

**PACIFIC COMMUNITIES HEALTH DISTRICT**  
**REGULAR MEETING MINUTES OF THE BOARD OF**  
**Monday, March 19, 2018**

**PRESENT:** David Long, MD, Chairperson  
Ralph Breitenstein, MD, Director at Large  
Kath Schonau, Treasurer

**ABSENT:** Bonnie Saxton, Vice Chairperson  
Fred Postlewait, Secretary

**ALSO PRESENT:** Chris Minor, Legal Counsel  
Kathryn Doksum, CPA  
Lesley Ogden, MD, CEO  
Ursula Marinelli, Dir. Coast Foundation

Doug Boysen, CEO, SHS  
Jon Conner, Facilities Director  
Lisa Ely, Recorder  
Lesley James, Regional Dev. Specialist

**CALLED TO ORDER:** Chairperson David Long called the regular monthly meeting of the Board of Directors to order at 4:07 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.

*Kathryn Doksum noted she added a surplus list to review during financial reports.*

**APPROVAL OF MINUTES:** After review of the February 20, 2018, minutes Chairperson David Long asked for a motion to approve the minutes as presented.

*Ralph Breitenstein moved to approve the minutes from February 20, 2018. Kath Schonau seconded the motion. Motion carried by unanimous voice vote.*

**FINANCIAL REPORTS – February 2018:** Kathryn Doksum presented the January financial reports for review and approval. Presented were the January 2018 Balance Sheet, Check Register, Bond Requisition and Interest Summary, PCHD Capital Fund, PCHD Debt Service Fund, and the Trend Analysis Report.

*Chairperson David Long requested a motion to approve the financials. Ralph Breitenstein moved to accept the financials. Kath Schonau seconded. Motion carried by a unanimous voice vote.*

Kathryn Doksum reviewed the surplus list with the Board. Board recommends approving with revision to remove items still in use and upon surplus write-offs, and to donate those items that meet donation standards.

*Chairperson David Long requested a motion to approve the surplus list. Kath Schonau moved to approve. Ralph Breitenstein seconded. Motion carried by a unanimous voice vote.*

**LEGAL REPORT FROM COUNSEL:** Chris Minor has been in communication with Tyler Jacobson in regards to the MRI contract. Discussion included simplifying the payment process. When equipment arrives, District will pay 100 percent of their portion. Lease will start the day of the arrival and will bear interest from date of distribution of funds and payment to begin 30 days after installation, which will amortize at 5 years at the rate of 3.5 percent.

Minor suggested the board make a motion authorizing signing of the agreement once the contract is revised and completed from Tyler Jacobson based upon the terms listed above.

*Chairperson David Long requested a motion to accept the above mentioned term. Ralph Breitenstein moved to approve. Kath Schonau seconded. Motion carried by a unanimous voice vote.*

Chris Minor also discussed the ENT Building with Jacobson. It was indicated the Letter of Intent is basically the skeleton of the lease and that the final agreement should contain three agreements: 1.) Letter of Intent and basis of negotiation; 2.) The lease itself be between the hospital facility and the Ophthalmologists; 3.) Side agreement between the \$200K (100K District, 100K hospital), and in which \$100K from the district would receive half of the rent until the district received payback of the \$100K, plus interest.

Jacobson will complete the agreement with the addition of a clause limiting competition with the hospital facility itself and agree to determine terms upon each option by CPI or negotiation back up binding arbitration.

*Director David Long requested a motion to accept the agreement once revisions have been reviewed and completed. Ralph Breitenstein moved to approve. Kath Schonau seconded. Motion carried by a unanimous voice vote.*

**HOSPITAL REPORT:** Lesley Ogden, CEO, reviewed and reported the following:

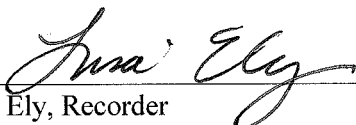
- Quality Directors are working on updating documents and training for managers on ISO 9001:2015 (basis of DNV quality improvement program). Ongoing project. Shift taking accreditation to next step
- Work continues solidifying details of our plans to reach CMS 4-Star Status breaking down parts to see what concerns us.
- Leadership rounding software demonstration to SHS CEOs on April 2<sup>nd</sup>.
- Grant funded TeamSTEPPS refresher course on March 16. We are keeping it alive with a grant funded refresher course
- Employee Engagement: Doug Boysen held an Employee Forum with CEO on March 2<sup>nd</sup>, next on April 6<sup>th</sup> Survey coming out next month to see what they employees really look for in engagement and by-in
- Physician/Provider Recruitment
  - Radiology Services changed hands on March 15<sup>th</sup>. Future services will include interventional procedures such as biopsies for the liver and breasts.
  - Hiring a coastal-based recruiting/retention specialist – actively interviewing one from Yachats, one from Salishan, and one from Montana.
  - Physician Recruitment
    - Primary Care Medical Director – candidate coming in next week from Coos Bay.
    - Family/Internal Medicine Physicians/Providers – 2 candidates, contract out to Dr. James Jiansakul (IM)
    - Geritrition - Internist
    - Orthopedics – 2 candidates
  - Staff Recruitment
    - ED Manager – actively interviewing
    - Rehabilitation Manager – actively interviewing
    - COO – down to 3 final candidates
    - Clinics Director – reopened position, and have upcoming interviews.
- Census and Utilization: February information pending. Short month, low revenues and low visits
- CEO community outreach to:
  - Rotary Newport on Provider Recruitment/Retention – March 1<sup>st</sup>
  - KNPT Radio on SamFit Newport – March 8<sup>th</sup>
- Upcoming PR Opportunities
  - Oregon Workforce Needs Forum in Portland – March 22<sup>nd</sup>

**CONSTRUCTION PROJECTS:** Jon Conner reported there have only been nine weather day delays, but hospital construction is still on track with no red flags. The hospital will be attending the City Planning Board in April for approval for an additional 200 square feet needed for air handlers that will hang on the side of the penthouse – protocol and permitting necessary for the additional square feet, which was not previously included in original plans.

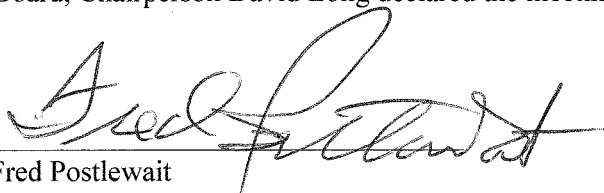
The SamFit building will have the Oregon Health Authority inspection on March 26, and then the hospital will have a window of opportunity (about a week and half) for any necessary corrections. Move in to take place April 5 and 6 and patients will begin to be seen on April 9.

**BOARD ITEMS/ADMINISTRATIVE REPORTS:** Map of District real estate for webpage was reviewed. Chairperson David Long noted the absence of the ENT Clinic. Board gave verbal approval to post map to PCHD Webpage once correction was made.

**ADJOURN:** As there was no further business to come before the Board, Chairperson David Long declared the meeting adjourned at 5:07 p.m.



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Lisa Ely, Recorder  
PACIFIC COMMUNITIES HEALTH  
DISTRICT



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Fred Postlewait  
PACIFIC COMMUNITIES HEALTH  
DISTRICT