



Two Rivers
HEALTH DISTRICT

KENNEWICK PUBLIC HOSPITAL DISTRICT

**Board of Commissioners
Packet**

Thursday, May 30, 2024

Hybrid Meeting

via Zoom and

Trios Care Center at deBit Building
320 W. 10th Ave. Kennewick, WA 99336

5:00 p.m.

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

AGENDA

I. District Business:

A. Approval of Consent Agenda**All Materials under the Consent Agenda are considered routine by the Board of Commissioners and will be adopted by one motion in the form listed below. There will be no separate discussion of these items. An item may be removed from the Consent Agenda and considered separately if the board members or the public desire further discussion.*

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

B. Public Comment –

II. NEW BUSINESS:

A. Reports

1. Lee Kerr – Superintendent, General Update
2. Red Cross Information*
3. Legal Report - Heidi Ellerd, Legal Counsel
 - a. Records Requests (updates)
4. Administrative Report, Salem Thompson, Board Coordinator

B. Committee Reports/Recommendations.

1. Finance Committee – Gary Long
 - a. Acceptance of the April 2024 financial statements* – Overview by Erica Davis
 - b. Approval of the April 2024 payments and disbursements*
 - c. Treasurer’s Report – Gary Long
 - d. 2023 Audit Status
2. Governance Committee Updates – Marv Kinney
 - a. Audit Policy*
 - b. Board Roles and Responsibilities Policy*
 - c. Board Committee Structure* updates to Planning, Finance, and Governance Committee Charters
3. Planning Committee – Wanda Briggs
 - a. Community image efforts overview
4. Adult Day Services – General Update: Rick Reil

III. COMMISSIONER COMMENTS

IV. Upcoming items – NONE

V. BOARD MEETINGS/EVENTS/EDUCATION -

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

Kennewick Public Hospital District
Thursday, April 25, 2024 | Hybrid Meeting
Trios Care Center at deBit – First Floor Conference Room
320 W. 10th Ave., Kennewick, Washington, 99336
5:00 PM
MINUTES

Attendance: Mark Brault, Rick Reil, Dr. Sheila Dunlop, Marv Kinney, Spencer Harris, Lee Kerr, Heidi Ellerd, Salem Thompson.

Excused: Wanda Briggs, Erica Davis

Commissioner Mark Brault called the meeting to order at 5:00 PM

I. District Business:

A. Approval of Consent Agenda

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

IT WAS MOVED AND SECONDED TO APPROVE THE MARCH 2024 MINUTES. NO DISCUSSION. ALL IN FAVOR. MOTION CARRIED.

B. Public Comment – NONE

II. NEW BUSINESS:

A. Committee Reports/Recommendations.

1. Governance Committee Updates – Mark Brault
 - a. Reminder to complete commissioner education for open public meetings and public records

b.

Appointment of board member to ADS –

IT WAS MOVED AND SECONDED TO APPOINT SPENCER HARRIS AS A BOARD MEMBER TO ADS. NO DISCUSSION. MOTION CARRIED.

1. Finance Committee – Gary Long, Finance Chair
 - a. Acceptance of the March 2024 financial statements – Overview by Gary Long

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

- b. Approval of the March 2024 payments and disbursements

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

- c. Treasurer’s Report – Gary Long
- d. WSU Tri-Cities and CBC Scholarship affirmation

IT WAS MOVED AND SECONDED TO AFFIRM THE CBC NURSING SCHOLARSHIP FOR \$4000 AND THE WSU TRI-CITIES NURSING SCHOLARSHIPS FOR \$4190.40 FOR THE 2024-2025 ACADEMIC YEAR. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- e. 2023 Audit Status – Work continues on the audit.
 - f. Gary mentioned the work being done on the sunshine fund and the workman’s comp accounts.
2. Planning Committee – Marv Kinney
 - a. PR efforts overview
 3. Adult Day Services – General Update: Rick Reil – Financial reports are healthy and ADS is grateful for the appointment of Spencer Harris.

B. Reports

1. Lee Kerr – Superintendent, General Update
Lee reported on activities related to attempting to waive the District’s share of voter’s pamphlet costs. Lee drafted a letter with input from Mark and Heidi which he would like to send to Benton County.

IT WAS MOVED AND SECONDED TO APPROVE MARK BRAULT TO SIGN THE LETTER TO THE BENTON COUNTY COMMISSIONERS ADDRESSING THE DISTRICT’S VOTERS PAMPHLET COSTS. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

Lee reported on creditor’s trust activities.

Mark Brault was excused from the meeting at 5:30pm for another engagement. Marv Kinney, Vice President, took over as chair for the meeting.

Lee reported on recovery center activities.
Lee reported on securing treasurer bond activities.
Lee reported on RPA activities.
Lee reported on attending the recent Benton Franklin Health District meeting.

2. Legal Report - Heidi Ellerd, Legal Counsel
 - a. Records Requests (updates) Nothing new to report.
3. Administrative Report, Salem Thompson, Board Coordinator – No comments.

- III. COMMISSIONER COMMENTS - NONE**
- IV. Upcoming items – NONE**
- V. BOARD MEETINGS/EVENTS/EDUCATION -**

Next Regularly Scheduled Board Meeting – Thursday, May 30, 2024 @ 5:00
Adjourned: 5:49 pm

Management Reports

Kennewick Public Hospital District
For the period ended April 30, 2024

Prepared by

Epic Tax Solutions a Subsidiary of Epic Trust Financial Group

Prepared on

May 20, 2024

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These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Additionally, management has chosen to omit formal notes to these interim monthly financial statements. However, district leadership have provided explanations on select accounts below.

Financial Statement Explanation of Terms

The District's Financial documents use bookkeeping and accounting terms and phrases that have the following meanings:

Account 200 Community Care Agreement under the "Cost of Goods Sold" Section—This section represents the accounting software category designated for payments required by the Community Care Agreement to RCCH Trios to provide healthcare services which include charity care, reimbursements and on-going hospital operations.

Account 1020 Health Initiative Fund—Funds held to pursue the acquisition of a Recovery Center facility as well as to pursue other unmet healthcare needs in the District. These funds originated from the sale of Lifepoint's interest in the Tri-City Cancer Center. Lifepoint donated the proceeds of the sale to the District. Lifepoint Health, Inc. owns and operates Trios Hospital.

