

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
MEETING MINUTES OF 22 July 2008
NORTH MASON SCHOOL DISTRICT BOARD ROOM
BELFAIR, WA 98528

Meeting called to order @ 1904 (7:04 PM)

Members in attendance: Mr. Herb Gerhardt, President; Mr. Ray Stutz, Secretary; Ms. Kaye Massie, Treasurer; Mrs. Peggy VanBuskirk; Mr. Bev Wendell; Dr. Wallace Volz, Superintendent

Guests in attendance: Ms. Valerie McLeod, Belfair Physical Therapy; Mr. Gerry Morrow, Reporter, KMAS Radio

Item 10b was incorporated into item 9c of the agenda, and the agenda was approved as amended.

Approved the minutes of 6/24/2008

CORRESPONDENCE:

- Received an invoice from Ogden Murphy Wallace PLLC for services rendered. The invoice was reduced by one (1) charged hour due to an email correspondence between Herb Gerhardt and Don Black.
- Herb Gerhardt presented a copy of his letter written to Scott Bosch requesting our most recent LOC draw. This letter was given to the secretary for filing.
- Also a Labor & Industries letter with our account number enclosed was received, along with our L&I Certificate of Coverage.
- Quest provided a security code in a letter to the Board. This letter was given to Wally Volz.
- Notice to Employees, and Legislative Tax Changes rounded out our received correspondence.
- The Secretary sent out the Board's Letter of Thanks to Mason General Hospital.

TREASURER'S REPORT:

- The recent LOC draw was deposited with the County Treasurer's Office.
- The hospital districts share of the election costs has been withdrawn from our account by the County Treasurer's Office.

COMMISSIONER'S REPORTS:

- Each commissioner provided a schedule of upcoming public meetings for the next month at which they intend to be in attendance.
- Kaye Massie briefed the Board on the different places and meetings she attended, some in company with Wally Volz to handle the financial affairs of the hospital district.

COMMITTEE REPORTS:

- Peggy VanBuskirk, Commissioner to the Mason County Board of Health, spoke on a fungal infection that is showing up on trees and which can then be transmitted to people. The elderly, the young, and the weak, seem to be at the highest risk. This infection can lead to Meningitis, Pneumonia, and other such ailments. The good news is it is still up in Canada and is not threatening the United States.
- Another item discussed by the Health Board was the Health District Strategic Plan. This will be worked on in the near future with meetings yet to be scheduled.
- Mason Matters has received a grant to further address the needs of the

community at large. Peggy VanBuskirk will be this Board's representative to Mason Matters, and at our next meeting Kim Klint will be invited to be a speaker.

- Bev Wendell gave a report on the Mason Transport Association. As the gas prices increase, the ridership has significantly increased, and has increased the burden on funding. This is being addressed by the MTA.
- Wally Volz & Kaye Massie discussed all that they have been doing to bring them up to speed in the area of finances and bill paying procedures; more will be discussed further in the meeting.
- The forms used by the county to conduct much of their financial business were discussed and it was felt that we should use as many of their forms for our business dealings with them as possible.
- Superintendent Wally Volz discussed at length the background behind his recommendation to accept the insurance bids from AIG, and SAFECO Insurance Companies. A motion was made, seconded, and passed unanimously to accept the recommendation and for him to procure this insurance.
- The Official Seal needs to be put on the front burner due to our recent progress. Ray Stutz will be perusing this further.
- A discussion was had on the merits and ways in which Harrison Medical Center could provide interim service to the community between the time of the present clinic's closing and the new facility opening. Further discussion needs to be had between the members of the "Band-Aid Committee", and Harrison Medical Center.

OLD BUSINESS:

- The ground breaking ceremony for the "Harrison Urgent Care, Belfair Campus" Clinic will be held at the facility's new location, on 5 August 2008 at 12:00 Noon. The ceremony should last approximately one hour with dignitaries such as Congressman Norm Dicks, the three County Commissioners, the MCPHD#2 Commissioners, and those who participated in the Formation Committee; the public is invited to attend. The Hospital Commissioners will be wearing their blue "Urgent Care for Belfair" T-shirts for the occasion.
- The WIC transition meeting has yet to be scheduled, and discussions are ongoing. Much work is needed on this very important program.
- The last Chamber Luncheon was discussed and the fact that the plaque that was to be presented to the Hospital Commissioner's representative did not take place. No reasoning for this oversight could be discerned.

