

**BOARD OF COMMISSIONERS
REGULAR MEETING
MAY 27, 2020**

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

ATTENDANCE

Present were: Commissioners Andy Hunter, Bob Stanley, Chuck Ruhl, Tina Tate, and Jeri Kaufman; Ted Brockmann, Superintendent/CFO; Erin Christensen, Office Coordinator; Erik Volk, CPA, WIPFLI; Chris Johnston, PH CAO; Rod Dalseg, PH Director of Professional Services. This meeting was held via Zoom due to COVID-19 Stay at Home order.

CALL TO ORDER

The meeting was called to order at 8:03 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 April 22nd regular meeting; written report from the Superintendent/CFO; Resolution 2020-05 Surplus; District accounts payable vouchers #74463-74523; payroll vouchers #DD4560-DD4624; AHS accounts payable vouchers #31264-31265.

FINANCE

2019 Audit - WIPFLI

Mr. Erik Volk from WIPFLI CPAs reviewed the 2019 audit of the District Financials. The audit review also required a Federal Single Audit as the District exceeded \$750,000 in federal grant funding in 2019. Mr. Volk once again praised Mr. Brockman and his staff for their quality work.

Finance Committee:

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

OTHER BUSINESS

Procurement and Accounts Payable Policy #845

Mr. Brockmann requested an update to District Policy #845. These changes included increasing the micro-purchase threshold from \$7,500 to \$10,000. \$10,000 is the current federal limit. Mr. Brockmann also requested increasing the limits of authority for contract signing for the Human Resources Manager and the Director of Operations from 1 year and \$30,000 to 2 years and \$50,000. A motion was made, seconded, and unanimously carried to approve the changes to Policy #845.

Training Center Update

Due to COVID-19, all preliminary work on the Training Center had to be put on hold. Mr. Brockmann requested that the work continue to be put on hold for another 6 months. This would push the completion date to roughly Spring of 2022. A motion was made, seconded, and unanimously carried to place a hold on construction of the training center for 6 months.

COVID-19 Update/Response:

Mr. Brockmann again briefly reviewed the District's work plan during the continue Stay Home-Stay Healthy order. Mr. Brockmann requested that the Board approve paying District staff 50% of their regular FTE hours they are not able to work

**BOARD OF COMMISSIONERS
REGULAR MEETING CONT'D
MAY 27, 2020**

due to COVID-19 related reasons. This would be in effect from June 15th – July 12th. A motion was made, seconded and unanimously approved.

Wellness Center HVAC & Roof Repair Update

Mr. Brockmann explained that the roof at the Wellness Center had a leak and plumbing contractor CPI was called for emergency service (May 26th) to repair the issue. During the process of finding the cause of the leak, it was discovered that the roof also needs to be re-sealed. Mr. Brockmann also explained that the HVAC system at the Wellness Center is no longer working and will need to be replaced. Mr. Brockmann requested \$50,000 for re-sealing the roof, replacing the HVAC unit, and associated repairs and supplies. A motion was made, seconded, and unanimously approved for these repairs.

Mr. Brockmann also requested approval for regular maintenance on the roof drains that lead from the building to prevent future leaks. This was also unanimously approved by the Board.

PeaceHealth Update:

Mr. Johnston reviewed the work that the hospital has been doing with regard to COVID-19. The triage unit in the parking lot has been removed and the Hospital is continuing to take COVID precautions within the building. Mr. Johnston explained that there was a loss in revenue due to COVID-19 regulations, but that PeaceHealth is working toward campaigns to bring people into the Hospital and Clinic. PeaceHealth is looking forward to the start of Phase 2 so that more clinical work can resume.

ADJOURNMENT

The meeting adjourned at 9:18 a.m.









