

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
MARCH 25, 2020**

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

**ATTENDANCE**

Present were: Commissioners Andy Hunter, Bob Stanley, Chuck Ruhl, Tina Tate and Jeri Kaufman (all via phone); Ted Brockmann, Superintendent/CFO; Erin Christensen, Office Coordinator (in person); Chris Johnston, PH CAO (via phone). Phone attendance deemed necessary due to the COVID-19 pandemic.

**CALL TO ORDER**

The meeting was called to order at 8:03 a.m. by Ms. Kaufman

**OATH OF OFFICE**

The February 26<sup>th</sup> Regular Session unanimously approved Tina Tate as the new Commissioner to fill the vacancy in Position 3. Ms. Tate was sworn in by Acting Board President Jeri Kaufman (via the phone) The written Oath of Office will be notarized by Ms. Christensen once the "Stay in Place, Stay Healthy" order is lifted by Governor Jay Inslee of Washington.

**CONSENT AGENDA**

A motion was made, seconded and unanimously carried to approve the "consent" agenda, including the minutes of the February 26<sup>nd</sup> regular meeting; written report from the Superintendent/CFO; District accounts payable vouchers #74287-74378; payroll vouchers #DD4400-DD4483; AHS accounts payable vouchers #31262-31262.

**FINANCE**

Mr. Brockmann presented the Finance Committee report for consideration. Mr. Brockmann reviewed the February 2020 income statement and balance sheet for the District. He also reviewed The Hospice of the Northwest financials for January 2020. A motion was made, seconded and unanimously carried to accept the Finance Committee report.

**OTHER BUSINESS**

**Resolution 2020-03: Amending the 2020 Board Meeting Schedule**

Mr. Brockmann requested that the Board reschedule the April 15<sup>th</sup> meeting back to April 22<sup>nd</sup> as he will no longer be absent. A motion was made, seconded and unanimously carried to approve the resolution.

**COVID-19 Update/Response**

Mr. Brockmann gave an update on the District's response to the COVID-19 pandemic. The District office will close effective Thursday, March 26, 2020 as part of Governor Inslee's "Stay Home, Stay Safe" directive. The WIC office will remain open as this is deemed an essential service. All employees who can work from home, will be doing so.

Since not all District Employees will be able to work their full scheduled FTE from home, Mr. Brockmann requested that the Board approve that all staff who are not able to

work their scheduled FTE, be paid their full FTE until May 1, 2020 (effective immediately). District Staff will continue to submit their work plans for review every two weeks with an evaluation on what work can and should be done from home. The board approved this motion and will re-evaluate at the next regularly scheduled Board Meeting on April 22, 2020.

**PeaceHealth Update:**

Mr. Johnston reviewed PeaceHealth's FY20 2<sup>nd</sup> Quarter Financial and Statistical Report. PeaceHealth had a decline due to a decrease in surgery and oncology. There was, however, an uptick in both at the start of the year.

Mr. Johnston also gave an overview of the preparedness of the Hospital for the COVID-19 Pandemic. Critical access hospitals have been allowed to exceed the previously mandated 25 bed limit, so the intention is to increase the number of beds to 50. The ambulance bay is setup to screen patients for COVID-19 before they get into the building. A Mobile Testing Unit for COVID-19 is on campus but is not operational at this time. Currently, this will only be open to PeaceHealth employees and Patients.

**ADJOURNMENT**

The meeting adjourned at 8:55 a.m.



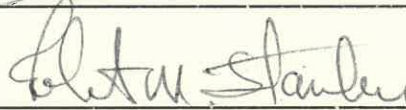
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