

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
POB 1626, Belfair, WA 98528 (360-275-2517)
E-mail: mephd2@mcpkd2.org Web page: <http://mcpkd2.org>
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
7 pm Tuesday January 28, 2014
Harrison Belfair Clinic Conference Room

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:

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

GUESTS IN ATTENDANCE:

Lydia Buchheit, Linda Bullock, Jerry Morrow, Monna Hougan

APPROVAL OF AGENDA ITEMS:

Additional items added: New Business items

- k. Affordable Health Care Act signups at North Mason Community Resource Center
- l. DOH/ Healthy Eating Committee

Agenda approved unanimously as amended.

APPROVAL OF MINUTES OF NOVEMBER 26 & DECEMBER 10, 2013:

Minutes for 11/26/2013 approved 3 yes and 2 no. Tommy and Frank voted no. Tommy did not have an opportunity to review the 2nd draft. The only change from 1st & 2nd was one added paragraph. Herb read the added paragraph out loud. Tommy does not agree with the added paragraph. ****Further discussion on the subject is deferred to a later meeting.

Minutes for 12/10/2013 approved unanimously.

GENERAL PUBLIC COMMENT PERIOD:

Monna Hougan: Gave a report on "School Break Nutrition Box" program.

Thanked the Board for getting primary and urgent care to North Mason.

Talked about the Health Finder signups at the North Mason Resource Center. They are providing assistants to help with signups on Wednesdays thru March 31, 2014.

*****Motion made and seconded to approve a once a week stipend (thru March 31, 2014) to Tommy for his time helping with the signups at the Resource Center.

The motion passed 3-1-1 Herb-no, Tommy-abstained

Jerry Morrow: Gave a report along with a handout on CARES (cardiac statistics).

GUEST SPEAKER:

Lydia Buchheit & Linda Bullock gave a report on North Mason Teen Pregnancy Reduction & SHARP program. They gave a handout on the PowerPoint presentation.

They are looking for financial assistance to help implement the program in North Mason High Alternative School (PACE).

CORRESPONDENCE:

1. Paige Hansen (County Auditor office) Re: 2014 Voucher Format
2. County Treasurer Re: Bank Account questionnaire
3. County Treasurer Re: Election Costs
4. County Auditor (2 separate letters) Re: Explanation of the 2 different election cost amounts.
5. MRSC Re: response to recording of minutes inquiry
6. State Auditor, Troy Kelly Re: updated website
7. Proposal for a Veteran's Camp: looking for volunteers

SUPERINTENDENT REPORT

a. Monthly Harrison report

1. Herb, Tommy & Wally attended the last meeting with Forrest Ellinger & Rhonda Brown.
 - a. The Quarterly report was revised. WIC was removed from the report.
 - b. Last two years have showed a profit, prior to that they showed a loss
 - c. Possibly considering rotating Specialists.
 - d. They have modified their Charity Care program.

JOINT HOSPITAL DISTRICT MEETING:

Kaye, Peggy & Wally attended.

1. Trying to "hook-up" patients with a primary physician to try to keep patients out of the emergency rooms for non-emergency visits.
2. The Staff developed "Vision for Mason General" was discussed.

COMMISSIONER REPORTS AND MEETING SCHEDULES:

- Ribbon Cutting for American Financial, Trails End Water District, Sheriff's breakfast, Chamber Gala, CAC at Collins Lake, Fire District, Belfair Water, Crab Feed in Grapeview, North Mason Community Voice, Randy Netherland at the North Mason Resource Center, Financial Essentials for Non-Profits, Ribbon Cutting for Sheriff's Office 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:** **Peggy VanBuskirk**
 - 1.) Gave an update on the Mental Health 1/10th of 1%
Putting in a 16 bed inpatient facility in Shelton.
 - 2.) Lower Hood Canal Watershed Coalition - clean-up discussed-
 - 3.) Mason County Health & Fitness program was discussed.
- **EMS Council:** **Frank McDonald**
 - 1.) Had a Presenter who discussed ways to save money on EMS supplies by making group purchases.
- **Mason Matters:** **Peggy VanBuskirk**
 - 1.) Update on the grant they have for working with the schools.
 - 2.) Going over By-Laws
- **Mason Transit Authority Board:** **Herb Gerhardt**
 - 1.) The December meeting was the last one at which MCPHD2 will have a representative. They presented a plaque to MCPHD2 for their service to the Transit Board.
- **Strategic Planning Committee:** **Dr. Volz, Tommy, Frank**
 - 1.) Sub-committee on MS (Wally, Tommy)
Amber has restarted her class. Tommy has asked her to come and talk to the Board next month.
 - 2.) Sub-committee on Aging (Wally, Frank)
No report
- **Health & Wellness Committee:** **Peggy VanBuskirk**
 - 1.) No meeting
- **Marketing Committee:** **Dr. Volz, Tommy, Frank**
 - 1.) No meeting
- **By-Laws Committee:** **Tommy, Frank, Dr. Volz**
 - 1.) Tommy, Frank and Wally met and discussed the By-Laws. They did not have their proposed changes with them tonight. Discussion deferred till next month's meeting. Herb is asking for the proposed items to be emailed out to each commissioner for review prior to the next meeting.

