

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2  
MEETING MINUTES DECEMBER 28, 2010  
HARRISON BELFAIR CLINIC CONFERENCE ROOM  
BELFAIR, WA 98528**

**CALL TO ORDER:**

Meeting called to order at 7: 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

**GUESTS IN ATTENDANCE:**

Linnie Griffin, Jennifer Landreth

**APPROVAL OF AGENDA ITEMS:**

Added: New business Item: 12.i) Business of the year award.  
Agenda approved as amended.

**APPROVAL OF PREVIOUS MEETINGS MINUTES**

The meeting minutes for the Regular Meeting on 11/23/2010 and the Special Meeting on 12/21/2010 were approved as presented.

**GENERAL PUBLIC COMMENT PERIOD:**

Jennifer attended our meeting to hear more about New Business Item: 12. b.  
Linnie may have a question when we discuss Miscellaneous Items

**GUEST SPEAKER:**

Delphina Liles, Community Health Promoter for Mason Matters did not respond to our request for her to speak at tonight's meeting.

**CORRESPONDENCE:**

- a. We received a Christmas card from AWPHD....The question was raised if MCPHD2 should think about sending Christmas cards out next year? The general consensus was NO.
- b. Dr. Volz handed out a copy of a flyer that is now located on the front desk of the clinic. It deals with the fees that may be incurred by patients.
- c. Donna Woodward sent a letter informing us of Timber Tax funds that were deposited 12/1/10.
- d. Paige Hansen sent us the 2011 schedule for Voucher/Warrant dates.

**SUPERINTENDENT REPORT**

- a. Monthly Harrison Meeting Report (Herb, Kaye and Dr. Volz attended)  
(Harrison financial issues to be discussed during executive session)
- b. 2010 final payment to Harrison and Wally & Kaye's meeting with new CFO during meeting with Harrison Leadership.
- c. Harrison Request for 2011 approved Budget.
- d. Kaye & Wally spent some time talking with Lee Swoboda about our website. They wanted a better understanding of how a website works and its benefits. Lee has set up links to several

other web sites from ours. He is also setting up a counter of the hits to the website. Some other suggested links were to PHD1, County Health Department, Mason Matters, Mason County Transit, EMS Council and the Fire Departments.

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

- North Mason Community Voice, CAC and sewer meeting 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**
  - ❖ Mason County Board Of Health
    - 1.) There has been 1 new case of TB reported in the County.
    - 2.) They are working to perfect immunization reporting.
    - 3.) They are working with the State to track Mason County residents who are receiving immunizations in other counties.
    - 4.) They passed the On-Site Standards for septic systems. A copy is on their website.
  - ❖ Dental Coalition Meeting
    - 1.) Meeting was not attended due to time conflict with MCPHD2 meeting.
- **EMS Council**
  - 1.) Still working on their protocols.
  - 2.) Mason General has hired a part-time orthopedic surgeon.
- **Mason Matters: Peggy VanBuskirk**
  - 1.) No meeting
- **Mason Transit Authority Board : Bev Wendell**
  - 1.) Expecting to receive Federal Grant Funds for equipment. Exactly when and in what amount is unknown
  - 2.) Ridership is still up.
- **M C Health Report Card Committee: Peggy VanBuskirk, Herb Gerhardt, Dr. Volz**
  - 1.) Next meeting will be on January 13, 2011 at 2:00 pm.

#### **OLD BUSINESS:**

- a.) Clinic Discussion
  - 1.) Personnel is being shared between Belfair and Port Orchard.
- b.) 911 Phone Signage

Motion to purchase reflective letters "9, 1, 1" for the 911 phone in front of the clinic was seconded and approved unanimously. The estimated cost is less than \$20.00.
- c.) Open Public Meetings Act and Conflict of Interest/Ethics Training

In January a date should be decided upon and we will be contacted as to the date. We will invite other entities to attend. We may or may not have to charge a fee, depending on what our cost will be.
- d.) District Web page Discussion (Lee Swoboda web master)

Previously discussed under Superintendent Report.
- e.) Proposed By-Laws Change

Reviewed the changes recommended by the attorney. Motion to approve those changes was seconded and approved unanimously. The By-Laws will be retyped and a resolution to adopt the modified By-Laws will be written. Both will be presented at the next regular meeting for final approval.

- f.) Partnership with Mason County Parks on Trails Grant  
At this time John Keats (Mason County Parks) does not require anything from the Board. He will let us know if we can be of assistance at a later date.
- g.) MC Parks Sandhill AED (Authorized up to \$3500)  
John Keats, MC Parks Director, is holding off an AED purchase to see if we can combine purchase with New Business, Item g. See notes under New Business: Item g)
- h.) WA State Accountability Audit Progress  
No additional information since last meeting.

