

MASON COUNTY PUBLIC HOSPITAL DISTRICT #2
POB 1626, Belfair, WA 98528 (360-275-2517)
E-mail: mcphd2@mcphd2.org Web page: <http://mcphd2.org>
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
7 pm Tuesday November 25, 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; Ms. Kaye Massie; Dr. Lane Johnson
Ms. Sandy Robertson, Interim Superintendent/Clerk of the Board

GUESTS IN ATTENDANCE:

Linda Bullock (MC Public Health Nurse) : Ralph Unterbrink (Applicant for Superintendent position)

APPROVAL OF AGENDA ITEMS:

Motion made and seconded to approve the agenda.
Agenda approved unanimously.

APPROVAL OF MINUTES OF OCTOBER 28, 2014:

Motion made and seconded to approve the minutes of 10/28/14.
Minutes were approved unanimously.

GENERAL PUBLIC COMMENT PERIOD:

Linda Bullock thanked Tommy Thombs for all of the help he has provided her through his ability to sign up clients for healthcare.

GUEST SPEAKERS:

None

CORRESPONDENCE:

1. Letter from Propel Insurance letting us know that they have received our payments and our insurance policies have been renewed. They have sent us copies of the policies in electronic form.
2. Letter from the Office of the Treasurer: Re---New Reports
3. Letter from NM Resources: Re---Room rental fee (To be discussed under New Business item c.)
4. AWPHD email update on OPMA and records retention training. (Kaye states she has had the training through AWPHD about 2 months ago.)

SUPERINTENDENT REPORT

1. Sandy has been trying to get Rhonda to agree to a meeting date. Rhonda states that we will have a financial before our December Regular meeting.
2. Budget related items have been delivered to MC Auditor, Assessor, and County Commissioners.

JOINT HOSPITAL DISTRICT 1 & 2 MEETING:

Next meeting will be in January 2015. Peggy, Kaye and Sandy are slated to attend. Peggy will be in contact with Scott Hilburn to set up a meeting time.

COMMISSIONER REPORTS AND MEETING SCHEDULES:

- NM Chamber luncheon (11/26), Port of Allyn (12/1), Sheriff's Breakfast (12/4), NMSD Theler Advisory Committee (12/4), CAC (12/8), NM Regional Fire Authority at Station 21 (12/9), Belfair Water (12/9), NM

Chamber Holiday Party (12/11), NM Regional Fire Authority at Station 81 (12/16), NM School Board (12/18) are scheduled meetings where more than 2 board members may be in attendance.

COMMITTEE REPORTS

- a. Mason County Board of Health (Peggy)
 1. Discussed Ebola vs. Influenza death rates.
 2. There is an increase in the number of influenza cases in children. The nasal flu mist is not as effective as an injection of the flu vaccine. (Commissioner Johnson suggested placing an advertisement in the paper encouraging people to get the flu shot. No action taken on the suggestion.)
 3. Discussed their Budget.
- c. MC EMS & Trauma Council (Tommy)
 1. The Council is not happy with MCPHD2's decision to not pay the full amount of the proposed ALS dues rate increase. They feel that all members of the council should pay the full-proposed dues amount.
 - ****The MCPHD2 commissioners discussed if MCPHD2 should remain as a member of the EMS Council. Motion made and seconded to withdraw from being a member of the EMS Council. Motion passed unanimously.
 - Tommy will draft a letter to the Council informing them of MCPHD2's decision to withdraw as a member effective January 1, 2015.
 - ****Motion made and seconded to authorize Tommy and Peggy to sign the Letter. Motion passed unanimously.
 - **** After the letter has been sent, Sandy will then draft a letter informing the County Commissioners of MCPHD2's withdrawal from the MC EMS and Trauma Council.

OLD BUSINESS:

- a. Superintendent Search discussion, interview of applicants.

Both potential candidates (Ralph Unterbrink and Sandra Robertson) were present at the meeting. A general over-view of the position was verbally given by Herb. Tommy read drafts of the Superintendent Job Description and Annual Evaluation forms. (The clarification was made that the items read were only in draft form and had not been approved by the board.) Ralph Unterbrink stated that he would like a copy of the job description emailed to him for review. (Tommy will email the job description to him.) General consensus was to delay selection of Superintendent until the December 23 meeting, to allow Mr. Unterbrink time to review the job description.

