



# Washington Township Health Care District

2000 Mowry Avenue, Fremont, California 94538-1716 | 510.797.1111

Kimberly Hartz, Chief Executive Officer

## Board of Directors

Jacob Eapen, MD  
William F. Nicholson, MD  
Bernard Stewart, DDS  
Michael J. Wallace  
Jeannie Yee

## BOARD OF DIRECTORS MEETING Wednesday, November 9, 2022 – 6:00 P.M. Meeting Conducted by Zoom

<https://us06web.zoom.us/j/87445808424?pwd=KytCdVM2T2FsUGhGcjBKS3NSdWN4UT09>

Password: 915179

## AGENDA

### PRESENTED BY:

- |  |                                |
|--|--------------------------------|
| <b>I. CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>   | Jeannie Yee<br>Board President |
| <b>II. ROLL CALL</b>   | Dee Antonio<br>District Clerk  |
| <b>III. BROWN ACT FINDING</b><br>GOVERNMENT Code § 54953(e)(3)(B)(ii)  | <i>Motion Required</i>         |
| <b>IV. COMMUNICATIONS</b>  |                                |
| A. Oral<br><i>This opportunity is provided for persons in the audience to make a brief statement, not to exceed three (3) minutes on issues or concerns not on the agenda and within the subject matter of jurisdiction of the Board.. "Request to Speak" cards should be filled out in advance and presented to the District Clerk. For the record, please state your name.</i> |                                |
| B. Written   |                                |
| <b>V. CONSENT CALENDAR</b><br><i>Items listed under the Consent Calendar include reviewed reports and recommendations and are acted upon by one motion of the Board. Any Board Member or member of the public may remove an item for discussion before a motion is made.</i>   | Jeannie Yee<br>Board President |
| A. Consideration of Minutes of the Regular Meetings of the District Board: October 12, 17, 24, and 26, 2022  | <i>Motion Required</i>         |
| B. Consideration of Resolution No. 1247: California Office of Emergency Services Designation of Agent  |                                |

C. Consideration of Approval of SEIU as the Bargaining Representative for the Physical Therapy Aides

D. Consideration of the Purchase and Installation of Four (4) Microbiology CO2 Incubators

E. Consideration of IT Service Ticketing Software Upgrade

F. Consideration of WalterLorenz Surgical Assist Arm

**VI. PRESENTATIONS**

A. Intermittent Fasting

**PRESENTED BY:**

Matthew Tenold, M.D.  
Hematology/Oncology  
UCSF-Washington Cancer Center

B. Veterans Day Recognition

Kimberly Hartz  
Chief Executive Officer

**VII. REPORTS**

A. Medical Staff Report

**PRESENTED BY:**

Shakir Hyder, M.D.  
Chief of Medical Staff

B. Service League Report

Debbie Feary  
Service League President

C. Quality Report:  
Quality Dashboard Quarter Ending September 30,  
2022

Mary Bowron, DNP, RN, CIC, CNL,  
CPHQ  
Chief of Quality & Resource  
Management

D. Finance Report

Chris Henry  
Vice President & Chief Financial  
Officer

E. Hospital Operations Report

Kimberly Hartz  
Chief Executive Officer

**VIII. ANNOUNCEMENTS**

**IX. ADJOURN TO CLOSED SESSION**

A. Conference involving Trade Secrets pursuant to Health & Safety Code section 32106

**X. RECONVENE TO OPEN SESSION &  
REPORT ON PERMISSIBLE ACTIONS TAKEN  
DURING CLOSED SESSION**

Jeannie Yee  
Board President

**XI. ADJOURNMENT**

Jeannie Yee  
Board President

*In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (510) 818-6500. Notification two working days prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

A meeting of the Board of Directors of the Washington Township Health Care District was held on Wednesday, October 12, 2022 via Zoom. Director Yee called the meeting to order at 6:00 pm and led those in attendance of the meeting in the Pledge of Allegiance.

*CALL TO ORDER*

*PLEDGE OF ALLEGIANCE*

Roll call was taken: Directors present: Jeannie Yee; Bernard Stewart, DDS; Jacob Eapen, MD; William Nicholson, MD

*ROLL CALL*

Absent: Michael Wallace

Also present: Kimberly Hartz, Chief Executive Officer; Dee Antonio, District Clerk

Guests: Tigist Awel, Walter Choto, Angus Cochran, Stacy Davis, Ed Fayen, Debbie Feary, Kristin Ferguson, Chris Henry, Gisela Hernandez, Dr. Shakir Hyder, Kel Kanady, Shari Kellen, Nicholas Kozachenko, John Lee, Nick Legge, Dan Nardoni, Donald Pipkin, Dr. Carlton Scharman, Dr. Brian Smith, Tammi Tyson, and Sri Boddu.

Director Yee welcomed any members of the general public to the meeting. She noted that in order to continue to protect the health and safety of the members of the Board, District staff, and members of the public from the dangers posed by the SARS-CoV-2 virus, the Brown Act allows a local agency to continue to hold its meetings remotely as opposed to being required to meet in-person. Section 54953(e)(3) of the Government Code requires that the Board make certain findings every 30 days to continue meeting remotely. One such finding is that “state or local officials continue to impose or recommend measures to promote social distancing.” The Alameda County Health Officer continues to recommend social distancing and the wearing of masks indoors, as referenced by the Alameda County Health Care Services Public Health Department COVID-19 website at [www.covid-19.acgov.org](http://www.covid-19.acgov.org).

*OPENING REMARKS*

Director Stewart moved that the Board of Directors make the finding required by Section 54953(e)(3)(B)(ii) of the Government Code that “state or local officials continue to impose or recommend measures to promote social distancing.” Director Nicholson seconded the motion.

Roll call was taken:

Jeannie Yee – aye  
Bernard Stewart, DDS – aye  
Michael Wallace – absent  
Jacob Eapen, MD – aye  
William Nicholson, MD – aye

The motion carried and the finding is affirmed.

