

**Kennewick Public Hospital District**  
**Trios Care Center 521 N. Young St. Kennewick, WA 99336**  
**Thursday, November 21, 2024 | Hybrid Meeting**  
**5:00 PM**  
**MINUTES**

Attendance: Mark Brault, Marv Kinney, Rick Reil, Gary Long, Wanda Briggs, Sheila Dunlop, Lee Kerr, Heidi Ellerd, Erica Davis, Salem Thompson

Absent: Spencer Harris (excused)

**I. District Business:**

**A. Approval of Consent Agenda** – Approved as submitted.

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA INCLUDING THE NOVEMBER 2024 MINUTES. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

**B. Public Comment** – None

**II. NEW BUSINESS:**

**A. Reports**

1. Lee Kerr – Superintendent, General Update –  
Lee reported there was nothing new to report on pending litigation.  
Lee reported on the L & I Bond Certification.  
Lee discussed recovery center activities and a proposed upcoming groundbreaking.
2. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Updates – Records Requests – Nothing new to report.
3. Administrative Report, Salem Thompson, Board Coordinator
  - a. Nothing new to report.

**B. Committee Reports/Recommendations**

1. Finance Committee – Gary Long/Erica Davis  
Acceptance of October 2024 financial statements – Overview by Erica Davis  
IT WAS MOVED AND SECONDED TO APPROVE THE OCTOBER 2024 FINANCIAL STATEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

Mark suggested separating the \$500,000 required funds in the LGIP for the bond to be separately listed on the financial statements. This was agreed to by all.

- a. Approval of October 2024 payments and disbursements  
IT WAS MOVED AND SECONDED TO APPROVE THE PAYMENTS AND DISBURSEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.
- b. Treasurer’s Report – Gary Long  
Gary provided an update on the status of L&I claims and the changes taking place.

- c. Audit updates – A draft of the 2023 audit was received and reviewed. Gary discussed the management representation letter which will finalize the audit.

On Monday, the State accountability audit work will begin.

- 2. Governance Committee Updates – Mark Brault
  - a. ADS board discussion – At the governance meeting there was a discussion on commissioner representation on the ADS Board and rotation of commissioner attendance.
  - b. District meeting location discussion – Potential of changing meetings to Adult Day Services. However, after discussion, it was decided to keep the meetings at the current location.

Mark let us know that Dr. Sheila Dunlop has turned in her letter of resignation effective the end of December 2024. Dr. Dunlop expressed her gratitude for the time spent in service of the District.

- 3. Planning Committee – Wanda Briggs
  - a. Communications update – No meeting in November 2024.
- 4. Adult Day Services – General Update: Rick Reil
  - a. 2025 budget work – The board will meet again in December and expects to have a budget for KPHD to approve.

**III. COMMISSIONER COMMENTS**

**IV. Upcoming items – NONE**

**V. BOARD MEETINGS/EVENTS/EDUCATION**

Next Regularly Scheduled Board Meeting – Thursday, December 19, 2024 @ 5:00p.m.