

**Kennewick Public Hospital District**  
**Thursday, July 27, 2023 | Hybrid Meeting**  
**5:00 p.m.**  
**July Board meeting**  
**MINUTES**

**Attendance:** Mark Brault, Marv Kinney, Gary Long, Sheila Dunlop, Rick Reil, Steve Blodgett, Nathan Burt, Erica Davis, Lee Kerr, Heidi Ellerd, Salem Thompson  
**EXCUSED:** Wanda Briggs

**I. District Business:**

**II. Regular Board Meeting Business**

**A. Approval of Consent Agenda**

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA. ALL IN FAVOR. MOTION CARRIED.

**B. Public Comment – NONE**

**III. NEW BUSINESS:**

**A. Reports**

1. Lee Kerr – Superintendent, General Update  
Thus far there is no clear answer on Benton County election cost relief. Other items for the update will be reported as this agenda progresses.
2. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Updates – Work continues on existing requests.
3. Administrative Report, Salem Thompson, Board Coordinator
  - a. Records work update – Work continues to go well with more records transferred to the Washington State archives.

**B. Committee Reports/Recommendations**

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt / Erica Davis
  - a. Acceptance of June 2023 financial statements – Overview by Nathan Burt / Erica Davis  
IT WAS MOVED AND SECONDED TO APPROVE THE JUNE 2023 FINANCIAL STATEMENTS AS PRESENTED. NO DISCUSSION. ALL IN FAVOR. MOTION CARRIED.
  - b. Approval of payments and disbursements for June 2023  
IT WAS MOVED AND SECONDED TO APPROVE THE JUNE 2023 PAYMENTS AND DISBURSEMENTS AS PRESENTED. NO DISCUSSION. ALL IN FAVOR. MOTION CARRIED.
  - c. Treasurer’s Report – Steve Blodgett  
Epic Trust, the District’s accounting office has requested an update to their service agreement which includes an increase in cost. Erica Davis shared her screen to display the proposed agreement.  
IT WAS MOVED AND SECONDED TO APPROVE THE INCREASE IN FEES FROM \$1457.00 PER MONTH TO \$1730.00 PER MONTH TO EPIC TRUST AS PRESENTED IN THE LETTER TO BE ATTACHED TO THESE MINUTES. DISCUSSION ON THE INCREASED AMOUNT DUE AND THE INCREASED WORK BEING DONE, AND SATISFACTION WITH THE FIRM’S WORK. ALL IN FAVOR. MOTION CARRIED.
  - d. 2021-2022 SAO Accountability Audit – update – The review of the recently completed Eide Bailly Financial audit will begin soon. Once the SAO’s review is complete, then their accountability audit and the financial audits will be available at the SAO’s website. After a discussion, it was decided that a link to the SAO’s site will be put on the District’s website for the public to easily access the reports. Audit reports are available by public records request.
  - e. 2022 Financial Audit – update – This audit is complete including a management letter and is

available for the SAO's accountability audit as mentioned above.

- f. Investment Policy – There are questions Heidi asks on the redline version that have not been resolved. The finance committee will complete those and send an update to Heidi's office. Action is tabled to the next board meeting.

2. Governance Committee Updates – Mark Brault

- a. General update – See below.
- b. Report on meeting with RCCH/Trios executive. The meetings went well, and there is a reasonable belief that the new executive will be in this post for the long term.
- c. Updates re: Benton-Franklin Community Health Alliance – One aspect of the Alliance's work is a funding contract with PNNL to provide leadership and resources for the Tri Cities Patient Safety Coalition. One of the coalition's projects is coordinating the region's blood supply to be easily distributed between the various health facilities. It is unsure if the Alliance will have a future, so this work could be taken up by another organization.

3. Planning Committee – Marv Kinney

- a. General update – Last meeting it was discussed to allocate a dollar amount for the planning committee to steward. The finance committee will look at what is possible and make a recommendation.
- b. Authorization for Superintended to sign an agreement and initiate payment for the dental equipment approved for Grace Clinic. Mark Brault recused himself from the vote.  
IT WAS MOVED AND SECONDED TO AUTHORIZE LEE KERR TO SIGN AN AGREEMENT BETWEEN THE DISTRICT AND GRACE CLINIC AND TO AUTHORIZE PAYMENT NOT TO EXCEED \$27,393.70. DISCUSSION WAS AROUND HOW THE DISTRIBUTION WAS TO BE FUNDED. EITHER ACCUMULATED INTEREST OR THE RICHMOND TRUST. THE AGREEMENT WILL BE REVIEWED BY LEGAL COUNSEL. ALL IN FAVOR. MOTION CARRIED.
- c. Recommendation to affirm CBC scholarship applicants – The applicants were vetted by CBC and were confirmed to reside within the district boundaries.  
IT WAS MOVED AND SECONDED TO APPROVE THE TWO CBC SCHOLARSHIP APPLICANTS AS PRESENTED. NO DISCUSSION. ALL IN FAVOR. MOTION CARRIED.

4. Adult Day Services – General Update: Rick Reil/Steve Blodgett

- a. General update – June's financials were healthy and ahead of budget.
- b. There was a new board member recommended for approval, Michael Butterworth. He has been a longtime supporter of ADS both personally and through his Rotary club. It is understood that this board needs to approve the new member.  
IT WAS MOVED AND APPROVED TO ACCEPT MICHAEL BUTTERWORTH AS A BOARD MEMBER OF ADULT DAY SERVICES. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

**IV. COMMISSIONER COMMENTS**

**V. Upcoming items –**

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

**Next Regularly Scheduled Board Meeting - Thursday, Aug 31, 2023, @ 5:00 p.m.**

**Close of Meeting**

Epic Trust Financial Group  
1305 Fowler Street, Ste 1D  
Richland, WA 99352



July 17, 2023

Kennewick Public Hospital District #1  
PO Box 6974  
Kennewick, WA 99336

RE: Increase in Accounting and Payroll Service Fees

Dear Kennewick Public Hospital District #1,

Our office bills a flat monthly investment in our services, covering what we do for your business. We find this makes it easier for you to budget and eliminates the need for you to receive and pay invoices regularly. Each summer, we evaluate this exchange, taking into consideration changes in your business over the past year and changes in our service packages. With the goal of matching your monthly investment to the value we provide, we are updating your monthly payment amount.

Your current investment in our services will be **increased to \$1,730 a month**, beginning with your July payment.

We look forward to continuing to provide personalized and consistent quality work for your company. We are very thankful you've chosen our office to be your partner in business and enjoy working with you.

If you feel the service package you are receiving does not match your needs, let's get together and design one that will.

Best Regards,

hd  
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Erica Davis  
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