Director Yee noted that Public Notice for this meeting, including connection information, was posted appropriately on our website. This meeting, conducted via Zoom, is being recorded for broadcast at a later date.

There were no Oral communications.

*COMMUNICATIONS:  
ORAL*

There were no Written communications.

*COMMUNICATIONS:  
WRITTEN*

Director Yee presented the Consent Calendar for consideration:

*CONSENT CALENDAR*

- A. Minutes of the Regular Meetings of the District Board: September 14, 19, 26, and 28, 2022
- B. Main Hospital Lobby Refresh
- C. Valley Lab FT10 Electrosurgical Unit (ESU)
- D. Phase IV of the Philips Physiological Monitoring Project
- E. Reappointment of Members to the Independent Citizens Bond Oversight Committee (CBOC)

Director Stewart moved that the Board of Directors approve the Consent Calendar, items A through E. Director Nicholson seconded the motion.

Roll call was taken:

Jeannie Yee – aye  
Bernard Stewart, DDS – aye  
Michael Wallace – absent  
Jacob Eapen, MD – aye  
William Nicholson, MD – aye

The motion carried.

Kimberly Hartz, Chief Executive Officer, introduced Dr. Carlton Scharman, Hematologist-Oncologist for the UCSF-Washington Cancer Center. Dr. Scharman spoke on the benefits and collaborative nature of the UCSF-Washington Cancer Center partnership and recounted the stories of several positive patient outcomes. He explained the pros and cons of chemotherapy and explained these Novel therapies: “Targeted” therapies, Antibody-drug conjugates, Immunotherapy, and Genetically engineered cells. He noted that Chemotherapy’s lack of specificity leads to more side effects while Novel therapies’ higher specificity leads to better tolerability.

*PRESENTATION:  
NOVEL NON-  
CHEMOTHERAPY  
THERAPEUTICS*

Dr. Shakir Hyder, Chief of Staff, reported there are 581 Medical Staff members including 338 active members. The census is still high and physicians are continuing to discharge patients in a timely manner.

*MEDICAL STAFF  
REPORT*

Debbie Feary, Service League President, reported that 174 Service League volunteers contributed 1,775 hours to the hospital in the month of September. The September orientation attracted 4 adults, 8 college and 4 high school volunteers. Ms. Feary highlighted the Mended Hearts program which provides visitation and informational support for patients recovering from cardiac events. Since January 2022, this group has served 218 heart patients.

*SERVICE LEAGUE  
REPORT*

Kimberly Hartz introduced Tammi Tyson, Director of Oncology, and Shari Kellen, Nurse Manager of the Infusion Center. Ms. Kellen reviewed the background for the project to improve the patient experience in the Infusion Center in the category of “staff worked together to care for you” from 91.67% Q2 FY21 to >96% Q1 FY23. Their objectives included to partner with the rehab department to improve the quality of life for cancer survivors, to empower the patient and family through education, and to enhance the continuum of care.

*LEAN REPORT:  
IMPROVING PATIENT  
EXPERIENCE  
THROUGH  
COLLABORATION  
(INFUSION CENTER)*

A 3-month functional assessment was conducted from November 2020 to January 2021 and Lean methodologies were integrated into improvement work initiatives which included builds in the EMR (EPIC), improvements in patient education, and the development of standard communication. The Patient Satisfaction scores achieved the desired goal beginning in Q1 FY22 and continuing through to the present measuring at 97.06 in Q1 FY23.

This program will be expanded to inpatient oncology.

Kimberly Hartz introduced Dr. James McGuire, Medical Director of the Special Care Nursery. Dr. McGuire began his presentation by reviewing the history of the Special Care Nursery at Washington Hospital and its affiliation with UCSF, reviewing their services, and introducing Stacy Davis, SCN Manager. He reviewed the SCN census information for 2021 and reviewed the Quality and Strategic Initiatives which include Infant Driven Feeding and the Enhancement of Patient Safety Outcomes.

*QUALITY REPORT:  
2022 SPECIAL CARE  
NURSERY ANNUAL  
UPDATE*

Dr. McGuire reviewed the SCN metrics on CLABSI and Patient Satisfaction. He talked about educational and professional development for nursing staff and reviewed Next Steps for the program which includes the planning and designing of a new Level 3 NICU and the resumption of the Annual SCN Reunion in 2023.

Chris Henry, Vice President & Chief Financial Officer, presented the Finance Report for August 2022. The average daily inpatient census was 146.9 with admissions of 850 resulting in 4,553 patient days. Outpatient observation equivalent days were 317. The average length of stay was 5.94 days. The case mix index was 1.600. Deliveries were 131. Surgical cases were 400. The Outpatient visits were 8,200. Emergency visits were 4,761. Cath Lab cases were 193. Joint Replacement cases were 174. Neurosurgical cases were 27. Cardiac Surgical cases were 11. Total FTEs were 1,579.0. FTEs per adjusted occupied bed were 6.19.

*FINANCE REPORT*

Kimberly Hartz, Chief Executive Officer, presented the Hospital Operations Report for September 2022. Preliminary information for the month indicated total gross revenue at approximately \$189,049,000 against a budget of \$194,621,000. We had 41 COVID-19 discharges which represented 5% of total discharges.

*HOSPITAL  
OPERATIONS REPORT*

The Average Length of Stay was 5.45. The Average Daily Inpatient Census was 159.1. There were 13 discharges with lengths of stay greater than 30 days, ranging

from 31 to 93. Still in house at the end of September were six patients with length of stays of over 30 days and counting (highest at 85). It was noted that the new Portal of Entry program which places patients in an appropriate level of care at admission is resulting in decisions regarding patient placement being made more quickly (admits or discharges).

There were 4,774 patient days. There were 370 Surgical Cases and 144 Cath Lab cases at the Hospital. It was noted that we received our Medicare certification number in September and started billing Medicare on October 3<sup>rd</sup>. We are in the process of contracting and credentialing medical staff with commercial insurance companies. It was also noted that Cath Lab cases were below budget due to one provider being out for two weeks and two other providers seeing few patients than normal.

