

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
REGULAR MEETING MINUTES MARCH 27, 2012
HARRISON BELFAIR CLINIC CONFERENCE ROOM
BELFAIR, WA 98528

Mission Statement

To increase access to health care while promoting wellness through facilitation of good nutrition, exercise, and healthy lifestyle choices

CALL TO ORDER:

Meeting called to order at 7:00 pm

MEMBERS IN ATTENDANCE:

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

GUESTS IN ATTENDANCE:

Carl Ehresman, Valerie McLeod

APPROVAL OF AGENDA ITEMS:

Agenda approved as presented

APPROVAL OF PREVIOUS MEETINGS MINUTES:

The meeting minutes for the Regular Meeting on March 6, 2012 were approved 3 to 2 after a clarification with wording under the Executive Session section was made. There was some discussion on what topics can and cannot be discussed during an executive session. Additional discussion to be held during the next meeting.

GENERAL PUBLIC COMMENT PERIOD:

None

GUEST SPEAKER:

Carl Ehresman gave an update on the AED's request. As previously approved, MCPHD2 is willing to fund the purchase of three (3) AED's (two for Theler and one for the School Bus Garage). No additional AED purchases, for other businesses, are planned at this time.

**A draft of a new Interlocal Agreement to cover the three AED's was given to Carl for the Fire District to review. Carl will get back to MCPHD2 with the exact costs.

***MCPHD2 would like a report, twice a year, from the Fire District on the amount of use (when and where) of all AED's that are provided by MCPHD2.

CORRESPONDENCE:

1. Letter from Treasurer, re: Timber Tax

SUPERINTENDENT REPORT

a. General Review

1. Lee can put the proposed survey on the web site.
2. Bob Cross has been contacted and a request for a copy of their original strategic plan has been made. He has not yet responded.

b. Monthly Harrison Meeting Report

1. Frank, Herb and Wally attended the meeting.
2. Reviewed stats provided by Harrison
3. Rhonda had mentioned that Harrison is willing to provide transportation to the Health Fair at the Kitsap Fairgrounds on May 9, 2012. Dr. Volz was authorized to get further information on the Health Fair and placed announcements in the local papers on the Fair and free transportation to it.

COMMISSIONER REPORTS AND MEETING SCHEDULES:

- Belfair Water District, North Mason Community Voice, CAC, North Mason Chamber Luncheon, Chamber After hours, Fire District, Sheriff Meeting are scheduled meetings where more than 2 board members may be in attendance.

No MCPHD 2 business is to be discussed between commissioners at any of these meetings.

COMMITTEE REPORTS:

- **Mason County Board of Health Meeting :**

- 1.) Immunization reporting has improved
- 2.) Discussed children's oral health.

Peggy VanBuskirk

- 3.) One case of Whooping Cough has been reported in Mason County in 2012.
State wide there have been 463 cases so far in 2012.
Vaccination is being stressed for both adults and children.
- 4.) There have been 4 new cases of HIV reported in 2012 in Mason County.

➤ **EMS Council:** **Frank McDonald**

- 1.) New ALS/BLS protocols were distributed to providers of the services.
- 2.) There is a decrease in the budget of the Regional EMS.
- 3.) EMT class started last week.
- 4.) Top 3 people of MACECOM resigned.

Mason Matters: **Peggy VanBuskirk**

- 1.) No meeting.
- 2.) Community Health Improvement Planning is still in the process of gathering statistics and working on priorities.

➤ **Mason Transit Authority Board:** **Herb Gerhardt**

- 1.) Soil testing on the proposed property to purchase showed an increased lead content.
- 2.) Port of Allyn is interested in being on the Transit Board.

➤ **Community Health Report Card Committee:** **Peggy, Frank, Dr. Volz**

- 1.) No report. Next meeting in May. No exact date or time has been set.

➤ **Fund Distribution Committee /Strategic Planning Committee:** **Peggy, Frank, Dr. Volz**

- 1.) Reviewed revised draft of proposed Strategic Plan. Motion made and seconded to approve the plan as proposed. Motion carried with 4-yes and 1-abstention. This is a 3 year plan.
****Tommy suggested an addition to our by-laws to address an annual review of the strategic plan. A By-Laws Review Committee consisting of Tommy was proposed.
- 2.) Revised Survey Questionnaire was reviewed. Motion made and seconded to approve the questionnaire. Motion carried unanimously. The questionnaire will be placed on the website and hard copies will be placed in all pharmacies. We will try to get the survey translated into Spanish also.

➤ **Legislative updates:** **Tommy Thombs**

- 1.) No new legislative updates affecting the District.

