

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
MEETING MINUTES NOVEMBER 24, 2009
HARRISON BELFAIR CLINIC CONFERENCE 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, Financial Officer; Mrs. Peggy VanBuskirk; Mr. Bev Wendell; Dr. Wallace Volz, Superintendent; Ms. Sandy Robertson, Recording Secretary

GUESTS IN ATTENDANCE:

Valerie McLeod, Dave Tipton, Tom Kruse

APPROVAL OF AGENDA ITEMS:

Items added. New Business: d) Cards....Thank you/sympathy/etc
e) Shopping bags for WIC/Food Bank
Miscellaneous Items: c) Change "One" spokesman at other meetings
d) No Dec meeting?

Agenda approved as amended.

APPROVAL OF PREVIOUS MEETINGS MINUTES

The meeting minutes for 10/27/09 were approved as presented.

PUBLIC BUDGET HEARING on Revised 2010 Budget and Public Comments on Budget

When the original budget and associated papers were presented to the County Auditor it was found that the County had added a 1% automatic increase to the levy of the assessed property values. This had not been requested by the District. The County has been informed that in the future the District does not want this automatic increase. Authority to revise the budget was granted. The revised budget was reviewed.

Tom Kruse is suggesting requesting a contract change in Harrison's payment due dates to Jan 15 and July 15 in addition to several other previously proposed contract changes. Approval of proposed changes will wait until they are in writing.

Valerie McLeod: the public may not be happy with the increase in the assessment.

She also had a concern if property values go down.

Herb's response was "The way the law reads.... We submit a dollar amount. We as a district can not establish a tax rate. We submit dollars. If the assessment goes down...the rate goes up to meet that dollar amount. We are not increasing the dollar amount."

Motion carried to approve proposed amended 2010 budget.

GENERAL PUBLIC COMMENT PERIOD:

Dave Tipton: Thanked the MCPHD2 members for their service. He did comment that he feels that one member of the board does not, at times, represent the district very well.

Herb stated that the member referred to was himself. He makes a lot of comments at many meetings and is very clear that his comments represent Herb Gerhardt and not MCPHD2.

CORRESPONDENCE:

- 1) Mason Transit requested authorization prior to today's meeting for a 2010 representative. Bev Wendell agreed to be re-appointed for 2010.
It was recommended to discuss at the Oct 2010 meeting who may want to be appointed the Mason Transit Board.
- 2) AWPHD is offering a webcast that focuses on Critical Access Hospital incentive payments for using electronic health records on Thursday December 10 from noon till 1 PM.
- 3) Proposed Community news release from Bob Appel of Mason General Hospital.
The announcement was set for 11/25/2009. The letter was read and copies of the announcement were given to district members.
- 4) Information received from Steven Rose on Hipaa....Breach notification requirements. The brochure was for our information. Sandy Robertson requested a copy of the brochure.

SUPERINTENDENT REPORT

- 1) Kim Klint of Mason Matters is requesting a copy of MCPHD2 mission statement. At this time we do not have a formal statement. Dr. Volz will write a proposed statement and it will be approved a later date.
- 2) Thank you to Tom Kruse, "when you get involved...things happen.
- 3) Motion approved to allow Dr. Volz to vote, for the District, in favor of the By-Laws changes of the Mason Chamber of Commerce.

FINANCIAL OFFICER REPORT

- There is a correction to the amount of last months voucher. The correct amount for the October voucher is \$3412.19 instead of \$3412.18. Motion to approve the amended voucher amount carried.
- November voucher amount is \$201,597.45 and includes 11 warrants
Additional information is noted under Old business, Item h.
- As of October 31, 2009 the balance in the010 account was \$61,312.96
.....015 account was \$234,502.96
- Voucher includes 2nd biannual payment to Harrison, PO Box rental fee and payroll taxes

COMMISSIONER REPORTS AND MEETING SCHEDULES:

- The North Mason Chamber of Commerce, Chamber After Hours, North Mason Community Voice, Fire District 2 and Sheriff, meetings are scheduled meetings where more than 2 board members may be in attendance.

No PHD 2 business is to be discussed between commissioners at any of these meetings.

Tom Kruse put forth an invitation to attend the Festival of Tree's and he noted that donations can be made to the Harrison Foundation and be designated for use in specific communities or for specific services.