Deliveries were 114. Non-Emergency Outpatient visits were 8,644. Emergency Room visits were 4,737. Total Government Sponsored Preliminary Payor Mix was 71.3%, against the budget of 71.5%. It was noted that the supplemental COVID-19 sick leave program was extended by the Governor through the end of the 2022 calendar year. Total FTEs per Adjusted Occupied Bed were 6.04. The Washington Outpatient Surgery Center had 525 cases and the clinics had approximately 16,118 visits.

There were \$781K in charity care adjustments in September.

Kimberly Hartz made the following announcements:

*ANNOUNCEMENTS*

- As of Thursday, October 6<sup>th</sup>, a total of 93,654 COVID vaccine doses have been administered to community members at our vaccination clinic. Total number of people who have received a COVID vaccine is 43,478.
- As of Thursday, October 6<sup>th</sup>, a total of 32 MPX vaccinations have been administered.
- Tuesday, September 6<sup>th</sup>: Don't Let Hip Pain Win – Updates in Hip Replacements
- Wednesday, September 7<sup>th</sup>: Polly's Step Out hosted by the Ruggieri Senior Center in Union City
- Monday, September 12<sup>th</sup>: Neck and Back Pain Relief – Cervical and Lumbar Disc Replacement
- Wednesday, September 14<sup>th</sup>: Newark Days Community Information Fair and Parade
- Wednesday, September 14<sup>th</sup>: Fall Prevention and Recovery and Health Insurance Enrollment
- Wednesday, September 21<sup>st</sup>: As You Age, Stay Fit, Stay Safe
- Saturday, September 24<sup>th</sup>: HERS Breast Cancer Run/Walk/Yoga
- Saturday, September 24<sup>th</sup>: Mutt Strut
- Sunday, September 25<sup>th</sup>: Disability Resource Festival
- Saturday, October 1<sup>st</sup>: Science in the Park
- Saturday, October 1<sup>st</sup>: Tattoo Removal Clinic
- Sunday, October 2<sup>nd</sup>: Arunay Foundation Walkathon

- Monday, October 3<sup>rd</sup>: Fall Prevention and Recovery
- Thursday, October 6<sup>th</sup>: It's Flu Season – Just Say No
- Friday, October 7<sup>th</sup>: Grief, Loss and Self Care
- Saturday, October 8<sup>th</sup>: Fremont PD Public Safety Fair
- Scheduled for October 13<sup>th</sup>: 14<sup>th</sup> Annual Think Pink! Breast Health Awareness Event
- Scheduled for Saturday, October 15<sup>th</sup>: “A Wave of Light” in the Rose Garden
- Scheduled for Sunday, October 16<sup>th</sup>: Blue Dot Walk
- Scheduled for Wednesday, October 18<sup>th</sup>: Medicare – What You Need to Know
- Scheduled for Tuesday, October 25<sup>th</sup>: Common Foot and Ankle Problems
- Scheduled for Wednesday, November 2<sup>nd</sup>: Stroke Awareness – Risk Factors and Prevention
- The Foundation has been campaigning for the Washington-UCSF Cancer Center since February and has documented \$4,600,000 in pledges to date.
- September 27<sup>th</sup> @ Casa Bella in Sunol, the Foundation hosted its first annual Legacy Society Luncheon.
- Saturday, October 8<sup>th</sup>, the Foundation hosted the 36<sup>th</sup> Annual Top Hat Gala.
- October Employee of the Month: Nazima Fayaz, Medical Staff Coordinator

There being no further business, Director Yee adjourned the meeting at 7.55 p.m.

*ADJOURNMENT*

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Jeannie Yee  
President

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William Nicholson, M.D.  
Secretary



A regular meeting of the Board of Directors of the Washington Township Health Care District was held on Monday, October 17, 2022 via Teleconference. Director Yee called the meeting to order at 6:00 p.m. and led those present in the Pledge of Allegiance.

*CALL TO ORDER*

Roll call was taken. Directors present: Jeannie Yee; Bernard Stewart, DDS; Jacob Eapen, MD; William Nicholson, MD

*ROLL CALL*

Excused: Michael Wallace

Also present: Kimberly Hartz, Chief Executive Officer; Tina Nunez, Vice President; Larry LaBossiere, Chief Nursing Officer; Nicholas Kozachenko, Attorney; Dee Antonio, District Clerk

Director Yee welcomed any members of the general public to the meeting. She noted that in order to continue to protect the health and safety of the members of the Board, District staff, and members of the public from the dangers posed by the SARS-CoV-2 virus, the Brown Act allows a local agency to continue to hold its meetings remotely as opposed to being required to meet in-person. Section 54953(e)(3) of the Government Code requires that the Board make certain findings every 30 days to continue meeting remotely. One such finding is that “state or local officials continue to impose or recommend measures to promote social distancing.” The Alameda County Health Officer continues to recommend social distancing and the wearing of masks indoors, as referenced by the Alameda County Health Care Services Public Health Department COVID-19 website at [www.covid-19.acgov.org](http://www.covid-19.acgov.org). The Board made such a finding at its meeting earlier in the month.

*OPENING REMARKS*

There were no oral or written communications.

*COMMUNICATIONS*

Director Yee presented the Consent Calendar for consideration:

*CONSENT CALENDAR*

- A. Bids for the Cardiology Offices at the Fremont Office Center
- B. FY23 PBX Call Management Software Upgrade
- C. Steris GI 4000 Electrosurgical Unit in Endoscopy

Director Stewart moved that the Board of Directors approve the Consent Calendar, items A through C. Director Nicholson seconded the motion.

Roll call was taken:

Jeannie Yee – aye  
Bernard Stewart, DDS – aye  
Michael Wallace – absent  
Jacob Eapen, MD – aye  
William Nicholson, MD – aye

The motion carried.

