

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2  
MEETING MINUTES FEBRUARY 22, 2011  
HARRISON BELFAIR CLINIC CONFERENCE ROOM  
BELFAIR, WA 98528**

**CALL TO ORDER:**

Meeting called to order at 7:05 pm

**WELCOME:** Frank McDonald

Everyone present gave a short bio of themselves.

**MEMBERS IN ATTENDANCE:**

Mr. Bev Wendell, President; Mr. Herb Gerhardt, Secretary; Ms. Kaye Massie, Financial Officer;  
Mrs. Peggy VanBuskirk; Mr. Frank McDonald; Dr. Wallace Volz, Superintendent;  
Ms. Sandy Robertson, Recording Secretary/Clerk of the Board

**GUESTS IN ATTENDANCE:**

Valerie McLeod

**APPROVAL OF AGENDA ITEMS:**

Agenda approved as presented.

**APPROVAL OF PREVIOUS MEETINGS MINUTES:**

The meeting minutes for the Regular Meeting on 1/25/2011 were approved as presented.

**GENERAL PUBLIC COMMENT PERIOD:**

No public comments.

**GUEST SPEAKER:**

None

**CORRESPONDENCE:**

- a. Herb sent a letter of support to John Keates of the Parks Department.
- b. Kaye brought a copy of a provision that the attorney for the Port of Allyn suggested be included in their insurance policy.
- c. Herb received a letter from the County Auditor requesting information on each commissioner positions. Herb replied to the letter.
- d. Letter received from the Census Bureau. Herb needs additional information from Kaye before he can complete the form.
- e. E-mail from John Keates Re: AED's. Would like to place a plaque acknowledging MCPHD2's donation of funds to purchase AED.

**SUPERINTENDENT REPORT**

- a. Monthly Harrison Meeting Report  
(Harrison financial issues to be discussed during executive session)  
Frank, Bev and Wally attended today's meeting with Harrison
- b. WIC has moved into the clinic.
- c. Discussed the proposed Billboard sketch.

**COMMISSIONER REPORTS AND MEETING SCHEDULES:**

- Fire District, Water District, CAC, North Mason Community Voice, Open Public Meeting Seminar, County Commissioners, North Mason Chamber 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 was no meeting today
  - ❖ Dental Coalition Meeting
    - 1.) Did not attend due to meeting scheduling conflict. Peggy will try to get copies of their minutes and will share information with the commissioners.
- **EMS Council [www.masoncountyeems.org](http://www.masoncountyeems.org) : Peggy VanBuskirk**
- 1.) Discussed procedures in the use of Epi.
  - 2.) Frank was appointed as the EMS Council representative. Peggy will be the alternate. The meetings are on the 3<sup>rd</sup> Thursday of the month at 6:00pm at Mason General.

- **Mason Matters: Peggy VanBuskirk**
  - 1.) They discussed how they want to run their meetings.
  - 2.) They have lost some of their funding.
  - 3.) They discussed "Ready to Learn" program for the schools.
  - 4.) They talked about the "Community Garden"
- **Mason Transit Authority Board : Bev Wendell**
  - 1.) A good portion of their funding comes from Sales Taxes.
  - 2.) Ridership remains up.
- **MC Health Report Card Committee: Peggy VanBuskirk, Bev Wendell, Dr. Volz**
  - 1.) Background information of the MC Health Report Card was given to Frank.

**OLD BUSINESS:**

- a.) 911 Phone Signage  
Bev is waiting for warmer weather before affixing the sign. The adhesive he will be using requires warmer temperatures than we have had lately.
- b.) Open Public Meetings Act and Conflict of Interest/Ethics Training  
The seminar is scheduled for 9:00 am, Saturday Feb 26, 2011 at Theler Center. All the commissioners plan on attending. The seminar is for the benefit of our commissioners and we have opened it to the public. Jennifer Forbes will be the speaker. A brochure has been mailed to various public entities in North Mason.

