

**BOARD OF COMMISSIONERS
REGULAR MEETING
February 26, 2025**

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

ATTENDANCE Present were Commissioners Greg Thramer, Bob Stanley, Jeri Kaufman and Ashley Gregorius; Ted Brockmann, Superintendent/CFO; Carol Hawk, Chief Operating Officer, Mary Voss, Human Resource Manager; Chris Johnston, PeaceHealth Chief Administrative Officer; Vanessa Roldan, Office Supervisor.

Note: Commissioner Lancaster's absence was excused due to illness.

CALL TO ORDER

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

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 22, 2025, regular meeting; written report from the Superintendent/CFO; Resolution 2025-06 Surplus; District accounts payable vouchers #79026-79119; payroll vouchers #DD9264 – DD9357.

OTHER BUSINESS

Oath of Office:

Due to Ms. Lancaster's absence, she will take her oath of office at the Skagit County Elections office next week.

FINANCE

Finance Committee Report:

Mr. Stanley presented the Finance Committee report for consideration and deferred to Mr. Brockmann for details. Mr. Brockmann reviewed the December 2024 year end and January 2025 income statements and balance sheets for the District. He also reviewed Hospice of the Northwest Financial statements for December 2024 year end. A motion was made, seconded and unanimously carried to approve the Finance Committee Report.

OTHER BUSINESS CONT'D

Policy Updates:

Ms. Voss reviewed proposed revisions to the following policies:

334-336 Paid Time Off (Non-Exempt, Exempt, Administration)
340 Employee Recognition
400 Payroll Processing
811 Gift Cards
821 Public Record Requests
822 Credit Card Use
824 Auto Insurance
825 Cash Handling
845 Procurement and Accounts Payable
850 Surplus Property Disposal
851 Physical Asset Inventory
852 Asset Management
853 Contract Management
855 Subrecipient Monitoring

A motion was made, seconded, and unanimously carried out to approve the policy revisions.

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Resolution 2025-05 Amendment to the 401(s) Retirement Plan

Ms. Voss presented to the Board a resolution to amend the 401(a) Retirement plan to clarify the definition of "Administration Employee". A motion was made, seconded, and unanimously carried out to approve Resolution 2025-05.

Pillars Updates

Ms. Hawk provided highlights of District programs in January for the six 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.

PeaceHealth Updates

Mr. Johnston presented to the Board the FY25 2nd Quarter Fiscal Report. Also he shared updates about: The Heritage celebration in early January, the LINAC Construction and Community and Caregiver Engagement.

ADJOURNMENT

The meeting adjourned at 9:14 a.m.










