

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2**  
POB 1626, Belfair, WA 98528  
Phone #360-275-2517  
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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
7 pm Tuesday October 24, 2023

The meeting was held in person and virtually via Zoom teleconference. Information on how to join the meeting via Zoom was on the MCPHD2 website.

**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 VIA ZOOM TELECONFERENCE (video and/or audio) :**

**COMMISSIONERS.** Mrs. Patty Stone, *Secretary*; Mr. Herb Gerhardt

**MEMBERS IN ATTENDANCE PHYSICALLY:**

**COMMISSIONERS.**

Mr. Tommy Thombs, *President*; Mrs. Peggy VanBuskirk, *Financial Officer*;

Ms. Kaye Massie

**SUPERINTENDENT/CLERK**

Ms. Sandra Robertson

**GUESTS IN ATTENDANCE :**

Virtually: Diane Kropp-Wolner, Kelly Riley-Debuysere, Stephen Howey

**APPROVAL OF AGENDA ITEMS:**

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

**APPROVAL OF MINUTES OF SEPTEMBER 26, 2023**

Motion made and seconded to approve the presented meeting minutes for 9/26/2023 Regular meeting. Minutes approved unanimously.

**GENERAL PUBLIC COMMENT PERIOD:**

None.

**GUEST SPEAKERS:**

Stephen Howey- Director of Clinical Operations (Diane's Manager)

1. Introduced himself and explained his role at VMHF.

Diane Kropp-Wolner Primary Care Clinic Manager

1. Dealing with staffing shortages.
2. Still recruiting for an additional physician.
3. One of the MA's has left.

Kelly Riley-Debuysere Urgent Care Clinic Manager

1. Requesting Commissioner's approval to change Urgent Care hours from 7:30am - 7:30pm to 8am to 8pm in order to standardize hours between all clinics.  
\*\*\*\*\* The commissioners discussed the request. Request was approved.  
\*\*\*\*\* Diane would also be interested in standardizing hours with her other clinics (7am-5pm). She will check with her Belfair staff to see if they would like to change the hours of operation.

**2024 BUDGET HEARING AND PUBLIC COMMENTS:**

Adjourned the Regular meeting at 7:28 pm, opened the Budget Hearing at 7:28pm

No comments from members of the public attending the meeting, and no questions or comments regarding the 2023 Budget have been received by the District.



Concluded the Budget Hearing at 7:30pm, reconvened Regular Meeting at 7:30pm

**CORRESPONDENCE:**

1. General information emails from MRSC, WSHA, AWPHD, SAO, NRHA

**SUPERINTENDENT REPORT:**

1. Meetings attended:
  - a. 9-28-23 Moving Mason Forward
  - b. 10-4-23 St. Michael Groundbreaking for new patient tower.
  - c. 10-10-23 SAO Webinar: "Organizing your electronic records".
  - d. 10-23-23 WSHA annual meeting
2. Request from Kelly Riley-Debuysere re: Urgent care hours.
3. Provider staffing shortage in Primary care on October 5, 11, and 20.
4. Showed video produced by AWPHD ... "What is a Public Hospital District?"

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

The meeting is currently scheduled for October 27, 2023. From MCPHD2, Commissioner VanBuskirk and Superintendent Robertson are slated to attend.

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

A list of possible upcoming meetings in November 2023 was sent to the commissioners.

\*\*\*\* Any meetings attended by commissioners between October 25, 2023 and November 28, 2023 will be reported during the November 28, 2023 commissioner's meeting.

**No MCPHD 2 business is to be discussed between commissioners at any of these meetings except for official MCPHD2 public meetings.**

**COMMISSIONER REPORTS:**

**Tommy: EMS & Trauma Council (10-19-2023)**

1. They passed their 2024 budget.

**Tommy: Quarterly Financial meeting (10-20-2023)**

**Peggy: MC Housing and Behavioral Health meeting**

1. Superintendent will send out the draft meeting minutes from the meeting once Peggy gets them.

**Herb: Moving Mason Forward (9-28-2023)**

**Herb: NMRFA CAC meeting (10-10-2023)**

**Herb: Substance Abuse Prevention Coalition meeting (10-18-2023)**

**Herb: Fish & Wildlife meeting on the Theler Center (10-18-2023)**

1. Discussed anticipated changes to the area.

**Herb: EMS meeting (10-19-2023)**

**Herb: Quarterly financial meeting (10-20-2023)**

**Herb: Webinar on Naloxone (10-24-2023)**

1. Naloxone is still over 90% effective years after it's "expiration date".

**COMMITTEE REPORTS:**

1. None

**OLD BUSINESS:**

1. Continued review of current agreement with St. Michael Medical Center—VMFH
  - a. Email from Don Black stating that he does not see any issues overall with our proposed changes to the existing agreement, but he would like to revise the format of the agreement and present us with a clean draft copy. Superintendent Robertson advised him to proceed. Once the clean draft copy is received from him, it will be forwarded to each commissioner as well as various people associated St. Michael for their review.
2. 2024 Budget Discussion and possible adoption and signing of budget related paperwork.
  - a. Discussed budget. No additional adjustments to the proposed 2024 budget draft.



