

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2  
MEETING MINUTES JUNE 22, 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; ; Ms. Kaye Massie, Financial Officer; Mrs. Peggy VanBuskirk;  
Mr. Bev Wendell; Dr. Wallace Volz, Superintendent;  
Ms. Sandy Robertson, Recording Secretary  
Absent: Mr. Ray Stutz, Secretary

**GUESTS IN ATTENDANCE:**

Valerie McLeod PT

**APPROVAL OF AGENDA ITEMS:**

Agenda approved as presented

**APPROVAL OF PREVIOUS MEETINGS MINUTES**

The meeting minutes for 5/25/2010 were approved as presented.

**GENERAL PUBLIC COMMENT PERIOD:**

Valerie mentioned she had a great retirement party.

**GUEST SPEAKER:**

None

**CORRESPONDENCE:**

- 1) Letter to County Commissioners regarding EMS Council Representative.  
A letter was sent to the County Commissioners stating that Peggy is MCPHD2 's representative and that Ray is the alternate.
- 2) Letter from L & I  
The claim from when Dr. Volz fell is closed.

**SUPERINTENDENT REPORT**

**Peggy and Dr. Volz attended the meeting with Harrison**

- 1) Harrison is happy with the work of the Commissioners.
- 2) Reviewed Stats.
- 3) The tote bags should be going to the printers in about a week.
- 4) Harrison provided meals through the United Way for Day of Caring.
- 5) Harrison main Hospital will be holding an Open House for their new Heart & Vascular Center on 6/30/2010.
- 6.) Herb will auto forward copies of PHD1 minutes to each commissioners when the minutes are received from them.

## FINANCIAL OFFICER REPORT

- Copy of Financial Stats was handed out.
- Balance in account.....015. as of 5/31/2010 was \$464,589.04

## COMMISSIONER REPORTS AND MEETING SCHEDULES:

- North Mason Community Voice, NM Chamber After Hours, NM Chamber meeting, CAC, Fire District 2, Water District 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**
  - ❖ The next meeting for the Dental Coalition will be next Tuesday, June 29.....It is a special meeting. Dr. Volz is planning on attending
  - ❖ Mason County Board Of Health
    - 1.) Reviewed their vision/accomplishments
    - 2.) Some obligations for several grants were not fulfilled....therefore some funds will need to be returned.
    - 3.) Hoping for increase in funds from the New Health Care Act.
    - 4.) Possible new outbreak of N1H1
    - 5.) Potential for increase in number of cases of West Nile Virus.
- **EMS Council**
  - ❖ Website has a lot of information available.. [ [www.masoncountyems.org](http://www.masoncountyems.org) ]
  - ❖ They are working with Call Center to determine which Hospital is best to send to for different medical conditions.
  - ❖ There will be no meeting in August 2010
  - ❖ Change in Call Center Coding for responses to calls.
- **Mason Matters: Ray Stutz, Peggy VanBuskirk**
  - ❖ Main discussion was about the Dental Clinic. The manager was let go.
  - ❖ Smile Mobile will be coming later this year.
  - ❖ Summer feeding program, Mason General is helping with this.
- **Mason Transit Authority Board : Bev Wendell**
  - ❖ Rider ship is continuing to stay up.
- **Clinic Fee Structure: Ray Stutz, Herb Gerhardt, Dr. Volz**
  - ❖ Main concern is over "Facility Charge"
- **Mason Community Health Report Card Committee: Peggy VanBuskirk, Dr. Volz**
  - ❖ No Meeting

## OLD BUSINESS:

- a.) Clinic Discussion. (Scanner Configured)  
Scanner is up and running.
- b.) Mission Statement  
Copy of proposed Mission statement handed out.. Motion approved unanimously to accept the Mission Statement.
- c.) 911 Phone (Authorized up to \$1000.00) billing approval  
The phone is installed. The only outstanding expense is for the mounting bracket.

