

Minutes

Point Roberts Public Hospital District

May 3, 2017

Call to Order:

The meeting was called to order at 7:00 p.m. by Dick Williams, Commissioner

Attending:

Commissioners: Dick Williams, Robin Nault, Kandace Harper
Superintendent: Elaine Komusi
Financial Auditor: Jackie Gibilterra
Recording Secretary: Reneé Coe
Absent:

Introduction of Guests:

Shannon Tomsen, Fire District Commissioner, Vic Riley, Adam Rozyskie, Judson Meraw and Pat Grubb, All Point Bulletin

Approval of Prior Minutes:

Approval of minutes from previous PR PHD Regular Meeting (April 5, 2016)

Motion: To approve all minutes as presented. Motion carried.

Business:

Financial Report

Jackie Gibilterra presented the financial report. Current month payables \$15,404.72. Payroll is \$2,416.

Payments include \$126.90 reimbursement to Heather Dixon for new floor steamer and \$43.39 to Jackie Gibilterra for Norton Security on HD laptop.

Motion: To approve warrants and payroll for prior months' expenditures as presented. Motion carried.

Superintendent Report:

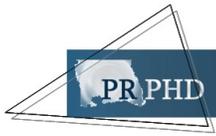
Overview of Questions from Community

The meeting sign-in sheet listed 4 guests. The normal meeting practice is to allow guests 5 minutes to speak at the beginning of the meetings with questions and/or comments. Due to the recent meeting disruptions the board voted to rescind the public comment period for this meeting. Public comments will be part of the agenda at the next meeting.

Elaine presented her presentation to the board and guests. Highlights include the following:

Who is Unity Care (UCNW)?

- UCNW is a private, charitable, tax-exempt, non-profit organization
- UCNW is a federally qualified health center (FQHC) which contributes to enhanced reimbursements (Medicaid, Medicare) for the Clinic, as well as



reduced pharmaceutical costs from participation in the federal 340b program.

What does it mean to be a FQHC?

There are 4 core requirements

- Reach medically underserved communities
- Govern with community involvement
- Treat patients regardless of ability to pay
- Provide a comprehensive scope of service

How many employees does UCNW have?

By Location

- Point Roberts – 4
- Ferndale – 25
- Bellingham – over 200

By Providers

- Medical – 15 FTE Medical providers
- Dental – 12.5 FTE Dentists / 5 FTE hygienists
- Behavior Health – 13 counselors and 6 case managers
- Pharmacy – 4 pharmacists, 5 techs and 1 assistant

Challenges in the early years included credentialing the provider and patient billing turnaround time.

UCNW has grown

- 8 to 11 billers (from 1 coder to now 5)
- Credentialing is now a full time position
- Increased IT positions and infrastructure (Clinic EMR is more stable)
- Increased Medical Records and Referral support staff
- Added a Compliance department
- Increased Quality Improvement personnel (better access to data)

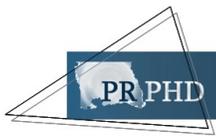
Focus on Quality Measures

Shanon Hardie, COO of UCNW wrote an article in the May edition of the All Point Bulletin highlighting the long-term successful relationship between UCNW and the Hospital District for 11 years.

As more insurance companies are requiring accountability for results as a condition of reimbursement for services, UCNW is committed to their Triple Aim Program.

- Improved patient experience
- Reduced cost
- Improved population health

Through this effort, the Clinic has shifted focus from being a walk-in style clinic to a primary care, family practice model for improved patient continuity of care.



In its team-based management model, the Point Roberts Clinic has the full support and expertise of a network of medical providers and medical teams through UCNW. The Clinic also provides care to same-day patients but the real focus is to serve as the primary care provider for Point Roberts' residents.

This primary care model has become widely accepted for how primary care should be organized and delivered throughout the health care system and is a philosophy of health care delivery.

Does UCNW get grant money by working with the Point Roberts Clinic?

The answer is no. There was a rural Health Grant that helped the Clinic start-up in the early years but the grant ended in 2009.

Are we paying too much to have UCNW run the operation?

No, and here's why. UCNW runs all aspects of the day-to-day operation for the Clinic including all procedures and practices to running a small clinic. They pay the bills for operating expenses including payroll, medical supplies, pharmacy costs, software licensing, professional licenses, malpractice insurance etc.. Those bills are in-turn charged back to the HD. Those costs are between \$30,000 and \$32,000 per month which includes the salaries and benefits for a Family Nurse Practitioner, Registered Nurse, Licensed Practical Nurse, and a Receptionist.

