

## MASON COUNTY PUBLIC HOSPITAL DISTRICT #2

### MEETING MINUTES APRIL 28, 2009 NORTH MASON SCHOOL DISTRICT BOARD ROOM BELFAIR, WA 98528

#### CALL TO ORDER:

Meeting called to order at 7:05 PM

#### MEMBERS IN ATTENDANCE:

Mr. Herb Gerhardt, President; Mr. Ray Stutz, Secretary; Ms. Kaye Massie, Financial Officer;  
Mrs. Peggy VanBuskirk; Mr. Bev Wendell; Dr. Wallace Volz, Superintendent;  
Ms. Sandra Robertson, Recording Secretary

#### GUESTS IN ATTENDANCE:

Valerie McLeod  
Gerry Morrow

#### APPROVAL OF AGENDA ITEMS:

**Deleted** item F: under New Business.

**Added** item H: Loan repayment discussion.

**Added** item I: Harrison first ½ payment discussion.

The agenda was approved as amended. Copy of original agenda attached.

#### APPROVAL OF PREVIOUS MEETINGS MINUTES:

**Clarification to minutes:** New Business Item C: Set Clinic Hours Discussion

The proposed hours by Harrison for The Urgent care clinic are 7:30 am to 7:30 pm. Motion to approve the proposed hours carried. The hours for the Primary care are left up to Harrison.

They are required by contract to provide 40 hours/week. We are requesting at least 4 hours on Saturdays.

The minutes of March 24, 2009 approved as clarified.

#### PUBLIC COMMENT PERIOD:

Valerie was very pleased with the Open House.

#### CORRESPONDENCE:

A) Harrison's e-mail requesting payment estimates for 2010

The response to Tom Kruse was very similar to the letter requesting payment estimates for 2009. Herb is estimating the payments for June & Dec 2010 to each be approximately \$196,950.00.

#### FINANCIAL OFFICER REPORT:

- Vouchers are ready for May. Current line of credit account balance is \$252.14 as of April 27, 2009. The tax revenue balance in the General fund account was \$16,440.71 as of 3/31/09.
- Kaye is requesting a transfer of funds in the amount of \$16,000.00 from the General Fund account to the LOC account. It was approved to transfer \$16,000 from the General fund to the LOC.

The funds raised from the tax revenue go into a General Fund Account. MCPHD2 is currently set up to pay its bills through its LOC Account. This will remain in effect through the rest of 2009. In order to transfer funds from the General Fund Account to the LOC Account, the County requires a letter stating that request. Kaye discussed the information required by the county to be included in the letter. It was approved that Kaye author a letter containing the County required information. The signature of both the Financial Officer and The Superintendent will be required on the letter to request a transfer of funds.

#### **COMMISSIONER REPORTS AND MEETING SCHEDULES:**

- The North Mason Chamber of Commerce, Mason Community Voice, Mason Matters, Fire District, Theler Health Fair, Sheriff and CAC meetings are the only scheduled meetings where more than 2 board members may be in attendance.

#### **COMMITTEE REPORTS:**

- **Mason County Board of Health : Peggy VanBuskirk**
  - ❖ No report. Today's meeting was cancelled. The next scheduled meeting is May 5, 2009.
- **Mason Transit Authority Board : Bev Wendell**
  - ❖ Bev reported that nothing pertinent to MCPHD2 was discussed at the last meeting.
- **Mason Matters: Ray Stutz, Peggy VanBuskirk**
  - ❖ Neither Ray nor Peggy attended the last meeting and they have not received a copy of the minutes from that meeting.
- **Theler Health Fare (May 9)**
  - ❖ 30 booths have signed up.
  - ❖ There will be a bicycle rodeo for the kids.
  - ❖ Hours are 9am to 4pm.

#### **OLD BUSINESS:**

- a.) Grand Opening Report

The weather cooperated nicely. Many complimented how nice the facility is. The commissioners were disappointed at the minimal coverage of the event by the Kitsap Sun newspaper.
- b.) Flowers for Opening Report

The bill for the flowers came to \$229.81. Originally only \$100.00 was approved for flowers. Motion carried to cover the cost of the flowers in full.
- c.) Logo for Office Door Report

Harrison is covering the cost for the logo on the door to the commissioner's office in the clinic. The logo looks great.
- d.) Community service Award & Plaque presentation for Ahhria Fosdyck for Seal work Report

The presentation at the Chamber Meeting went well and Ahhria was able to attend the Open House.
- e.) Theler brick for District Report

An exact quote has not come back yet for the cost of a brick with our logo. The starting cost for a 12" x12" brick is \$225.00. Any final decision on purchasing a brick will wait until an exact quote is received.
- f.) "Cash Management for Cities and Districts" Report

Kaye and Dr. Volz attended. A very positive response was given. A lot of valuable information provided. It stressed a need for accuracy and good record keeping. It was designed for people with a bookkeeping background but any one who attended would be able to understand and learn a lot. Both would like to be able to attend any additional course. A motion carried to cover the costs associated with attending the course (tuition and mileage)

- g) Sign Current Vouchers  
Vouchers were signed.

