

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
MEETING MINUTES MAY 25, 2010
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; Dr. Wallace Volz, Superintendent;
Ms. Sandy Robertson, Recording Secretary
Mr. Bev Wendell was not present: excused absence.

GUESTS IN ATTENDANCE:

Valerie McLeod, Brian Taylor (State Auditor from Port Orchard Office)

APPROVAL OF AGENDA ITEMS:

Agenda approved as presented.

APPROVAL OF PREVIOUS MEETINGS MINUTES

The meeting minutes for 4/27/10 were approved as presented.

GENERAL PUBLIC COMMENT PERIOD:

Valerie McLeod: 1. Announced she is retiring from the School District. There will be a retirement picnic on June 17 from 1-6 pm at Twanoh State Park.
2. She expressed concern over a statement regarding vaccinations that was made at a recent meeting she attended.

GUEST SPEAKER:

Brian Taylor: State Auditor from Port Orchard Office spoke for One hour and 10 minutes on why and how audits are conducted in Washington State. MCPHD2 can anticipate an audit in late fall 2010.

CORRESPONDENCE:

- 1) Dave Tipton's Public Information Request.
Herb sent the requested information to him. Ray also discussed a personal email from Mr. Tipton.
- 2) Valley Medical Center email request on how we record our Board of Commissioner Meetings/Minutes.
Requested information was sent to Valley Medical Center by Dr. Volz.
- 3) AWPHD letter received discussing an upcoming program.
- 4) Drug Box purchase information from Casey Bingham.

SUPERINTENDENT REPORT

- 1) Monthly Harrison Meeting report
 - a. Ray, Herb & Dr. Volz attended the meeting
 - b. Reviewed Statistics handout
 - c. Showed artwork for Tote bags.
 - d. Suggestion was made for more signage showing the location of the clinic.
- 2) Telephone Upgrade Report
New phone has been purchased

FINANCIAL OFFICER REPORT

- As of 4/30/2010 the balance in the015 account was \$417,669.24
- Corrections to April's financial report:
 - May's reported Warrant numbers were 226-237, the correct warrant #'s are 226-236.
 - The reported amount of received Revenue was \$53,939.69. The correct amount of revenue received was \$52,939.69.

COMMISSIONER REPORTS AND MEETING SCHEDULES:

- North Mason Community Voice, NM Chamber After Hours, NM Chamber meeting, Fire District 2 meetings, CAC, County Commissioner meeting, North Mason Community Resource Center Open House, Valerie McLeod's retirement party, 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.

COMMITTEE REPORTS:

- **Mason County Board of Health Meeting & Dental Coalition Meeting: Peggy VanBuskirk**
 - ❖ Dental Coalition Meeting is being held on the 4th Tues of each Month.
Peggy and Dr. Volz are trying to get the date changed.
 - ❖ Mason County Board Of Health
 1. Discussed basics of Health Districts operations
- **EMS Council**
 - ❖ Working on training, went over Bylaws and are updating website.
 - ❖ Letter from MCPHD2 needs to be sent to County Commissioners informing them that Peggy is our representative and Ray is the alternate to the EMS council.
- **Mason Matters: Ray Stutz, Peggy VanBuskirk**
 - ❖ No Mason Matters Meeting has been held since our meeting last month.
- **Mason Transit Authority Board : Bev Wendell**
 - ❖ No report due to Bev being out of town.
- **Clinic Fee Structure: Ray Stutz, Herb Gerhardt, Dr. Volz**
 - ❖ On going discussion. Nothing new to report.
- **Mason Community Health Report Card Committee: Peggy VanBuskirk, Dr. Volz**
 - ❖ Met with David Peterson..may be able to have some information regarding dental appointments at the first Student Conferences in Fall 2010

OLD BUSINESS:

- a.) Clinic Discussion. (EMS Luncheon, Theler Health Fest)

EMS Luncheon was well received.
Theler Health Fest had poor organizations and poor attendance.
- b.) Mission Statement

Additional suggestions have been incorporated in the revised statement. The revisions are ongoing.
- c.) 911 Phone

Phone is here but still needs to be installed.
- d.) Tote Bags

Discussed under Superintendent Report.
- e.) Drug Disposal Boxes and Security Camera

Health Department will purchase and MCPDH2 will reimburse them.
- f.) Are Contract Employees covered by our D & O Insurance?