**NEW BUSINESS:**

- a. Joint PHD #1 & #2 meeting will be on Thursday, January 13<sup>th</sup> at 2:00 pm. Wally, Peggy and Herb will attend.
- b. Commissioner Vacancy Process Discussion  
Dr. Volz gave out a handout which listed 7 questions to ask potential interim commissioner candidates. After reviewing and modifying them, 4 questions were decided upon. Motion to type up and distribute/make available the letter to interested candidates was seconded and approved unanimously.  
Motion was seconded and approved unanimously to ask each candidate to attend our next regular meeting. They will be interviewed during the meeting and a final decision will be made at that time.
- c. Revision to Auditing Agents Authority Letter  
The letter will be written to rescind the previous letters and approve any two of the commissioners signing the letter to be able to sign an auditing agent voucher. The letter will also state that the Superintendent and Financial officer are the primary signers. Paige Hanson will be consulted if that is acceptable to the County Treasurer. The letter will be presented at the next regular meeting for approval and signatures.
- d. Select alternate for EMS Council & Letter.  
We will wait on selecting an alternate to the EMS council until after an interim commissioner has been appointed.
- e. Financial Report/Current Voucher Discussion/Approval/Signatures  
Balance as of 11/30/10 was \$477,255.48  
Vouchers 1011-0001 thru 1011-0011 in the amount of \$4,504.64 were approved and signed.
- f. PHD2 Election of Officers for 2011  
Elections of Officers for 2011 were conducted.  
Effective January 1, 2011: The Officers for 2011 are:  
President: Mr. Bev Wendell  
Secretary: Mr. Herb Gerhardt  
Financial Officer: Ms. Kaye Massie
- g. FD 2 AED Request  
Jeremy Hicks is working on a proposal to the Board. The basic idea is for MCPHD2 to combine a purchase of AED's with the Parks Department and the Fire District. They will be asking for 4(four) regular active AED's and 1(one) training AED. One will be at Sandhill and 3 will be at the fire district. No action taken until a formal request has been submitted.
- h. Chamber Legislative Send-Off Meeting 1/4/11 at 0730 in Shelton  
Dr. Volz and Bev Wendell volunteered to attend the meeting.
- i. North Mason Business of Year  
It was brought up at this morning's meeting with Harrison that the District may wish to nominate Harrison as Business of the Year for all they have done for North Mason.

Motion to nominate Harrison as Business of the Year was seconded and approved unanimously. Dr. Volz will fill out and return the necessary paperwork.

**MISCELLANEOUS ITEMS**

1. Linnie would like to be invited to attend the Open Public Meeting training.
2. Linnie may be interested in the commissioner position.
3. We will remove "officer" labels from name plaques. They will just state "commissioner".

**EXECUTIVE SESSION: Regarding Harrison Operations (15 minutes)**

(See notes under New Business section a.)

Executive session started at 9:28 pm and ended at 9:50 pm. (both visitors left before the Executive Session was started). The regular session reconvened at 9:51 pm. No action was taken during the executive session and no action was taken after the executive session regarding those discussions.

**GOOD OF THE ORDER / ANNOUNCEMENTS**

- a. No NM chamber Luncheon this month.

**NEXT SCHEDULED MEETING**

Tuesday, January 25 at 7:00 PM in the Harrison Belfair Clinic Conference Room

**FINAL COMMISSIONER COMMENTS**

None

**ADJOURN**

Meeting adjourned at 9:53 pm

Respectfully submitted by,



Herb Gerhardt, Commissioner, Secretary

## **MASON COUNTY PUBLIC HOSPITAL DISTRICT #2**

POB 1626, Belfair, WA 98528 (360-275-2517)

Email: [mcphd2@mcphd2.org](mailto:mcphd2@mcphd2.org) Web page: <http://www.mcphd2.org/>

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Tuesday December 28, 2010 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 (Herb)
3. APPROVAL OF AGENDA
4. Approval of Minutes of Previous Meeting (11/23/10) and Special Meeting (12/21/10).
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. Guest Speaker       Delphina Liles, Community Health Promoter for Mason Matters. (Rescheduled from last meeting due to winter weather).
7. CORRESPONDENCE (New since last meeting):
  - a.
8. SUPERINTENDENT REPORT
  - a. Monthly Harrison Meeting Report. (Harrison financial issues to be discussed during executive session).
  - b. 2010 final payment to Harrison and Wally and Kaye meeting with new CFO during meeting with Harrison Leadership.
  - c. Harrison Request for 2011 approved Budget.
9. 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.

10. COMMITTEE REPORTS (Existing):
  - a. Mason County Board of Health Board; also Dental Coalition Meeting  
(Peggy, report on last meeting)
  - b. EMS Council (www.masoncountyems.org) (Peggy)
  - c. Mason Matters (Peggy)
  - d. Mason Transit Authority Board (Bev report on last meeting)
  - e. Community Health Report Card Committee (Wally/Peggy/Herb)
  
11. OLD BUSINESS:
  - a. Clinic Discussion. (Herb)
  - b. 911 Phone Signage (Wally)
  - c. Open Public Meetings Act and Conflict of Interest/Ethics Training (Wally)
  - d. District Web Page Discussion (Lee Swoboda web master) (Herb)
  - e. Proposed By-Laws Change (Kaye/Peggy/Herb)
  - f. Partnership with Mason Co Parks on Trails Grant (Herb)
  - g. MC Parks Sandhill AED (Authorized up to \$3500) (Herb)
  - h. WA State Accountability Audit Progress (Kaye/Wally)
  
12. NEW BUSINESS:
  - a. Joint PHD #1 and #2 meeting will be on Thursday, January 13th  
at 2:00 pm. Wally, Peggy and Herb will attend. (Herb)
  - b. Commissioner Vacancy Process Discussion (Herb)
  - c. Revision to Auditing Agents Authority Letter (Wally)
  - d. Select alternate for EMS Council & Letter (Peggy)
  - e. Financial Report/Current Voucher Discussion/Approval/Signatures  
(Wally/Kaye)
  - f. PHD 2 Election of Officers for 2011. (Herb)
  - g. FD 2 AED Request (Herb)
  - h. Chamber Legislative Send-Off Meeting 1/4/11 at 0730 in Shelton. (Wally)
  
13. MISCELLANEOUS ITEMS
  
14. EXECUTIVE SESSION Regarding Harrison Operations (15 minutes)
  
15. GOOD OF THE ORDER/ANNOUNCEMENTS:
  - a. No NM Chamber Luncheon this month. \_\_\_\_\_
  
16. NEXT SCHEDULED MEETING  
Tuesday, January 25 at 7 PM at Harrison Belfair Clinic Conference Room.
  
17. FINAL COMMISSIONER COMMENTS
  
18. ADJOURN