



**Board of Commissioners  
Business Meeting Minutes  
Linkletter Hall  
December 21, 2016**

The regular meeting of the Board of Commissioners was called to order by Board President John Nutter in Linkletter Hall and was opened with the pledge of allegiance at 6:00 pm. Also in attendance were Commissioners John Beitzel, Jim Leskinovitch, John Miles, MD, and Tom Oblak; CEO Eric Lewis; CMO Scott Kennedy, MD; CNO Lorraine Wall, RN MSN; CFO Darryl Wolfe; OMP CPO Joshua Jones, MD; CHRO Rich Newman; General Counsel Jennifer Burkhardt, GPHR; Risk Manager Donna Davison; Marketing Manager Jeff Anderson; staff; public participants and Executive Assistant Gay Lynn Iseri. Commissioners Jim Cammack and Jean Hordyk, and CMO Scott Kennedy, MD, were excused.

**NEW PROVIDER INTRODUCTION AND RECOGNITION – Joshua Jones, MD, Chief Physician Officer** Steve Bush, MD, OB/Gyn, was recognized by the Board and Administration for his many continuous weeks and months of on-call service over the past couple of years. The successful recruitment of two new providers, and the continued support of Kathy Hennessey, MD, have also been key factors to the continued success of the OB service for the community.

***The following new OMP providers were then introduced:***

- A. Michael McGuire, ARNP, primary care
- B. David Stinard, PA-C, gastroenterology
- C. Sheena Plamootil, MD, OB/Gyn
- D. Oksana Shklyanka, MD, OB/Gyn

**CONSENT AGENDA**

- A. Minutes for November 16, 2016, December 7, 2016, and December 16, 2106;
- B. Bad Debt for November 2016 in the amount of \$181,885.07;
- C. Vouchers for November 2016 in the amount of \$6,684,309.74;
- D. Payroll for the period of November 6 through December 3, 2016 in the amount of \$4,279,340.30;
- E. Surplus Property.

**MOTION:** To approve the Consent Agenda as presented. ***Motion carried unanimously.***

**MEDICAL STAFF RECOMMENDATIONS – Harry Lyndes III, MD, Chief of Staff**

Approval was requested for the 2016 Medical Staff Credentials Report:

***Appointment to the AHP Staff:***

- |                         |                      |
|-------------------------|----------------------|
| 1. Huang, Kenneth, ARNP | OMP – Walk in Clinic |
|-------------------------|----------------------|

***Appointment to the Active Medical Staff:***

- |                          |                       |
|--------------------------|-----------------------|
| 1. Henson, Robert E., MD | OMP – Cardiology      |
| 2. Sohn, Raymond, DO     | Sheridan - Anesthesia |

***Appointment to the Consulting Medical Staff:***

- |                          |           |
|--------------------------|-----------|
| 1. Chaturvedi, Kiran, MD | Pathology |
|--------------------------|-----------|

***Telemedicine Privileges:***

- |                        |                               |
|------------------------|-------------------------------|
| 1. Clark, Derek, MD    | Swedish – Initial appointment |
| 2. Hebert, Kenneth, MD | RADIA – Initial appointment   |
| 3. Lowe, Philip, MD    | RADIA – Initial appointment   |

Approval of Medical Staff Bylaws Section 2.4 at the November 16, 2016 Board meeting resulted in the appointment cycle being changed to 3 years. This is a request to approve August and September appointments to the 3 year cycle as reflected on this credentials summary.

***MOTION:*** To approve the November 2016 Medical Staff Credentials Report as presented. ***Motion carried unanimously.***

***Revisions to Psychiatry Privilege Form***

Approval of the form revisions removing the age designation of under the age 13 for delineated privileges, and above the age of 14 years and above for core privileges were requested

***MOTION:*** To approve the revisions to the Psychiatry Core Privilege Request Form as presented. ***Motion carried unanimously.***

**OLYMPIC MEDICAL PHYSICIANS UPDATE - Joshua Jones, MD, Chief Physician Officer**

***Revisions to OMP Primary Care Compensation Policy***

Proposed changes to the policy originally approved in March 2016 include a 2.5% base salary increase to \$205,520 based on 2016/2015 Sullivan Cotter surveys. In addition, the WRVU incentive was changed to a quarterly calculation with a quarterly WRVU threshold of 979 (3,916 annually) with a payment of \$30 a WRVU for WRVU's above the threshold. In 2016, the WRVU threshold was 4,376 with a \$45 payment.

**MOTION:** To approve the revisions to the Olympic Medical Physicians Primary Care Compensation Policy as presented. **Motion carried unanimously.**

***University of Washington Pediatric Residency Program***

This important program for the pediatricians, includes one full year of pediatric residents, and added access for patients. It also fits well with the current Swedish Residency Program and will have a positive impact on margin.