Account 1040 Worker's Compensation Account—This is a pass-through account with funds received from Trios RCCH to benefit pre-petition employees who are receiving workman's compensation benefits. It is beyond the requirements of the Community Care Agreement and provided by Trios RCCH to benefit prior and continuing employees.

Account 1055 Local Government Investment Pool Account -The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to RCW 43.250. The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$15-26 billion pooled fund investment portfolio. LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% li <https://www.tre.wa.gov/wp-content/uploads/LGIP-Investment-Policy-December-2018-1.pdf>quidity to its participants and as such is classified as a 'Cash Equivalent' on the District's balance sheet. LGIP investment guidelines are spelled out in the LGIP Investment Policy found at <https://www.tre.wa.gov/wp-content/uploads/LGIP-Investment-Policy-December-2018-1.pdf>.

Account 2001 Richmond Trust Account—This is a Legacy Trust with an income interest donated to the District by Mrs. Richmond. Baker Boyer Bank acts as the trustee.

Account 2100 Adult Day Services Loan Account—The District borrowed funds from ADS in mid-2019 to satisfy a long-term debt owed to the Kennewick Liquidation Trust. Principal and interest payments are made quarterly on a 10 year amortization schedule. The amortization schedule was shortened in October 2022 following a large, additional principal payment of \$120,000. The loan is now expected to be paid off in October, 2025.

Statement of Activity With Year to Date

April 2024

	Apr 2024	Jan - Apr, 2024 (YTD)	Total
REVENUE			
100 Property Tax Revenue	616,651.21		761,838.97
110 Grant Income			5,000.00
Total Revenue	616,651.21		766,838.97
COST OF GOODS SOLD			
200 Community Care Agreement	493,320.97		609,471.18
Total Cost of Goods Sold	493,320.97		609,471.18
GROSS PROFIT	123,330.24		157,367.79
EXPENDITURES			
305 Bank Fees	346.90		1,356.28
315 Commissioner Mtg Stipend	2,737.00		9,648.00
320 Facilities Expense			
323 Utilities	55.00		220.00
Total 320 Facilities Expense	55.00		220.00
326 Insurance	226.70		381.80
330 Legal and Professional			
331 Attorney Fees	694.25		3,678.72
332 Accounting	1,730.00		6,920.00
333 Audit Expense	12,301.36		12,301.36
335 Administrative Support	2,500.00		10,000.00
336 Other Professional Fees	954.39		3,777.36
Total 330 Legal and Professional	18,180.00		36,677.44
340 Office Expenses	277.67		1,983.29
342 Public Records Request	1,075.00		4,575.00
343 Records Management	700.00		2,350.00
360 Superintendent Compensation	3,300.00		13,200.00
Total Expenditures	26,898.27		70,391.81
NET OPERATING REVENUE	96,431.97		86,975.98
OTHER REVENUE			
900 Richmond Trust Income			4,698.97
950 Worker's Comp Reimbursements	28,460.76		72,315.81
960 Interest and Dividend Income	3,881.80		17,143.50
Total Other Revenue	32,342.56		94,158.28
OTHER EXPENDITURES			
800 Workers Comp Claims Paid	14,174.95		53,401.80
810 Interest Expense	984.68		984.68
Total Other Expenditures	15,159.63		54,386.48
NET OTHER REVENUE	17,182.93		39,771.80

		Total
	Apr 2024	Jan - Apr, 2024 (YTD)
NET REVENUE	\$113,614.90	\$126,747.78

Statement of Financial Position

As of April 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 US Bank Checking 4037	708,791.17
1020 Health Initiative Reserves 2765	2,000.00
1030 US Bank 6221	100.00
1040 Key Bank Worker's Comp	25,675.68
1050 Cash Equivalents	
1055 Local Government Investment Pool	873,768.94
Total 1050 Cash Equivalents	873,768.94
Total Bank Accounts	1,610,335.79
Other Current Assets	
1105 Tax Receivable	705.00
Total Other Current Assets	705.00
Total Current Assets	1,611,040.79
Other Assets	
2001 Richmond Trust (Restricted)	582,272.29
Total Other Assets	582,272.29
TOTAL ASSETS	\$2,193,313.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2020 Accounts Payable	505,622.33
2021 AP - ADS	3,240.00
Total Accounts Payable	508,862.33
Credit Cards	
2024 U.S. Bank CC (4195)	332.67
Total Credit Cards	332.67
Total Current Liabilities	509,195.00
Long-Term Liabilities	
2100 Loan from ADS	52,562.96
Total Long-Term Liabilities	52,562.96
Total Liabilities	561,757.96
Equity	
3200 Net Position	594,082.59
3210 Restricted - Expendable	341,000.00
3220 Restricted - Expendable Richmond Trust	569,724.75
Net Revenue	126,747.78

	Total
Total Equity	1,631,555.12
TOTAL LIABILITIES AND EQUITY	\$2,193,313.08

Statement of Cash Flows - Last Month

April 2024

	Total
OPERATING ACTIVITIES	
Net Revenue	113,614.90
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
2020 Accounts Payable	389,472.12
2024 U.S. Bank CC (4195)	-209.29
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	389,262.83
Net cash provided by operating activities	502,877.73
FINANCING ACTIVITIES	
2100 Loan from ADS	-9,987.93
Net cash provided by financing activities	-9,987.93
NET CASH INCREASE FOR PERIOD	492,889.80
Cash at beginning of period	1,117,445.99
CASH AT END OF PERIOD	\$1,610,335.79

Check Detail

April 2024

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
1010 US Bank Checking 4037					
04/02/2024	Expenditure	U.S.Bank CC (4195)	ACH Debit(s)	R	-541.96
			Credit Card Payment		-541.96
04/03/2024	Bill Payment (Check)	1712 Advantage IT	IT Extreme Plan May 2024	R	-954.39
					-954.39
04/03/2024	Bill Payment (Check)	1713 Adult Day Services	Quarterly Loan Payment 1st Quarter 2024	R	-10,972.61
					-10,972.61
04/04/2024	Expenditure	Mutual of Enumclaw	ACH Debit(s)	R	-51.70
			Insurance		51.70
04/09/2024	Expenditure	EFT Payments (See Detailed List)	ACH Debit(s)	R	-8,754.00
			S. Dunlop, M. Kinney, G. Long, R. Reil		2,254.00
			S. Snowdy		2,500.00
			L. Kerr		3,300.00