In accordance with Health & Safety Code Sections 32106 and California Government Code 54956.9(d)(2), Director Yee adjourned the meeting to closed session at 6:05 p.m., as the discussion pertained to a Conference involving Trade Secrets pursuant to Health & Safety Code 32106, Conference with Legal Counsel

*ADJOURN TO CLOSED SESSION*

regarding Anticipated Litigation pursuant to Government Code section 54956.9(d)(2), Conference involving Personnel Matters: Chief Executive Officer, and consideration of closed session Minutes: September 19, and 28, 2022. Director Yee stated that the public has a right to know what, if any, reportable action takes place during closed session. Since this meeting is being conducted via Zoom and we have no way of knowing when the closed session will end, the public was informed they could contact the District Clerk for the Board's report beginning October 18, 2022. She indicated that the minutes of this meeting will reflect any reportable actions.

Director Yee reconvened the meeting to open session at 7:25 pm. The District Clerk reported that the Board approved the Closed Session Minutes of September 19, and 28, 2022 by unanimous vote of all Directors present:

*RECONVENE TO OPEN  
SESSION & REPORT ON  
CLOSED SESSION*

Jeannie Yee  
Bernard Stewart, DDS  
Jacob Eapen, MD  
William Nicholson, MD

There being no further business, Director Yee adjourned the meeting at 7:25 pm.

*ADJOURNMENT*

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Jeannie Yee  
President

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William Nicholson, M.D.  
Secretary

A meeting of the Board of Directors of the Washington Township Health Care District was held on Monday, October 24, 2022 via Zoom. Director Yee called the meeting to order at 7:30 a.m.

*CALL TO ORDER*

Roll call was taken. Directors present: Jeannie Yee; Bernard Stewart, DDS; Jacob Eapen, MD; William Nicholson, MD

*ROLL CALL*

Excused: Michael Wallace

Also present: Shakir Hyder, MD; Prasad Kilaru, MD; Mark Saleh, MD; Jan Henstorf, MD; Kimberly Hartz, CEO; Brian Smith, MD; John Romano, MD; Larry LaBossiere, CNO; Mary Bowron, Chief; Dee Antonio, District Clerk

There were no oral or written communications.

*COMMUNICATIONS*

Director Yee adjourned the meeting to closed session at 7:30 a.m. as the discussion pertained to Medical Audit and Quality Assurance Matters pursuant to Health & Safety Code Sections 1461 and 32155.

*ADJOURN TO CLOSED SESSION*

Director Yee reconvened the meeting to open session at 8:30 a.m. and reported no reportable action taken in closed session.

*RECONVENE TO OPEN SESSION & REPORT ON CLOSED SESSION*

There being no further business, the meeting adjourned at 8:30 a.m.

*ADJOURNMENT*

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Jeannie Yee  
President

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William Nicholson, M.D.  
Secretary

A regular meeting of the Board of Directors of the Washington Township Health Care District was held on Wednesday, October 26, 2022 via Zoom. Director Yee called the meeting to order at 6:00 p.m. and led those present in the Pledge of Allegiance.

*CALL TO ORDER*

Roll call was taken. Directors present: Jeannie Yee; Bernard Stewart, DDS; MD; Jacob Eapen, MD; Michael Wallace; William Nicholson, MD

*ROLL CALL*

Also present: Kimberly Hartz, Chief Executive Officer; Chris Henry, Chief Financial Officer; Tina Nunez, Vice President; Larry LaBossiere, Chief Nursing Officer; Donald Pipkin, Chief Strategic Management; Nicholas Kozachenko, Legal Counsel; Dee Antonio, District Clerk

Director Yee welcomed any members of the general public to the meeting. She noted that in order to continue to protect the health and safety of the members of the Board, District staff, and members of the public from the dangers posed by the SARS-CoV-2 virus, the Brown Act allows a local agency to continue to hold its meetings remotely as opposed to being required to meet in-person. Section 54953(e)(3) of the Government Code requires that the Board make certain findings every 30 days to continue meeting remotely. One such finding is that “state or local officials continue to impose or recommend measures to promote social distancing.” The Alameda County Health Officer continues to recommend social distancing and the wearing of masks indoors, as referenced by the Alameda County Health Care Services Public Health Department COVID-19 website at [www.covid-19.acgov.org](http://www.covid-19.acgov.org). The Board made such a finding at its meeting earlier in the month.

*OPENING REMARKS*

Director Yee noted that Public Notice for this meeting, including connection information, was posted appropriately on our website. This meeting is being conducted by Zoom and is being recorded for viewing at a later date.

There were no oral or written communications.

*COMMUNICATIONS*

Director Yee presented the Consent Calendar for consideration:

*CONSENT CALENDAR*

- A. FY23 Epic Server Hardware: (2) IS Blade Chassis Upgrades
- B. FY23 Finance Workstation Upgrades

Director Wallace moved that the Board of Directors approve the Consent Calendar, items A and B. Director Eapen seconded the motion.

Roll call was taken:

Jeannie Yee – aye  
Bernard Stewart, DDS – aye  
Michael Wallace – aye  
Jacob Eapen, MD – aye  
William Nicholson, MD – aye

The motion carried.

*CONSIDERATION OF  
RESOLUTION NO. 1246*

Donald Pipkin, Chief of Strategic Management gave a presentation on the proposed joint venture affiliation with UCSF for a Joint Cancer Center at Washington Hospital.

*TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO SEVERAL AGREEMENTS WITH UCSF FOR A JOINT CANCER CENTER*

Following the presentation and discussion, Director Wallace moved that the Board approve Resolution No. 1246 to authorize the Chief Executive Officer to enter into several agreements with UCSF for a Joint Cancer Center.

Director Nicholson seconded the motion.

Roll call was taken:

Jeannie Yee – aye  
Bernard Stewart, DDS – aye  
Michael Wallace – aye  
Jacob Eapen, MD – aye  
William Nicholson, MD – aye

The motion carried.

