

**PACIFIC COMMUNITIES HEALTH DISTRICT  
REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS**

**Monday, December 16, 2019**

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

**ABSENT:** Kath Schonau, Vice Chairperson

**ALSO, PRESENT:** Jim Shepherd, Legal Counsel  
Ursula Marinelli, PCHD Foundation Dir.  
Sam Jones, VP of Patient Care Serv  
Lisa Ely, Recorder

Jane Russell, COO  
Kathryn Doksum, District Finance Manager

**CALLED TO ORDER:** Chairperson Ralph Breitenstein, MD, called the regular monthly meeting of the Board of Directors to order at 4:00 p.m., in the hospital Education Conference Room.

**CITIZEN COMMENTS:** No members of the public were present for comments.

**CONFIRMATION OF AGENDA ITEMS:** Chairperson Ralph Breitenstein, MD, requested confirmation of the meeting agenda. No changes needed.

**APPROVAL OF MINUTES:** After review of the November 18, 2019 Regular Board Meeting minutes, Ralph Breitenstein, MD, asked for a motion to approve the minutes as presented.

*Chairperson Ralph Breitenstein, MD, requested a motion to approve the minutes. Bonnie Saxton moved to approve the minutes. Fred Postlewait seconded the motion. Motion carried by unanimous voice vote.*

**BOARD ITEMS/ADMINISTRATIVE REPORTS:**

**PCHD AUDIT:** Signe Grimstad, CPA, presented an overview of the June 30, 2019, Audit Report to the Board. Highlights contained the following:

- **Financial review**, which included an Independent Auditors Report, Management's Discussion and Analysis, Basic Financial Statements of 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 a review of Notes to Financial Statements.
- **Required supplemental review** of Major Fund, which included: Statement of Revenues, Expenditures and Changes in Fund Balance, Budget and Actual, and General Fund.
- **Other supplemental review** of Major Fund included: Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget and Actual, Debt Fund and Capital Projects Fund. In addition, a Summary of Real and Assessed Market Values, and Consolidated Tax Rates within the District.
- **Compliance review**, which included Independent Auditor's Report Required by Oregon State Regulations.

Grimstad noted there was nothing of surprise. One entry for seismic upgrade project will be recognized upon completion when title becomes the district title. Budget fine, no comments on overages, loans outlines in capital outlay. This was a clean audit.

*Chairperson Ralph Breitenstein requested a motion to approve the Audit. Bonnie Saxton moved to accept the audit. Fred Postlewait seconded. Motion carried by a unanimous voice vote.*

**FINANCIAL REPORTS:** Kathryn Doksum presented the November financial reports for review and approval as follows: Bond Requisition and Interest Summary; Balance Sheet; Trend Analysis for all departments; Capital Fund; and PCHD Debt Service Fund.

*Chairperson Ralph Breitenstein, MD, requested a motion to approve the financials. David Long, MD, moved to accept the financials. Bonnie Saxton seconded. Motion carried by unanimous voice vote.*

**LEGAL REPORT FROM COUNSEL:** Jim Shepherd indicated the first note of trustee for the purchase of certain property located at 705 SW Coast Hwy, Newport, OR, has been created, however it needs to be revised for default clauses and insurance information. Once the terms of the note are approved a signature will be needed by Kath Schonau as she is noted on the signature line. Since Kath may not be available until January 2020, it is suggested that another board member be appointed to sign in her absence. Suggestion is for David Long, MD, to be appointed as he is the PCHD board secretary. A resolution stating this appointment is needed.

**Resolution 20-03;** *Bonnie Saxton motioned to provide David Long, Board Secretary, authority to sign closing terms of certain property located at 705 SW Coast Hwy, Newport, OR in addition to or in absence of Kathleen Schonau. Ralph Breitenstein moved to approve, Fred Postlewait seconded. Motion carried with unanimous voice vote.*

**HOSPITAL REPORT:** Jane Russell, COO, reported that the hospital is working on their 2020 goals for the four pillars of Quality & Service Excellence and once finalized, will share them with the Board. SPCH and SNLH recently hosted job fairs in the community to encourage candidates to see the job opportunities that are available on the coast. The hospital continues resiliency planning with the goal now being set as a self-sustaining facility for up to four weeks. Meetings will continue bi-weekly by Klint Peterson and be staff driven. On November 2, we had Dr. Richard Leman, Chief Medical Officer for Health Preparedness and Public Health Response with the Oregon Public Health /Division, visit the coast and provide a presentation on the Oregon Crisis Standards of Care.

SPCH was the last hospital in the system to have a DNV accreditation survey this year in a three-day unannounced survey on November 19 through 21. All eleven non-conformities from last year were closed after satisfied correction action plans. Six new non-conformities were identified for us to work on this year and shows our progress in proactivity concerning our policies and processes and assuring patient satisfaction is our number one priority. Phase II of the new hospital project continues as scheduled and departmental moves will start in March.

Samaritan Medical Supplies, based out of Samaritan Pacific Health Services, was recently surveyed and approved by the Accreditation Commission for Health Care.

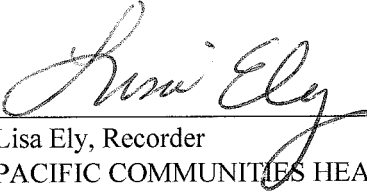
In addition, Russell reviewed and shared with the Board the Quality and Service Excellence Report, which included information and statistics about the following: Inpatient; Emergency Room; Primary Care Clinics; Specialty Clinics; Support Services; Community Partnership; Sustainability; and Employee Engagement.

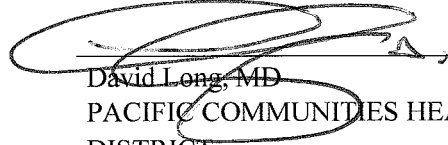
**CONSTRUCTION PROJECTS:** Jon Conner not available for report. Kathryn Doksum announced that there was a lease signed for the new location for Samaritan Medical Equipment, which will be relocating to the north end of town. Possession of the unit will occur today, and it will take a couple of months to remodel before opening.

**PCHD FOUNDATION REPORT:**

Ursula Marinelli, PCHD Foundations Director, informed the Board that the recently held Foundation Gala Fundraiser was a great success. Everyone appeared to have a great time, and many commented on the fabulous food. Tally of funds raised will soon be available.

**Meeting adjourned at 5:05 p.m.**

  
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Lisa Ely, Recorder  
PACIFIC COMMUNITIES HEALTH  
DISTRICT

  
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David Long, MD  
PACIFIC COMMUNITIES HEALTH  
DISTRICT