

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

Thursday, Feb. 25, 2021 | Remote Meeting Via Zoom

CALL TO ORDER 5:00 pm

Attendance: Gary Long, Steve Blodgett, Marv Kinney, Mark Brault, Rick Reil, Wanda Briggs, Len Dreisbach, Lee Kerr, Heidi Ellerd, Nathan Burt, and Salem Thompson.

Due to the state of emergency and the Governor's proclamation relating to in-person public meetings, the meeting was held with all parties participating remotely via Zoom. Commissioner Long called the meeting to order at 5:00 pm, after confirming that all parties were connected and could hear and participate in the meeting.

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 the 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 –

Mr. Ken Mey gave the following comment in the chat feature: *“My comment: Please put notes to financial statements back in. Notes to financial statements were omitted by management. They are important. Monthly notes are necessary. Annual are not sufficient.”*

I. NEW BUSINESS:

A. Executive Report – Lee Kerr

Lee Kerr covered recent local publicity of the proposed recovery center project. The mental health element is being considered by LifePoint for their potential participation. The Spaulding building office move is on hold. More information is being gathered on tenant improvements, etc. Quarterly meeting with John Solheim will be held this week as part of fulfilling the Community Care Agreement.

B. Committee Reports/Recommendations

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt -
 - a. January financial statements – Review by Nathan Burt.
 - b. Treasurer's Report: Update on 2019 Audit, Upcoming 2020 Audit schedule. Review by Steve Blodgett. There will be some updates to the wording of the audits to

provide clarity. The finance committee will review and approve disbursements in their meetings going forward. Benton County has billed us costs associated with elections information given to KPHD was that they are billed annually even if no commissioner is running that year. Heidi Ellerd to confirm this and make sure it is accurate.

MOTION TO AUTHORIZE STEVE TO PAY THE BENTON ELECTION COSTS. SECONDED. NO FURTHER DISCUSSION. MOTION CARRIED.

The 2020 audit schedule was discussed. The three options are to have Eide Bailly perform the audit, look for another firm, or have the state perform the audit.

- c. Disbursements will be approved by the finance committee. Discussed above.
 - d. Budget – election costs clarification – discussed by Steve Blodgett above.
 - 2. Planning Committee – Wanda Briggs.
 - Wanda is pleased to serve as chairperson for the committee. She will be working with Lee and Gary to have the committee be productive for the District going forward.
 - 3. Adult Day Services – General Update Steve Blodgett.
 - Overall going well. Working on projects while being closed to clients. Steve's understanding is no clients will be onsite until Phase 4. As part of the District's financial audit, ADS was brought under closer review. ADS did not have a bookkeeper doing general ledger accounting. A firm now has signed on to assist. All books were able to be reconciled. This support will make future audits simpler to perform. '
 - 4. Governance Committee – Gary Long
 - a. Electronic signature policy approved; DocuSign is the provider. Please follow the steps to sign documents that are approved to be signed electronically as they are provided.
 - b. Reminder – PDC updates for every commissioner due by April. Please complete as soon as possible. Salem will send out a link to the PDC to all commissioners.
- Gary provided an update on the condo association meeting for the 805/807 Auburn building. The association is planning an assessment for improvements to the whole complex. This translates into higher costs for the District and the District is hearing that an offer may be presented for purchase of 805/807. '
- 5. Public Records Requests and Updates – Heidi Ellerd and Salem Thompson. Nothing new to report.

III. COMMISSIONER COMMENTS

A. Upcoming items – none mentioned.

IV. BOARD MEETINGS/EVENTS/EDUCATION:

Next Regularly Scheduled Board Meeting – Thursday, Mar. 25, 2021, @ 5:00 pm.

ADJOURNMENT 6:16pm