

## **Kennewick Public Hospital District**

Thursday, November 30, 2023, | Hybrid Meeting 5:00 pm Via Zoom and in person at  
Trios Care Center at deBit – First Floor Conference Room  
320 W. 10<sup>th</sup> Ave., Kennewick, Washington, 99336

### **MINUTES**

**Attendance:** Gary Long, Steve Blodgett, Mark Brault, Marv Kinney, Rick Reil, Sheila Dunlop, Lee Kerr, Eric Davis, Heidi Ellerd, and Salem Thompson.

#### **CALL TO ORDER**

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. NO DISCUSSION MOTION CARRIED.

##### **B. Public Comment – NONE**

#### **II. NEW BUSINESS:**

##### **A. Reports**

1. Lee Kerr – Superintendent, General Update – Update on the dates for the creditors trust conclusion, extended into 2024.  
WA State L and I has asked for a surety bond for past claims. The District will work on meeting this requirement.  
Thanks to Heidi and Candy for filing all the required documents for the 2024 budget. Congratulations to Gary Long, Sheila Dunlop, and Marv Kinney on their successful elections.  
One of the goals of the AWPHD is to help member districts with communications efforts. Lee will coordinate with the Planning Committee and AWPHD towards a broader communication effort in 2024.  
The District received a letter from the WA State Attorney General’s Office addressing the Reproductive Rights Act. Since the District does not provide those services, LifePoint will need to be made aware of this letter as their response will be required.  
Per the legislature, commissioner compensation will change on January 1, 2024. The increase amount will be available soon.  
Oaths of office will be administered at the January Meeting.
2. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Updates – Records Requests – Nothing new to add.
  - b. Will prepare the Richmond Trust Resolution and resolution moving two meeting dates for 2024 to present at January 2024 meeting.
3. Administrative Report, Salem Thompson, Board Coordinator

- a. Records project update – Debbie and Salem have completed the Document Locator/Columbia Soft configuration phase. We are now populating documents into the system and troubleshooting any issues with their support team.
- b. The WA Archives Grant work is making progress. We will receive monthly updates until the scanning work is completed. Once complete, the District will likely address its public records request and retention policies to reflect the Archives role in record availability.

**III. DISTRICT BUSINESS:**

**B. Committee Reports/Recommendations-**

- 1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt
  - a. Acceptance of October financial statements – Overview by Erica Davis

IT WAS MOVED AND SECONDED TO APPROVE THE OCTOBER 2023 FINANCIAL STATEMENTS, AS PRESENTED NO DISCUSSION. MOTION CARRIED.

Approval of payments and disbursements – A general overview with no questions.

IT WAS MOVED AND SECONDED TO APPROVE THE OCTOBER 2023 PAYMENTS AND DISBURSEMENTS, AS PRESENTED. NO DISCUSSION. MOTION CARRIED.

- b. Treasurer’s Report – Steve Blodgett – COMMISSIONER  
 COMPENSATION: Please review activities and turn in before the end of the year, Salem will send out the updated form to those who need it.
- 2. Governance Committee Updates – Mark Brault
  - a. Mark states there is not enough business to conduct a regular December meeting and asks for input from the commissioners. It was agreed to not meet in December.

IT WAS MOVED AND SECONDED TO CANCEL THE DECEMBER 2023 REGULAR MEETING DUE TO LACK OF BUSINESS TO CONDUCT. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- 3. Planning Committee – Wanda Briggs General update- No meeting this month. Wanda mentions the work this year done for the good of ADS and Grace Clinic. Wanda provided information on the Kennewick Police Department Foundation as a potential for the District to provide support. She brings forth a suggestion of a one-time donation of \$2000.00. Further discussion is required. Information will be provided to Heidi’s office to prepare an Agreement if the board elects to provide funds to the foundation.
- 4. Adult Day Services – Rick Reil/Steve Blodgett General update– The census is up, and financials are as expected. It was noted that the ADS budget needs to be approved, that will likely take place at January’s meeting. ADS staff is

working on end of year adjustments in preparation for the upcoming audit. Steve and Rick will participate in the budget process with the executive director.

**C. Executive Session- None**

**IV. COMMISSIONER COMMENTS**

**A. Upcoming items – NONE**

**V. MEETINGS/EVENTS/EDUCATION:**

**Next Regularly Scheduled Board Meeting – Thursday, January 25, 2024 @ 5:00p.m.**

**Close of Meeting – 6:16 PM**