

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
FEBRUARY 24, 2016**

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 304, Skagit County was held at the Peacehealth United General Medical Center.

**ATTENDANCE**

Present were: Commissioners Chuck Ruhl, Bob Stanley, Jeri Kaufman, Gary Kent and Andy Hunter; Ted Brockmann, Superintendent/CFO; Mary Voss, Office Manager/Accountant; Val Stafford, Marketing, Mark Pearson, Fitness Manager. Also in attendance was Jane Leib from Hospice of the Northwest.

**CALL TO ORDER**

The meeting was called to order at 8:00 a.m. by Mr. Hunter.

**CONSENT AGENDA**

A motion was made, seconded and unanimously carried to approve the "consent" agenda, including the minutes of the January 27th regular meeting; written report from the Superintendent/CFO; accounts payable vouchers (District) #67674 – 67751; payroll vouchers #DD1466 – DD1504; accounts payable vouchers (AHS) #31166 – 31168 and the January write-offs.

**OTHER BUSINESS**

**Hospice of the Northwest:**

Ms. Jean Leib, Executive Director of Hospice of the Northwest gave an update of their activity this past year. One of their goals is to increase community awareness of their services as people are waiting too long to engage in hospice care. Ms. Leib proudly noted that this past year Community Health Accreditation Program, Inc., (CHAP) has announced that Hospice of the Northwest has been awarded CHAP accreditation under the CHAP Hospice Standards of Excellence. Additionally, the Hospice team is currently working on a Performance Improvement Project which is based on CAHPS (Consumer Assessment of Healthcare Providers and Systems) surveys and measures. The State Auditors recently reviewed their financial practices. All went well with a couple of recommendations regarding their relationship with the Hospice Foundation. She also stated that as of January 1, they are no longer contracting with Skagit Regional Health for accounts payable and financial reporting as they have hired their own accountant. The Board recently approved outsourcing the patient accounts receivable that is currently processed by Skagit Regional Health as well. Ms. Leib praised Hospice board members Carol Hawk and Ted Brockmann for being open and attentive to Hospice's needs during this transition.

**Fitness Center Expansion:**

Mr. Pearson presented his proposal for expanding the Fitness Center. January volumes were at an all-time high and it has become evident that more room is needed. The plan is to convert the existing meeting room into an additional work out area with six new machines. The total cost for the project will be approximately \$26,200. A motion was made, seconded and unanimously carried to accept the request for funds for the Fitness Center Expansion project.

**FINANCE**

**Finance Committee Report:**

Mr. Kent presented the Finance Committee report for consideration and deferred to Mr. Brockmann for detail. Mr. Brockmann reviewed the December 2015 and January 2016 income statements and balance sheets for the District. Mr. Brockmann also reviewed the December 2015 financial reports for Hospice of the Northwest. A motion was made, seconded and unanimously carried to accept the Finance Committee report.

**EXECUTIVE SESSION**

The Board went into executive session as per RCW 42.30.110 (c) at 9:19 a.m. and was expected to last 10 minutes. At 9:29 a.m. the Board returned to Regular Session. No action was taken during executive session. However, in open session the Board directed Mr. Brockmann to research the market for the properties discussed.




**OTHER BUSINESS**

**Commissioner Workshop:**



The Board members felt that it would be helpful to hold a work session that focused on reviewing the District's mission and programs, the Commissioners' roles, and the District's relationships with community partners. It was decided that a working lunch would be scheduled for March 2<sup>nd</sup> and an agenda would be forthcoming.

**ADJOURNMENT**

The meeting adjourned at 9:36 a.m.

  
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**ATTEST:**

  
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