**MOTION:** To authorize the CEO to sign the letter of agreement with UW School of Medicine for pediatric residency training as presented. **Motion carried unanimously.**

**OLD BUSINESS**

***Revisions to Quality Management System Manual – Eric Lewis, Chief Executive Officer***

One year ago, the original Quality Management System Manual was approved. All the policies have been updated and OMC is in compliance with DNV and ISO 9001. The biggest change was that the Quality Management Oversight Committee will meet on a quarterly basis in 2017 to ensure the best use of staff time.

**MOTION:** To approve the revisions to the Quality Management System Manual as presented. **Motion carried unanimously.**

***Operating Room Surgical Tables – Darryl Wolfe, Chief Financial Officer***

Introduction of the purchase of two surgical tables was presented at the last Board meeting. It was recommended to replace all four aging tables instead of waiting to replace two more next year. A vendor discount was offered, so the funds budgeted in 2017 will be used to purchase all four tables now, including the \$4,000 discount.

**MOTION:** To approve the purchase of four surgical tables for the operating room from Steris for the total cost of ONE HUNDRED SEVENTEEN THOUSAND NINETY NINE DOLLARS AND THIRTY TWO CENTS (\$117,099.32), plus tax, as presented. **Motion carried unanimously.**

***Medical Office Building Project Change Orders – Darryl Wolfe, Chief Financial Officer***

Change orders were summarized, with the majority of the cost due to installation of the underground fuel tank, as follows: installation of underground fuel tank \$97,108, elevator shaft and pit modifications \$22,053, modifications to registration wall \$12,978, IT room changes \$13,445, and various others at \$43,656. The total for these items is \$189,240.

**MOTION:** To approve the Medical Office Building change orders at the cost of ONE HUNDRED EIGHTY NINE THOUSAND TWO HUNDRED FORTY DOLLARS (\$189,240) as presented. **Motion carried unanimously.**

***Endoscopy Medical Gas Routing Project – Darryl Wolfe, Chief Financial Officer***

This budgeted project for 2017 will improve safety in the endoscopy room for the new anesthesia machines. The gas will be piped through a system instead out of a mobile tank.

**MOTION:** To approve the Endoscopy Medical Gas Routing Project to accommodate new anesthesia machines at the total cost of SEVENTY SIX THOUSAND EIGHT HUNDRED DOLLARS (\$76,800) as presented. **Motion carried unanimously.**

**ADMINISTRATOR'S REPORT**

***Operations and Advocacy Update – Eric Lewis, Chief Executive Officer***

IT equipment is being installed in the MOB and testing is underway for Epic hardware functionality. Medical equipment and furniture have been moved in. Clinic moves begin on December 26 on January 1. Operations is moving into the building in January and February.

At the State level, preventing Medicaid cuts for hospital based outpatients, improving the mental health system, and supporting more timely placements for hospital patients who need long term care are priorities. At the Federal level, preserving access to health care and health coverage for Clallam County residents is priority. See attached presentation.

***Contract Review and Approval Process – Jennifer Burkhardt, General Counsel***

Progress has been made in the management of contracts at OMC. DNV asked that all contracts be housed within one database with a timely evaluation process put into place. In July 2016, OMC had 560 contracts, with 40 expired. A contracted services work group was formed. Contracts were tiered to dictate level of review and evaluation, and critical date reminders were established for contract owners. To date, 625 contracts are now centralized, and managed daily. All contract evaluations are current through 2016, with one contract expired, and currently being negotiated. See attached presentation.

**NEW BUSINESS**

***Tumor Registry Software – Joshua Jones, MD, Chief Physician Officer***

Approval was requested for the software for tumor registrars to perform the required registry work documenting classification of the cancer diagnoses in this area. Maintaining an accurate and up to date registry is a required element for American College of Surgeons Commission on Cancer accreditation. This enables OMC to continue providing state of the art, accredited cancer care for the community.

**MOTION:** To approve the three-year purchase and license agreement with Elekta to provide three METRIQ tumor registry software licenses, maintenance and support, at the annual cost of SIXTEEN THOUSAND ONE HUNDRED SIXTY DOLLARS (\$16,160) annually, plus tax, effective January 1, 2017 as presented.  
**Motion carried unanimously.**

There being no further business, the meeting was adjourned at 6:46 pm.

**APPROVED AND ADOPTED** this 18th day of January, 2017.

**ATTEST:**

  
\_\_\_\_\_  
Secretary

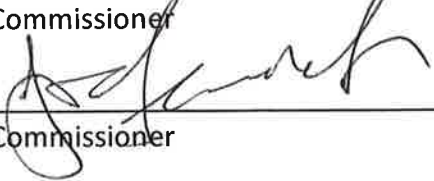
  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner