

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
MEETING MINUTES NOVEMBER 25, 2008
NORTH MASON SCHOOL DISTRICT BOARD ROOM
BELFAIR, WA 98528

CALL TO ORDER:

Meeting called to order at 7:00 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;
Ms. Sandra Robertson, Recording Secretary

GUESTS IN ATTENDANCE:

Jean Bray (Dewatto): John Lester (Shelton)

APPROVAL OF AGENDA ITEMS:

Agenda item 6 D added.
The agenda was approved as amended.

PUBLIC COMMENT PERIOD:

No comments.

APPROVAL OF PREVIOUS MEETINGS MINUTES:

The minutes of October 28, 2008 approved as written.

CORRESPONDENCE:

A) Nov 6 letter from Pat Ballsmith (MC Treasurer Office) re: No longer being able to purchase Registered Warrants.

This letter was for Information only. Due to cut backs, registered Warrants are no longer available.

B) Nov 17 letter from Karen Herr (MC Auditor) re: Annual Special Purpose District Report.

The Auditor requires an annual update of Special Purpose District's information, (ex. Purpose of district, names of Commissioners, their home addresses, phone numbers, etc.)

C) Nov 21 letter from Mason Transit requesting 2009 appointment of District representative to their Board

Bev Wendell has agreed to continue as MCPHD2's representative to Mason Transit.

D) Nov 25 E-mail from Lydia Buchheit (Mason County Community Health Task Force).

They are conducting a study in conjunction with the University of Washington studying health of Mason County. The board has not heard of this organization and Dr. Volz will follow up with Mason General if they have any knowledge of them.

TREASURER'S REPORT:

* Kaye had a handout for each member showing the current ledger balance and stated the expected bills for the coming month is about \$2600.00, leaving an anticipated balance the end of December of \$1500.00.

* Kaye also mentioned that according to the county there will be no tax revenue payout to anyone in January 2009. This will result in a shortfall in Jan 2009. We will discuss taking an additional draw on the Line of Credit from Harrison during the December meeting.

COMMISSIONER REPORTS AND MEETING SCHEDULES:

* Herb attended, at Harrison's request, a marketing evaluation for Harrison.

* Herb received a copy of "Harrison Health", a publication put out by Harrison. He was inquiring who else had received a copy.

* Peggy wanted to remind everyone of the Theler Health Fair on May 9, 2009. Harrison is one of the main sponsors. Anyone interested in participating is welcome to attend the next meeting which is scheduled on Dec 4 at 7:00 pm
* Each commissioner reported any upcoming public meetings they intend to attend before the next MCPHD2 meeting. Hospital district business is not to be discussed at any of these meetings by anyone other than the President, to assure that no discussion takes place between commissioners.

COMMITTEE REPORTS:

* Mason County Board of Health: Peggy VanBuskirk
* AID's walk on September 29 was successful. Goal was to keep awareness of the disease in the public mind. There are currently 105 reported cases in Mason County.
* There is a World's AID's Day in December. Mason County's is December 1. The theme will be testimonials of aid's patients and families.
* Tuberculosis update: Helping to increase funding to identify people with all forms of TB and informing and if necessary treat all people who they come in contact with.
* Mason Transit Authority Board: Bev Wendell
* The bus stop that is currently in front of QFC will be moved across the street to a small park area.
* The associated Park'n'Ride in the QFC parking lot will also be moved, possibly to a church parking lot. Negotiations are ongoing to establish a permanent Park'n'Ride.
* Mason Matters: Ray Stutz, Peggy VanBuskirk
* The last meeting was mainly an organizational meeting. The meeting centered on revising current bylaws and structure of the organization. The next meeting will probably be in January, 2009
* Seal: Ray Stutz
* Discussion under Old Business

OLD BUSINESS:

a.) Harrison Clinic Belfair Campus: Status Update. Including natural gas pipe damage on 11/21
Progress is continuing. They are working overtime. The roof is on. Inside walls are going in Last Friday the construction company hit a gas line resulting in a large gas leak. The leak was contained without any damage to the new clinic. Expected opening is by April 1, 2009
b.) News Release and NM Clinic Closing Letter
A news release has been in the Kitsap Sun, Mason County Journal, TRV web site, and letters were sent to patients who had visited the current clinic in 2008.
c.) Open Government Meeting Training in Lakewood on Dec 2, 2008
Kaye, Ray and Dr. Volz have all signed up to attend the meeting. Reimbursement money was approved for expenses incurred to attend the meeting. The attendees will give a report on the training at the next board meeting.
d.) Public Records Request Policy and possible revision
This item was discussed under Item e.
e.) Seal discussion and adoption
Ray presented several different copies of proposed Seal, stationary and envelope designs.
Several suggestions for revisions were made. Ray will make revisions agreed upon and have new copies to be presented at the next meeting. The Seal, stationary and envelope designs were approved.
f.) Community Service Award & Plaque for Seal work
There was further discussion as to where the award should be presented. Several suggestions were made. Where ever it is presented we would like to have the Bremerton Sun cover the presentation.
Dr. Volz will pursue obtaining information on getting the plaque made. Monies were approved to purchase the plaque.

