

Kennewick Public Hospital District
Thursday, Sept. 29, 2022 | Hybrid Meeting with
Zoom Remote
5:00 PM
MINUTES

Attendance: Gary Long, Marv Kinney, Mark Brault, Lee Kerr, Taiya Anderson (for Nathan Burt), Steve Blodgett, Heidi Ellerd.

Absent: Wanda Briggs, Rick Reil, Dr. Sheila Dunlop (excused).

- I. District Business:** - Gary Long called the meeting to order at 5:01 pm. He excused Wanda Briggs, Sheila Dunlop, and Rick Reil from tonight's meeting.

II. Regular Board Meeting 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. The minutes were removed from the consent agenda.

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA. NO FURTHER DISCUSSION, MOTION CARRIED.

B. Public Comment – NONE.

III. NEW BUSINESS:

A. Reports

1. Lee Kerr – Superintendent, General Update
Recovery center efforts continue without a defined role for the District.
Trios/RCCH interim CEO will be staying on through the end of October 2022, still awaiting appointment of a permanent CEO.
The third quarter meeting will be scheduled once the new CEO is installed.
Lee is working to secure office space which is being delayed due to a requirement for an updated lease moving from the Spaulding building space to the deBit building space. The District is required to have a meeting space and office, so efforts will continue toward that space.
The 2023 Budget process is underway with a committee meeting scheduled for early October.
The AWP/PHD conference is coming up soon, if you wish to attend ask Lee or Salem for details.
2. Legal Report - Heidi Ellerd, Legal Counsel
 - a. Updates – Records Requests- Nothing new to report.
The budget resolutions and certification required including publishing will be prepared by Heidi's office. The preliminary budget will be available to the public for pick up at Nathan Burt's office.
3. Administrative Report, Salem Thompson, Board Coordinator
 - a. Records update – Records review at CI/VRC is completed with a list of items to be transferred to the WA State archives and a list for destruction. The transfer and destruction require additional signatures which are being coordinated through RCCH. It is recommended that Debbie Clark complete these tasks for the District. Further it is recommended that she provide expertise to help the District create an annual transfer/destruction process appropriate with the District's records

retention requirements and policy. Gary asks for the budget committee to keep this work in mind as the budget committee meets next week.

B. Committee Reports/Recommendations

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt

- a. Acceptance of August financial statements– Overview by Steve Blodgett for Nathan Burt.

IT WAS MOVED AND SECONDED TO ACCEPT THE AUGUST FINANCIAL STATEMENTS AS SUBMITTED. NO DISCUSSION. MOTION CARRIED.

- b. Approval of payments and disbursements

IT WAS MOVED AND SECONDED TO APPROVE THE AUGUST PAYMENTS AND DISBURSEMENTS AS PRESENTED. NO DISCUSSION. MOTION CARRIED.

- c. Treasurer’s Report – Steve Blodgett – Items covered below.

- d. 2021 Audit – The audit is complete and in its final review.

The WA State accountability audit for the previous two years will start soon, once the final audit report is received a preliminary meeting will be held.

- e. 2023 Budget process – The budget committee will meet next week to work on the 2023 preliminary budget.

- f. Payment to the ADS loan

The finance committee proposes a one-time payment to the ADS loan roughly in the amount of the proceeds from the sale of the Auburn office building. This saves the District 6% in interest on some of the principal balance. The District would keep the same payment schedule on the remaining loan payments for now.

IT WAS MOVED AND SECONDED TO MAKE A ONE-TIME ADDITIONAL PAYMENT TO THE ADS LOAN IN THE AMOUNT OF \$120,000.00. NO DISCUSSION. MOTION CARRIED.

Nathan’s office will prepare the check and send it to ADS. This will be a one-time payment, and the amortization schedule will be updated accordingly.

2. Governance Committee Updates – Gary Long

- a. Commissioner Compensation Policy – The incorrect policy was attached in the packet. Since this is the case, action on approval will be delayed until the next regular meeting.
- b. Ad valorem public hearing date Oct. 27, 2022. The details have been discussed in Heidi and Lee’s reports above. The hearings will take place at 5:00 pm as part of the meeting on October 27, 2022.

3. Planning Committee – Wanda Briggs was excused.

- a. General update – Marv states the committee is not meeting until after the retreat.
- b. Update on full commission Strategic Planning Retreat – The tentative date is Saturday, October 22 from 9:30 am – 4:30 pm. The location is yet to be determined. Once secured, public notice will be given. Heidi reminds us to stick to the strategic planning agenda.

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

ADS had a board meeting yesterday and the work on their building is going well. They will be pleased to hear about the approval of the additional payment coming their way.

IV. Executive Session – NONE

V. COMMISSIONER COMMENTS

VI. Upcoming items – Board retreat tentatively scheduled for Saturday, Oct. 22 with times and location TBD.

VII. BOARD MEETINGS/EVENTS/EDUCATION

Next Regularly Scheduled Board Meeting – Thursday, Oct, 27, 2022 @ 5:00p.m.

Close of Meeting 5:49 pm