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
			D. Clark		700.00
04/12/2024	Expenditure	US Bank	Miscellaneous Fee(s)	R	-71.93
			Bank Fees		71.93
04/16/2024	Bill Payment (Check)	1714 Trios Health - V	Community Care Agreement 1st Quarter 2024	R	-116,150.21
					-116,150.21
04/16/2024	Bill Payment (Check)	1715 Travelers CL Remittance Center	Bond - Nathan Burt - Acct. #5489FA243 Policy #0107620367 S	R	-175.00
					-175.00
04/16/2024	Bill Payment (Check)	1716 Ellerd, Hultgrenn & Dahlhauser, LLP	\$1,075.00 Records Requests \$694.25 Legal Fees	R	-1,769.25
					-1,769.25
04/16/2024	Expenditure	Epic Tax Solutions	Accounting Services	R	-1,730.00
			ACH Debit(s)		1,730.00
04/17/2024	Expenditure	Briggs, Wanda	Commissioner Compensation	R	-483.00

Date	Transaction Type	Num Name	Memo/Description	Clr	Amount
			ACH Debit(s)		483.00
1040 Key Bank Worker's Comp					
04/30/2024	Expenditure	Workers Comp	Workers Comp Claims Paid April 2024	R	-14,174.95
			Workers Comp Claims Paid April 2024		14,174.95
04/30/2024	Expenditure	KeyBank	Bank Fee	R	-274.97
			Bank Fee		274.97

Kennewick Public Hospital District

Transaction Report - US Bank Credit Card

April 2024

DATE	TRANSACTION TYPE	NAME	AMOUNT	BALANCE
U.S. Bank CC (4195)				
	Beginning Balance			541.96
04/01/2024	Credit Card Expenditure	Bettendorfs Printing	53.22	595.18
04/02/2024	Credit Card Expenditure	Adobe	21.73	616.91
04/02/2024	Expenditure	U.S.Bank CC (4195)	-541.96	74.95
04/19/2024	Credit Card Expenditure	Microsoft Edge	176.64	251.59
04/19/2024	Credit Card Expenditure	Microsoft Office	26.08	277.67
04/24/2024	Credit Card Expenditure	Spectrum	55.00	332.67
Total for U.S. Bank CC (4195)			\$ -209.29	*
TOTAL			\$ -209.29	

* When I paid the Credit Card online I clicked pay in full, instead of pay statement balance.

Contractor Payment Register Report

Kennewick Public Hospital District



Pay Period From 03/01/2024 to 03/31/2024, Pay Date: 04/10/2024, Payment # 4

#	Contractor Name	Compensation	Federal Tax	YTD	State Tax	YTD	Reimbursement	Deductions	Net pay	Check #
11	Debra L Clark	700.00	0.00	0.00	0.00	0.00		0.00	700.00	
12	Sheila K Dunlop	322.00	0.00	0.00	0.00	0.00		0.00	322.00	
3	Leland Kerr	3,300.00	0.00	0.00	0.00	0.00		0.00	3,300.00	
4	Marv Kinney	483.00	0.00	0.00	0.00	0.00		0.00	483.00	
5	Gary Long	483.00	0.00	0.00	0.00	0.00		0.00	483.00	
7	Rick Reil	966.00	0.00	0.00	0.00	0.00		0.00	966.00	
8	Salem Snowdy	2,500.00	0.00	0.00	0.00	0.00		0.00	2,500.00	
Payment Totals :		8,754.00	0.00	0.00	0.00	0.00	0.00	0.00	8,754.00	

Contractor Payment Register Report

Kennewick Public Hospital District



Pay Period From 03/01/2024 to 03/31/2024, Pay Date: 04/18/2024, Payment # 7

#	Contractor Name	Compensation	Federal Tax	YTD	State Tax	YTD	Reimbursement	Deductions	Net pay	Check #
2	Wanda Briggs	483.00	0.00	0.00	0.00	0.00		0.00	483.00	
Payment Totals :		483.00	0.00	0.00	0.00	0.00	0.00	0.00	483.00	

Ellerd, Hultgrenn & Dahlhauser, LLP

PO Box 2368
Pasco, WA 99302
509-545-8531
ehdlawyers.com

Kennewick Public Hospital District No. 1
PO Box 6974
Kennewick, WA 99336-0602

M-8900 Kennewick Hospital

Records Request

Type	Attorney	Date	Notes	Quantity	Total
Service	CH	12/28/2023	Review records for Ken Mey's request regarding Medicare and Medicaid	1.50	\$150.00
Service	CH	12/29/2023	E-mail to Ken Mey for his request regarding Medicare/ Medicaid	0.25	\$25.00
Service	CH	01/15/2024	Review records for Ken Mey's request re Eide Bailly correspondence; compress files and e-mail to Ken Mey	3.25	\$325.00
Service	CH	01/22/2024	Review records for Ken Mey's request re Medicare/ Medicaid	2.25	\$225.00
Service	CH	01/23/2024	Review records for Ken Mey's request re Medicare/ Medicaid	1.25	\$125.00
Service	CH	01/24/2024	Review documents for Ken Mey's request re Medicare/ Medicaid	1.75	\$175.00

Total	\$1,025.00
Payment (02/23/2024)	-\$1,025.00
Balance Owing	\$0.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1954	05/05/2024	\$1,075.00	\$0.00	\$1,075.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1286	03/06/2024	\$1,025.00	\$1,025.00	\$0.00
Outstanding Balance				\$1,075.00
Total Amount Outstanding				\$1,075.00

Payment due upon receipt. Please make all amounts payable to: Ellerd, Hultgrenn & Dahlhauser, LLP

Overdue accounts are charged interest after 30 days of 12% annually.

To pay by credit or debit card, please contact the office manager (Debbie) by phone. For the most up-to-date current balance, speak with Debbie. We impose a surcharge of 2.5% on all debit/credit card transactions, which is not greater than our cost of acceptance.

To process payment online with debit/credit card, please send an email to Debbie at debbie@ehdlawyers.com and she will send you a direct link where you can process payment online at a secure website.

We also offer ACH transactions. Please call the office and speak with Debbie to process payment over the phone with your checking or savings account.

For security reasons, NEVER send your credit card number or banking information in an email. Personal or business checks, money orders or cashier's checks are also gladly accepted. Thank you.