g.) Stationary Design/business cards/badges
Dr. Volz will also check into badges (name tags). Ray will investigate business cards.

h.) 2009 Budget Adoption/County acceptance
The budget was presented to the Treasurer's office and the Certificate of Levy was presented to the Assessor's office. Both were accepted.

i.) Voucher Signing Discussion (Port of Allyn discussions)
Bonnie Knight of the Port of Allyn had three suggestions 1) Petty Cash bank account 2) Commissioners have access to a credit card with a suggested limit of \$1000. 3) The treasurer have access to a credit card with a suggested limit of \$5000. Kay & Dr. Volz thought the petty cash account suggestion was best for the board. A resolution is available to establish a Petty Cash Account. The board may elect to have commissioners who handle money bonded.

j.) Petty cash discussion
Dr. Volz will check with the County Treasurer as to the legality of a Petty Cash Account for our board. Further action postponed until next meeting.

NEW BUSINESS:

a. Letter of appreciation to Patti Hart & Mary Eaton
Ray asked for approval to generate and mail a letter of appreciation for their work on the Seal. The board approved.

b. Printing Materials, etc.
This was covered under Old Business, Item e.

c. I-1000 Death with Dignity Act
Ray received a letter regarding this act. Since the board is not involved, it was deferred to Harrison. The board may elect to have further discussion on the act at the next meeting.

d. PDC Personal Financial Affairs statement for 2009 due
The Public Disclosure Commission states all commissioners are required to fill it out and file by April 15, 2009 their personal financial affairs statements.

e. Discussion of Petty Cash Resolution
Discussion was deferred until the December meeting.

MISCELLANEOUS ITEMS:

Next month is election of officers. Ray will not be able to attend the meeting so he read a note stating his vote to retain the "current cast of officers" for 2009

GOOD OF THE ORDER / ANNOUNCEMENTS:

Good luck Herb on your hunting trip!

NEXT SCHEDULED MEETING:

Tuesday, December 23, 2008 at 7 pm at NMSD Board Room
Annual Elections will be held at this meeting

FINAL COMMISSIONER COMMENTS:

No additional comments.

ADJOURN:

Meeting adjourned at 9:07 pm

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
POB 1626, Belfair, WA 98528 (360-275-2517)
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Tuesday November 25, 2008 at 7:00 PM
North Mason School District Board Room in Belfair
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. General 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 (10/28/08)
6. CORRESPONDENCE (New since last meeting):
 - a. Nov 6 letter from Pat Ballsmith (MC Treasurer Office) re: No longer being able to purchase Registered Warrants.
 - b. Nov 17 letter from Karen Herr (MC Auditor) Re: Annual Special Purpose District Report.
 - c. Nov 21 letter from Mason Transit requesting 2009 appointment of District representative to their Board.
7. TREASURER'S REPORT (Kaye)
8. COMMISSIONER REPORTS and Meeting schedules for next month
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. Mason Matters: Ray/Peggy
 - d. Seal: Discussion under Old Business (Ray)
10. OLD BUSINESS:
 - a. Harrison Clinic Belfair Campus: Status Update. Including natural gas pipe damage on 11/21. (Herb)
 - b. News Release and NM Clinic Closing Letter (Herb)
 - c. Open Government Meeting Training in Lakewood on Dec. 2, 2008 (Kaye, Ray)
 - d. Public Records Request Policy and possible revision (Ray)
 - e. Seal discussion and Adoption
 - f. Community Service Award & Plaque for Seal work (Ray)
 - g. Stationary Design/business cards/badges. (Ray)
 - h. 2009 Budget Adoption/County Acceptance (Walley)
 - i. Voucher Signing Discussion (Port of Allyn discussions) (Kaye)
 - j. Petty cash discussion (Kaye, Walley)
11. NEW BUSINESS:
 - a. Letter of appreciation to Patti Hart & Mary Eaton (Ray)
 - b. Printing Materials, etc. (Ray)
 - c. I-1000 Death with Dignity Act (Ray)
 - d. PDC Personal Financial Affairs statement for 2009 due by 15 April 2009 (Ray)
 - e. Discussion of Petty Cash Resolution (Walley)
12. MISCELLANEOUS ITEMS
13. GOOD OF THE ORDER/ANNOUNCEMENTS
14. NEXT SCHEDULED MEETING
Tuesday, December 23 at 7 PM at NMSD Board Room.
Annual Elections will be held at this meeting.

15. FINAL COMMISSIONER COMMENTS
16. ADJOURN