

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
NOVEMBER 18, 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 Chuck Ruhl, Tina Tate, Andy Hunter, and Jeri Kaufman; Ted Brockmann, Superintendent/CFO; Carol Hawk, Chief Operating Officer; Mary Voss, Human Resources Manager; Drew Hill, Accountant; Chris Johnston, PH CAO; Bette Barlund, PHUGMC Quality Manager; Rodney Dalseg, PH Director of Professional Services. Bob Stanley's absence was excused. This meeting was held via Zoom due to COVID-19 Stay at Home order.

**CALL TO ORDER**

The meeting was called to order at 8:00 a.m. by Ms. Kaufman.

**PUBLIC COMMENT**

Several members of the community voiced concerns over the potential sale of Hospice of the Northwest.

**CONSENT AGENDA**

A motion was made, seconded and unanimously carried to approve the "consent" agenda, including the minutes of the October 28th regular meeting; written report from the Superintendent/CFO; District accounts payable vouchers #74892-74966; payroll vouchers #DD5006-DD5068; AHS accounts payable vouchers #31273-31273.

**OTHER BUSINESS**

**Peacehealth Quality Update**

Ms. Barlund, PHUGMC Quality Manager, reviewed the quarterly Quality and Safety report for the medical center. She updated the board on several metrics they use to track quality and safety.

**Resolution 2020-15 2021 Board Meeting Dates**

This resolution established the District 304 Board of Commissioner meeting schedule for 2021. A motion was made, seconded and unanimously carried to approve this resolution.

**Nominating Committee Update**

The Nominating Committee consisting of Jeri Kaufman, Andy Hunter & Ted Brockmann met to discuss the commissioners' roles for 2021. They made the following recommendation:

President: Tina Tate  
Secretary: Chuck Ruhl  
Finance: Jeri Kaufman and Andy Hunter  
Foundation: Bob Stanley

A motion was made, seconded and unanimously carried to approve this recommendation.

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**Core Values Project**

Mrs. Hawk gave an update regarding the District's Core Values Project and reviewed the value statements that had been chosen by a committee of employees to best represent the District.

**COVID-19 Update/Response**

Mr. Brockmann gave an update on the District's response to the COVID-19 pandemic. The Fitness Center and Yoga will close effective Tuesday, November 17, 2020 as part of Governor Inslee's new statewide restrictions. All district employees who can work from home, will be doing so.

Since not all Fitness Center and Yoga 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 will be paid up to their full FTE until December 20, 2020 (effective immediately). Mr. Brockmann also stated that staff will take their scheduled PTO. Fitness and Yoga employees will submit their work plans for this period to be reviewed 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 December 16, 2020.

**FINANCE**

**Finance Committee**

Mr. Brockmann presented the Finance Committee report for consideration. Mr. Brockmann reviewed the October 2020 income statement and balance sheet for the District. It was also noted that for the district's property and liability insurance next year, rates could potentially increase by more than \$30,000. He also reviewed The Hospice of the Northwest financials for September 2020. A motion was made, seconded, and unanimously carried to accept the Finance Committee report.

**EXECUTIVE SESSION**

The meeting went into Executive Session per RCW 42.30.110(g) at 9:19 a.m. for the following purpose: Discuss the performance of the Superintendent. It was anticipated that the session would last 5 minutes with no action to be taken. Regular session resumed at 9:23 and no members of the public remained.

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**ADJOURNMENT**

The meeting adjourned at 9:24 a.m.

*Jepi Kaufman*

*Robert M. Stan*

*Jim [unclear]*

*And [unclear]*