COMMITTEE REPORTS:

- **Mason County Board of Health : Peggy VanBuskirk**
 - ❖ The "Community Report Card" was approved for publication.
 - ❖ N1H1 date: There has been a peak in the number of cases for now but another peak is expected in February 2010.
 - ❖ West Nile season is over for 2009.
 - ❖ North Bay has 25 acres closed to shell fishing due to pollution.

- ❖ Tim Sheldon had a handout on proposed legislation for a Secure Medicine Return Program. 2SHB-1165. It is designed to help get medicine out of the waterways (disposing of it properly)
- ❖ Lidia Buchheit would like us, as a district, to be more involved in Mason County Public Health. She has expressed interest in speaking to us, possibly in January 2010.
A motion carried to formally invite her to speak at our January 2010 meeting.
- **Mason Matters: Ray Stutz, Peggy VanBuskirk**
 - ❖ There was no Mason Matters Meeting since our last meeting.
- **Mason Transit Authority Board : Bev Wendell**
 - ❖ The MTA is still looking for land in the Belfair area for a proposed Park & Ride lot.

OLD BUSINESS:

a.) Clinic Discussion. Badges Received

Report by Tom Kruse:

A Division 20-15 session was held here last week. Both Herb and Peggy attended. It is designed to get input for organizational strategic planning for the next 5 years. After the first draft is available there is an opportunity for public input.

The Clinic (Urgent Care) ranks in the 96 percentile in patient satisfaction. Tom is asking for help in putting on a Luncheon to show appreciation to the staff of the clinic.

Additional information was provided for Urgent care. Primary care info was provided at the Harrison Meeting.

New direct mailing proofs with the District Logo on it were shown to the commissioners.

Harrison is actively searching for an Internist to join the Primary care team. Harrison is working on better computer communication between doctors and Harrison.

Harrison will be writing a letter to the district to change the name of the clinic and he explained the reason for the request.

Harrison will also be voting for the Mason Chamber by-laws changes.

Harrison is very pleased with the district members and how the clinic has come together in such a short time.

b.) Monthly Harrison Meeting Report

New vinyl signage for the entrance to urgent and primary care has been installed.

New WIC signs have also been placed.

Two new programs proposed:

Out reach program for a cancer support group

North Mason Job Shadowing program has 10 students for Harrison.

A copy of Harrison's patient Bill of Right pamphlet was given. It contains Harrison's protocol regarding patient complaints. Copies are available at the clinic.

c.) Harrison Complaint Reports

A complaint had been given to Dr. Volz and he has forwarded it to Rhonda Brown.

d.) Office Computer / Supplies Discussion

Motion carried to authorize the purchase of a new laptop computer for the District. A limit of \$1500.00 was approved.

- e.) District phone number in North Mason Life
The next addition should have the correct number listed.
- f.) Belfair Herald meeting schedule listing
There was no community schedule listed.
- g.) 2010 Revised Budget Discussion / Approval
It was approved during the Public Budget Hearing section.
Resolution 2009-0008 signed
- h.) Sign Current Vouchers
Voucher was approved and signed.

The following voucher/warrants are approved for payment.

Voucher (warrants includes expenses and payroll)

numbers: 166 through 176 totaling \$ 201,597.45

(Kay and Wally had initially reported differing amounts for the voucher totals. They had different items listed. After the voucher had been officially signed an error was spotted by Kay and Wally. The voucher was corrected to the above stated amount and the amended voucher was approved)

NEW BUSINESS:

- a. Chamber By-Laws Change Discussion and Vote.
Discussed under Superintendent Report
- b. Harrison Second Half Payment Discussion / Approval
Motion to pay the 2nd Biannual Payment of \$198,568.44 to Harrison was approved.
Resolution 2009-0007 signed.
- c. MGH plans to expand and improve their facilities at MGH which will be discussed at the next PHD 1 Meeting on Thursday, December 17.
This was discussed under Correspondence.
- d. Cards....Thank you/sympathy/etc
Kaye is recommending having cards made with the District Logo to be used to acknowledge different occasions. Dr. Volz will provide some examples at the next meeting.
- e) Shopping bags for WIC/Food Bank
Kaye is suggesting having cloth shopping bags made with the District Logo on it.
Dr.Volz will get some price quotes.