OLD BUSINESS:

- a. Additional info from Carl on cost of AED's
Covered under Guest Speaker.
- b. Draft of Inter-local agreement for new AED's
Covered under Guest Speaker.
- c. Financial Personnel

At this time there will be no change in financial personnel. Sandy has been working closely with Kaye over the last 6 months and has the ability to be a back-up for Kaye if needed.

***Sandy and Kaye had attended a meeting on "Cash Basis Accounting". Sandy found it very informative and gained a better understanding of how State accounting works. For Kaye it was a good review.

***Sandy will produce a generalized job description of what she does for the District. The Board is not requiring one for her, but it would be good to have one for when she is no longer associated with the District.

NEW BUSINESS:

- a. Harrison Management Meeting Attendees
Peggy, Frank, and Dr. Volz will attend the April 24th meeting.
- b. Financial Report/Current Voucher Discussion/Approval/Signatures
Account balance as of Feb 29, 2012 was \$362,593.84
Vouchers 1204-001 thru 1204-009 in the amount of \$4505.63 were approved unanimously and signed.
Auditing Agent Voucher for March was presented to the Board and approved.
- c. Auditing Agent Voucher discussion
In the future, no personnel reimbursement payments will be placed on Auditing Agent vouchers.
- d. Superintendent Evaluation
Last evaluation was in 2009. An evaluation for last is requested. Herb will e-mail a copy of an evaluation form to each commissioner to fill out and return to Frank by April 15th. Frank has

proposed forming a committee to explore putting together performance expectations for 2012. Tommy volunteered to be on the committee. The committee will consist of Tommy & Frank.

e. Improvement to Premises

Any requested improvement or additions to décor at the clinic needs to go through Harrison.

f. County Parks and Trails Survey.

Denny Hamilton had approached Herb asking him to put their survey on our website. Herb informed him that the board would need to approve that action. The general consensus is "NO".

g. Life Line Screening

The screening was done last week and was endorsed by Harrison. Frank was wondering if Harrison had any stats on how many people how attended.

EXECUTIVE SESSION:

None

GOOD OF THE ORDER / ANNOUNCEMENTS / MISCELLANEOUS ITEMS

Sandy was thanked for all she does for the District.

NEXT SCHEDULED MEETING

Tuesday, April 24, 2012 at 7:00 PM in the Harrison Belfair Clinic Conference Room

ADJOURN

The meeting adjourned at 9:34 pm

Respectfully submitted by,



Herb Gerhardt, Commissioner, Secretary

Approved Minutes

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS

7 pm Tuesday March 27, 2012

Harrison Belfair Clinic Conference Room

AGENDA

1. **CALL TO ORDER:** reminder that meetings are voice recorded. There will be interaction with the public during our meetings only when the Board President approves or requests input from an individual.
2. **ROLL CALL AND RECORD OF GUEST ATTENDANCE:**
3. **APPROVAL OF AGENDA:**
4. **APPROVAL OF MINUTES OF MARCH 6, 2012 MEETING:**
5. **GENERAL PUBLIC COMMENT PERIOD:** (5 Min Max/person, 15 min total)
6. **GUEST SPEAKER:**
7. **CORRESPONDENCE:** (New since last meeting)
8. **SUPERINTENDENT REPORT:**
 - a. Monthly Harrison Report
 - b.
9. **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.
10. **COMMITTEE REPORTS:** (Existing)
 - a. Mason County Board of Health (Peggy)
 - b. EMS Council (Frank)
 - c. Mason Matters (Peggy)
 - d. Mason Transit Authority Board (Herb)
 - e. Community Health report Card Committee (Wally, Peggy, Frank)
 - f. Fund Distribution/Strategic Planning Committee (Wally, Peggy, Frank)
 - g. Legislative updates (Tommy)
11. **OLD BUSINESS:**
 - a. Additional info from Carl on cost of AED's???? (items a & b will only be relevant if Carl has new info)
 - b. Draft of Inter-local agreement for new AED's????
 - c. Financial personnel
 - d. ?????
12. **NEW BUSINESS:**
 - a. Harrison Management Meeting Attendees (Wally)
 - b. Financial Report/Current Voucher Discussion/Approval/Signatures (Wally/Kaye)
 - c. Auditing Agent Voucher discussion (Herb)
 - d. ?????????
13. **EXECUTIVE SESSION:**
14. **GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS ITEMS**
15. **ADJOURN**

NEXT REGULAR MEETING: April 24, 2012 7:00 PM Harrison Belfair Clinic Conference Room