**NEW BUSINESS:**

- a. Authorize Wally to get legal opinion Re: Harrison financials and donation guideline (ie. Food for the poor)  
Dr. Volz is asking the permission of the Board to contact our legal representative regarding issues/questions that may arise. He would first pass the issue/question by the President and would proceed only after receiving the permission of the President.  
*Motion : The staff and commissioners are to go through the President between meetings and the President is authorized to make decisions on routine business that comes up between meetings. Any action taken is to be brought before the Board at the next regular meeting.*  
The motion was made, seconded and approved unanimously.
- b. District office computer problems. Authorize IT tech/repairs  
The computer is not working properly (wireless and printing from Excel). The computer is no longer under warranty. Herb is going to try to reinstall software to see if that fixes the problem. Herb was wondering if we should buy a flash drive for the office. We currently have a new 8gig flash drive that he was not aware of.
- c. Financial Report/Current Voucher Discussion/Approval/Signatures  
Account balance as of 1/31/11 was \$274,970.11  
Vouchers 1103-0001 thru 1103-0013 in the amount of \$5,663.16 were approved unanimously and signed  
Kaye had placed a copy of a list of expenditures for last year in each commissioner's in-bin. It was discussed and agreed to *have a copy of the voucher and financial information e-mailed to each commissioner one week prior to each regular meeting. It was also discussed to have the agenda sent out a week before the meeting.*  
Kaye is scheduled to take a "Cash Basis Accounting" class in Olympia on March 10<sup>th</sup>. She is asking for reimbursement for expenses incurred to attend the class. Motion made and seconded and approved unanimously to authorize reimbursement for the class.

**EXECUTIVE SESSION: (5 min) Harrison Financials**

The public had left the meeting prior to the start of the executive session.  
The executive session started at 9:06pm and ended at 9:11pm.  
No action was taken during the executive session.  
The regular meeting reconvened at 9:11pm  
During the Regular meeting a Motion was made, seconded and passed unanimously to authorize Dr. Volz to contact legal counsel.

**GOOD OF THE ORDER / ANNOUNCEMENTS / MISCELLANEOUS ITEMS**

- a. PDC due by April 15th
- b. Chamber is having an Alaska Cruise in August. Herb will be taking the cruise so he will not be attending the August 2011 MCPHD2 regular meeting.

c. Herb recently had cataract surgery. It was successful.

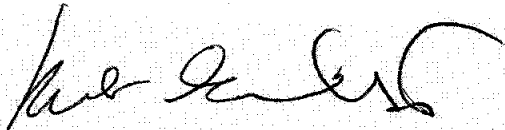
**NEXT SCHEDULED MEETING**

Tuesday, March 22, 2011 at 7:00 PM in the Harrison Belfair Clinic Conference Room

**ADJOURN**

Meeting adjourned at 9:16 pm

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Herb Gerhardt", written in a cursive style.

Herb Gerhardt, Commissioner, Secretary

APPROVED AND SCHEDULED

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2**

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

E-mail: [mcphd2@mcphd2.org](mailto:mcphd2@mcphd2.org) Web page: <http://mcphd2.org>

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

7 pm Tuesday, February 22, 2011

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 input from an individual.
2. **WELCOME:** Frank McDonald
3. **ROLL CALL AND RECORD OF GUEST ATTENDANCE:** (Herb)
4. **APPROVAL OF AGENDA:**
5. **APPROVAL OF MINUTES OF JANUARY MEETING:**
6. **GENERAL PUBLIC COMMENT PERIOD:** (5 Min Max/person, 15 min total.
7. **GUEST SPEAKER:** ??
8. **CORRESPONDENCE:** (New since last meeting)
9. **SUPERINTENDENT REPORT:**
  - a. Monthly Harrison Report (Harrison financial issues to be discussed during executive session.)
  - b.
  - c.
10. **COMMISSIONER REPORTS** and Meeting schedules for next month where more than two commissioners will be present. No MCPHD2 business will be discussed between commissioners at these meetings.
11. **COMMITTEE REPORTS:** (Existing)
  - a. Mason county Board of Health  
also dental Coalition Meeting (Peggy)
  - b. EMS Council [www.masoncountyems.org](http://www.masoncountyems.org) (Peggy)
  - c. Mason Matters (Peggy)
  - d. Mason Transit Authority Board (Bev)
  - e. Community Health report Card Committee (Wally/Peggy/Herb)
12. **OLD BUSINESS:**
  - a. 911 Phone Signage
  - b. Open Public Meetings Act and Conflict of Interest/Ethics Seminar Discussion
13. **NEW BUSINESS:**
  - a. Authorize Wally to get legal opinion Re: Harrison Financials and donation guideline (ie. food for the poor)
  - b. District office computer problems. Authorize IT tech/repairs
  - c. Financial Report/Current Voucher Discussion/Approval/Signatures (Wally/Kaye)
14. **EXECUTIVE SESSION:**
15. **GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS ITEMS**
16. **ADJOURN**

NEXT REGULAR MEETING: MARCH 22, 2011 7:00 PM Harrison Belfair Clinic Conference Room