- b. Resolution 2023-0003 approving the 2024 budget of \$675,950.00 was presented. Motion made and to approve the resolution. Motion carried unanimously and resolution will be signed by all commissioners.
- c. Ordinance/Resolution 2023-0004 was presented. Motion was made and seconded to approve the ordinance/resolution. Motion carried unanimously and the form will be signed by all commissioners.
- d. 2024 Levy Certification was presented. Motion made and seconded to approve the Levy Certification. Motion carried unanimously and the form was signed by the Board President.
- e. MC Auditor Financial Services budget form was presented. Motion was made and seconded to approve budget form. Motion carried unanimously and the form will be signed by all commissioners.

\*\*\*\*Resolutions and Levy Certification will be available to the public on our website.

c. Update on Audit and possible Audit Exit Conference attendees.

The audit itself has concluded. We did not incur any warnings or findings, but they did have one recommendation for us. Our Exit Conference is scheduled for October 30, 2023. Commissioner Gerhardt is planning to attend the meeting along with the Superintendent.

**NEW BUSINESS:**

a. Harrison/CHI Quarterly Management Meeting

**(Face to face meetings will be held in Jan, April, July, and October of each year)**

The meeting was held on October 20, 2023 at 8:30 am via Zoom. Attended by Commissioners Thombs and Gerhardt, Superintendent Robertson, David Butcherite Reviewed the financial statements.

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

September 1, 2023, account balance (including investment fund): \$908,689.45

September Expense: \$12,047.58

September Revenue: \$8,218.24

September 30, 2023 account balance (including investment fund): \$904,860.11

November 2023 Vouchers 2311-0001 through 2311-0013 in the amount of \$13,059.20 were approved unanimously.

\*\*\*\*\*There had been an October AA voucher to cover quarterly taxes. Vouchers 2310-0012 thru 2310-0015 in the amount of \$261.61

**REVIEW OF MCPHD2 LONG TERM GOALS:**

- a. Continuation of reviewing long-term goals of the district.
  - 1. Superintendent is continuing work on a policy and procedure manual.

**EXECUTIVE SESSION:**

None

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

- 1. Port of Allyn's Executive Director has passed away.

**CONCLUDE MEETING:**

Meeting concluded at 8:41 pm

Respectfully submitted by,



Sandra Robertson, Superintendent



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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

7 pm October 24, 2023

Harrison Belfair Clinic Conference Room

\*\*\*\*\*Attendance can be in person or via Zoom

Zoom information:

**Meeting ID: 833 7341 1975**

**Passcode: 871932**

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: SEPTEMBER 26, 2023 MEETING:**
5. **GENERAL PUBLIC COMMENT PERIOD:** (5 Min Max/person, 15 min total)
6. **GUEST SPEAKERS**
  
7. **2024 BUDGET HEARING AND PUBLIC COMMENTS ON PROPOSED BUDGET**
  
8. **CORRESPONDENCE:** (New since last meeting)
9. **SUPERINTENDENT REPORT:**
10. **JOINT HOSPITAL DISTRICT MEETING:**  
Meeting is scheduled for October 27, 2023 at 10 am in Shelton.
11. **UPCOMING COMMISSIONER MEETINGS** where 3 or more commissioners may be in attendance:  
Any meetings attended by commissioners between September 26, 2023 & October 24, 2023 will be reported during the October 24, 2023 commissioner's meeting.  
**NO MCPHD2 business is to be discussed between commissioners at these meetings except during official MCPHD2 public meetings**
12. **COMMISSIONER REPORTS** on meetings attended
13. **COMMITTEE REPORTS:** (Existing)
14. **OLD BUSINESS:**
  - a. Continued review of current contract with St. Michael Medical Center---VMFH
  - b. 2024 Budget Discussion and possible adoption and signing of budget related paperwork.
  - c. Update on Audit and possible Audit Exit Conference attendees.
15. **NEW BUSINESS:**
  - a. Harrison Management Meeting Attendees  
(face to face meetings will be held in Jan, April, July, and October of each year)  
Current meeting is scheduled for October 20, 2023 at 8:30 am and will be held via Zoom Conferencing. Next scheduled meeting is on January 22, 2024.
  - b. Financial Report/Current Voucher Discussion/Approval/Signatures
16. **REVIEW OF MCPHD2 LONG TERM GOALS:**
  - a. Continuation of reviewing long-term goals of the District.
17. **EXECUTIVE SESSION:**  
None.
18. **GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS ITEMS:**
19. **CONCLUDE / ADJOURN MEETING:**

**NEXT REGULAR MEETING** Tuesday November 28, 2023 7 PM