None

*ANNOUNCEMENTS*

In accordance with Health & Safety Code Sections 32106, 32155 and California Government Code 54956.9(d)(2), Director Yee adjourned the meeting to closed session at 6:15 p.m., as the discussion pertained to a Report of Medical Staff and Quality Assurance Committee, Health & Safety Code section 32155 (Medical Staff Credentials Committee Report), Conference involving Trade Secrets pursuant to Health & Safety Code section 32106 (Strategic Planning discussion and Strategic Contracting discussion), and Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code section 54956,9(d)(2). Director Yee stated that the public has a right to know what, if any, reportable action takes place during closed session. Since this meeting is being conducted via Zoom and we have no way of knowing when the closed session will end, the public was informed they could contact the District Clerk for the Board's report beginning October 27, 2022. She indicated that the minutes of this meeting will reflect any reportable actions.

*ADJOURN TO CLOSED SESSION*

Director Yee reconvened the meeting to open session at 9:25 pm. The District Clerk reported that during the closed session, the Board approved the Medical Staff Credentials Committee Report and rejected a claim filed on September 9, 2022 by Amin Shamson by vote of all Directors present:

*RECONVENE TO OPEN SESSION & REPORT ON CLOSED SESSION*

Jeannie Yee  
Bernard Stewart, DDS  
Michael Wallace  
Jacob Eapen, MD  
William Nicholson, MD

There being no further business, Director Yee adjourned the meeting at 9:25pm.

*ADJOURNMENT*

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Jeannie Yee  
President

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William Nicholson, M.D.  
Secretary

DRAFT



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# Memorandum

**DATE:** November 1, 2022  
**TO:** Board of Directors  
**FROM:** Chris Henry, Vice President and Chief Financial Officer  
**SUBJECT:** Resolution No. 1247: California Office of Emergency Services  
Designation of Agent

We have been working with the California Office of Emergency Services (Cal OES) as part of our efforts to obtain COVID-19 related funding from FEMA. In order to complete the application process, the Board of Directors must first authorize an agent or agents to provide California Office of Emergency Services (Cal OES) the assurances and agreements required to complete the application. This designation will remain in place for up to three years following the date of approval, and will apply to all open and future disasters during that period.

We are requesting your consideration of Resolution Number 1247 to approve Kimberly Hartz (Chief Executive Officer), Christopher Henry (Chief Financial Officer), and Eleanor Wong (Reimbursement Manager) as Cal OES agents for the Washington Township Health Care District. Eleanor has been responsible for completing all applications for COVID-19 funding that have been received to date and is currently working on several FEMA funding opportunities through Cal OES.

Thank you for your consideration of this matter.



**DATE:** October 31, 2022

**TO:** Board of Directors, Washington Township Health Care District

**FROM:** Kimberly Hartz, Chief Executive Officer

**SUBJECT:** Recognition of Physical Therapy Aides – Approval of SEIU as Bargaining Representative for the Physical Therapy Aides

Pursuant to Resolution 331 A and the state law under the applicable Government Code sections, a union is entitled to recognition and the District must grant recognition where a majority of bargaining unit employees wish to be represented by a union. A secret ballot election took place on October 18-20, 2022 in which the Physical Therapy Aides at Washington Hospital voted in favor of unionization under SEIU. That union already represents approximately 500 other service workers at the Hospital.

The Hospital initially received a request on June 28, 2022 from the union requesting that Washington Hospital recognize the Physical Therapy Aides. Based on the list of fourteen (14) employees in this job classification, the Union demonstrated a showing of interest of more than 50% of the employees in the appropriate bargaining unit. The Union submitted ten cards, two of which were rejected as duplicates. Therefore, eight individual employees submitted cards out of the proposed bargaining unit total of fourteen.

The Hospital insisted that a secret ballot election be conducted consistent with precedent in this area when requests have been made for union representation. The union agreed and arrangements were made for an electronic vote. We now have evidence that the employees voted in favor of SEIU to represent them (twelve ballots were submitted and all were in favor of unionization).

Upon receipt of the results of the secret ballot election, I am recommending that we move forward with approving SEIU as the Bargaining Representative for the Physical Therapy Aides of Washington Hospital.

It is requested that the Board of Directors authorize the Chief Executive Officer to proceed with negotiating and entering into an Agreement with SEIU for the wages, hours and working conditions for the Physical Therapy Aides.

*Kimberly Hartz, Chief Executive Officer*







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# Memorandum

**DATE:** October 27, 2022

**TO:** Kimberly Hartz, Chief Executive Officer

**FROM:** Walter Choto, Chief Ambulatory Care Services

**SUBJECT:** Purchase of Microbiology CO2 Incubators Model 370

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The Microbiology area in the Laboratory has four CO2 incubators that are over 20 years old. Some parts are no longer available in case of repairs. These incubators are critical pieces of equipment used to maintain an optimal environment for microorganism growth. We performed 31,700 cultures in FY2022. Pathological organisms will not be able to grow without these pieces of equipment. This capital request is in the budget for FY23.

Please see the cost of the new equipment, which is in line with MD Buyline. Total cost includes the disposal of the existing incubators.

Item	Cost	Quantity	Extended Cost
Forma Model 370			
CO2 Incubator	\$8,245.35	4	\$ 32,981.40
Tax		1	\$ 3,380.59
Freight		1	\$ 4,947.21
Environmental			
Disposal		1	\$ 1,920.80
<b>TOTAL COST</b>			<b>\$ 43,230.00</b>

It is requested that the Board of Directors authorize the Chief Executive Officer to proceed with entering into the necessary agreements and to move forward with the purchase of the equipment in the amount not to exceed \$43,230.00.