This statement may not include work-in-progress or expense items such as telephone, photocopying, depositions, etc for which we have not been billed.

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Kennewick Public Hospital District No. 1
PO Box 6974
Kennewick, WA 99336-0602

M-8900 Kennewick Hospital

Records Request

Type	Attorney	Date	Notes	Quantity	Total
Service	CH	01/26/2024	Compress files and e-mail to Ken Mey for request re Medicare and Medicaid	0.25	\$25.00
Service	CH	02/05/2024	Review documents for Ken Mey's request regarding Eide Bailly correspondence	2.50	\$250.00
Service	CH	02/06/2024	Review documents for Ken Mey's request regarding correspondence with Eide Bailly	1.00	\$100.00
Service	CH	02/08/2024	Review documents for Ken Mey's request re: Eide Bailly correspondence	1.50	\$150.00
Service	CH	02/09/2024	Compress files and e-mail to Ken Mey for request re Eide Bailly correspondence	0.25	\$25.00
Service	CH	02/19/2024	Review records for Ken Mey's request regarding Medicare/Medicaid	2.50	\$250.00
Service	CH	02/20/2024	Review records for Ken Mey's request regarding Medicare/Medicaid	2.00	\$200.00
Service	CH	02/23/2024	Compress files and e-mail to Ken Mey for request re Medicare and Medicaid	0.25	\$25.00

Total	\$1,025.00
Payment (04/02/2024)	-\$1,025.00
Balance Owing	\$0.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1954	05/05/2024	\$1,075.00	\$0.00	\$1,075.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1618	04/06/2024	\$1,025.00	\$1,025.00	\$0.00

Outstanding Balance \$1,075.00

Total Amount Outstanding \$1,075.00

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For security reasons, NEVER send your credit card number or banking information in an email. Personal or business checks, money orders or cashier's checks are also gladly accepted. Thank you.

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M-8900 Kennewick Hospital

Records Request

Type	Attorney	Date	Notes	Quantity	Total
Service	CH	03/12/2024	Review records for Ken Mey's request regarding correspondence with Eide Bailly	2.50	\$250.00
Service	CH	03/14/2024	Review records for Ken Mey's request regarding correspondence with Eide Bailly	1.00	\$100.00
Service	CH	03/15/2024	Compress files and two e-mails to Ken Mey regarding request regarding correspondence with Eide Bailly	0.25	\$25.00
Service	CH	03/25/2024	Review documents for Ken Mey's request regarding Medicare/Medicaid	3.00	\$300.00
Service	CH	03/27/2024	Review documents for Ken Mey's request regarding Medicare/Medicaid	2.00	\$200.00
Service	CH	03/28/2024	Review documents for Ken Mey's request regarding Medicare and Medicaid	2.00	\$200.00
				Total	\$1,075.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1954	05/05/2024	\$1,075.00	\$0.00	\$1,075.00
Outstanding Balance				\$1,075.00
Total Amount Outstanding				\$1,075.00

Payment due upon receipt. Please make all amounts payable to: Ellerd, Hultgrenn & Dahlhauser, LLP

Overdue accounts are charged interest after 30 days of 12% annually.

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For security reasons, NEVER send your credit card number or banking information in an email. Personal or business checks, money orders or cashier's checks are also gladly accepted. Thank you.

This statement may not include work-in-progress or expense items such as telephone, photocopying, depositions, etc for which we have not been billed.

FIRST AMENDMENT TO AGREEMENT

This First Amendment to Agreement is entered into this ____ day of _____, 2024 (“Amendment”) by and between the **Kennewick Public Hospital District** with an address of 320 W 10th Ave, Kennewick, WA 99336 (“District”) and **The American Nation Red Cross**, with an address of 431 18th Street NW, Washington, DC 20006 (“Red Cross”).

WITNESSETH:

WHEREAS, Red Cross is the owner of certain property located at 7202 W Deschutes Ave, Kennewick, WA 99336 (“Property”) by virtue of that certain Statutory Warranty Deed dated February 26, 1992, and recorded in Volume 566, Page 288 of the Benton County Land Records;

WHEREAS, the District and the Red Cross are parties to that certain Agreement dated February 26, 1992, and recorded in Volume 566, Page 290 of the Benton County Land Records, wherein the parties agreed to limit Red Cross’s use of the Property; and

WHEREAS, the parties desire to amend the Agreement to permit Red Cross to use the Property to further its mission in Benton-Franklin Counties.

NOW THEREFORE, in consideration of the following mutual covenants and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, District and Red Cross, intending legally to be bound, agree as follows:

1. The following language is hereby added to the end of Paragraph 1 of the Agreement:

“Notwithstanding the foregoing, the District and the Red Cross acknowledge and agree that the Red Cross has rights to use the Property for general office use, including, without limitation, general and administrative office purposes, for use as a Red Cross blood donation, processing, testing, storage and distribution facility, and for the temporary storage and distribution of disaster relief supplies and materials, and for any other purpose consistent with the mission or business of The American National Red Cross.”

2. The following language is hereby added to the end of Paragraph 4 of the Agreement:

“Notwithstanding the foregoing, the Board of the Commissioners of the District hereby approve the Red Cross’ construction of an approximately 500 square foot addition to the existing building currently located on the Property for the purpose of expanding Red Cross operations.”

3. Except as expressly modified herein, the Agreement shall continue unmodified and remain in full force and effect in accordance with its terms.

4. The respective rights and obligations provided in this Amendment shall bind and inure to the benefit of the parties hereto, their permitted successors and assigns under the Agreement.
5. This Amendment shall be construed, governed, and enforced in accordance with the laws of the State of Washington, without regard to principles relating to conflicts of law.

[Signatures follow on next page. Remainder of page intentionally blank.]

IN WITNESS WHEREOF, the Parties have caused this First Amendment to Agreement to be executed as of the date first referenced above.

RED CROSS:

The American National Red Cross

By: _____

Name:

Title:

DISTRICT:

Kennewick Public Hospital District No. 1

By: _____

Name: Leland Kerr

Title: Superintendent

KENNEWICK PUBLIC HOSPITAL DISTRICT		Page 1 of 1			
TITLE: Audit Policy		Implementation Date: 2/27/04 Revised Date: 2/2014, 5/2024			
APPROVED: (Signed) <u>Signature on File</u> (Typed) Board of Commissioners Date: May 2024	Reviewed by:	Victor V. Johnson	Jim Mefford	Mark Brault	
	Date:	11/2010	2/14	5/2024	

I. PURPOSE STATEMENT

The Office of the Washington State Auditor (“State”) shall provide all statutorily mandated accountability and financial audits; however, with State Auditor approval, the District may elect to secure an independent firm (“external auditor”) to perform the financial audit.

