

**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 April 26, 2016  
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:**

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

**GUESTS IN ATTENDANCE:**

None

**APPROVAL OF AGENDA ITEMS:**

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

**APPROVAL OF MINUTES OF March 22, 2016:**

Motion made and seconded to approve the meeting minutes of 3/22/16. Minutes approved unanimously.

**GENERAL PUBLIC COMMENT PERIOD:**

None

**GUEST SPEAKERS:**

None

**CORRESPONDENCE:**

1. Letter from State Auditor: change in billing rate for travel time. Decreasing from \$93 to \$46.50 per hour.
2. Letter from Propel: general information
3. Letter from WA State Dept of Commerce: regarding Violence Against Women Act funding.
4. Letter from MC Treasurer: regarding Monthly reports, they are looking into emailing out reports instead of mailing them.
5. Records request: Was actually a request for transfer of medical records from Harrison to another medical office. Requestor was informed that the request was forwarded to Harrison.

**SUPERINTENDENT REPORT:**

1. Met with Susan Perkins for monthly meeting
  - a. Reviewed Financial reports from Harrison
  - b. New Software for Lab and Urgent Care front desk
  - c. Susan is trying to have a cardiologist at the Belfair Clinic at least once a month.

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

**No meeting currently scheduled. When one is scheduled, Kaye, Peggy and Sandy are slated to attend.**

**UPCOMING MEETINGS THAT (3 or more) COMMISSIONERS MAY BE ATTENDING:**

Chamber of Commerce Belfair meeting (4/27), Port of Allyn (5/2), HUB Ribbon Cutting (5/3), Sheriff's Breakfast meeting (5/5), CAC (5/9), NM Regional Fire Authority meeting Station 21 (5/10), Belfair Water (5/10), NM Chamber After Hours (5/12), NM Regional Fire Authority meeting at Station 81 (5/17), NM School Board meeting (5/19), NM Community Voice (5/23), Chamber of Commerce Belfair meeting (5/25), County Commissioners meeting (5/31) 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:**

**Lane --- EMS Council meeting**

1. EMS training background check issues. They are looking into revising their procedures for doing background checks prior to training.

**Peggy---Mason Matters meeting**

1. Meeting is scheduled for April 28, 2016.
2. Peggy will be looking into getting a meeting set up to discuss a contract between MCPHD2 and Mason Matters.

**COMMITTEE REPORTS:**

None

**OLD BUSINESS:**

- a. Review of Annual Report for WA State

Copy of draft annual report had been previously sent to the commissioners for review. Sandy was given permission to file the final report with the State Auditor.

**NEW BUSINESS:**

- a. Harrison Quarterly Management Meeting

1. Meeting held this morning at the Clinic. In physical attendance were; Herb Gerhardt, Lane Johnson, Sandra Robertson, Susan Perkins. David Butcherite attended via speaker phone.

a. Reviewed the quarterly financial report ... Clinic showed a profit prior to MCPHD2 contribution.

b. Discussed phone call wait times. Harrison is very much aware of the problem. It has been experienced at all of the clinics and they are working on ways to reduce it. They will be implementing a call center. It is scheduled to "go live" within the next few months. Is to be located in Bremerton and staffed by current Harrison employees. People will still call the same local numbers but they will get a phone tree.

c. David B. is going to try and look into the status of the Facility Fee and if it is still planned to phase it out.

2. The next meeting is set for Tuesday July 26, 2016 @ 8am at the Belfair Campus. Lane, Herb, and Sandy are slated to attend.

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

Previous account balance \$665,400.24

March Revenue \$44,365.44

March Expenses \$48,049.73

Account balance as of March 31, 2016 was \$661,715.95

May Vouchers 1605-0001 thru 1605-0011 in the amount of \$5,498.40 were approved unanimously and signed.

\*\*\*\*There had been an Auditing Agent Voucher for April 2016. Vouchers 1604-0013 thru 1604-001 totaling \$141.54

\*\*\*\* Several additional stipend request forms. One from Tommy and one from Lane. Both requests were approved.

- c. Updating Junior Taxing District information

Superintendent is updating information for the County. Each commissioner signed the form.

- d. Discussion on clinic's Urgent Care closure on April 13, 2016

Due to several providers calling in sick and multiple providers on vacation (spring break), coverage was not available for the Belfair Urgent Care. Several patients were seen by Dr. D, several were referred to Port Orchard and the rest elected to return to the clinic on the following day.

Our contract states that Harrison is to have the Urgent Care clinic open 12 hours—7days a week. The Superintendent will author a letter to Harrison expressing our displeasure with the closure.

- e. POLST form

Herb had been presented with a POLST form by his physician.

We discussed the scope of the form and the difference between it and an Advance Directive.

Susan Perkins was not aware of the form. She has a regular scheduled meeting with the providers and she wants to know what they are routinely telling their patients in regards to this form.

**EXECUTIVE SESSION:**

None

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

None

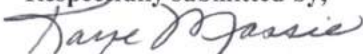
**NEXT SCHEDULED MEETING**

Tuesday, May 24, 2016 at 7:00 PM in the Harrison Belfair Clinic Conference Room

**ADJOURN**

Meeting adjourned at 8:17 pm

Respectfully submitted by,



Kaye Massie, 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: MARCH 22, 2016 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:**

Next meeting will probably be in April. Kaye, Peggy & Sandy are slated to attend.
- 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. Review of Annual Report for WA State
  - b.
- 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 April 26, 2016 @ 8am at the Belfair Campus  
(Herb, Lane & Sandy are slated to attend)
  - b. Financial Report/Current Voucher Discussion/Approval/Signatures
  - c. Updating Junior Taxing District info
  - d. Discussion of clinic urgent care closure on April 13
  - e. POLST form
- 15. EXECUTIVE SESSION:**

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

NEXT REGULAR MEETING: May 24, 2016 7:00 PM Harrison Belfair Clinic Conference Room