OLD BUSINESS:

a. Recording of meetings.

There was further discussion on recording of MCPHD2 meetings.

Motion made and seconded to once again record MCPHD2 meetings. Motion passed 4-1. Herb -no
Official recording of MCPHD2 minutes will begin at the February 25, 2014 meeting.

NEW BUSINESS:

a. Harrison Management Meeting Attendees

Herb, Kaye & Wally are slated to attend the April Meeting.

- b. Financial Report/Current Voucher Discussion/Approval/Signatures
Account balance as of December 31, 2013 was \$481675.87
Vouchers 1402-001 thru 1402-006 in the amount of \$3792.23 were approved unanimously and signed.
- c. Updated District Contact information form for the County Auditor
Form was signed by the commissioners and Sandy will mail to the Auditor.
- d. New Mileage rate effective 1/1/14 is now 56¢ per mile
Informed commissioners of rate change.
- e. Draft Flyer and draft press release for February Outreach program
Draft of flyer for the next Outreach Program was presented to the commissioners. A final date has not yet been established, so the press release has not yet been done. The Commissioners gave the OK to place "block ads" in both Mason County Life and the Journal.
- f. Update Auditing agent voucher authorized signees.
Letters to the Auditor and Treasurer informing them of a change in authorized Auditing Agent Voucher signees were presented to the Board. Herb and Wally are now authorized to sign the voucher with Peggy being the Alternate.
- g. Mail box keys. Who pick up mail? Who should have keys?
Kaye and Wally currently have keys to the MCPHD2 mailbox. Due to the fact that both of them also have personal mailboxes and therefore go to the Post Office on a regular basis, it was decided that they will continue to hold on to the keys.
- h. February 24, 2014 Class on preparing annual report. Kaye, Herb and Sandy are planning on attending. There is no cost for the Class
The State Auditor's Office is giving this class. It is being held in Shelton.
- i. Possible honorarium for Michael Bower (speaker for next outreach program)
General discussion on possible honorarium.
Motion made and seconded to provide mileage, hotel and meal stipend for her visit to Belfair to do presentation. Motion was withdrawn.
Motion made and seconded to provided a flat fee honorarium, to defray travel costs, in the amount of \$200.00.
Motion carried unanimously.
- j. January- Annual Tickler file items
- *New officers assume duties*
 - *By-Laws proposed revisions reviewed with commission*
 - *4th quarter payroll taxes due by Jan, 31st*
 - *Quarterly Harrison Management Meeting on clinic performance*
 - *Update Commissioner Roster (Contact Information) ****this is a new item that was requested at tonight's meeting to be added to the January items*
- February- Annual Tickler file items
- *Submit proposed By-Laws changes to attorney for review (if major changes considered)*
 - *Prepare press release to announce Clinic Anniversary (April 2009 opening)*
 - *Bi-Annual Community survey committee appointed and begins forming survey (even years)*
 - *Usually receive invoice from AWPHD this Month.*
- k. Affordable Health Care signup at the North Mason County Resource Center.
Discussed during the "General Public Comments Period". See notes under that section.
- l. DOH Healthy Eating Committee
Tommy was contacted by the committee and asked if he would like to join the committee. They hold a meeting every other month. Tommy is asking to receive a stipend for and to be reimbursed for mileage for attending the meetings. It was suggested to talk with Heidi Iles or Lydia Buchheit to obtain more information on the committee prior to authorizing stipend and mileage payments. The main question is if Tommy would be part of the committee as an actual representative of MCPHD2 or as a private citizen.
- M. Discussion on tonight's presentation.
General discussion on the information that was presented.
Herb does not feel that it is in the realm of the Hospital District and not sure the Auditor would approve.
Peggy and Frank stated it is a "lifestyle choice" and think it is a good idea.
Peggy would like to have a trainer be paid for by the District.
Tommy will gather additional information on the topic.
Further discussion deferred to next month's meeting.