II. POLICY

- A. An external auditor may be selected to perform a financial audit in accordance with RCW 43.09.
- B. The State or external auditor will review the financial statements and internal controls of the District. Included in the scope of services for the external auditor are the issuance of any and all required opinions, internal control and compliance reports, management letter and the cost report.
- C. The District will provide to the State or external auditor all audit reports and related audit opinion letters prepared during the audit period along with financial reports for that same period. The State or external auditor’s opinion is to provide reasonable assurance as to whether the District’s financial statements are free of material mistakes and there is supporting documentation for the numbers.

III. IMPLEMENTATION AND TRAINING PLAN

- A. New and revised policies will be sent via email to all Board members and the Superintendent.
- B. New Board members will receive policies via the Handbook during the orientation process.

IV. REFERENCE SECTION

- A. References: Past Practice
- B. Distribution: Handbook
- C. Supersedes: None
- D. Reviewed and Prepared by: Finance and Audit Committee
- E. Approved by: Board of Commissioners

KENNEWICK PUBLIC HOSPITAL DISTRICT		Page 1 of 3			
TITLE: Board Roles and Responsibilities		Implementation Date: 09/2004 Revised Date: 04/2014, 9/17, 5/24			
APPROVED: (Signed) <u>Signature on File</u> (Typed) Mark Brault, President Date: 5/2024	Reviewed by:	Jim Mefford	Marvin Kinney	Mark Brault	
	Date:	04/2014	9/17	5/24	

I. PURPOSE STATEMENT:

The purpose of this policy is to define the Board's Roles and Responsibilities.

II. POLICY:

The Board of Commissioners of Kennewick Public Hospital District adds value by ensuring that the organization's resources are used to preserve healthcare within the local community in accordance with the mission, vision and values of the District. The Board has ultimate responsibility that the District operates in compliance with relevant law, accrediting body standards, and the Board's established policies.

III. RESPONSIBILITIES:

- A. The job of the Board is to represent the people of the District in determining and demanding appropriate organizational performance to accomplish the District's mission and vision. The Board is responsible for all entities owned and operated by the District, the protection of District assets, and the quality of services the District provides to its constituency and for its own processes of governance.
- B. The Board focuses its efforts on the policy and strategic level, including achievement of the mission, vision, and strategic goals, and follows the bylaws and the Board's Role & Responsibilities as follows.
 - 1. Assure Kennewick Public Hospital District fulfills its mission. To do this the Board will:
 - a. Create a clear statement of the organization's mission, vision, and values.
 - b. Develop goals designed to lead to fulfillment of the vision.
 - c. Approve the bylaws of Benton Franklin Elder Services, DBA Adult Day Services of the Tri-Cities
 - 2. Ensure effective Superintendent management. To do this the Board will:
 - a. Select and appoint a Superintendent.
 - b. Determine the Superintendent compensation package.
 - c. Monitor Superintendent performance by approving performance

TITLE: Board Roles and Responsibilities

Implementation Date: 09/2004
Revised Date: 04/2014, 9/17,
5/24

- objectives and reviewing the achievement of those objectives.
- d. Delegate all management functions to the Superintendent subject to the Board's policies and directives.
3. Ensure the organization's financial strength. To do this the Board will:
 - a. Establish the objectives necessary to achieve the vision.
 - b. Approve an annual budget that will meet those objectives.
 - c. Monitor and assess financial performance.
 - d. Ensure that management implements controls that provide an appropriate system of checks and balances.
 - e. Select external auditors to perform audits and receive reports.
 4. Function effectively and efficiently as a Board. To do this the Board will:
 - a. Ensure the Board structure reflects and supports its role and responsibilities.
 - b. When a vacancy occurs on the Board, identify effective Board candidates with the knowledge, time and skills needed to govern.
 - c. Ensure the Board and management operate in accordance with the applicable standards and laws.

C. Board Member Role and Responsibilities

1. Role and Responsibilities

- a. Understands the statutory role of the Board and is committed to the mission, vision, values, and strategic direction of Kennewick Public Hospital District.
- b. Engages in Board work with diligence and objectivity, with respect for the organization's values and the appropriate roles of management and governance.
- c. Understands and is committed to meeting their fiduciary duties and the governance obligations set forth in the District's bylaws, policies and the Revised Code of Washington.
- d. Supports the organization, its management, and Board decisions outside of their Board meetings.

TITLE: Board Roles and Responsibilities

Implementation Date: 09/2004

Revised Date: 04/2014, 9/17,
5/24

IV. REFERENCE SECTION:

- A. Prepared/Updated by: Governance Committee
- B. Reviewed by: Board of Commissioners & Superintendent
- C. Approved by: Board of Commissioners

KENNEWICK PUBLIC HOSPITAL DISTRICT		Page 1 of 5				
TITLE: COMMITTEE STRUCTURE – Board of Commissioners		Implementation Date: 01/2015 Revised Date: 01/15, 9/17, 9/19, 5/24				
APPROVED: (Signed) <u>Signature on file</u> (Typed) Gary Long, President Date: 5/2024	Reviewed by:	Donna Vance	Marvin Kinney	Gary Long	Mark Brault	
	Date:	01/15	9/17	9/19	5/24	

PURPOSE:

To outline the need for, and the functions of, the standing committees of the Board of Commissioners.

I. POLICY:

A. The Board will act as a committee of the whole and may designate by motion such other committees as it may deem necessary or advisable in the conduct of its affairs. All committees serve as recommending bodies to the Board of Commissioners.

