

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
MEETING MINUTES JULY 27, 2010
HARRISON BELFAIR CLINIC CONFERENCE ROOM
BELFAIR, WA 98528**

CALL TO ORDER:

Meeting called to order at 7:13 PM due to sewer construction delays

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:

Linnie Griffin, Rich Chwaszczewski

APPROVAL OF AGENDA ITEMS:

Agenda approved as presented

APPROVAL OF PREVIOUS MEETINGS MINUTES

The meeting minutes for 6/22/2010 were approved as presented.

Ray abstained due to not being present at the meeting.

The meeting minutes for 7/15/2010 were approved as presented

Bev abstained due to not being present at the meeting.

GENERAL PUBLIC COMMENT PERIOD:

None

GUEST SPEAKER:

None

CORRESPONDENCE:

- 1) Food for Kids....email

Summer packs and meals are provided. Mrs. Mona Haugan will get some stats to the commissioners as to the extent of the program and what is needed. We will ask her to be a guest speaker.

SUPERINTENDENT REPORT

Kaye and Dr. Volz attended the meeting with Harrison

- 1) Harrison still has concerns over not meeting their planned budget.
- 2) There is consensus among the commissioners to write a letter to Harrison requesting their compliance with the contract.
- 3) There have been concerns over the understaffing of the clinic on the weekends.
- 4) Harrison is actively recruiting an additional MD, it was not clear, for what specialty.
- 5) Discussion on different signage options for the 911 Phone to clarify how to use the phone.
Examples of signage suggestions can be presented at the next regular meeting.

COMMISSIONER REPORTS AND MEETING SCHEDULES:

- Frank Kenny Farewell, Taste of Hood Canal, North Mason Community Voice, NM Chamber After Hours, NM Chamber meeting, 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**
 - ❖ Dental Coalition Meeting
 - 1.) Positive comments on the New Dental clinic.
 - ❖ Mason County Board Of Health
 - 1.) Secretary of Health (Mary Selecky) attended the meeting.
 - 2.) Presentation by Heidi Ihles on The Report Card.
 - 3.) No new incidences of West Nile or Rabies.
- **EMS Council**
 - ❖ No meeting
- **Mason Matters: Ray Stutz, Peggy VanBuskirk**
 - ❖ Main discussion was about the Dental Coalition
 - ❖ Ray has sent a letter tending his resignation from Mason Matters.
- **Mason Transit Authority Board : Bev Wendell**
 - ❖ Transit Advisory Board is looking for more people.
- **Clinic Fee Structure: Ray Stutz, Herb Gerhardt, Dr. Volz**
 - ❖ No additional information
- **Mason Community Health Report Card Committee: Peggy VanBuskirk, Dr. Volz**
 - ❖ Can Quit Card be left on the counter?.....Rhonda says No... Harrison feels they have adequate information in their pamphlets.

OLD BUSINESS:

- a.) Clinic Discussion.
No additional items
- b.) Mission 911 Phone signage (Authorized up to 1k)
\$802.05 has been spent on the phone and mounting hardware.
- c.) Tote Bags (Authorized up to \$1k for 500 bags)
375 bags have been purchased and delivered MCPHD2. Due to the cost per bag, only 375 bags were ordered to keep the cost at the authorized amount of \$1000.00
- d.) Drug Disposal Boxes and Security Camera (Approved up to \$2000.00)
No new information regarding the Drug Disposal boxes.
Herb found a security camera at Costco for \$400. He informed Beau and they will purchase the camera.
- e.) Open Public Meeting Act and Conflict of Interest/Ethics Training
No additional information.
- f.) Commissioners Expenses Form Discussion (Soft County Copy Availability)
2 handouts. One was designed by Ray, the other is by the County. Motion carried to approve Ray's form. Ray will e-mail a copy of his form to each commissioner.
- g.) District Web Page Discussion (Lee Swoboda)
Lee gave a general proposal for a website. We will ask Lee to come and talk w/ the Commissioners.

h) Budget Discussion on 2010/2011 Budgets

A handout was given out that showed our budget and actual expenses from 1/1/10 thru 6/30/10. General discussion on possible changes will be discussed further at a future meeting. The consensus is to add additional line items to the 2011 budget.

