

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
December 20, 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 Thrasher, Bob Stanley, Tina Tate, Jeri Kaufman; Ted Brockmann, Superintendent/CFO; Mary Voss, Human Resource Manager; Vanessa Roldan, Office Supervisor; Anais Sanchez, Administrative Assistant; Chris Johnston, PeaceHealth Chief Administrative Officer; Jim Gryte, PeaceHealth Director Quality & Patient Safety attended the meeting through Zoom.

**CALL TO ORDER**

The meeting was called to order at 8:01 a.m. by Mr. Ruhl.

**PUBLIC COMMENT**

Gary Kent congratulated and showed his appreciation for the dedication of commissioner Chuck Ruhl during his term of service.

**CONSENT AGENDA**

**Consent Agenda:**

A motion was made, seconded, and unanimously carried to approve the "consent" agenda, including the minutes of the November 15, 2023 regular meeting; written report from the Superintendent/CFO, Resolution 2023-24 – Investment and Resolution 2023-26 Surplus: removal of equipment from fixed asset listing; District accounts payable vouchers #77607 - 77679; payroll vouchers #DD7985– DD8073; AHS accounts payable vouchers #31308 - #31310.

**OTHER BUSINESS**

**Commissioner Recognition:**

Mr. Brockmann and Commissioners gave some words of recognition for the 18 years of service of commissioner Chuck Ruhl.

**Oath of Office:**

Jeri Kaufman took an oath of office for her continued position as a United General District 304 Commissioner and Ashley Gregorius took an oath of office for her new position as a United General. District 304 Commissioner.

**FINANCE**

**Finance Committee Report:**

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

**Resolution 2023-22 Amend 2024 Operating Budget:**

Mr. Brockmann brought forth and reviewed the proposed amendment to the 2024 operating budget. A motion was made, seconded, and unanimously carried out to approve Resolution 2023-22.

**2024 Capital Budget:**

Mr. Brockmann presented the board with the capital budget for 2024. He also reviewed the status of previously approved projects. Approval was requested for \$20,000 for Fitness Center equipment and \$30,000 for unexpected small works projects. A motion was made, seconded, and unanimously carried out to approve the 2024 capital budget.

**BOARD OF COMMISSIONERS  
REGULAR MEETING CONT'D  
DECEMBER 20, 2023**

**Resolution 2023-23 2024 Board Meeting Dates:**

Mr. Brockmann brought forth the resolution of approving and adopting the 2024 meeting schedule of the Board of Commissioners of Public Hospital District No. 304. A motion was made, seconded, and unanimously carried out to approve Resolution 2023-23 2024 Board Meeting Dates.

**Policy Updates:**

Ms. Voss presented the revised Policy Update of the following policies:

201 Employment Categories

209 Performance Evaluation

212 Salary Administration, Performance Evaluation and Merit Increase

301 Employee Benefits

309 Bereavement Leave

311 Jury Duty

316 Health Insurance

334 Paid Time Off Non-Exempt

335 Paid Time Exempt

407 Severance Pay

522 Workplace Violence Prevention

708 Resignation

A motion was made, seconded, and unanimously carried out to approve Revised Policy Updates.

**PeaceHealth Update:**

Mr. Gryte presented the report on PeaceHealth quality data through the month of November 2023.




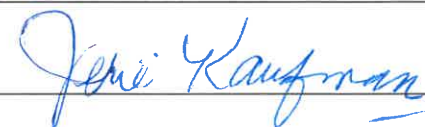

**EXECUTIVE SESSION**

**Superintendent Evaluation per RCW 42.30.110 (g)**

The Board went into Executive Session at 8:47 a.m. per RCW 42.30.110 (g) to discuss the performance of the Superintendent/CFO, with expected return at 8:57am, with no action to be taken. Ms. Voss notified the remaining public that the session was extended until 9:07 a.m. Regular session resumed at 9:07 a.m.

**ADJOURNMENT**

The meeting adjourned at 9:08 a.m.

  
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