B. The following are the designated standing committees of the Board:

1. Finance & Audit - shall review financial statements and financial affairs of the District, make recommendations for capital expenditures and financial matters. The Committee shall also recommend to the Board the selection of the District's external auditor and receive the annual report of the external auditor. The Committee shall consist of three Board members, The Chief Financial Officer provides administrative support to the Committee.
2. Planning - shall develop and prepare for implementation of District's strategic planning efforts. The Committee shall consist of three Board members. The Superintendent shall provide administrative support to the Committee.
3. Executive/Governance - shall attempt to meet on a monthly basis to recommend policies and processes to the Board and monitor the results of the policies and processes to assure the self-management of the Board and effective governance of the District. The Committee shall consist of the President, Vice-President and Secretary of the Board. The Superintendent shall provide administrative support to the Committee.
 - a. Unless otherwise provided in the foregoing description of the standing committees, the following shall be applicable to each standing committee:

1. Each committee will follow the guidelines of their individual committee charters (see attached).
2. Committees shall attempt to meet monthly or more often as needed.
3. Committee recommendations shall be by majority vote of the members present and submitted to the Board for final approval at their next regularly scheduled meeting.
4. The Board may from time to time need to appoint ad hoc committees to complete projects or tasks. These will be appointed by motion when needed and will be deemed dissolved when the project or task is complete.

II. PROCEDURE FOR IMPLEMENTATION:

- A. The Board President and Superintendent will work together to implement the above. The policy will be distributed to the Board with the original filed in Administration.

III. REFERENCE SECTION:

- A. Distribution: Handbook
- B. Supersedes: 09/19
- C. Prepared/Updated by: Board of Commissioners
- D. Reviewed by: Board of Commissioners & Superintendent
- E. Approved By: President, Board of Commissioners

*****Committee Charters on Following Pages*****

KENNEWICK PUBLIC HOSPITAL DISTRICT	Page 4 of 5
TITLE: COMMITTEE STRUCTURE – Board of Commissioners	Implementation Date: 01/2015 Revised Date: 01/2015, 10/17, 9/19, 5/24

FINANCE AND AUDIT COMMITTEE CHARTER

Role: The role of the Finance and Audit Committee of the Board of Commissioners is 1) to recommend policies to the Board of Commissioners, and 2) to monitor results in order to assure the long-term financial viability of the District.

Responsibilities:

1. Review and recommend financial policies, and approval levels for budgets and expenditures for the District and Benton Franklin Elder Services, DBA Adult Day Service of the Tri Cities.
2. Review and recommend to the Board the assumptions and parameters used to develop capital and expense budgets.
3. Recommend annual capital and expense budgets, as well as a long-term capital plan.
4. On a monthly basis: Monitor financial indicators including cash flow income statement and balance sheet YTD; Provide a financial forecast and present analyses to the Board when indicators cross thresholds or otherwise warrant attention and action.
5. Recommend Board action on budget changes.
6. Recommend Board action for selecting an external auditing firm to perform the annual financial audit and review the scope of the audit.
7. Receive and review the annual financial audit report and recommend any required corrections based on the report.
8. Receive and review the Washington State Accountability Audits and recommend any required corrections based on the report.
9. On at least an annual basis, review and make recommendations to the Board of Commissioners about any changes to the Kennewick Public Hospital District's Investment Policy.

Membership: The Finance Committee shall consist of three Board members. The Superintendent is an ex-officio member without vote. The President of the Board appoints committee members.

KENNEWICK PUBLIC HOSPITAL DISTRICT	Page 5 of 6
TITLE: COMMITTEE STRUCTURE – Board of Commissioners	Implementation Date: 01/2015 Revised Date: 01/2015, 10/17, 9/19, 5/24

EXECUTIVE/GOVERNANCE COMMITTEE CHARTER

Role: The role of the Executive/Governance Committee is to 1) recommend policies and processes to the Board, and 2) monitor the results of these policies and processes to assure the self-management of the Board and effective governance of the District.

Responsibilities:

1. Function as an advisor to the Superintendent on sensitive topics.
2. Provide input into the content and structuring of the Board’s monthly agenda.
3. Review a statement of the responsibilities of the Board, a Board member and the Board chair and make recommendations to the Board.
4. Identify and provide continuing education opportunities for the Board.
5. Review and make recommendations for changes related to Board policies and processes, District Bylaws and core Board documents.
6. Prepare and recommend for action by the Board annual goals and objectives for the District, and the Superintendent.
7. When facing a vacancy on the Board of Commissioners, review and suggest a description of the skills and areas of knowledge needed by the Board.
8. Review and suggest a process for identifying potential new Board members when necessary.
9. Review and recommend changes to the orientation program for new members of the Board of Commissioners.

Membership: The Executive/Governance Committee shall consist of the officers of the Board and the Superintendent who shall be an ex-officio member without vote. The Board will appoint this committee annually.

KENNEWICK PUBLIC HOSPITAL DISTRICT	Page 6 of 6
TITLE: COMMITTEE STRUCTURE – Board of Commissioners	Implementation Date: 01/2015 Revised Date: 01/2015, 10/17, 9/19, 5/24

PLANNING COMMITTEE CHARTER - KENNEWICK PUBLIC HOSPITAL DISTRICT NO. 1 (“KPHD”)

Role: The Planning Committee’s goals align with KPHD’s Mission – which is to improve healthcare in our community - and with its Vision – which pictures a community with partners in wellness. The Committee’s continuing role is to recommend to KPHD’s Commissioners strategic plans to achieve those goals and to monitor results.

Responsibilities:

1. Advise the Commissioners regularly on market trends and other issues which may impact the KPHD.
2. Review and recommend proposals related to affiliations, joint ventures, or other types of partnerships between the KPHD and other providers.
3. Review and recommend proposals to help provide unmet healthcare needs.

Membership:

The Planning Committee includes three KPHD board members and may include one appointed community member. The Superintendent is an ex-officio member without a vote. The President of the Board appoints committee members annually, to coincide with the election of officers.

MAY 29, 2024

RAISING THE PHD PROFILE

A ROAD MAP FOR TWO RIVERS HEALTH

SUNSHINE
COMMUNICATIONS



Mary Kay Clunies-Ross

MaryKay@MKCRsunshine.com

Introduction

Public hospital districts have a special relationship with their communities. With boards and commissions elected by district residents, PHDs are uniquely connected and accountable to all their residents.

The strength of any given district—whether it has a hospital or not—is often determined by the strength of its relationships with the community. Whether the challenge is a bond, a new service line or a significant readjustment of services, the district is always better able to fulfill its mission when it has a strong network of allies.

If your elected officials, service and church groups, business organizations and informal networks are informed and connected, you are better able to:

- Utilize the power of being a local taxing district;
- Develop partnerships with other agencies to coordinate services and respond to common health needs;
- Respond to health, financial and reputational crises by engaging other close partners who can speak up for you;
- Create opportunities for hearing what residents want and need in their local PHD;
- Advocate for state laws and policies that will support the district's ability to provide health care services close to home.

