

**KENNEWICK PUBLIC HOSPITAL DISTRICT
BOARD OF COMMISSIONERS
BOARD MEETING
MINUTES**

Thursday, February 27, 2020 | 10 N. Washington Street, Kenn., WA

CALL TO ORDER 5:00 pm

Commissioners Present: Wanda Briggs, Len Dreisbach, Marv Kinney, Gary Long, Steve Blodgett, Rick Reil

Commissioners Excused: Mike McWhorter

Executive Support: Heidi Ellerd, Nathan Burt, Salem Snowdy, Lee Kerr

I. DISTRICT BUSINESS:

A. Approval of Consent Agenda*

The materials listed under the Consent Agenda are considered routine by the Board of Commissioners and are adopted by one motion. There will be no separate discussion of the following items

- Approval of the previous month's Board minutes
- Approval of warrant register/revenue fund
- Acceptance of financial report

However, an item may be removed from the Consent Agenda and considered separately if the Board members desire further discussion. As of this date, the Board of Commissioners unanimously approves by a majority vote, the payment of those items included in the Consent Agenda and further described as follows:

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA AS SUBMITTED.
NO DISCUSSION. MOTION CARRIED.

B. Public Comment

Before public comments were given, Gary brought up on the agenda an updated policy Communication With the Public to be reviewed by the commissioners. The policy was read aloud and discussed.

IT WAS MOVED AND SECONDED TO APPROVE THE POLICY WITH CORRECTION OF ONE TYPO. NO DISCUSSION MOTION CARRIED.

Mr. Scott Carpenter gave public comment.

Mr. Richard Yrjanson gave public comment.

II. NEW BUSINESS:

A. Executive Report – Lee Kerr

Overview of current activities was provided and noted that the bulk of business will be discussed as part of the agenda provided.

B. Committee Reports/Recommendations

1. Finance & Audit – Steve Blodgett, Finance Chair / Nathan Burt
 - a. January financial statements – Steve Blodgett provided a review of the financials. Noted was the rent expense was negative, there was a refund received. Also highlighted addition of footnotes to the P&L Statement. While typically only

included in annual financial statements, these are provided for convenience and reference pertaining to the Community Care Agreement and Health Initiative accounts.

- b. Treasurer's Report: Status of Audits and Annual Reports – A draft of the financial audit for 2018 was received this week. Annual reports will then be finalized. No special meeting of the finance committee is needed to complete. The few remaining items will be gathered by Steve with help from Gary and Lee if needed.
2. Planning Committee – Len Dreisbach and Lee Kerr
 - a. Status of feasibility studies and funding from counties. Len Dreisbach reported that Ascension (feasibility study provider) was moving along with their work. At the BF Coalition meeting last night, it was brought up that the facility could also house individuals with mental health issues as well as substance abuse. The feasibility study will include allocated space for these services. Benton County Commissioners have indicated they want to contribute \$12,500. Franklin County has not yet indicated they wanted to contribute any funds. Lee will be meeting with a representative of Franklin County by invitation either individually, with a commissioner or at a regular commission meeting.
3. Adult Day Services – General Update Rick Reil or Steve Blodgett. Things are going well. Since Washington has the highest minimum wage in the country, there were some adjustments made to staff compensation to keep good people and comply with state law. Our Board is to oversee ADS and to approve their budget each year. Since Steve and Rick serve on the board and provide a report each month to our Board, there was a consensus that their report will be enough to provide oversight to the ADS organization.
4. Governance Committee Updates – Gary Long. The commissioners were reminded to file their F-1s using the link Heidi provided them via email, the reports are required to be filed online. Public records requests have been numerous, and the expense is higher than expected. Since the district has no employees, records management has been a challenge as well as keeping up on what is required to be sent to the archives. A Washington State grant has been identified, that could assist the district with organizing, digitizing and archiving the records of the district. Salem is following up on the application process and will keep the board updated as appropriate.
5. Public Records Requests and Updates – Heidi Ellerd
 - a. Policies for review: Records Retention Policy* The policy was discussed and summarized.

IT WAS MOVED AND SECONDED TO APPROVE THE POLICY AS PRESENTED. NO DISCUSSION MOTION CARRIED.

- b. Resolution 2020-1 Amending Two Meetings of the Board for 2020*

IT WAS MOVED AND SECONDED TO APPROVE THE RESOLUTION AS PRESENTED. NO DISCUSSION MOTION CARRIED.

III. EXECUTIVE SESSION RCW 42.30.110 (1)(i) – Potential Litigation or Litigation and RCW 42.30.110 (1) (c) Minimum price at which real estate will be offered for sale.

Regular meeting was adjourned at 5:59pm for 5 minutes.

Executive session began at 6:05pm for 30 minutes.

At 6:35pm, the Executive session was extended for an additional 10 minutes.

The meeting was then opened for Action at 6:45pm. No action taken.

IV. COMMISSIONER COMMENTS – None.

A. Upcoming items – Gary brought up the payments due for the feasibility studies already in progress. There is a feeling of strong support from Franklin County for the recovery center project but no definite commitment to providing funds. Benton County has already indicated that they want to provide \$12,500.00.

MOTION TO AUTHORIZE GARY TO SIGN TO APPROVE PAYMENT OF REMAINING BALANCE OWING ON THE FEASIBILITY STUDY TO ASCENSION AND ARCULUS PROVIDED THEY COMPLETE THE STUDY TO GARY AND LEE’S SATISFACTION AND PROVIDED THERE ARE AVAILABLE FUNDS WITH THE DISTRICT.

SECONDED. NO FURTHER DISCUSSION. MOTION CARRIED.

V. BOARD MEETINGS/EVENTS/EDUCATION:

A. Next Regularly Scheduled Board Meeting – Thursday March 26, 2020 @ 5:00p.m.

ADJOURNMENT 6:49 pm

Gary Long, President

Marv Kinney, Secretary