

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

**Thursday, September 30, 2021, | Remote Meeting Via Zoom**

**CALL TO ORDER** Gary Long called the meeting to order at 5:00 pm.

**Attendance: Gary Long, Steve Blodgett, Mark Brault, Marv Kinney, Wanda Briggs, Len Dreisbach, Rick Reil, Lee Kerr, Nathan Burt, Heidi Ellerd, 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
- 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** – Ken Mey provided a public comment in the chat feature about when he expected the agenda and packets to be uploaded to the KPHD website for upcoming meetings.

**II. NEW BUSINESS:**

**Commissioner Long expressed appreciation to Len Dreisbach for his service since 2017 on this board. Several Commissioners expressed their good wishes and gratitude to Leonard. A virtual plaque was read, and a physical plaque was sent to his address. Commissioner Dreisbach was then excused from the meeting. Leonard Dreisbach's resignation is effective September 30, 2021.**

**A. Reports**

1. Executive Report – Lee Kerr
  - a. General Update – Recovery center efforts by Benton County are ongoing. The 805/807 Auburn listing sign is up to sell the property, and the listing agent is trying to market the property.
2. Legal Report - Heidi Ellerd, Legal Counsel

- a. Public Records Requests – No updates. Work to fulfill existing requests continues.

3. Administrative Report, Salem Thompson, Board Coordinator – A meeting with WA State Archivist, Candy Hales from Heidi Ellerd's office, Governance Committee members, Lee Kerr, and Salem Thompson. From this meeting, it was clear the District should move forward with addressing records stored at Columbia Industries (CI) and work to separate records that are indeed subject to Public Records Retention schedules from records RCCH/LifePoint needs for ongoing services. In the process, records will be evaluated for shipment to the WA State Archives. In addition, managing our records will decrease expenses in storing records that we do not need to retain.

- a. Records project update – A meeting will be held in October with the stakeholders involved: KPHD, CI, RCCH/LifePoint, District legal counsel, District Superintendent, Records Specialist, and Salem Thompson as project coordinator. From this meeting, a scope will be developed and a work plan. The District has a budget item for the project. At the time of this meeting, there is no word on the records grants awards from WA State Archives, but work will begin on the project in October regardless.
- b. Barracuda Mail and Archive cutover – Oct. 1. The District's email will benefit from enterprise-level spam protection, monitoring, and quarantining of suspect items.

## **B. Committee Reports/Recommendations**

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt
  - a. August financial statements – Overview by Nathan Burt.
  - b. Treasurer's Report: Completion of the 2020 Financial Audit. Nathan's office will now file form 990.
  - c. 2022 Budget Work – Finance Committee will meet in October to develop the budget for 2022.
  - d. Credit Card Policy\* The policy was distributed to the Commission via the packet.

IT WAS MOVED AND SECONDED TO APPROVE THE CREDIT CARD POLICY AS SUBMITTED. NO DISCUSSION MOTION CARRIED.

2. Planning Committee
  - a. General updates – Wanda Briggs
  - b. 2022 Officer Recommendations – The committee recommended Gary Long as President, Mark Brault as Vice President, and Steve Blodgett as Secretary. The pleasure of the Commission is to table the acceptance of these recommendations to the October commission meeting.
  - c. Open Commission position for Commissioner Dreisbach's unexpired term. Notice to the public on the website as of September 28, 2021. Applications close October 15. Three current candidates have submitted resumes.
  - d. 805/807 Auburn update – See Lee's comments above.
  - e. Spaulding building occupancy update – Marv Kinney – RCCH/LifePoint completed work in the Spaulding suite for occupancy. Keys were issued for the suite but not for the Spaulding entrance. Things to be addressed are mainly painting, spackling, and moving furniture from 805 to the Spaulding suite.
  - f. Adult Day Services – General Update

## **III. EXECUTIVE SESSION RCW 42.30.110 (1)(b) – Consider acquisition of real estate when public knowledge regarding such could cause increased price.**

**The executive session was called at 6:09 pm for 10 minutes.**

Members of the public in attendance were placed in the Zoom waiting room.

**The meeting was opened back up to the public at 6:19 pm**

Members of the public still present were brought back into the main meeting.

The Commission asked that Adult Day Services be notified they are interested in further negotiations about the Adult Day Services building.

3. Governance Committee

- a. Appreciation to Commissioner Dreisbach – See Notes above.
- b. Set date and time for 2022 Budget and Ad Valorem Hearings- The Budget and Ad Valorem Public Hearings will be held before the regular board meeting scheduled for October 28, 2021. The start time for the Public Hearings will be 5:00 pm with the regular board meeting agenda to follow.
- c. Recap of the process for Commissioner appointment – Discussed by Wanda above.

**IV. COMMISSIONER COMMENTS**

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

Salem will schedule additional records training for each Committee for November.

**Next Regularly Scheduled Board Meeting – Thursday, October 28, 2021, @ 5:00 pm.**