By including relationship-building into your regular operational plans and calendars, districts can also ensure the community connections are maintained over time. That continuity will service the district for decades to come.

This report is intended to give you a clear picture of where you have existing connections, where those connections could grow, and how you can more effectively tell your hospital story.

We always remind people: "You're not talking to a crowd; you're talking to a parade." What's more, people need to hear information several times before it really sinks in. That is why messages need to be simple—maybe over-simple—and repetitive over time and audience. But that consistency creates trust, which opens the door to everything else.

We appreciate the time and candor you have given to this project, and we look forward to more!

2024 is the "Year of Amplifying the Public Hospital District Voice" and our goal is to provide you with the resources you need to make immediate and long-term improvements in your communications with the public.

This sets a strong foundation for not only future bond and levy measures, but also community-based initiatives. However, most importantly, create a community that knows and values you as a public hospital district.

–Matthew Ellsworth
Executive Director, Association of
Washington Public Hospital Districts

–Josh Martin
AWPHD Board Chair
CEO, Summit Pacific Medical Center

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Facts and Situation Summary

Name: Kennewick Public Hospital District

DBA/Formal Name: Two Rivers Health

Known As: Kennewick Public Hospital District

Any additional brand/logo issues or confusion?

Some community confusion on relationship between PHD and Trios Health (owned and operated by LifePoint) as a result of the 2018 bankruptcy reorganization.

Short description of PHD

An agency created by state law, we exist to support Trios Health and to fill gaps in health services within our community.¹ The district is a sole member of Adult Day Services, provides scholarships for local students pursuing medical careers and is looking for opportunities to support mental and behavioral health services in the Tri-Cities area.

Upcoming ballot concerns or significant capital or operational changes

None- continued transition away from hospital operations to finding clear, new purpose.

Current challenge: As stated in the PHD's *The Continued Need for the Public Hospital District* document, "Since the Kennewick Public Hospital District's bankruptcy reorganization in 2018, its current role is generally unknown, and some question the need for its continued existence. The short answer is that due to that reorganization, its continued existence is not only necessary for maintaining the high level of healthcare services and access to healthcare provided at Trios, but also beneficial for the community."

However, the public does not necessarily understand the connection between the property tax assessment, the hospital services, and the community need for the district. The challenge for Kennewick in this moment is multi-faced, and includes:

- Distancing itself from the bankruptcy;
- Demonstrating how the PHD is essential to keeping hospital services available (this will require coordinated messages with hospital management);
- Articulating the value of the district and how it benefits residents; and
- Articulate the new mission of the district and the path forward.

Goal: The goal of this project is to help the public understand what the public hospital district is and the benefit it provides.

In the short run, that means close engagement and collaboration with community leaders; in the long-run, that includes a larger, public-facing conversation and engagement with community partners.

¹ From 2019 Retreat Summary

Communication Scan

In order to develop a better picture of how Two Rivers Health currently communicates with the public, we have done a very basic audit of vehicles currently being used. A review of options can reveal communication gaps– and thus, opportunities– for improving the flow of information to the public.

Not every communication channel is right for every district, but they are provided comprehensively so that you can make informed and strategic choices based on the broadest set of options.

Communication Channels: Current State

	Audience	Frequency Avail	Frequency we use	Notes
Website	Public	24/7/365	24/7/365	Primarily for FAQ and
Annual Report	Regional	Once per year	Once per year	Financial audit published to state auditor website, KPHD website and available by print
Media/Press Releases	Regional	As needed	Monthly (meetings)	Meeting and appointment announcements- no regular coverage or connection
Comms with commissioners	Commissioners + Superintendent	As needed	As needed	Multiple times per month
Not Immediately Needed or Not Applicable				
Social media posts				
Social media ads				
Print Publications (ads)				As required by regulations (legal notices, etc.)
Google/Yelp reviews				
Staff newsletter/emails				
Internal internet, bulletin board, etc.				
Print publications				
Postcards				
Press Ganey services				
Newsletter				

Communication Connections: Current State

Similar to the communications audit above, this table is a map of the many possible ways that public hospital districts show up to be seen by their community leaders.

This list isn't intended to be prescriptive, or to judge you for what you are or are not doing. However, PHDs benefit by having strong relationships with other community organizations and leaders. The wider and stronger that web of connections is, the better off you are.

Organization or Person	Notes (e.g., is there a relationship already, how to grow?)
City Council(s)	
Other providers (clinics, hospital)	
Mayor(s)	
County Executive	
County Commissioners	
Lyons Club, Rotary, Kiwanis	
Family Health and Wellness Foundation	The org's money is managed by Three Rivers Community Foundation
School District(s)	
Colleges/Universities	WSU AND CBC: Existing RN scholarship programs. PNWU - Dr. Whitney Fix-Lanes is a connection Dr. Sheila has
Chamber of Commerce	
Unions/Nurses	
Economic Dev Council	
Public Health Officer	
Realtors	
Church leaders/liaisons	
Other taxing districts? Fire, etc.	Best approach is 1:1 with commissioners, executive directors
Legislators	
Ethnic community organizations	
Trios Board of Trustees <ul style="list-style-type: none"> • Randall Fong, MD, Chair • Lou Koussa, MD, Vice Chair • Kimberly Bell, MD Chief of Staff, Trios Health • David Elgarico CEO, Trios Health • Elisabeth Holt Tri-Cities Manager, Baker Boyer Bank • Evelyn Lusignan PR and Gov't Affairs Director, City of Kennewick • Eric Pearson CEO, Community 1st Bank • Tony Peurrung, PhD Pacific NW National Lab 	

<ul style="list-style-type: none"> Darel Thomsen, CPA Clifton Larson Allen 	
<i>Tri-City Herald</i>	Some required legal notices; no regular news coverage
Association of Washington Public Hospital Districts	
Washington State Hospital Association	

Future State

Reminder: Our goal is to identify a messaging approach that will help the hospital district raise its profile and define its role. This starts with community leaders and spreads to the community as a whole. Strong communication and relationships will help set the foundation for the PHD as it moves forward in redefining itself.

