

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2  
REGULAR MEETING MINUTES DECEMBER 11, 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:**

Jeremy Hicks (MCFD2)

**APPROVAL OF AGENDA ITEMS:**

Agenda approved as presented.

**APPROVAL OF PREVIOUS MEETING'S MINUTES:**

Minutes for November 27, 2012 were approved as amended, 4-0-1. Herb abstained. He had not been present at the meeting.

**GENERAL PUBLIC COMMENT PERIOD:**

None

**GUEST SPEAKER:**

Jeremy discussed the Drug Drop Box. The Drug Take Back Box is highly utilized. The one that is currently at Fire District 2 is rusting and the hinges have broken. Motion was made and seconded to authorize the reimbursement to Fire District for the purchase of a new Drug Take Back Box. The estimated cost is 715.32 + tax/ shipping. Motion was approved unanimously.

The current box will be stored at the Fire District. It can be repaired but it would need to be in an indoor location. A possible location may be the Sheriff's annex. Jeremy will talk with the Sheriffs' office

**CORRESPONDENCE:**

- 1.) Peggy heard from the North Mason School District Re: Nutrition and Fitness Committee. They hope to meet in January 2013.
- 2.) A couple of letters from the Treasurer's office. One is re: a new form for refund deposit forms and the other was re: Tax forms.
- 3.) Propel Insurance. Sent us an updated policy.

**SUPERINTENDENT REPORT:**

- a. A meeting is scheduled with Harrison on Dec 14 for the Quarterly Review Meeting.

**BI-COUNTY QUARTERLY REPORT:**

This topic is being renamed "Joint Hospital District Meeting" ....Next meeting in March 2013

**COMMISSIONER REPORTS AND MEETING SCHEDULES:**

Fire District 2 & 8 joint meeting, MTA open house, North Mason Chamber Christmas party, CAC, North Mason Community Voice

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

**COMMITTEE REPORTS:**

- |  |                               |
|--|-------------------------------|
| ➤ <b>Mason County Board of Health Meeting:</b>                             | <b>Peggy VanBuskirk</b>       |
| 1.) No Meeting since our last meeting                                      |                               |
| ➤ <b>EMS Council:</b>  | <b>Frank McDonald</b>         |
| 1.) No meeting since our last meeting                                      |                               |
| ➤ <b>Mason Matters:</b>  | <b>Peggy VanBuskirk</b>       |
| 1.) No meeting since our last meeting                                      |                               |
| ➤ <b>Mason Transit Authority Board:</b>                                    | <b>Herb Gerhardt</b>          |
| 1.) No report  |                               |
| ➤ <b>Strategic Planning Committee:</b>                                     | <b>Tommy, Frank, Dr. Volz</b> |
| 1.) Sub-committees reports on MS (Wally & Tommy) and Aging (Wally & Frank) |                               |
| A.) MS report  |                               |

MS flyer for January 17, 2013 support group meeting shown to commissioners.

- B.) Aging report  
1. No report.

**OLD BUSINESS:**

- a. Revised By-Laws draft  
The proposed By-Laws change update had been sent to the commissioners for review. Deferred final review and possible approval until the January 22, 2013 meeting.
- b. Resolution for Clerk of the Board position  
Resolution 2012-0007 was read. Motion made and seconded to approve the resolution. Motion carried unanimously and resolution was signed.
- c. North Mason County Resource Center request from last meeting; discussion  
(Review response from MRSC)  
MRSC response was reviewed. Elected to defer further discussion until the January 22, 2013 meeting. The Strategic Planning Committee will review possible areas we can donate funds. Tommy recused himself from any committee discussions and any voting on this topic.

**NEW BUSINESS:**

- a. Harrison Management Meeting Attendees (face to face meetings will be held in March, June, September, and December) Meeting will be on December 14, 2012 (Wally)
- b. Financial Report/Current Voucher Discussion/Approval/Signatures (Wally/Kaye)  
Account balance as of November 30, 2012 was \$629,459.81  
Vouchers 1212-012 thru 1212-021 in the amount of \$4,625.99 were approved unanimously and signed.  
A letter from the IRS was received. The mileage reimbursement amount is going to \$0.565 per mile as of January 1, 2013
- c. New/Additional Drug Drop Box discussion (All)  
Discussed earlier under Guest Speaker
- d. Protocol for timeframe for turning in reimbursement request (Wally)  
There was some confusion as to when a reimbursement request needs to be submitted. The general consensus was there was no definitive time frame established for reimbursement as long as there IS adequate documentation for the reimbursement request. If the financial officer denies a request it can be brought before the commissioners at a regular meeting for review.
- e. Election of Officers for 2013  
President: Peggy VanBuskirk was nominated and accepted the nomination. Motion made and seconded to appoint Peggy as president. Motion carried unanimously.  
Secretary: Herb Gerhardt was nominated and accepted the nomination. Motion made and seconded to appoint Herb as secretary. Motion carried unanimously.  
Financial Officer: Kaye Massie was nominated and accepted the nomination. Motion made and seconded to appoint Kaye as Financial Officer. Motion carried unanimously.

**EXECUTIVE SESSION:**

None

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

Thank you to Dr. Volz for giving up attending the Kitsap County Dental Society meetings when we had 2 meetings a month.


**NEXT SCHEDULED MEETING:**

Tuesday, January 22, 2013 at 7:00 PM in the Harrison Belfair Clinic Conference Room

**ADJOURN**

The meeting adjourned at 8:20 pm

Respectfully submitted by,



Herb Gerhardt, Secretary

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2**  
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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
7 pm Tuesday, December 11, 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 NOVEMBER 27, 2012 MEETING:**
5. **GENERAL PUBLIC COMMENT PERIOD:** (5 Min Max/person, 15 min total)
6. **GUEST SPEAKER:** Jeromy Hicks: to discuss the Drug Drop Box
7. **CORRESPONDENCE:** (New since last meeting)
8. **SUPERINTENDENT REPORT:**
  - a. Monthly Harrison Report
  - b.
9. **BI-COUNTY QUARTERLY REPORT:**
  - a.
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 (Peggy)
  - b. EMS Council (Frank)
  - c. Mason Matters (Peggy)
  - d. Mason Transit Authority Board (Herb)
  - e. Strategic Planning Committee (Wally, Tommy, Frank)
    1. Sub-committees reports on MS (Wally, Tommy) & Aging (Wally, Frank)
12. **OLD BUSINESS:**
  - a. Revised By-Laws Draft (All)
  - b. Resolution for Clerk of the Board position
  - c. North Mason County Resource request from last meeting; discussion (Review response from MRSC) (All)
13. **NEW BUSINESS:**
  - a. Harrison Management Meeting Attendees (face to face meetings will be held in March, June, September and December of each year) (Wally)
  - b. Financial Report/Current Voucher Discussion/Approval/Signatures (Wally/Kaye)
  - c. New/additional Drug Drop Box discussion (All)
  - d. Protocol for timeframe for turning in reimbursement requests (Wally)
  - e. Election of Officers for 2013 (All)
14. **EXECUTIVE SESSION: none scheduled**
15. **GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS ITEMS**
16. **ADJOURN**

NEXT REGULAR MEETING: January 22, 2013 7:00 PM Harrison Belfair Clinic Conference Room