

**Kennewick Public Hospital District**  
**Thursday, March 27, 2025 | Hybrid Meeting**  
**5:00 PM**  
**MINUTES**

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

**I. District Business:**

**A. Approval of Consent Agenda**

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA AND THE FEBRUARY 27, 2025, MINUTES. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

**B. Public Comment –NONE**

**II. NEW BUSINESS:**

**A. Reports**

1. Lee Kerr – Superintendent, General Update – Lee has been on travel and states nothing new to report.
2. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Updates – Records Requests – Nothing new to report.
3. Administrative Report, Salem Thompson, Board Coordinator  
Nothing new to report.

**B. Committee Reports/Recommendations**

1. Finance Committee – Gary Long/Erica Davis
  - a. Overview of February 2025 Financials – Erica Davis provided an overview.
  - b. Acceptance of February 2025 Financial statements  
IT WAS MOVED AND SECONDED TO APPROVE THE FEBRUARY 2025 FINANCIAL STATEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION  
MOTION CARRIED.
  - c. Approval of February 2025 payments and disbursements  
IT WAS MOVED AND SECONDED TO APPROVE THE FEBRUARY 2025 PAYMENTS AND DISBURSEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION  
MOTION CARRIED.
  - d. Treasurer’s Report – Gary Long  
Gary discussed the District’s relationship with The Standard relating to long term disability. There are no premiums since the policy was cancelled as part of bankruptcy and the company is providing the coverage for any individuals who remained eligible.
  - e. Key Bank Accounts and Sunshine Fund.  
Gary discussed the next steps to close some old District accounts.  
Heidi provided information on the next steps.  
Lee added information to clarify the timeframe.

The sunshine fund was originally set up as a public entity account. This is an inaccurate way to describe the funds in the account. Commissioners funded the account voluntarily from their own funds which could be used for specific items such as flowers and recognition plaques for commissioner service. An update to an old policy is being worked on that will include how to

disburse the fund and likely end the practice of having a sunshine fund.

- f. Letter to Commissioners on audit action plan – Gary expressed thanks to Lee and the finance committee for the letter. No further discussion.
- 2. Governance Committee Updates – Mark Brault
  - a. Benton Franklin Health District – Mark is the District representative for the work being done in response to the Community Health Needs Assessment that leads to the Community Health Improvement Plan. The timeframe for publishing the plan is undetermined, Mark will report to this body as work progresses.
  - b. Reminder to complete your PDC F1 – Due April 15
  - c. ADS workshop (April) – The date will be Wednesday, April 16 starting at 12:30pm. Please arrive at 12noon for lunch. No action will be taken. The discussion will be led by Lee Kerr. The bylaws and articles for Benton Franklin Elder Services dba Adult Day Services of the Tri Cities will be sent out prior to the meeting. Heidi will prepare the notice of the special meeting and Salem will perform the required postings.
- 3. Planning Committee – Wanda Briggs
  - a. Scholarships – Marv and Wanda reported meeting with WSU representative regarding the current scholarship offering. Wanda stated that next time scholarships are awarded the committee will draft a media release.
  - b. Communications – Media Release for Shannon Phipps, D.O. – Wanda wrote the release and some coverage was obtained.
- 4. Adult Day Services – General Update: Rick Reil/Spencer Harris
  - a. Progress with transition to Guardian Financial – Spencer reported on the financials and the positive work being done. Rick reported on continued projects related to the North building.

### **III. COMMISSIONER COMMENTS**

**IV. Upcoming items** – Please mark your calendars for the workshop on Wednesday, April 16 @ 12:30pm

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

Next Regularly Scheduled Board Meeting – Thursday, April 24, 2025 @ 5:00p.m.

**Close of Meeting 5:49 pm**