

**Kennewick Public Hospital District**  
**Thursday, April 24, 2025 | Hybrid Meeting**  
**5:00 PM**  
**MINUTES**

Attendance: Mark Brault, Rick Reil, Gary Long, Wanda Briggs, Marv Kinney, Spencer Harris, Lee Kerr, Heidi Ellerd, Salem Thompson  
Absent: Shannon Phipps, D.O., Erica Davis

**I. District Business:**

**A. Approval of Consent Agenda\***

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA INCLUDING MEETING MINUTES FROM THE REGULAR MEETING MARCH 27, 2025 AND THE SPECIAL MEETING APRIL 16, 2025. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

**B. Public Comment – NONE**

**II. NEW BUSINESS:**

**A. Reports**

1. Presentation of appreciation plaque to Dr. Sheila Dunlop – Postponed till May meeting.
2. Lee Kerr – Superintendent, General Update  
Lee reported that an invitation for an in-person walkthrough of the recovery center is still available for any interested commissioner. A link to a virtual walkthrough of the center is reportedly available on the Tri City Herald website.  
Bankruptcy is still open, may need to do a motion to close so this will be looked at further.  
The RPA compliance information is still pending and when finalized it will be published.
3. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Updates – Records Requests – Nothing new to report.
4. Administrative Report, Salem Thompson, Board Coordinator  
- Nothing new to report.

**B. Committee Reports/Recommendations**

1. Finance Committee – Gary Long
  - a. Overview of March 2025 Financials – Gary Long
  - b. Acceptance of March 2025 Financial statements  
IT WAS MOVED AND SECONDED TO APPROVE THE MARCH 2025 FINANCIAL STATEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.
  - c. Approval of March 2025 payments and disbursements  
IT WAS MOVED AND SECONDED TO APPROVE THE MARCH 2025 PAYMENTS AND DISBURSEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.
  - d. Treasurer’s Report – Gary Long
  - e. Key Bank Accounts (L&I) –Gary states there is an amount for outstanding checks that should be provided to the state for unclaimed property. A discussion followed on how to appropriately do this.

2. Governance Committee Updates – Mark Brault

- a. Workshop discussion follow-ups – A good discussion was had on April 16 pertaining to the District's relationship with ADS. No action was taken at the meeting.  
In reviewing the ADS bylaws, adding clarity regarding board members who are also KPHD commissioners and rotation within the existing board were suggested.  
Additionally, there are new state requirements for nonprofit organizations, so meeting those requirements will be a part of a proposed update of the bylaws.  
The District can consider developing a policy for ADS board rotation, and after discussion, it was determined to have a third commissioner serve on the ADS board.

b. Commissioner assignments to the ADS board

Wanda Briggs has expressed a desire to serve as a third commissioner on the ADS board. Marv Kinney was also available to serve. Marv states that he concedes to Wanda Briggs.

IT WAS MOVED AND SECONDED TO APPOINT WANDA BRIGGS TO THE ADS BOARD. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

3. Planning Committee – Wanda Briggs

- a. General update – no meeting

4. Adult Day Services – Rick Reil/Spencer Harris

- a. General update – No financials to report this month. Rick expressed thanks for the appointment of Wanda Briggs to the ADS Board.

**III. COMMISSIONER COMMENTS**

**IV. Upcoming items – NONE**

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

Next Regularly Scheduled Board Meeting – Thursday, May 29, 2025 @ 5:00 p.m.

**Close of Meeting 5:35 p.m.**