- d.) Tote Bags  
Motioned carried unanimously to approve up to \$1000.00 to cover the cost of 500 bags.
- e.) Drug Disposal Boxes and Security Camera ( Approved up to \$2000.00)  
The Disposal Box has been ordered. The camera has not yet been ordered.
- f.) Contract employee added to our D & O Insurance Discussion?  
Motion carried unanimously to add Sandra Robertson to the D & O insurance.
- g.) Open Public Meeting Act and Conflict of Interest/Ethics Training  
Date for the meeting has not yet been set.
- h.) Commissioners Expenses Form Discussion  
The County has an expense form. The form should be available on the County's web site. If not, Dr. Volz will provide a copy to each commissioner.

#### **NEW BUSINESS:**

- a. District Web Page Discussion  
Herb talked with Lee Swobada about setting up a website. We are waiting on a proposal from Lee before approving a website.
- b. Update on 2010 budget and planning for 2011  
Herb is requesting a spreadsheet that lists expenses incurred vs. the budgeted amount. It can be used for planning purposes for the 2011 budget.
- c. Current Voucher Discussion/Approval /Signatures  
Discussion centered over concerns with not having all bills in hand prior to making out the vouchers and having it available for signatures at the monthly meeting  
Due to reduced days the County allows us to turn in vouchers and days that warrants are printed, the vouchers have been made out before all the bills are received. The biggest concerns have been over the phone bill and taxes being paid on time. Kaye & Dr. Volz are asking to either change the meeting day or have a second monthly meeting to sign vouchers.  
It was agreed to have one special meeting on July 15 at 6 pm to discuss and sign the voucher.  
Motion carried unanimously to pay the phone bill in advance until the end of this year if that is OK with the County.

#### **MISCELLANEOUS ITEMS**

- a. Peggy has a new Granddaughter
- b. Herb had a medical issue.

#### **EXECUTIVE SESSION: Superintendent Annual Review Commissioner Discussions**

Executive Session began at 9:40 pm and concluded at 10:20 pm. Regular meeting reconvened at 10:21 with no actions taken.

#### **GOOD OF THE ORDER / ANNOUNCEMENTS**

NM Chamber Luncheon is tomorrow at Theler from 1130 to 1300 and now costs \$15.00 and advance reservations are required for lunch. The program will provide updates on: The Belfair Water Districts projects; the up coming election forums and the Shop Local efforts.

**NEXT SCHEDULED MEETING**

**Special Meeting on July 15 at 6 pm** at Harrison Belfair Clinic Conference Room.

Regular meeting....Tuesday, July 27 at 7 PM at Harrison Belfair Clinic Conference Room

**FINAL COMMISSIONER COMMENTS**

None

**ADJOURN**

Meeting adjourned at 10:21 pm

**Respectfully submitted by,**

A handwritten signature in cursive script, reading "Raymond A. Stutz".

*Electronically Signed*

Raymond A. Stutz, Commissioner, Secretary

Approved Meeting Minutes



between commissioners at these meetings.

Approved Meeting 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  
(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. (Scanner configured)  
(Wally)
  - b. Mission Statement  
(Wally)
  - c. 911 Phone (Authorized up to 1k) billing approval.  
(Wally)
  - d. Tote Bags  
(Wally)
  - e. Drug Disposal Boxes and Security Camera (Approved up to 2k)  
(Peggy)
  - f. Contract Employee added to our D&O Insurance Discussion?  
(Wally)
  - a. Open Public Meetings Act and Conflict of Interest/Ethics Training  
(Wally)
  - g. Commissioners Expenses Form Discussion  
(Ray/Herb)
  
13. NEW BUSINESS:
  - b. District Web Page Discussion  
(Herb)
  - c. Update on 2010 budget and planning for 2011 budget  
(Herb)
  - d. Current Voucher Discussion/Approval/Signatures  
(Wally/Kaye)
  
14. MISCELLANEOUS ITEMS
  - a.
  
15. EXECUTIVE SESSION Superintendent Annual Review commissioner discussions (30 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 provide updates on: The Belfair Sewer project; the Belfair Water District projects; the upcoming election forums; and the Shop Local efforts.
  
17. NEXT SCHEDULED MEETING  
Tuesday, July 27 at 7 PM at Harrison Belfair Clinic Conference Room.
  
18. FINAL COMMISSIONER COMMENTS
  
19. ADJOURN