NEW BUSINESS:

- A consensus was taken as to who shall sign the vouchers that are to be presented to the County Treasurer for the purpose of paying the bills; that is, the Superintendent will present the vouchers to the Commissioners for their approval, and upon such approval, the President, and the Treasurer will sign the Vouchers, with the Secretary acting as an alternate co-signer, should either the President or Treasurer not be present to sign.
- A consensus was also taken as to who shall sign checks, should the need arise. It was agreed upon that, as stated above, the signatures should be that of the President and Treasurer, with the Secretary being an alternate signature.
- The hiring of a Recording Secretary was put off until a suitable applicant is found. It was felt that a \$75.00 per meeting contract would be a reasonable salary.
- President Herb Gerhardt, Superintendent Dr. Wallace Volz, and Treasurer Kaye Massie will make up a committee to interview Mary Lou Love for the purpose of performing contract services that deal with our Financial/Accounting needs. It was felt that a \$75.00 per month contract would be a reasonable salary.
- A discussion was had about the limited use of the Line Of Credit (LOC). Some bills are being deferred to a later date by agreement with those entities, and it is encouraged that we continue to use frugal methods in our

day to day engagements.

MISCELLANEOUS ITEMS:

- Kaye Massie discussed the need for the Commissioners and Superintendent to fill out a W-4 form and return it to her; some are in need of a form-1099 as well.

GOOD OF THE ORDER/ANNOUNCEMENTS:

- The Superintendent will be having a medical procedure performed in August; he was wished well by all.

NEXT SCHEDULED MEETING:

- Tuesday, 26 August 2008 at 1900 (7:00 PM) at NMSD Board Room.

MEETING ADJOURNED: 2107 (9:07 PM)

Respectfully submitted by
Raymond A. Stutz,
Commissioner, Secretary

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
POB 1626, Bel fair, WA 98528 (360-275-2517)
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Tuesday July 22, 2008 at 7:00 PM
North Mason School District Board Room in Bel fair
AGENDA

1. CALL TO ORDER Reminder that meetings are voice recorded. There will be no interaction with the public during our meetings unless the Board President requests specific input from an individual. Public comments are called for in Item 4 and have been moved up so those wishing to comment are not required to stay for the whole meeting.
2. COMMISSIONER ROLL CALL and RECORD of GUEST ATTENDANCE (Ray)
3. APPROVAL OF AGENDA ITEMS
4. PUBLIC COMMENT PERIOD: (5 Min Max/person, 15 min total)
Comments ONLY, no discussions. Must be courteous or will be asked to stop and leave).
5. Approval of Minutes of Previous Meeting (6/24/08)
6. CORRESPONDENCE (New since last meeting):
 - a. Revised Invoice with cover letter from Don Black.
 - b. Herb letter to Scott Bosch requesting first LOC draw.
7. TREASURER'S REPORT (Kaye)
8. COMMISSIONER REPORTS
9. COMMITTEE REPORTS (Existing):
 - a. Mason County Board of Health Board: Peggy, report on today's Mtg
 - b. Mason Transit Authority Board: Bev report on last meeting.
 - c. Finance/Funding/Budget/Payroll/Audit: (Kaye/Herb/Wally)
 - d. Insurance (Liability, Directors & L&I): (Wally/Herb/Kaye)
 - e. Seal: (Ray)

- f. Band-Aid Committee: (Wally/Ray/Herb)
- 10. OLD BUSINESS:
 - a. Harrison Clinic Belfair Campus: Status Update. Ground breaking.
 - b. First LOC draw (Wally, Kaye)
 - c. WIC Transition Meeting
 - d. Chamber Luncheon
- 11. NEW BUSINESS:
 - a. Consensus, Who signs Vouchers
 - b. Consensus, Who signs Checks
 - c. Employing Recording Secretary
 - d. Employing Financial/Accounting services
 - e. Commissioner reimbursement forms. (Filled out/submitted by 15th of month).
 - f. Consensus, Select Insurance Company and authorize payment of premiums.
 - g. Limited utilization of LOC funds to minimize interest costs. Herb
- 12. MISCELLANEOUS ITEMS
- 13. GOOD OF THE ORDER/ANNOUNCEMENTS
- 14. NEXT SCHEDULED MEETING
Tuesday, August 26 at 7 PM at NMSD Board Room.
- 15. FINAL COMMISSIONER COMMENTS
- 16. ADJOURN