MISCELLANEOUS ITEMS

- a. Officer Elections at December 22 Meeting
- b. Herb will be gone on hunting trip from 11/27 through 12/6
- c. Change "One" spokesman at other meetings
Ray is requesting that each member be able to answer a question when 2 or more commissioners are present.
It was decided that if either the superintendent or president is present they should be the spokesperson(in that order) They may choose to defer to another to answer the question. If neither the superintendent nor president is present, as long as there is no discussion or disagreement between members, any member can answer a question.
- d. No Dec meeting?
Ray is requesting not having a December meeting because he may not be in the area. It was discussed to possibly move the meeting to an earlier date. It was finally decided to keep the meeting on the original date and time.

GOOD OF THE ORDER / ANNOUNCEMENTS

NM Chamber Luncheon is tomorrow at Theler from 1130 to 1300 and costs \$10.
Bob Ingram will be speaking on the "Gratitude...The Secret Weapon of the Great Marketers"

NEXT SCHEDULED MEETING

Tuesday, December 22 at 7 PM at Harrison Belfair Clinic Conference Room

EXECUTIVE SESSION on Harrison Contract Administration (15 minutes)

No action was taken during the Executive Session

FINAL COMMISSIONER COMMENTS

It was suggested that each member re-read their copy of the contract with Harrison.
It was requested that the meetings not last as long as tonight's meeting.
Bev mentioned appointing a Clerk of the Board.

ADJOURN

Meeting adjourned at 10.33 pm

A handwritten signature in black ink that reads "Raymond A. Stutz". The signature is written in a cursive style with a large, stylized initial 'S'.

Electronically Signed

Respectfully submitted by,

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 November 24, 2009 at 7:00 PM

Harrison Belfair Clinic Conference Room

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 (10/27/09)
5. PUBLIC BUDGET HEARING on Revised 2010 Budget and Public Comments on Budget
6. 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).
7. CORRESPONDENCE (New since last meeting):
 - a. Mason Transit Requested authorization for 2010 representative. Bev Wendell was re-appointed for 2010.
 - b. AWPHD is offering a webcast that focuses on Critical Access Hospital incentive payments for using electronic health records on Thursday, December 10 from noon till 1 PM.
8. SUPERINTENDENT REPORT (Wally)
9. FINANCIAL OFFICER REPORT (Wally/Kaye)
10. COMMISSIONER REPORTS and Meeting schedules for next month where more than two commissioners will be present. No PHD 2 business will be discussed between commissioners at these meetings.
11. COMMITTEE REPORTS (Existing):
 - a. Mason County Board of Health Board (Peggy, report on last meeting)
 - b. Mason Matters (Ray/Peggy)
 - c. Mason Transit Authority Board (Bev report on last meeting)

12. OLD BUSINESS:
 - a. Clinic Discussion. Badges Received (Herb/Wally)
 - b. Monthly Harrison Meeting Report. (Wally/Herb/Ray)
 - c. Harrison Complaint Reports (Wally)
 - d. Office Computer/Supplies Update (Wally)
 - e. District phone number in North Mason Life. (Herb)
 - f. Belfair Herald meeting schedule listing (Wally/Kaye)
 - g. 2010 Revised Budget Discussion/Approval (Wally/Kaye)
 - h. Sign Current Vouchers (Wally/Kaye)

13. NEW BUSINESS:
 - a. Chamber By-Laws Change Discussion and Vote (Wally)
 - b. Harrison Second Half Payment Discussion/Approval (Wally)
 - c. MGH plans to expand and improve their facilities at MGH which will be discussed at the next PHD 1 Meeting on Thursday, December 17 (Herb/Peggy/Wally)

14. MISCELLANEOUS ITEMS
 - a. Officer Elections at December 22 Meeting
 - b. Herb will be gone on hunting trip from 11/27 through 12/6.

15. GOOD OF THE ORDER/ANNOUNCEMENTS
NM Chamber Luncheon is tomorrow at Theler from 1130 to 1300 and costs \$10.
Bob Ingram will be speaking on the "Gratitude...The Secret Weapon of Great Marketers"

16. NEXT SCHEDULED MEETING
Tuesday, December 22 at 7 PM at Harrison Belfair Clinic Conference Room.

17. EXECUTIVE SESSION on Harrison Contract Administration (15 minutes)

18. FINAL COMMISSIONER COMMENTS

19. ADJOURN