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# Memorandum

**DATE:** November 2, 2022  
**TO:** Kimberly Hartz, Chief Executive Officer  
**FROM:** John Lee, Chief Information Officer  
**SUBJECT:** FY23 IT Service Ticketing Upgrade

Our current IT service ticketing software was purchased and configured in 2011 and is no longer supported. The current solution has been failing and there is no path forward to maintain it. The Information Services department has evaluated solution options and determined that moving to ServiceDeskPlus is the best option. The new ServiceDeskPlus solution is based on the same Information Technology Infrastructure Library (ITIL) framework but is scalable to include IT asset management, project management, IP address and switch port management. Effectively tracking over 1500 plus tickets per month is critical for the IS department and our incident, problem and knowledge management processes require a solution that is highly functional.

The implementation project will take approximately three months to complete and will utilize internal labor and vendor resources. The cost to install the system includes installation services, maintenance, licensing and professional services.

It is requested that the Board of Directors authorize the Chief Executive Officer to enter into the necessary contracts and proceed with the purchase of licensing and implementation services for a total amount not to exceed **\$123,554.00**. This is an approved project in the fiscal year 2023 Capital budget.



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# Memorandum

**DATE:** November 1, 2022

**TO:** Washington Hospital Healthcare System Board of Directors

**FROM:** Nicholas M. Legge, Chief System Operations and Support

**SUBJECT:** Capital Purchase – WalterLorenz Surgical Assist Arm

Our Neurosurgery Service Line currently uses a type of retraction that is operated manually and offers inconsistent retraction due to instrument drift. This interrupts the flow of surgery resulting in frequent repositioning of the retractor blades. In addition, these retractors are aging and have been sent out for repairs on multiple occasions.

The WalterLorenz Surgical Assist Arm from Zimmer Biomet is an electromechanical arm that improves and optimizes the surgical field of view via tissue retraction. The purchase of the WalterLorenz will allow our surgeons to have maximum visibility as it does not obstruct the field of view and provides consistent retraction of tissue. This will assist in the flow of surgery as it is easy to maneuver and offers stability that prevents instrument drift.

The FY 2023 Capital Budget includes \$37,308.60 to purchase a WalterLorenz Surgical Assist Arm. The quote shows a total expense of \$33,885.26.

It is requested that the Board of Directors authorize the Chief Executive Officer to proceed with the purchase of the Zimmer Biomet WalterLorenz Surgical Assist Arm in the amount of \$33,885.26.



**WASHINGTON HOSPITAL**  
**MONTHLY OPERATING REPORT**  
**September 2022**



**WASHINGTON HOSPITAL  
INDEX TO BOARD FINANCIAL STATEMENTS  
September 2022**

<b><u>Schedule Reference</u></b>	<b><u>Schedule Name</u></b>
<b>Board - 1</b>	Statement of Revenues and Expenses
<b>Board - 2</b>	Balance Sheet
<b>Board - 3</b>	Operating Indicators



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# Memorandum

**DATE:** November 09, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Hartz, Chief Executive Officer  
**SUBJECT:** Washington Hospital – September 2022  
Operating & Financial Activity

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## SUMMARY OF OPERATIONS – (Blue Schedules)

### 1. Utilization – Schedule Board 3

	September <u>Actual</u>	September <u>Budget</u>	Current 12 <u>Month Avg.</u>
<u>ACUTE INPATIENT:</u>			
IP Average Daily Census	159.1	152.9	155.3
Combined Average Daily Census	167.2	164.8	165.2
# of Admissions	850	816	818
Patient Days	4,774	4,586	4,720
Discharge ALOS	5.45	5.62	5.71
<u>OUTPATIENT:</u>			
OP Visits	8,709	9,029	7,845
ER Visits	4,737	4,662	4,538
Observation Equivalent Days – OP	242	357	300

Comparison of September Actual acute inpatient statistics versus the Budget showed a higher level of admissions, and a higher level of patient days. The average length of stay (ALOS) based on discharged days was slightly below Budget. Outpatient visits were lower than Budget. Emergency Room visits were above Budget for the month. Outpatient observation equivalent days were lower than Budget.

### 2. Staffing – Schedule Board 3

Total paid FTEs were 6.1 above Budget. Total productive FTEs for September were 1,390.3, 16.4 below the budgeted level of 1,406.7. Nonproductive FTEs were 22.5 above Budget. Productive FTEs per adjusted occupied bed were 5.22, 0.21 below the budgeted level of 5.43. Total FTEs per adjusted occupied bed were 6.04, 0.15 below the budgeted level of 6.19.

**3. Income - Schedule Board 1**

For the month of September the Hospital realized an Operating Income of \$37,000 from Operations.

Total Gross Patient Revenue of \$189,049,000 for September was (2.9%) below Budget.

Deductions from Revenue of \$146,850,000 were 77.68% of Total Gross Patient Revenue, above the budgeted amount of 76.94%.

Total Operating Revenue of \$42,657,000 was \$2,715,000 below the Budget, (6.0%).

Total Operating Expense of \$42,620,000 was below the Budget by \$263,000, (0.6%).

The Total Non-Operating Loss of \$2,474,000 for the month includes an unrealized loss on investments of \$2,572,000.

The Net Loss for September was \$2,437,000, which was \$4,877,000 below the budgeted income of \$2,440,000.

The Total Net Loss for September using FASB accounting principles, in which the unrealized gain on investments, net interest expense on GO bonds and property tax revenues are removed from the non-operating income and expense, was \$221,000 compared to budgeted income of \$1,936,000, or an unfavorable variance of \$2,157,000.

**4. Balance Sheet – Schedule Board 2**

There were no noteworthy changes in assets and liabilities when compared to August 2022.

