

**BOARD OF COMMISSIONERS
REGULAR MEETING
November 15, 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, Greg Thramer, Bob Stanley; Ted Brockmann, Superintendent/CFO; Carol Hawk, Chief Operating Officer; Mary Voss, Human Resource Manager; Vanessa Roldan, Office Supervisor; Chris Johnston, PeaceHealth Chief Administrative Officer. Commissioners Jeri Kaufman attended the meeting through Zoom. 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 October 25, 2023 regular meeting; written report from the Superintendent/CFO, Resolution 2023-21 – Surplus: removal of equipment from fixed asset listing; District accounts payable vouchers #77532 - 77606; payroll vouchers #DD7897– DD7984.

EXECUTIVE SESSION

Superintendent Evaluation per RCW 42.30.110 (g)

The Board went into Executive Session at 8:01 a.m. per RCW 42.30.110 (g) to discuss the performance of the Superintendent/CFO, It was anticipated session would last 10 minutes with no action to be taken. Regular session resumed at 8:07 a.m.

FINANCE

Finance Committee Report:

Ms. Kaufman presented the Finance Committee report for consideration and deferred to Mr. Brockmann for detail. Mr. Brockmann reviewed the October 2023 income statement and balance sheet for the District. He also reviewed Hospice of the Northwest financial statements for September 2023. A motion was made, seconded, and unanimously carried to approve the Finance Committee Report.

Review 2024 Amended Operating Budget

Mr. Brockmann reviewed the proposed amendment to the 2024 operating budget. There are a few outstanding items, therefore, a final amended operating budget will be brought forth at the December meeting.

OTHER BUSINESS

Heartwood House-Fallen Tree

Mr. Brockmann updated the Board on the incident that occurred on Saturday November 11th, 2023, where a tree fell on the new roof of the Heartwood House, damaging part of the roof, and a couple windows. A motion was made, seconded, and unanimously carried out to approve repairing the damage to the property.

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Nominating Committee Report:

Recommendations were presented by the Board Nominating Committee. A motion was made, seconded, and unanimously carried out to approve the following appointments:

District Board Officers: President/Chair -Greg Thramer
Secretary- Bob Stanley

District Finance Committee: New Commissioner
Tina Tate

District Foundation Committee: Jeri Kaufman

Proposed Board Meeting Dates

Mr. Brockmann reviewed the proposed 2024 Board of Commissioners meeting schedule. No changes were made to the schedule and a resolution will be brought forth at the December 20 Board meeting for approval.

Policy 516 Technology Resource Usage

Ms. Hawk presented the revised Policy 516 Technology Resource Usage, where Policy 517 Internet Usage and Policy 516 Computer and Email Usage have been combined into comprehensive Policy 516 Technology Resource Usage. A motion was made, seconded, and unanimously carried out to approve Revised Policy 516 Technology Resource Usage.

Brand Strengthening Project:

Ms. Hawk presented the selection process of the Brand Strengthening vendor, where JAYRAY was chosen unanimously from 13 other applicants. Ms. Carol requested the Board allocate \$50,000 for the development of a brand-strengthening strategy for United General District 304. A motion was made, seconded, and unanimously carried out to approve the project of Brand Strengthening.

Quality PeaceHealth Update:

Mr. Johnston presented the report on PeaceHealth quality data for the first quarter of Fiscal Year 2024. He shared these accomplishments: caregiver engagement survey results went from 3.6 to 4.04, they have 3 new providers, they entered into an agreement with WSNA, and presented Baloo Bear (Canine Companion) as the volunteer of the quarter.

ADJOURNMENT

The meeting adjourned at 9:15 a.m.










