

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
March 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, Ashley Gregorius (Via Zoom), and Debra Lancaster; Ted Brockmann, Superintendent/CFO; Carol Hawk, Chief Operating Officer (Via Zoom), Mary Voss, Human Resource Manager; Vanessa Roldan, Office Supervisor.

**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 February 26, 2025, regular meeting; written report from the Superintendent/CFO; District accounts payable vouchers #79120-79179; payroll vouchers #DD9358 – DD9458; AHS accounts payable voucher #31320.

**FINANCE**

**Finance Committee Report:**

Ms. Kaufman presented the Finance Committee report for consideration and deferred to Mr. Brockmann for details. Mr. Brockmann reviewed February 2025 income statements and balance sheets for the District. A motion was made, seconded and unanimously carried to approve the Finance Committee Report.

**OTHER BUSINESS**

**Policy Updates:**

Ms. Voss reviewed proposed revisions to the following policies:

- 107 Immigration Law Compliance
- 301 Employee Benefits
- 410 Stipends/Honorariums (NEW)
- 505 Smoking/Vaping
- 515 Email Signature
- 705 Personal Appearance
- 810 Authority to Accept Lawsuits
- 820 Records Retention
- 860 Media Relations and Social Media

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

**Pillars Updates:**

Ms. Hawk provided highlights of District programs in February 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.

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**Opening Government Training Act:**


Ms. Voss showed a video produced by the Association of Washington Cities (AWC) and Municipal Research and Services Center (MRSC) regarding the Open Public Meetings Act. This training session when combined with the Public Records Act training video (May 28th Board meeting) will meet the requirements of the Open Government Trainings Act for elected officials. This training is required every 4 years.

**ADJOURNMENT**

The meeting adjourned at 9:27 a.m.

  
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