

**Kennewick Public Hospital District**  
**Thursday, March 28, 2024 | Hybrid Meeting**  
**Trios Care Center at deBit – First Floor Conference Room**  
**320 W. 10<sup>th</sup> Ave., Kennewick, Washington, 99336**  
**5:00 PM**  
**MINUTES**

Attendance: Rick Reil, Marv Kinney, Gary Long, Wanda Briggs, Erica Davis, Heidi Ellerd, Salem Thompson, Lee Kerr, Spencer Harris (sworn in as Commissioner)  
Absent (excused) Mark Brault

At 5:00 PM Commissioner Marv Kinney called the meeting to order.

**I. District Business:**

**A. Approval of Consent Agenda**

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

**A. Public Comment – NONE**

**II. NEW BUSINESS:**

**A. Appointment of new Commissioner**

IT WAS MOVED AND SECONDED TO APPOINT SPENCER HARRIS FOR THE OPEN POSITION 4 OF THE KENNEWICK PUBLIC HOSPITAL DISTRICT. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

Lee Kerr administered the Oath of Office to Spencer Harris.

**B. Reports**

1. Lee Kerr – Superintendent, General Update  
Lee discussed RPA compliance activities.  
Lee discussed recovery center activities.
2. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Records Requests (updates)  
Heidi Ellerd will prepare the official oath of office for Spencer Harris to sign. Salem Thompson will set up Spencer's email address.
3. Administrative Report, Salem Thompson, Board Coordinator – No new activities to report.

**B. Committee Reports/Recommendations.**

1. Finance Committee – Gary Long, Finance Chair
  - a. Acceptance of the February 2024 financial statements – Overview by Erica Davis  
IT WAS MOVED AND SECONDED TO ACCEPT THE FEBRUARY 2024 FINANCIAL STATEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- b. Approval of the February 2024 payments and disbursements – overview by Erica Davis.

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

- c. Treasurer’s Report – Gary Long –  
Updates continue on the bank accounts and credit card.  
Lee and Gary are following up on the required surety bonds.
  - d. 2023 Audit Status – Work continues and is going as expected. Reminder the Annual report prepared by Epic Trust is due coming up in May.
- 2. Governance Committee Updates – Marv Kinney
    - a. Reminder to file F-1s by April 15, 2024 – Spencer will need to complete this. Lee and Salem will follow up to have an orientation.
    - b. Reminder to complete commissioner education for open public meetings and public records (link will be sent). Due by the end of April. This is done every three years.
  - 3. Planning Committee – Wanda Briggs  
General Update – No meeting was held but there was attendance at an AWPHD website webinar. An application was submitted for a grant from AWPHD for website support. We were instructed to complete the PR and Marketing work before we can be considered for the website grant. A startup meeting was held with the PR firm and work will continue over the next couple of months.
  - 4. Adult Day Services – General Update: Rick Reil and Salem Thompson. Financials are as expected for this time of year. A request for support will be prepared in the next couple of months.

**III. COMMISSIONER COMMENTS**

**IV. Upcoming items – NONE**

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

Next Regularly Scheduled Board Meeting – Thursday, April 25, 2024 @ 5:00

Adjourned 6:17 PM