

**Kennewick Public Hospital District**  
**Thursday, February 29, 2024, | Hybrid Meeting**  
**Trios Care Center at deBit – First Floor Conference Room**  
**320 W. 10<sup>th</sup> Ave., Kennewick, Washington, 99336**

**5:00 PM**

**MINUTES**

**Attendance:** Mark Brault, Gary Long, Marv Kinney, Rick Reil, Wanda Briggs, Dr. Sheila Dunlop, Lee Kerr, Erica Davis, Salem Thompson. Guest: Spencer Harris.

Commissioner Brault called the meeting to order at 5:00 pm.

**I. District Business:**

**A. Approval of Consent Agenda**

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA. ALL IN FAVOR. NO DISCUSSION MOTION CARRIED.

**B. Public Comment – NONE**

**II. NEW BUSINESS:**

**A. Reports**

1. Lee Kerr – Superintendent, General Update  
Lee provided an update on compliance with the Reproductive Privacy Act.  
Lee reported on the surety bond for L and I.  
Lee reported on activities related to a proposed mental health crisis response facility.
2. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Records Requests (updates) – Nothing new to report.
3. Administrative Report, Salem Thompson, Board Coordinator – Nothing new to report.

**C. Committee Reports/Recommendations.**

1. Finance Committee – Gary Long, Finance Chair / Erica Davis
  - a. Acceptance of the January 2024 financial statements – Overview by Erica Davis
  - b. Approval of the January 2024 payments and disbursements

IT WAS MOVED AND SECONDED TO APPROVE THE JANUARY 2024 FINANCIAL STATEMENTS, AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

IT WAS MOVED AND SECONDED TO APPROVE THE JANUARY 2024 PAYMENTS AND DISBURSEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- c. Treasurer’s Report – Gary Long – Discussion on points below.
- d. Signature authority for Marv Kinney and Gary Long for Sunshine Fund at Key

Bank.

IT WAS MOVED AND SECONDED TO APPROVE SIGNATURE AUTHORITY FOR MARV KINNEY AND GARY LONG FOR THE SUNSHINE FUND AT KEY BANK.

There was a discussion about the Sunshine Fund. The balance in the sunshine fund is low. Contributing to the fund is voluntary. Commissioners who wish to participate will work with Epic Trust to contribute to this fund.

- e. 2023 Audit Status – Work continues by individuals at Epic Trust and ADS.
  - f. Discuss last year’s findings and remediations – Review by Gary Long.
2. Governance Committee Updates – Mark Brault
- a. Resolution 2024-4 Removing Current Treasurer and Appointing Gary Long, Commissioner as Treasurer

IT WAS MOVED AND SECONDED TO APPROVE RESOLUTION 2024-4 REMOVING CURRENT TREASURER AND APPOINTING GARY LONG, COMMISSIONER, AS TREASURER. NO DISCUSSION. MOTION CARRIED.

- b. Current Officers – Appointment of Secretary. Last year officers were appointed for 2 years. Steve Blodgett was both Treasurer and Secretary and he has passed. Because we can only have 3 commissioners on committees or we trigger a public meeting, this body has historically opted to have the Secretary position combined with the Treasurer. This means Gary Long is nominated to be appointed Secretary. Wanda discussed her desire for the Governance Committee. A discussion followed.

IT WAS MOVED AND SECONDED TO APPOINT GARY LONG AS SECRETARY. ALL IN FAVOR. NO FURTHER DISCUSSION. MOTION CARRIED.

- c. Commissioner Vacancy Process – Update by Lee Kerr, Superintendent. A discussion followed on the three public places for posting the Notice of Vacancy. The District will post the Notice of Vacancy on its website in the following three public places: 1) Trios Hospital (front entrance), 2) At the doors on the deBit Building (meeting location), and 3) Kennewick City Hall.

RICK REIL MADE A MOTION TO NOMINATE SPENCER HARRIS FOR THE VACANCY. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

Wanda and Rick expressed a desire to issue a press release next week.

- d. Authorization to issue Notice of Vacancy naming Spencer Harris as nominee. Approved as set forth above. Lee will prepare the notice, post appropriately and Salem will post on the District’s website.
3. Planning Committee – Wanda Briggs

- a. General Update – Guests from the AWPHD attended the February Planning Committee meeting to discuss support available to the District to improve its public image and create positive public awareness. The District applied for and was awarded support through a grant from the AWPHD to connect with an identified PR firm. Meetings will be scheduled over the next couple of months.
- 4. Adult Day Services – General Update: Rick Reil
  - a. Presentment of the ADS 2024 Budget for approval\* – Salem Thompson, ADS Executive Director and Rick Reil, President of ADS Board.

IT WAS MOVED AND SECONDED TO APPROVE THE ADS BUDGET FOR 2024. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

**III. NO EXECUTIVE SESSION WAS NEEDED.**

**IV. COMMISSIONER COMMENTS**

**V. Upcoming items – NONE**

**VI. BOARD MEETINGS/EVENTS/EDUCATION -**

Next Regularly Scheduled Board Meeting – Thursday, March 28, 2024 @ 5:00