NEW BUSINESS:

- a. Harrison Management Meeting Attendees

The next meeting will probably be in December. No date set yet. Lane, Herb and Sandy are slated to attend.
- b. Resolution for Harrison 2nd biannual payment

Resolution 2014-0005 authorizing the 2nd biannual payment to Harrison Medical Center was read aloud. Motion made and seconded to approve Resolution 2014-0005. Motion carried unanimously and the resolution was signed.
- c. Reimbursement Discussion

****Discussed authorizing a stipend and mileage for Tommy Thombs for his time assisting clients with signing up for Health Insurance.
Motion made and seconded to pay a stipend to Commissioner Tombs for his time signing up clients for health insurance along with mileage from his home to the NM Resource office. Motion carried. 3 yes, 1 no, 1 abstained.
****Discussed letter, invoice and draft contract from NM Resources. Consensus was to not pay room rental for last year's dates because no contract had been presented to or signed by the Commissioners. In addition, the Commissioners are not planning on signing a contract with NM Resources for room rental for 2014/2015. Peggy will contact PHD1 to see if they would be willing to pay for room rental since Tommy does sign-ups under their supervision.
Sandy will draft a letter to inform NM Resources of the MCPHD2 decision.
- d. Financial Report/Current Voucher Discussion/Approval/Signatures

Account balance as of October 31, 2014 was \$706,223.13
Vouchers 1412-001 thru 1412-010 in the amount of \$206,231.65 were approved unanimously and signed.

EXECUTIVE SESSION:

Executive session was requested to discuss the qualification of the Superintendent applicants. The anticipated amount of time was 10 min.

Adjourned Regular meeting at 9:08pm and opened Executive session and 9:08pm

Adjourned Executive session at 9:17pm and opened Regular meeting at 9:18pm

GOOD OF THE ORDER / ANNOUNCEMENTS / MISCELLANEOUS ITEMS

Belfair Tree Lighting Parade and Music will be on December 7, 2014

Kaye had received an email answering a question if a commissioner could vote to approve minutes from a meeting they had not attended and the answer was "yes".

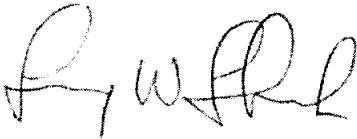
NEXT SCHEDULED MEETINGS

Tuesday, December 23, 2014 at 7:00 PM in the Harrison Belfair Clinic Conference Room

ADJOURN

Meeting adjourned at 9:21 pm

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'T. Thombs', written in a cursive style.

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. Reminder: our meetings are voice recorded.
2. **ROLL CALL AND RECORD OF GUEST ATTENDANCE:**
3. **APPROVAL OF AGENDA:**
4. **APPROVAL OF MINUTES: OCTOBER 28, 2014 MEETINGS:**
5. **GENERAL PUBLIC COMMENT PERIOD:** (5 Min Max/person, 15 min total)
6. **GUEST SPEAKER:**
None scheduled
7. **CORRESPONDENCE:** (New since last meeting)
 - 1.
8. **SUPERINTENDENT REPORT:**
 - a. Monthly Harrison Report
 - b.
9. **JOINT HOSPITAL DISTRICT MEETING:**
10. **COMMISSIONER REPORTS**
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)
12. **OLD BUSINESS:**
 - a. Superintendent Search discussion , interview of applicants.
13. **NEW BUSINESS:**
 - a. Harrison Management Meeting Attendees
(face to face meetings will be held in Jan, April, July and October of each year)
 - b. Resolution for Harrison 2nd biannual payment.
 - c. Reimbursement Discussion
 - d. Financial Report/Current Voucher Discussion/Approval/Signatures
14. **EXECUTIVE SESSION:**
Possible session to discuss the Superintendent position. Approximately 30 minutes.
15. **GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS ITEMS**
16. **ADJOURN**

NEXT REGULAR MEETING: December 23, 2014 7:00 PM Harrison Belfair Clinic Conference Room

November- Annual Tickler file items

- *Final budget hearing and adoption if needed. File budget with the state by 11/30.*
- *Report on AED use from MCFD2.*
- *Prepare Resolution for 2nd Biannual payment to Harrison and place payment on Voucher.*

December- Annual Tickler file items

- *Election of officers for the following year*
- *Report on MS meetings*
- *By-Laws committee appointed, and begins annual review.*
- *Harrison 2nd payment due by Dec 15th*
- *Quarterly Joint Hospital District meeting is held this month*