

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
January 25th, 2023**

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

**ATTENDANCE**

Present were Commissioners: Chuck Ruhl, Jeri Kaufman, Greg Thramer via zoom, and Bob Stanley; Ted Brockmann, Superintendent/CFO; Carol Hawk Chief Operating Officer, Aide Guevara, Lead Program Assistant; Chris Johnston, PeaceHealth Chief Administrative Officer, and Crystal Espinoza, PeaceHealth Quality Program Lead. Commissioner Tina Tate's absence was excused.

**CALL TO ORDER**

The meeting was called to order at 8:00 a.m. by Mr. Ruhl.

**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 December 21<sup>st</sup>/28<sup>th</sup> regular meeting; written report from the Superintendent/CFO; investment resolution 2023-01; District accounts payable vouchers #76701 - 76783; payroll vouchers #DD7082 – DD7160; AHS accounts payable vouchers #31297 - 31297

**FINANCE**

**Foundation of District 304 2023 Budget:**

Mr. Brockmann presented the 2023 operating budget for Foundation of District 304. The Foundation Board reviewed and approved the budget at their January 5, 2023 meeting. Mr. Brockmann reviewed the revenue and expenses, and Ms. Hawk reviewed the different grants. A motion was made, seconded, and unanimously carried to approve the Foundation of District #304 2023 Budget.

**Resolution 2023-02 Sole Source Determination:**

Mr. Brockmann presented to the Board a list of vendors that have been deemed sole source by the Procurement Committee. A motion was made, seconded, and unanimously carried to approve Resolution 2023-02 Sole Source Determination.

**Heartwood House Project:**

Mr. Brockmann presented the Heartwood House Project and deferred to Ms. Hawk. Ms. Hawk reviewed the proposed house remodel plan with the board, and a vision of the different activities and programs that will utilize the space. Mr. Brockmann reviewed the total cost estimates for the Heartwood House remodel project. Approval was requested for \$700,000 from the Board to make the proposed improvements. A motion was made, seconded, and approved to authorize funds for the Heartwood House project. The vote was 3-1 in favor with Mr. Stanley dissenting.

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REGULAR MEETING CONT'D  
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**OTHER BUSINESS**

**Policy Update:**

Mr. Brockmann presented the following policy updates:

- 846 Electronic Funds Transfer (new)
- 847 Lease (GASB 87) (new)
- 103 Equal Employment Opportunity
- 305 Holidays
- 334 Paid Time Off Non-Exempt
- 335 Paid Time Off Exempt
- 336 Paid Time Off Administration
- 703 Nondiscrimination/Anti-Harassment and Complaint Procedure

A motion was made, seconded, and unanimously carried to approve the aforementioned policy updates.

**Program Update:**

Ms. Hawk provided a November/December program highlight presentation on the 6 pillars of well-being: Active living, Community and Professional Education, Engaged Youth and Communities, Healthy Eating, Thriving Children and Families, and Stewarding Assets and Opportunities. Ms. Hawk also presented a year-end recap of 2022.

**PeaceHealth Quality Update**

Ms. Espinoza, Quality Program Lead, presented a quality report updated for PeaceHealth for the month of December.

**ADJOURNMENT**

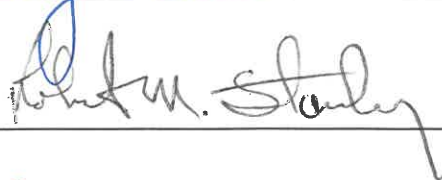
The meeting adjourned at 8:57 a.m.



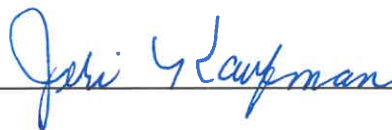
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