Contract Employees can be added to the policy and can then attend other meetings.
- g.) Open Public Meetings Act and Conflict of Interest/Ethics Training.

There is a meeting coming up in Portland for Hospital Associations. Electing not to attend this conference.

NEW BUSINESS:

- a. Public Records Policy
Public Records Policy approved unanimously.
- b. PHD 2 Office Business hours/Admin Secretary
At this time no regular office hours are needed and an Admin secretary is not required. Ray will help with the organizing files.

c. Commissioners Expenses

Herb stressed need for Commissioners to request compensation. Handout was giving out as an example of a reimbursement form. It will be reviewed and suggested changes will be discussed at a later meeting.

d. Harrison first half payment

Motion carried unanimously to approve payment of \$198,968.00 to Harrison for the first half of 2010. Resolution # 2010-0001 was signed by all commissioners present.

d. Sign Current Voucher

Voucher was approved and signed.

The following voucher/warrants are approved for payment.

Voucher (warrants include expenses and payroll)

Numbers: 237 through 245 totaling \$202,223.28

MISCELLANEOUS ITEMS

None

EXECUTIVE SESSION: The planned Executive Session was postponed due to length of tonight's meeting

GOOD OF THE ORDER / ANNOUNCEMENTS

1. NM CHAMBER LUNCHEON

Tomorrow (5/26/10) at Theler from 1130 to 1300 and now costs \$15.00 and advance reservations are required for the lunch

The program will be on the Student Job Shadow program.

NEXT SCHEDULED MEETING

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


FINAL COMMISSIONER COMMENTS

Peggy will be doing a walking in Breast Cancer Awareness 3-Mile walk in June.

ADJOURN

Meeting adjourned at 10:09 pm

Respectfully submitted by,



Electronically Signed

Raymond A. Stutz, Commissioner, Secretary

between commissioners at these meetings.

Approved Minutes

11. COMMITTEE REPORTS (Existing):
 - a. Mason County Board of Health Board; also Dental Coalition Meeting
(Peggy, report on last meeting)
 - b. EMS Council
(Peggy + Alternate Ray)
 - c. Mason Matters
(Ray/Peggy)
 - d. Mason Transit Authority Board (No Report) (Bev report on last meeting)
 - e. Clinic Fee Structure
(Ray/Herb/Wally)
 - f. Community Health Report Card Committee (Wally/Peggy/Herb)

12. OLD BUSINESS:
 - a. Clinic Discussion. (EMS Luncheon, Theler Health Fest) (Wally)
 - b. Mission Statement (Wally)
 - c. 911 Phone (Authorized up to 1k) (Wally)
 - d. Tote Bags (Wally)
 - e. Drug Disposal Boxes and Security Camera (Approved up to 2k) (Peggy)
 - f. Are Contract Employees covered by our D&O Insurance? (Wally)
 - g. Open Public Meetings Act and Conflict of Interest/Ethics Training (Wally)

13. NEW BUSINESS:
 - a. Public Records Policy (Ray)
 - b. PHD 2 Office Business Hours/Admin Secretary (Ray)
 - c. Commissioners Expenses (Ray/Herb)
 - d. Harrison first half payment (Wally/Kaye)
 - e. Current Voucher Discussion/Approval/Signatures (Wally/Kaye)

14. MISCELLANEOUS ITEMS
 - a.

15. EXECUTIVE SESSION On Personnel Matters (15 minutes)

16. GOOD OF THE ORDER/ANNOUNCEMENTS:
 - a. NM Chamber Luncheon is tomorrow at Theler from 1130 to 1300 and now costs \$15 and advance reservations are required for lunch. The program will be on the Student Job Shadow program.
 - b. FD 2 Open House on Saturday, June 5 from 1100 – 1500 at Station 21.

17. NEXT SCHEDULED MEETING
Tuesday, June 22 at 7 PM at Harrison Belfair Clinic Conference Room.

18. FINAL COMMISSIONER COMMENTS

19. ADJOURN