This message approach does not substitute for a strategic planning process– it creates a conversational foundation that the district can build on. Whether the district does a formal strategic planning process or not, it will likely hone its mission and services over time and will need to bring the community along. These messages are intended to help facilitate that.

Opportunity Overview

Out of necessity, the district has been in somewhat of a defensive posture as it has worked to get out from under the cloud of the bankruptcy. At this point, however, enough questions have been asked (and answered) about the past and it is now time to focus on the district's current value and the future plans.

The move away from hospital operations is a significant one, and the core messages will need to be patiently repeated—even as people may be tempted to re-hash the past.

However, consistent focus on the current and future needs of the community will be effective in redefining the district. A "reintroduction" effort can start with close partners, and be broadened to include relevant community groups, other local governments, and beyond.

Developing and Using a Strong Message

What are we saying? Overall Message

Community leaders and the public are still going through a process of understanding the PHD-Without-A-Hospital idea. It will take time. That said, if a few basic messages are delivered consistently by trustworthy partners, the fundamental points will soak in.

Main Messages

These are the messages provide the structure for telling the larger hospital district story, and that need to be delivered regularly and consistently.

1. Public hospital districts exist to fill the gaps in what the community needs for health care. We share the load to provide services that otherwise would be impossible.
2. Two Rivers Health doesn't directly manage Trios Hospital, but we commit 80% of our resources to helping to ensure the hospital is there when we need it.
3. Right now, we also support Adult Day Services and college scholarships for students pursuing 2- and 4-year healthcare degrees. This enables local young people to get good jobs, close to home.
4. We're not stopping here. The public hospital district has an important role to play in the community, and we will continue to engage with the community to find ways to help.

Supporting Messages

These are examples of supporting messages that can be varied over time, depending on the season, community needs, new service launches or event. Note that all these messages relate to the main messages above.

1. Public hospital districts exist to fill the gaps in what the community needs for health care. We share the load to provide services that otherwise would be impossible.
 - a. Adult Day Services
 - b. Health care scholarships
2. Two Rivers Health doesn't directly manage Trios Hospital, but we commit 80% of our resources to helping to ensure the hospital is there when we need it.
 - a. At a time when hospitals are struggling to stay open, PHD financial support is essential
3. Our other resources go to support Adult Day Services and scholarships for students who are going to college for jobs in healthcare. This enables local young people to get good jobs, close to home.
 - a. Blurb about ADS
 - b. How many scholarships, etc.
4. We're not stopping here. The public hospital district has an important role to play in the community, and we will continue to engage with the community to find ways to help.
 - a. Any information about next steps

Who is doing the talking? Prepared Messengers

The work of building community relationships cannot belong to one person; it is a coordinated effort of the many committed and respected people connected to the district, and who have relationships and credibility. Everyone who speaks on behalf of the district should have some basic speaker training, which is why a basic message and speaker training for leadership and commissioners is included in the AWPHD package.

- **PHD Leadership:** The communication work starts at the top, with the Superintendent setting the direction.
- **Commissioners:** Elected directly by the community, commissioners can return to voters, neighborhoods and organizations and discuss the district's progress and forecast for the future.

Who are we talking to? Key Audiences

In general order of both access and urgency, here are Kennewick's key audiences. The prioritization is based on

- **Community (organization) leaders:** As the bankruptcy hurt the district's reputation (fairly or not), the district will have to rely on other third-party validators more than others. Identifying key leaders who can speak to the value of the district will help with the stigma and can help their audiences stay focused on how the district can solve common problems.
- **Other elected officials:** There is a good opportunity for elected officials to connect—as PHDs share many same problems, opportunities and citizen-customers, public agencies should know each other. Even without the dynamic of going to the ballot, there is common work in terms of public meetings, public records act, sunshine requirements and more.

When are we saying it, and how? Engagement planning

There are a broad variety of times and places to share the district’s story. These are just the basics, but the more you do, the more opportunities you’ll see. While we encourage the establishment of ongoing relationships with certain regular partners and key leaders, other relationships may be project- or time-specific. You may also want to develop an annual engagement calendar to ensure you’re meeting on a regular schedule.

1. Prioritize groups and schedule meetings

We discussed two major phases: first are the more institutional partners, such as community, nonprofit and organization leaders, then other elected officials, and then the education community. The second phase is informed by those conversations and is directed to the public at large. This work includes updating the website and doing some social media, direct mail and traditional media.

2. Develop “Road Show”—a consistent story and materials that any PHD leader can do

- a. List of community meetings
- b. Who can go and are they trained
- c. Materials to bring
- d. Call to action

3. Bring materials

- a. Annual Report/End of Year Summary
- b. Talking points
- c. PowerPoint slides

	Organization	Opportunity / Notes
Tier 1: Essential leadership organizations and people	Trios Leadership	Conversations ongoing
	Cities: Councils and Mayors	Kennewick supportive of build but without a city manager. Schedule workshop after hire.
	Counties: Executive/Commissioners	
	Public Health Officer/District	No current health officer, executive
	Rotary	
	Soroptimist	
	Kiwanis	
Tier 2: Relationships in development	School District(s)	
	Colleges and Universities	
	Large nonprofits, e.g., United Way?	
Tier 3: Keep informed	Chambers of Commerce	
	Economic Dev Council	
	AWPHD	
	Washington State Hospital Association	
	Church leaders/liasons	

Conclusion and Next Steps

Kennewick has a strong story to tell: the public hospital district continues to meet the community's needs in meaningful and innovative ways.

The first opportunity is to work with Trios staff and find a mutually acceptable way to express how the PHD contributes to, maintains or improves clinical services.

By being able to succinctly express how 80 percent of their tax dollars are used, PHD leaders can then pivot to other ways the district identifies and meets community needs. This opens the door to discussing how the PHD will continue to be responsive to community needs, long into the future.

Everything you're doing now is a foundation for what you're doing next.

By wrapping this together into a standard presentation of 15-20 minutes, you can then go out and engage key community leaders and groups. By starting with more supportive and informed audiences, everyone can get comfortable talking in front of groups about these issues. This also has the benefit of being able to assume some basic knowledge, which will make it easier and faster to get to the core points (e.g., you won't have to explain special district financing laws to a city council, for example.)

And always, the most important thing of any communication plan is not what you say: it's what you hear. By spending time with all these different organizations and people, the PHD will become even more authoritative on community need, and an even better resource for convening community partners to solve complex problems.