KIMBERLY HARTZ  
Chief Executive Officer

KH/CH



**WASHINGTON HOSPITAL  
STATEMENT OF REVENUES AND EXPENSES  
September 2022  
GASB FORMAT  
(In thousands)**

September				YEAR TO DATE				
ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.		ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.
\$ 112,899	\$ 114,876	\$ (1,977)	-1.7%	<b>1</b>	\$ 343,139	\$ 341,920	\$ 1,219	0.4%
76,150	79,745	(3,595)	-4.5%	<b>2</b>	231,663	235,387	(3,724)	-1.6%
<b>189,049</b>	<b>194,621</b>	<b>(5,572)</b>	-2.9%	<b>3</b>	<b>574,802</b>	<b>577,307</b>	<b>(2,505)</b>	-0.4%
(143,928)	(146,033)	2,105	1.4%	<b>4</b>	(436,090)	(433,356)	(2,734)	-0.6%
(2,922)	(3,705)	783	21.1%	<b>5</b>	(8,569)	(10,991)	2,422	22.0%
<b>(146,850)</b>	<b>(149,738)</b>	<b>2,888</b>	1.9%	<b>6</b>	<b>(444,659)</b>	<b>(444,347)</b>	<b>(312)</b>	-0.1%
<b>77.68%</b>	<b>76.94%</b>			<b>7</b>	<b>77.36%</b>	<b>76.97%</b>		
<b>42,199</b>	<b>44,883</b>	<b>(2,684)</b>	-6.0%	<b>8</b>	<b>130,143</b>	<b>132,960</b>	<b>(2,817)</b>	-2.1%
458	489	(31)	-6.3%	<b>9</b>	1,952	1,467	485	33.1%
<b>42,657</b>	<b>45,372</b>	<b>(2,715)</b>	-6.0%	<b>10</b>	<b>132,095</b>	<b>134,427</b>	<b>(2,332)</b>	-1.7%
20,571	20,665	94	0.5%	<b>11</b>	63,654	61,584	(2,070)	-3.4%
5,513	5,141	(372)	-7.2%	<b>12</b>	15,420	15,423	3	0.0%
5,389	5,703	314	5.5%	<b>13</b>	17,119	17,007	(112)	-0.7%
5,707	5,738	31	0.5%	<b>14</b>	16,630	17,058	428	2.5%
1,825	2,021	196	9.7%	<b>15</b>	5,630	6,114	484	7.9%
3,615	3,615	-	0.0%	<b>16</b>	10,845	10,845	-	0.0%
<b>42,620</b>	<b>42,883</b>	<b>263</b>	0.6%	<b>17</b>	<b>129,298</b>	<b>128,031</b>	<b>(1,267)</b>	-1.0%
<b>37</b>	<b>2,489</b>	<b>(2,452)</b>	-98.5%	<b>18</b>	<b>2,797</b>	<b>6,396</b>	<b>(3,599)</b>	-56.3%
<b>0.09%</b>	<b>5.49%</b>			<b>19</b>	<b>2.12%</b>	<b>4.76%</b>		
279	196	83	42.3%	<b>20</b>	882	632	250	39.6%
(30)	-	(30)	0.0%	<b>21</b>	(271)	-	(271)	0.0%
(1,727)	(1,773)	46	2.6%	<b>22</b>	(5,191)	(5,320)	129	2.4%
53	5	48	960.0%	<b>23</b>	238	(32)	270	843.8%
1,523	1,523	-	0.0%	<b>26</b>	4,487	4,487	-	0.0%
(2,572)	-	(2,572)	0.0%	<b>27</b>	(3,241)	-	(3,241)	0.0%
<b>(2,474)</b>	<b>(49)</b>	<b>(2,425)</b>	-4949.0%	<b>28</b>	<b>(3,096)</b>	<b>(233)</b>	<b>(2,863)</b>	-1228.8%
<b>\$ (2,437)</b>	<b>\$ 2,440</b>	<b>\$ (4,877)</b>	-199.9%	<b>29</b>	<b>\$ (299)</b>	<b>\$ 6,163</b>	<b>\$ (6,462)</b>	-104.9%
<b>-5.71%</b>	<b>5.38%</b>			<b>30</b>	<b>-0.23%</b>	<b>4.58%</b>		
<b>\$ (221)</b>	<b>\$ 1,936</b>	<b>\$ (2,157)</b>	-111.4%	<b>31</b>	<b>\$ 1,982</b>	<b>\$ 5,124</b>	<b>\$ (3,142)</b>	-61.3%
<b>-0.52%</b>	<b>4.27%</b>				<b>1.50%</b>	<b>3.81%</b>		

\*\*NET INCOME (FASB FORMAT) EXCLUDES PROPERTY TAX INCOME, NET INTEREST EXPENSE ON GO BONDS AND UNREALIZED GAIN(LOSS) ON INVESTMENTS