EXECUTIVE SESSION:

None

GOOD OF THE ORDER / ANNOUNCEMENTS / MISCELLANEOUS ITEMS

Request was made to send each commissioner a copy of the Approved 2014 Budget.

NEXT SCHEDULED MEETINGS

Tuesday, February 25, 2014 at 7:00 PM in the Harrison Belfair Clinic Conference Room

ADJOURN

Meeting adjourned at 9:44 pm

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Tommy Thombs".

Tommy Thombs, Commissioner, Secretary

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AGENDA

1. **CALL TO ORDER:** 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: NOVEMBER 26, 2013 & DECEMBER 10, 2013 MEETINGS:**
5. **GENERAL PUBLIC COMMENT PERIOD:** (5 Min Max/person, 15 min total)
6. **GUEST SPEAKER:** Lydia Buchheit RN, BSN Public Health Nurse
She will be presenting a short program termed SHARP, (SEXUAL HEALTH AND ADOLESCENT RISK PREVENTION PROGRAM) that addresses sexual risk reduction as well as substance (particularly alcohol) use and its related effects on sexual activity. They are looking for funding to implement this program in the North Mason School District. This program has been implemented in south Mason County and they would like it to be funded for the North Mason area
7. **CORRESPONDENCE:** (New since last meeting)
 1. Paige Hansen (County Auditor office) Re: 2014 Voucher Format
 2. County Treasurer Re: Bank Account questionnaire
 3. County Treasurer Re: Election Costs
 4. County Auditor (2 separate letters) Re: Explanation of the 2 different election cost amounts.
 5. MRSC Re: response to recording of minutes inquiry
 6. ???
8. **SUPERINTENDENT REPORT:**
 - a. Monthly Harrison Report
 - b.
9. **JOINT HOSPITAL DISTRICT MEETING:**
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)
 - f. Health & Wellness Committee (Peggy)
 - g. Marketing Committee (Wally, Tommy, Frank)
12. **OLD BUSINESS:**
 - a. Recording of meetings : review response from MRSC
13. **NEW BUSINESS:**
 - a. Harrison Management Meeting Attendees (face to face meetings will be held in Jan, April, July and October of each year) (Wally)
 - b. Financial Report/Current Voucher Discussion/Approval/Signatures (Wally/Sandy)
 1. review of new format the County requires.
 - c. Updated District Contact information form for the County Auditor (Sandy)
 - d. New Mileage rate effective 1/1/14 is now 56¢ per mile (Sandy)
 - e. Draft flyer and draft press release for February Outreach program (Sandy)
 - f. Update Auditing agent voucher authorized signees. (Sandy)
 - g. Mail box keys. Who picks up mail? when? Who should have keys? (Sandy)
 - f. February 24, 2014 Class on preparing Annual report. Kaye, Herb and Sandy are planning on attending. There is no cost for the Class

- g. Possible honorarium for Michael Bower. (speaker for next outreach program)

Note from email from her. *We didn't talk about a fee, and I fully understand if you are on a limited budget for meeting. If an honorarium is available, however, to help us to defray the travel costs, it would be appreciated. Like most not-for-profits, we work hard to make our donor dollars stretch!*

h. **January-Annual Tickler file items**

- New officers assume duties
- By-Laws proposed revisions reviewed with commission
- 4th quarter payroll taxes due by Jan, 31st
- Quarterly Harrison Management Meeting on clinic performance

14. EXECUTIVE SESSION:

None scheduled

15. GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS ITEMS

16. ADJOURN

NEXT REGULAR MEETING: February 25, 2014 7:00 PM Harrison Belfair Clinic Conference Room