**Kennewick Public Hospital District**

**Thursday, February 27, 2025 | Hybrid Meeting**

**5:00 PM**

**MINUTES**

**Attendance:** Mark Brault, Gary Long, Marv Kinney, Wanda Briggs, Rick Reil, Spencer Harris, Erica Davis, Lee Kerr, Salem Thompson, and Heidi Ellerd

Nominees: Shannon Phipps, D.O., Grace Davidson

1. **District Business:**
   1. **Approval of Consent Agenda**

It was moved and seconded to approve the consent agenda including the January 2025 minutes. All in favor. No discussion. Motion carried.

* 1. **Public Comment –**NONE

1. **NEW BUSINESS:**
   1. **Reports**
      1. Lee Kerr – Superintendent, General Update

Lee reported on the meeting with the Benton Franklin Behavioral Health Council and a breakfast he attended benefiting the recovery center efforts.

The Trios quarterly meeting was held and yielded a designee for potential joint communications efforts.

The Benton Franklin Health District is working on the report from the Community Health Needs Assessment and Mark Brault will be our designated representative in that effort.

The Reproductive Privacy Act (RPA) information has been finalized and will be sent to the District soon to post on its website.

* + 1. Legal Report - Heidi Ellerd, Legal Counsel
       1. Updates – Records Requests – Nothing new to report.
    2. Administrative Report, Salem Thompson, Board Coordinator - Nothing new to report.
  1. **Committee Reports/Recommendations**
     1. Finance Committee – Gary Long/Erica Davis
        1. Overview of January 2025 Financials – Erica Davis presented the reports.
        2. Acceptance of January 2025 Financial statements

It was moved and seconded to approve the January 2025 financials as presented. All in favor. No discussion. Motion carried.

* + - 1. Approval of January 2025 payments and disbursements

It was moved and seconded to approve the January 2025 payments and disbursements. All in favor. No discussion. Motion carried.

* + - 1. Treasurer’s Report – Gary Long

Gary Long reported on the L&I bank accounts and the anticipated changes.

* + - 1. Management response letter to the Eide Bailly Audit – Gary Long and the Finance Committee reviewed the audit recommendations and provided a response.
      2. Accountability audit letter from the State Auditor Office – Gary Long and the Finance Committee also reviewed the accountability audit information and provided a response.

Gary Long asked for a motion authorizing Lee Kerr to sign the letter to the commissioners.

It was moved and seconded to authorize Lee KERR to sign the letter. All in favor. No discussion. Motion carried.

* + 1. Governance Committee Updates – Mark Brault
       1. Benton Franklin Health District – Mark Brault will serve on the committee reviewing the Community Health Needs Assessment that informs the Community Health Improvement Plan. He will provide updates on the work as it progresses.
       2. Reminder to complete your PDC F1 – Deadline is April 15.
       3. ADS workshop (April) – There is a desire among the commissioners to hold a workshop meeting where no action will be taken to discuss Adult Day Services and the District’s sole member relationship to the entity. The workshop will take place in April. Dates and required posting information to follow.
    2. Planning Committee – Wanda Briggs
       1. General Update – The committee discussed scholarships, heard updates on pending ADS projects related to their facility.

Communications efforts are paused until April/May when an introduction to the Trios representative is completed. Wanda Briggs volunteered to help with a media release if a new commissioner is appointed at this meeting.

* + 1. Adult Day Services – General Update: Rick Reil/Spencer Harris
       1. Progress with transition to Guardian Financial – Going well.

ADS is down two board members, Eric Wise resigned and Michael Butterworth resigned. There is interest in placing an additional KPHD commissioner on the ADS board.

* + - 1. Discussion on District work session regarding ADS – All agreed a working session will be beneficial.
  1. **Commissioner Candidate Interviews**

In attendance were the two nominees, Grace Davidson and Shannon Phipps, D.O. No additional nominations were received.

Each of the candidates were asked a few questions by the commissioners.

**At 6:02 pm an Executive Session RCW 42.30.110(1)(h) was called for 15 minutes to evaluate the qualifications of a candidate for appointment to elective office.**

Members of the public in attendance were placed in the Zoom waiting room or excused from the meeting room.

**At 6:17 pm the executive session was completed, and the regular meeting was re-opened.**

Members of the public were admitted to the Zoom meeting and to the meeting room.

**Appointment of new commissioner**

A vote for the two candidates was held amongst commissioners, Grace Davidson received 2 votes. Shannon Phipps D.O. received 4 votes.

It was moved and seconded to appoint Shannon Phipps as commissioner for the unexpired term of Sheila Dunlop, D.O. All in favor. No discussion. Motion carried.

* + 1. **Oath of Office Administration –** The oath of office will be administered at a time arranged by Shannon Phipps and Heidi Ellerd.

1. **COMMISSIONER COMMENTS –** Mark Brault thanked both candidates and all in attendance expressed their gratitude to both for showing interest in being a commissioner.
2. **Upcoming items – NONE**
3. **BOARD MEETINGS/EVENTS/EDUCATION**

Next Regularly Scheduled Board Meeting – Thursday, March 27, 2025 @ 5:00p.m.

**Close of Meeting 6:23 pm**