**NEW BUSINESS:**

- a. Clinic Discussion
- i. Our role  
Our role is limited. We can do nothing other than what is stated in the contract.
  - ii. Access (Office Keys)  
The clinic is open 7:30am to 7:30 pm. We are to enter thru the front door and ask the receptionist to unlock the door to the area where the office is located by “bussing” us in. Each commissioner was given a Key to our office, but we are to use the front door. Harrison is looking into getting badges for each district member.
  - iii. Clinic conference room usage  
We have access to the conference room only for our monthly meeting.
  - iv. HIPPA requirement discussion  
We may elect to ask Harrison to give the commissioners a course on HIPPA
  - v. Discussion of District Office Utilization, equipment, supplies  
Between Harrison and the commissioners, supplies and equipment are being stocked in the office.
- b. County treasurer funds transfer discussion  
This was covered under Financial Officers Report.
- c. Revision to By-Laws  
No procedural changes suggested, only clarifications. The changes were reviewed and will be voted on at the next meeting.
- d. Meeting Location Change Announcement  
Starting in May 2009, Mason County Public Hospital district #2 will be holding its meetings in the conference room at Harrison Belfair Clinic. The meetings will continue to be held on the 4<sup>th</sup> Tuesday of each month at 7:00pm.
- e. Patti Hart thank You Letter  
Herb suggested writing an Official thank you letter to Patti Hart from the board. Ray is also suggesting a letter of appreciation to Rhonda Brown. Motions approved for both letters.
- f. Discussion on WA Gov. Budget and how it is affecting all businesses and especially Health Care.  
This item was deleted from the agenda.
- g. Web conference by WSHA on Wed, April 29, from 12:00 – 1:00 PM on Legislative budget Wrap-up.  
Herb is requesting every member, who is able to, listen to the Web-cast.
- h. LOC Loan Repayment Discussion  
The first ½ payment is due June 15, 2009. Herb would like to pay off the loan at the same time if it is financially possible.
- i. Harrison First Half Payment Discussion  
Discussed under New Business item h.

**MISCELLANEOUS ITEMS:**

- a. PDC personal financial statements **were** due into PDC by April 15<sup>th</sup>

**GOOD OF THE ORDER / ANNOUNCEMENTS:**

- a. Dick Goldsmith is now: Program director for the Pipeline Safety Trust in Bellingham.

**NEXT SCHEDULED MEETING:**

Tuesday, May 26 at 7 pm at Harrison Belfair Clinic Conference Room.

**NOTE: New Location**

**FINAL COMMISSIONER COMMENTS:**

A question raised at the open house was “Now that the clinic is open, what does the District have to do now?” We should have a response to similar questions.

**ADJOURN:**

Meeting adjourned at 9:20 pm

**Respectfully submitted by,**

A handwritten signature in cursive script, appearing to read "Raymond A. Stutz". The signature is written in black ink and is positioned below the text "Respectfully submitted by,".

*Electronically Signed*

**Raymond A. Stutz,  
Commissioner, Secretary**

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2  
POB 1626, Belfair, WA 98528 (360-275-2517)  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
Tuesday April 28, 2009 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.
2. COMMISSIONER ROLL CALL and RECORD of GUEST ATTENDANCE   (Ray)
3. APPROVAL OF AGENDA ITEMS
4. Approval of Minutes of Previous Meeting (3/24/09)
5. 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).
6. CORRESPONDENCE (New since last meeting):
  - a. Harrison's email requesting payment estimates for 2010
7. FINANCIAL OFFICER REPORT (Wally/Kaye)
8. COMMISSIONER REPORTS and Meeting schedules for next month where more than two commissioners will be present.
9. COMMITTEE REPORTS (Existing):
  - a. Mason County Board of Health Board           (Peggy, report on last meeting.)
  - b. Mason Transit Authority Board               (Bev report on last meeting.)
  - c. Mason Matters                                   (Ray/Peggy)
  - d. Theler Health Fare (May 9)                   (Peggy)

10. OLD BUSINESS:
  - a. Grand Opening Report (Herb lead)
  - b. Flowers for opening Report (Wally)
  - c. LOGO for Office Door Report (Wally)
  - d. Community Service Award & Plaque presentation  
for Ahhria Fosdyck for Seal work Report (Wally, Ray)
  - e. Theler brick for District Report (Herb)
  - f. "Cash Management for Cities and Districts" report (Wally/Kaye)
  - g. Sign Current Vouchers (Wally for Kaye)
  
11. NEW BUSINESS:
  - a. Clinic Discussion (Herb lead)
    - i. Our role
    - ii. Access (Office Keys)
    - iii. Clinic conference room usage
    - iv. HIPPA requirement discussion
    - v. Discussion of District Office Utilization, equipment, supplies
  - b. County Treasurer funds transfer discussion (Kaye)
  - c. Revision to By-laws (Herb)
  - d. Meeting Location Change Announcement (Herb)
  - e. Patti Hart Thank You Letter (Herb/Ray)
  - f. Discussion on WA Gov. Budget and how it is affecting all businesses  
and especially Health Care. (Wally)
  - g. Web conference by WSHA on Wed, April 29 from 12:00 – 1:00 PM on Legislative  
Budget Wrap-up.
  
12. MISCELLANEOUS ITEMS
  - a. PDC Financial Statements for 2008 **WERE** due into PDC by April 15.
  
13. GOOD OF THE ORDER/ANNOUNCEMENTS
  - a. Dick Goldsmith is now: Program Director for the Pipeline Safety Trust in Bellingham
  
14. NEXT SCHEDULED MEETING
 

Tuesday, May 26 at 7 PM at Harrison Belfair Clinic Conference Room.  
**NOTE: New Location.**
  
15. FINAL COMMISSIONER COMMENTS
  
16. ADJOURN