

**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 August 25, 2015  
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:**

Ms. Kaye Massie, *President*; Mr. Tommy Thombs, *Secretary*; Dr. Lane Johnson, *Financial Officer*  
Mrs. Peggy VanBuskirk; Mr. Herb Gerhardt  
Ms. Sandy Robertson, *Superintendent/Clerk*

**GUESTS IN ATTENDANCE:**

Valerie McLeod

**APPROVAL OF AGENDA ITEMS:**

Motion made and seconded to approve the presented agenda. (New Business: item d. had been added since first draft of agenda was posted online.) Agenda approved unanimously.

**APPROVAL OF MINUTES OF JULY 28, 2014:**

Motion made and seconded to approve the minutes of 7/28/15. Minutes approved unanimously.

**GENERAL PUBLIC COMMENT PERIOD:**

None

**GUEST SPEAKERS:**

None

**CORRESPONDENCE:**

1. Letter from State Auditor's office. As of Jan 1, 2016 there will be an increase in the hourly billing rate.
2. Letter from County Treasurer. Change in personnel and several general procedure reminders.
3. Letter from Roxanne Buskirk. Additional information was requested prior to processing a D & O insurance renewal quote. The requested information has been forwarded to Roxanne.
4. Email from Tommy in regards to the Healthy Eating Committee.
5. Email from Peggy. MC Public Health monthly activity report.
6. Letter from MC Chamber of Commerce talking about their "Shop Local" program.
7. Email from Beau Bakken in regards to fires in Eastern Washington.

**SUPERINTENDENT REPORT**

1. Sandy met with Meg Becker on August 21 for their monthly meeting.
  - a. New MD still on track for starting in Oct 2015
  - b. Reviewed financial info for July 2015. Several questions on some of the stats provided. Sandy will talk with Harrison to try and get answers to the questions raised.
2. Update on the possible Alzheimer Support Group.

No additional information at this time.
4. Laura Jull is scheduled to speak at the October 27, 2015 meeting. She is the Harrison Emergency Preparedness Coordinator. (Request was made to ask NMRFA to also attend that meeting. Sandy will contact them and ask if a representative can attend.)

**JOINT HOSPITAL DISTRICT 1 & 2 MEETING:**

Next meeting will probably be in the fall. Kaye, Peggy and Sandy are slated to attend.

#### UPCOMING COMMISSIONER MEETINGS:

Sheriff's Breakfast meeting (9/3), NM Regional Fire Authority meeting (9/8), Belfair Water (9/8), Port of Allyn (9/9), NM Chamber After Hours (9/10), NM Regional Fire Authority at Station 81 (9/15), NM School Board meeting (9/17), NM Chamber luncheon (9/23), Candidate Forum (9/24), NM Community Voice (8/24), County Commissioner meeting (9/29) 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.**

#### COMMISSIONER REPORTS:

##### **Herb Gerhardt: Belfair 100 year celebrations**

Herb attended both the NM Chamber and NM Resource functions. Both functions were very well attended and were enjoyable.

#### COMMITTEE REPORTS:

NONE

#### OLD BUSINESS:

##### a. Updated piece of memorabilia for the Belfair 100 years time capsule discussion

A group photo of the current Commissioners and Superintendent was taken tonight. Sandy will print it and add it to the photo book. Herb will then deliver it to Cat Ross.

##### b. Superintendent Job description discussion

Several suggestions were made in regards to the annual evaluation schedule and the wording of the "qualification's" section. Sandy will retype the job description to include the suggestions and present it at the September meeting.

#### NEW BUSINESS:

##### a. Harrison Management Meeting Attendees

The next meeting is set for Tuesday October 27, 2015 @ 8am at the Belfair Campus. Lane, Herb, and Sandy are slated to attend.

##### b. Financial Report/Current Voucher Discussion/Approval/Signatures

Account balance as of July 31, 2015 was \$700,057.42

Vouchers 1509-001 thru 1509-013 in the amount of \$5,647.55 were approved unanimously and signed.

##### c. 2016 Budget initial Discussion

Sandy informed the commissioners that she has been working on the budget. She had spent time talking with the Mason County Auditor's office on the budgeting process. Over the last few years, there have been changes in what the County requires in regards to the budget.

##### d. Stipend for attending meetings electronically

There had previously been a question if a stipend was allowed for attending a meeting electronically under state law. MRSC had been contacted and felt that a stipend for electronically attending a commissioner meeting is allowed. Also, The State Auditor's office was reviewing the question Sandy had submitted in regards to the stipend.

Kaye proposed amending the By-Laws to state that a Commissioner can claim a stipend for attending a commissioner meeting electronically as long as all the electronic attendance requirements were met.

General consensus was that a change in the By-Laws was not needed at this time.

\*\*\*\*Motion made and seconded to allow payment of a stipend for electronic attendance by a

Commissioner as long as current By-Law requirements are met. Motion passed unanimously.

#### EXECUTIVE SESSION:

None

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

Tommy requested being able to take home the Shelton Journal newspaper that the District receives. He was given the OK since the paper is for the use of the Superintendent and the Commissioners.

Tommy will be having stipend request for multiple meeting dates/ Health care sign-up dates, etc. He was wanting to know by what date the Commissioners would like them submitted in order for payment to be made the first part of Dec. Tommy will attempt to turn them by the next meeting.

Tommy has been recertified as a Health Care Assistor. He has not been utilizing the Resource Center during the off season since he is able to help most people over the phone. He is planning on using space at the Resource

Center during open season. Since MG had mentioned they would pay for rental space at the Resource Center, Sandy will contact MG to inform them that Tommy has not been using the space since Feb. Herb mentioned that there will be an open house, sometime, for the new High School. Keep your eyes open for it.

**NEXT SCHEDULED MEETING**

Tuesday, September 22, 2015 at 7:00 PM in the Harrison Belfair Clinic Conference Room

**ADJOURN**

Meeting adjourned at 8:00 pm

**Respectfully submitted by,**

  
Tommy Thombs, Commissioner, Secretary

Approved Minutes

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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: JULY 28, 2015 MEETINGS:**
5. **GENERAL PUBLIC COMMENT PERIOD:** (5 Min Max/person, 15 min total)
6. **GUEST SPEAKER:**
7. **CORRESPONDENCE:** (New since last meeting)
  - 1.
8. **SUPERINTENDENT REPORT:**
  - a. Monthly Harrison Report .....
  - b.
9. **JOINT HOSPITAL DISTRICT MEETING:**
10. **UPCOMING COMMISSIONER MEETINGS**

Meeting schedules for next month where more than two commissioners may be present.  
No MCPHD2 business is to be discussed between commissioners at these meetings.
11. **COMMISSIONER REPORTS on meetings attended**
12. **COMMITTEE REPORTS:** (Existing)
13. **OLD BUSINESS:**
  - a. Updated piece of memorabilia for the Belfair 100 year time capsule discussion
  - b. Superintendent Job description discussion
14. **NEW BUSINESS:**
  - a. Harrison Management Meeting Attendees  
(face to face meetings will be held in Jan, April, July and October of each year)  
Next meeting will be on Tues October 27 @ 8am at the Belfair Campus  
(Herb, Lane & Sandy are slated to attend)
  - b. Financial Report/Current Voucher Discussion/Approval/Signatures
  - c. 2016 Budget initial discussion (Sandy)
  - d. Stipend for attending meetings electronically (Kaye)
15. **EXECUTIVE SESSION:**

None scheduled
16. **GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS ITEMS**
17. **ADJOURN**

NEXT REGULAR MEETING: September 22, 2015 7:00 PM Harrison Belfair Clinic Conference Room