

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
February 23, 2022**

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

**ATTENDANCE**

Present were: Commissioners Tina Tate, Chuck Ruhl, Greg Thramer, and Bob Stanley; Ted Brockmann, Superintendent/CFO, Carol Hawk, COO, Kristy Southard, Senior Administrative Assistant, Chris Johnston, PH Chief Administrative Officer, Ms. Espinoza, PH Quality Program Lead. Commissioner Jeri Kaufman's absence was excused.

**CALL TO ORDER**

The meeting was called to order at 7:30 a.m. by Ms. Tate.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

**Consent Agenda:**

A motion was made, seconded, and unanimously carried to approve the "consent" agenda, including the minutes of the January 26th regular meeting; written report from the Superintendent/CFO; Resolution 2022-03 Surplus; District accounts payable vouchers #75905-75973; payroll vouchers #DD6205-DD6281, AHS accounts payable vouchers #31286-31286.

**FINANCE**

**Finance Committee Report:**

Mr. Stanley presented the Finance Committee Report for consideration and deferred to Mr. Brockmann for detail. Mr. Brockmann reviewed the December 2021 and January 2022 income statement and balance sheets for the District. He also reviewed Hospice of the Northwest and Affiliated Health Services financials for December 2021. A motion was made, seconded, and unanimously carried to approve the Finance Committee Report.

**Credit/Purchasing Card Update:**

A motion was made, seconded, and unanimously carried to approve 100K monthly limit and transition to the purchasing card program.

**OTHER BUSINESS**

**District Policy Manual Update:**

Mr. Brockmann stated that he, Mary Voss and Carol Hawk reviewed a portion of the District Policy Manual and made some minor updates. The Admin team has developed a policy review schedule that assigns review frequency to each individual policy. They intend to bring forward policy updates to the Board each year. A motion was made, seconded, and unanimously carried to approve Policy updates.

**BOARD OF COMMISSIONERS  
REGULAR MEETING CONT'D  
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**Resolution 2022-04 Authority to Accept Lawsuits:**

This resolution updates the designated individuals who are authorized to accept lawsuits and/or legal documents on behalf of United General District 304 as per updated District policy #810. The policy update added "Chief Operating Officer" and removed "Accountant". A motion was made, seconded, and unanimously carried to approve Resolution 2022-04.

**Resolution 2022-05 Amend Board Meeting Schedule:**


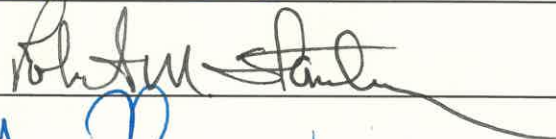
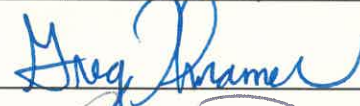
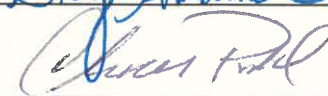

This resolution moves the previously approved June 22<sup>nd</sup> Board meeting to June 15<sup>th</sup>. The Superintendent/CFO will be out of state on June 22<sup>nd</sup> and would be unable to attend the meeting. A motion was made, seconded, and unanimously carried to approve Resolution 2022-05.

**PeaceHealth Quality Update:**

Mr. Johnston introduced the new Peacehealth Quality Program Lead, Ms. Crystal Espinoza. Ms. Espinoza takes over for Ms. Bette Barlund who retired in December. Ms. Espinoza presented Quality Report for PeaceHealth. Information covered included Overall CMS Star Inpatient Mortality, Likelihood to Recommend, Department Compliance, and Weekly Safety Reports. She updated the board on several metrics they use to track quality and safety.

**ADJOURNMENT**

The meeting adjourned at 8:20 a.m.

  
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