

Kennewick Public Hospital District
Thursday, May 30, 2024, | Hybrid Meeting
Trios Care Center at deBit – First Floor Conference Room
320 W. 10th Ave., Kennewick, Washington, 99336
5:00 PM
MINUTES

I. District Business:

A. Approval of Consent Agenda

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

1. Approval of Meeting Minutes of Regular meeting held April 25, 2024

IT WAS MOVED AND SECONDED TO APPROVE MEETING MINUTES
FROM APRIL 25, 2024. ALL IN FAVOR. NO DISCUSSION. MOTION
CARRIED.

B. Public Comment – NONE

II. NEW BUSINESS:

A. Reports

1. Lee Kerr – Superintendent, General Update
Lee discussed continuing efforts on a recovery center.
Lee discussed an effort to provide a sobering center in Franklin County.
Lee discussed upcoming meetings addressing the Reproductive Privacy Act compliance activities.
Lee discussed creditor's trust activities.
Lee announced that we will need to vacate our office space at deBit. Trios is required to provide office space for the District and locations will be viewed soon.
A special meeting will need to take place prior to the next regular meeting to identify and approve by resolution a new public meeting space.
Lee reported on efforts with the county to reduce our voters pamphlet expenses.
Lee reported on the Directors and Officers insurance coverage and a treasurer's bond.
Lee discussed an opportunity for Wanda Briggs (planning chair) to meet with representatives at the Benton Franklin Health District in the future.
2. Red Cross – Red Cross was conveyed property from the District years ago. In the conveyance they agreed not to construct real property improvements without Board approval. They are doing an addition and are requesting Board approval. Additionally, the facility uses in the Agreement were not as broad as they would like to perform the services they desire to perform. The Board was provided with an agreement that would allow the addition of real property and broaden the scope of services on the property. Chad Strong spoke to the Board about the real property improvements and what was planned.

IT WAS MOVED AND SECONDED TO APPROVE AND AUTHORIZE LEE
KERR TO SIGN THE AGREEMENT FOR THE RED CROSS. ALL IN FAVOR.

NO DISCUSSION. MOTION CARRIED.

3. Legal Report - Heidi Ellerd, Legal Counsel
 - a. Records Requests (updates) – There were a couple of new requests that were less cumbersome than the outstanding ones.
Invoices were provided in the packet to provide information on costs incurred by the District to comply with public records requests on a monthly basis.
4. Administrative Report, Salem Thompson, Board Coordinator – nothing new to report. She will assist in the office relocation.

B. Committee Reports/Recommendations.

1. Finance Committee – Gary Long
 - a. Acceptance of the April 2024 financial statements – Erica Davis

IT WAS MOVED AND SECONDED TO APPROVE THE APRIL 2024 FINANCIAL STATEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- b. Approval of the April 2024 payments and disbursements

IT WAS MOVED AND SECONDED TO APPROVE THE APRIL 2024 PAYMENTS AND DISBURSEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- c. Treasurer's Report – Gary Long
Gary discussed the importance of reviewing the credit card charges and credit card statements.
 - d. 2023 Audit Status – There are very few items left to complete the 2023 Audit.

2. Governance Committee Updates – Marv Kinney
 - a. Audit Policy – the policy was circulated to the commissioners and prepared by the Finance Committee.

IT WAS MOVED AND SECONDED TO APPROVE THE AUDIT POLICY AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- b. Board Roles and Responsibilities Policy – the policy was circulated to the commissioners and prepared by the Governance Committee.

IT WAS MOVED AND SECONDED TO APPROVE THE BOARD ROLES AND RESPONSIBILITIES POLICY AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- c. Board Committee Structures updates to Planning, Finance, and Governance Committee Charters

IT WAS MOVED AND SECONDED TO APPROVE THE BOARD COMMITTEE STRUCTURES POLICY AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

3. Planning Committee – Wanda Briggs

Planning Committee members met for lunch this month in an effort to get back to a few in person meetings during the year. They discussed their role and the opportunity with the AWPHD support.

- a. Community image efforts overview. A report was prepared by Sunshine Communications as part of our grant from AWPHD to help all members raise their public image.
It is recommended to have a workshop with the representative from AWPHD. There is no cost to the District for these services. No dates or times have been established.

4. Adult Day Services – General Update: Rick Reil – Healthy financials and operations. ADS was invited to bring a proposal for financial support for 2024 to the Board at a later date.

III. COMMISSIONER COMMENTS

IV. Upcoming items – NONE

V. BOARD MEETINGS/EVENTS/EDUCATION -

Next Regularly Scheduled Board Meeting – Thursday, June 27, 2024 @ 5:00