NEW BUSINESS:

a. Need for Auditing Agent, Appointment and Letter

Motion carried unanimously to appoint Kaye & Dr. Volz to be the Auditing Agents. Letters to Dawna Woodruff and Paige Hansen informing them of our desire to appoint and authorize an auditing Agent were signed.

b. Need to rescind Motion to approve paying phone bill to 12/31

Motion to rescind the Motion to approve paying phone bill to 12/31 carried unanimously.

c. Financial Report/Current Voucher Discussion/Approval /Signatures

Balance as of 6/30/10 was \$275,831.31

Vouchers 10/07/0001 thru 10/07/0012 in the amount of \$3,952.21 were approved unanimously and signed.

New form is being used. The voucher is numbered by year/month/and number of bills. (there were 12 bills therefore they were numbered 0001-0012)

d. Proposed By-Laws change

Kaye & Peggy are still reviewing the by-laws and will be sending out their recommendations for review when they have finished.

e. Meeting Place

Bev proposed moving our meeting place and office space to an off-site location. There was a mixed response. The general thought was to stay where we are. Bev will investigate possible locations and expense and we will defer further discussion for a later meeting.

MISCELLANEOUS ITEMS

a. PHD 1 & 2 Joint Meeting on Sept 23 @ 3 pm at MGH

b. Reimbursing clinic for coffee

Ray suggested reimbursing the clinic for the coffee that the commissioners drink while they are in the clinic. The general opinion was No.

c. Overhead projector

Ray thought it would be nice to be able to display forms we are discussing on a screen. We will investigate using the office computer and Dr.Volz has volunteered his projector to be used as a "tester".

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 meeting will be on Work Force.

Kaye, Wally and Ray have spent a lot of time on forms, filing and the computer.

NEXT SCHEDULED MEETING

Regular meeting....Tuesday, August 24 at 7 PM at Harrison Belfair Clinic Conference Room

FINAL COMMISSIONER COMMENTS

None

EXECUTIVE SESSION: Superintendent Annual Review

Commissioner Ray Stutz chose to leave while in executive session and was not present for the remainder of the meeting.

Executive Session began at 9:24 pm and concluded at 10:07 pm. Regular meeting reconvened at 10:08 pm with no actions having been taken during the executive session.

ADJOURN

Meeting adjourned at 10:08 pm

Respectfully submitted by,

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

Electronically Signed

Raymond A. Stutz, Commissioner, Secretary

Approved Minutes

10. COMMITTEE REPORTS (Existing):
 - a. Mason County Board of Health Board; also Dental Coalition Meeting
(Peggy, report on last meeting)
 - b. EMS Council (www.masoncountyeems.org) (Peggy + Alternate Ray)
 - c. Mason Matters (Ray/Peggy)
 - d. Mason Transit Authority Board (Bev report on last meeting)
 - e. Clinic Fee Structure (Wally ask WAPHD about Facility Fees)
(Ray/Herb/Wally)
 - f. Community Health Report Card Committee
(Can Quit Card be left on counter?) (Wally/Peggy/Herb)

11. OLD BUSINESS:
 - a. Clinic Discussion. (Wally)
 - b. Mission 911 Phone Signage (Authorized up to 1k) (Wally)
 - c. Tote Bags (Authorized up to \$1k for 500 bags) (Wally)
 - d. Drug Disposal Boxes and Security Camera (Approved up to 2k) (Peggy)
 - e. Open Public Meetings Act and Conflict of Interest/Ethics Training (Wally)
 - f. Commissioners Expenses Form Discussion (Soft County Copy
Availability). (Wally)
 - g. District Web Page Discussion (Lee Swoboda) (Herb)
 - h. Budget Discussion on 2010/2011 Budgets (Wally, Kaye)

12. NEW BUSINESS:
 - a. Need for Auditing Agent, Appointment and Letter (Wally/Kaye)
 - b. Need to rescind Motion to approve paying phone bill to 12/31 (Herb)
 - c. Financial Report/Current Voucher Discussion/Approval/Signatures
(Wally/Kaye)
 - d. Proposed By-Laws change (Kaye)

13. MISCELLANEOUS ITEMS
 - a. PHD 1 & 2 Joint Meeting on Sep 23 at 3 PM at MGH (Wally/Peggy/Herb)

14. EXECUTIVE SESSION Superintendent Annual Review (30 minutes)

15. 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.

16. NEXT SCHEDULED MEETING
Tuesday, August 24 at 7 PM at Harrison Belfair Clinic Conference Room.

17. FINAL COMMISSIONER COMMENTS

18. ADJOURN