTRUCTION UPDATE: Jon Conner informed the board that SamFit went live last week. Demo has started on the second floor of building for the Physical Therapy department with a target completion date of March 9, 2018.

Hospital construction is still moving along as planned. There was a delay in steel product delivery, which re-sequenced the work that they were doing but at this point there is no impact on the schedule for completion date.

PCHD FOUNDATION: Chairperson Ralph Breitenstein asked Foundation Director, Ursula Marinelli if she would like to add anything on behalf of the Foundation. Ursula said thank you to all who supported the recent Festival of Trees event, which rose over \$87,000. Success of the event is due to Kasey Postlewait who is the master mind behind the project.

BOARD ITEMS/ADMINISTRATIVE REPORT:

PCHD AUDIT: Signe Grimstad, CPA, presented an overview of the June 30, 2017, Audit Report to the Board. Highlights included the following:

- **Financial review** of her Independent Auditors Report, Management's Discussion and Analysis, Basic Financial Statements, Combined Government-wide and Fund Financial Statements, Statement of Net Position and Governmental Funds Balance Sheet. Statement

of Activities and Governmental Funds Statement on Revenues, Expenditures and Changes in Fund Balance and Notes to Financial Statements.

- **Required Supplemental review** included Major Fund: Statements of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund
- **Other supplemental review** included Major Fund: Statements of Revenue, Expenditures and Changes in Fund Balance – Budget and Actual, Debt Fund and Capital Projects Fund. Also a Summary of Real and Assessed Market Values, and Consolidated Tax Rates within the District.
- **Compliance review** included Independent Auditor’s Report Required by Oregon State Regulations.

Chairperson Bonnie Saxton moved to accept the audit report. Chairperson Ralph Breitenstein seconded the motion, which carried by unanimous voice vote.

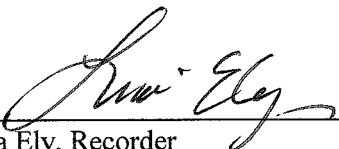
LETTER OF INTENT – Oregon Eye Consultants, LLC and The Eye Center, LLC: John Conner, Director of Engineering indicated Pacific Eye Associates will need to vacate their space due to the hospitals remodel and expansion. The eye clinicians are looking at and are very interested in the ENT Building. A letter of intent is asking the PCHD Board for \$183,000 for tenant improvement allowance. Floor plan would have to be approved by Samaritan and the District.

Inspection of the building took place. There is one caveat on page 2, regarding the conditions of premises for asbestos materials by a report from W. L. Thomas Environmental LLC, who found asbestos in the 9 x 9 floor tiles and adhesive. Proposal to abate whole building would be \$19,600. If that occurs, total funding request will be \$183,000 tenant allowance plus (up to) a total of \$19,600, which rounds up to no more than \$202,600.


Chris Minor posed to the board considerations of the following: Years of commitment for PCHD; Type of rental/lease agreement (Square footage verses total occupancy); Leased under Samaritan or the District; and any form of repayment desired to subsidize improvements.

John Conner will contact Tyler Jacobson, SHS Legal Counsel, to continue discussions with Chris Minor. Eye Consultants and The Eye Center will be contacted and informed the District and Samaritan would like to work with them.

ADJOURN: As there was no further business to come before the Board, Chairperson David Long declared the meeting adjourned at 5:58 p.m.



Lisa Ely, Recorder
PACIFIC COMMUNITIES HEALTH
DISTRICT



Fred Postlewait
PACIFIC COMMUNITIES HEALTH
DISTRICT