**WASHINGTON HOSPITAL**  
**BALANCE SHEET**  
 September 2022  
*(In thousands)*

<b>ASSETS AND DEFERRED OUTFLOWS</b>			<b>September 2022</b>	<b>Unaudited June 2022</b>	<b>LIABILITIES, NET POSITION AND DEFERRED INFLOWS</b>			<b>September 2022</b>	<b>Unaudited June 2022</b>
<b>CURRENT ASSETS</b>					<b>CURRENT LIABILITIES</b>				
1	CASH & CASH EQUIVALENTS		\$ 9,252	\$ 5,439	1	CURRENT MATURITIES OF L/T OBLIG	\$ 10,460	\$ 10,065	
2	ACCOUNTS REC NET OF ALLOWANCES		72,689	76,757	2	ACCOUNTS PAYABLE	17,971	17,948	
3	OTHER CURRENT ASSETS		14,805	13,050	3	OTHER ACCRUED LIABILITIES	57,119	70,463	
4	TOTAL CURRENT ASSETS		<u>96,746</u>	<u>95,246</u>	4	INTEREST	4,838	10,516	
					5	TOTAL CURRENT LIABILITIES	<u>90,388</u>	<u>108,992</u>	
<b>ASSETS LIMITED AS TO USE</b>					<b>LONG-TERM DEBT OBLIGATIONS</b>				
6	BOARD DESIGNATED FOR CAPITAL AND OTHER		187,460	199,979	6	REVENUE BONDS AND OTHER	194,578	202,530	
6	GENERAL OBLIGATION BOND FUNDS		18,850	18,778	6				
7	REVENUE BOND FUNDS		6,623	6,610	7	GENERAL OBLIGATION BONDS	342,556	345,595	
8	BOND DEBT SERVICE FUNDS		12,029	32,494					
9	OTHER ASSETS LIMITED AS TO USE		9,389	9,543	<b>OTHER LIABILITIES</b>				
10	TOTAL ASSETS LIMITED AS TO USE		<u>234,351</u>	<u>267,404</u>	11	SUPPLEMENTAL MEDICAL RETIREMENT	37,698	37,676	
12	OTHER ASSETS		281,898	272,341	12	WORKERS' COMP AND OTHER	9,626	9,353	
13	PREPAID PENSION		38,995	36,970					
14	OTHER INVESTMENTS		15,410	15,386	15	NET POSITION	543,672	543,971	
15	NET PROPERTY, PLANT & EQUIPMENT		589,909	600,578	16	TOTAL LIABILITIES AND NET POSITION	<u>\$ 1,218,518</u>	<u>\$ 1,248,117</u>	
16	TOTAL ASSETS		<u>\$ 1,257,309</u>	<u>\$ 1,287,925</u>	17	DEFERRED INFLOWS	67,581	69,016	
17	DEFERRED OUTFLOWS		28,790	29,208	18	TOTAL LIABILITIES, NET POSITION AND DEFERRED INFLOWS	<u>\$ 1,286,099</u>	<u>\$ 1,317,133</u>	
18	TOTAL ASSETS AND DEFERRED OUTFLOWS		<u>\$ 1,286,099</u>	<u>\$ 1,317,133</u>					



**WASHINGTON HOSPITAL  
OPERATING INDICATORS  
September 2022**

12 MONTH AVERAGE	September						YEAR TO DATE				
	ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.			ACTUAL	BUDGET	FAV (UNFAV) VAR	% VAR.	
	<b><u>PATIENTS IN HOSPITAL</u></b>										
155.3	159.1	152.9	6.2	4%	<b>1</b>	ADULT & PEDS AVERAGE DAILY CENSUS	155.3	147.1	8.2	6%	
9.9	8.1	11.9	(3.8)	-32%	<b>2</b>	OUTPT OBSERVATION AVERAGE DAILY CENSUS	9.2	10.6	(1.4)	-13%	
165.2	167.2	164.8	2.4	1%	<b>3</b>	COMBINED AVERAGE DAILY CENSUS	164.5	157.7	6.8	4%	
7.9	8.1	8.2	(0.1)	-1%	<b>4</b>	NURSERY AVERAGE DAILY CENSUS	8.5	8.0	0.5	6%	
173.1	175.3	173.0	2.3	1%	<b>5</b>	TOTAL	173.0	165.7	7.3	4%	
3.1	3.9	2.9	1.0	34%	<b>6</b>	SPECIAL CARE NURSERY AVERAGE DAILY CENSUS *	2.9	2.7	0.2	7%	
4,720	4,774	4,586	188	4%	<b>7</b>	ADULT & PEDS PATIENT DAYS	14,290	13,529	761	6%	
300	242	357	(115)	-32%	<b>8</b>	OBSERVATION EQUIVALENT DAYS - OP	846	976	(130)	-13%	
818	850	816	34	4%	<b>9</b>	ADMISSIONS-ADULTS & PEDS	2,553	2,415	138	6%	
5.71	5.45	5.62	(0.17)	-3%	<b>10</b>	AVERAGE LENGTH OF STAY-ADULTS & PEDS	5.63	5.60	0.03	1%	
	<b><u>OTHER KEY UTILIZATION STATISTICS</u></b>										
1.593	1.594	1.608	(0.014)	-1%	<b>11</b>	OVERALL CASE MIX INDEX (CMI)	1.569	1.607	(0.038)	-2%	
	<b><u>SURGICAL CASES</u></b>										
173	161	156	5	3%	<b>12</b>	JOINT REPLACEMENT CASES	474	465	9	2%	
26	27	26	1	4%	<b>13</b>	NEUROSURGICAL CASES	80	85	(5)	-6%	
11	10	13	(3)	-23%	<b>14</b>	CARDIAC SURGICAL CASES	29	39	(10)	-26%	
174	172	166	6	4%	<b>15</b>	OTHER SURGICAL CASES	528	513	15	3%	
384	370	361	9	2%	<b>16</b>	TOTAL CASES	1,111	1,102	9	1%	
194	144	227	(83)	-37%	<b>17</b>	TOTAL CATH LAB CASES	517	662	(145)	-22%	
120	114	130	(16)	-12%	<b>18</b>	DELIVERIES	383	373	10	3%	
7,845	8,709	9,029	(320)	-4%	<b>19</b>	OUTPATIENT VISITS	26,256	26,645	(389)	-1%	
4,538	4,737	4,662	75	2%	<b>20</b>	EMERGENCY VISITS	14,297	13,815	482	3%	
	<b><u>LABOR INDICATORS</u></b>										
1,368.6	1,390.3	1,406.7	16.4	1%	<b>21</b>	PRODUCTIVE FTE'S	1,367.2	1,367.7	0.5	0%	
202.7	219.1	196.6	(22.5)	-11%	<b>22</b>	NON PRODUCTIVE FTE'S	228.9	202.9	(26.0)	-13%	
1,571.3	1,609.4	1,603.3	(6.1)	0%	<b>23</b>	TOTAL FTE'S	1,596.1	1,570.6	(25.5)	-2%	
5.20	5.22	5.43	0.21	4%	<b>24</b>	PRODUCTIVE FTE/ADJ. OCCUPIED BED	5.26	5.51	0.25	5%	
5.98	6.04	6.19	0.15	2%	<b>25</b>	TOTAL FTE/ADJ. OCCUPIED BED	6.14	6.32	0.18	3%	

\* included in Adult and Peds Average Daily Census