Does UCNW charge us for running the operation?

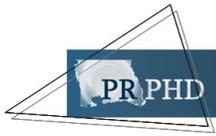
Yes, we are charged overhead costs. It is common in organizations to have a central head office where support services are provided to "branches" and a fee charged to those branches.

The support services provided by UCNW include: Information Technology (tech services, database administrators, software writers, 24-hour nursing support hotline through UW Medicine in Seattle, referral services, billing services, data management, Human Resources (that set policies), recruiting, benefits, payroll services, finance administration, medical procedures, and any type of support services such as accounts payable, accounts receivable and procurement.

Expenses incurred by a head office for the benefit of its branches are charged proportionately to the branch office. There are many ways to charge those costs proportionately. The most common methods used are:

- Allocation of costs based on estimated time spent by specific employees
- Allocation of costs in the same proportion as direct operating costs
- Allocation of costs in the same proportion as revenue

Community health centers overhead costs are governed and allocated by the federal government based on criteria including audited financial statements. In a comparison of over 25 community health centers in Washington state, UCNW



has the lowest overhead costs as a percentage of program service costs of similar health centers. Some centers are as high as 46.6%, the median is 32% and UCNW is charging its sites 26.7% which works out to \$6,500 per month. Total cost to run the clinic is \$38,700 per month.

As a taxing district, the HD is a value when compared with other districts in Point Roberts. For a \$100,000 in valuation the breakdown is as follows:

- Fire #5 - \$98.59 @ 9.859%
- HD - \$43.96 @ 4.396%
- Parks & Rec. - \$14.51 @ 1.451%
- Rural Library - \$48.72 @ 4.872%

The HD is proud to partner with UCNW and especially proud of the caring and capable Clinic staff. The HD has worked hard to build and maintain a community clinic with services that rival those found on the mainland. UCNW has become more of a community partner by providing dental treatment buses and retinal eye exams held at our local health fairs. And more recently providing a Behavior Health specialist every other Monday at the Clinic.

Provider Absence

Elaine reported that Natalie was out ill for over a week and that UCNW had a provider on-site except for one day when the clinic was closed.

Open House – August 26th

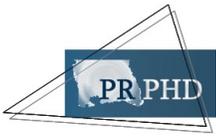
Elaine will meet with Natalie to discuss participation at the open house. There will not be the dental van or retinal eye camera this year. Elaine will provide an update at the next meeting.

Website Enhancements

Commissioner Williams asked if the HD website could be linked with Unity Cares website and could they possible help with linking the two. Elaine said that the current website is a static site and not set-up for content. She will ask Unity's IT personnel if they can help with the HD site. Because of the recent public records request and organizing the presentation, Elaine said she has not had time to focus on the website. She is still researching the Google doc account to link up to our existing site and will follow up at either the next meeting in June or at the July meeting.

Superintendent vacation

The Superintendent will be out of the country and not available from May 26 through June 4 and will be available for the June 8th meeting. The secretary will review any calls or emails from the public in her absence.



Other:

Commissioner Williams asked the superintendent how many hours it took to put together the presentation and how many hours for the recent public records requests. Elaine said she didn't keep an accurate account of her time but somewhere over 25 hours. Commissioner Nault thanked Elaine for the great job in handling the public records request so professionally and providing all that was requested in a timely manner.

Shannon Tomsen presented a piece of paper to Commissioner Williams who forwarded it to Elaine. Shannon wrote 2 questions.

1) Please confirm that public comment will be taken next month when Shanon Hardie is here and 2) Why wasn't the agenda posted for this meeting? Elaine responded to the questions. Yes, there will be a 5 minute (per guest) comment period at the beginning of next months meeting and although normal practice for the District is to post meeting notices, it's not required

Next meeting confirmed with Shanon Hardie for Thurs. June 8th at 7:00PM. The secretary will contact the APB of the date change and confirm the meeting space with the parks board.

Next Step

- Elaine to look into methods to upload documents to the website
- Elaine to have a wonderful time on her vacation :)

Next meeting:

Regular Meeting: Thursday June 8, 2017

Adjournment:

Meeting was adjourned at 7:30 p.m.

Signatures:

Respectfully submitted by: Reneé Coe

Dick Williams

Robin Nault

Kandace Harper

Reneé Coe