

**BOARD OF COMMISSIONERS
REGULAR MEETING
AUGUST 28, 2019**

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 Andy Hunter, Bob Stanley, Jeri Kaufman, Chuck Ruhl and Gary Kent; Ted Brockmann, Superintendent/CFO; Erin Christensen, Administrative Assistant.

CALL TO ORDER

The meeting was called to order at 8:01 a.m. by Ms. Kaufman

CONSENT AGENDA

A motion was made, seconded and unanimously carried to approve the "consent" agenda, including the minutes of the July 24th regular meeting; written report from the Superintendent/CFO; Investment resolution 2019-11; Surplus resolution 2019-13; District accounts payable vouchers #73696-73775; AHS accounts payable vouchers #31248-31249; payroll vouchers #DD3856-DD3917.

OTHER BUSINESS

District Policy Update:

Mr. Brockmann reviewed the changes to the District Policy Manual. He explained that typically the Policy Manual is reviewed and updated every two years, however, the recent single federal audit performed by WIPFLI recommended the addition of several new policies to conform with the new Federal Uniform Guidelines, most notably a procurement policy. In addition to a procurement policy, six new policies were added, five policies were retired (these were added to existing policies), and ten policies were changed. A motion was made, seconded and unanimously carried to approve the updates to the District Policy Manual.

Accountant/Procurement Agent FTE Request:

Mr. Brockmann made a request to the Board to add an additional staff member. The new staff member would serve as an Accountant/Procurement Specialist and will assist in centralizing procurement functions and ensure procurement policy compliance. It is expected that this position will start as a 0.60 FTE with the possibility of increasing to a 0.80 FTE. A motion was made, seconded and unanimously carried

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to approve the addition of an Accountant/Procurement Specialist.

FINANCE

Finance Committee Report:

Mr. Stanley presented the Finance Committee report for consideration and deferred to Mr. Brockmann for detail. Mr. Brockmann reviewed the July 2019 income statement and balance sheet for the District. During the balance sheet review, Mr. Brockmann mentioned the chiller replacement project is nearing completion. The total project cost was estimated at \$300k and will total approximately \$350k. This project is part of the 2M capital commitment per the District management agreement with PeaceHealth. Mr. Brockmann also reviewed The Hospice of the Northwest financials for June 2019. A motion was made, seconded and unanimously carried to accept the Finance Committee report.

Resolution 2019-12 – Petty Cash:

Mr. Brockman requested the Board approve a resolution for the Fitness Center to have an additional \$100 in petty cash. The Fitness Center currently has \$200 in petty cash for change, however there are three employees who require access to a petty cash box. A motion was made, seconded and unanimously carried to approve the resolution.

ADJOURNMENT

The meeting adjourned at 8:26 a.m.










