

Public Hospital District No. 4 of Grant County  
Commission Meeting Minutes for January 17, 2023

The meeting was called to order at 4:00 pm by Barbara Carlson, Commission President. Commissioners present: Barbara Carlson, Steve Wellein, Jean Dillenburg, Cindy Rang, and Judy Spencer. Staff Present: Erica Gaertner, Sam Cole, and Theresa Palmer. Non staff present: Cliff Sears, Legal Counsel. Commissioners absent: None.

1. Guests / New Employees: Desiree Bravenec, a new DNS starting January 18, 2023. Additional staffing plans were also discussed concerning the possible return of Wendy, outreach to CB Tech for recruitment, outreach to Soap Lake High School, age limits on hiring CNAs, and current activity regarding background and OBRA checks.
2. Administrative: Suggested changes to the Agenda.
3. Public Requests to discuss agenda items / non-agenda items. None.
4. Correspondence. The Commission discussed the receipt of correspondence from the IRS about the employee tax credit for over \$250,000 correspondence, and another small refund, Request for a reduction of the CMP, Hardship request; SIP grant correspondence and next application date, partial completion of the ZBA study, and PCI email regarding Colvico's inability to deliver the 1600 amp switchboard.

Cliff and Erica discussed Colvico contract and claim that their supplier isn't able to deliver the 1600 amp switchboard until October 2023 and that 2 800 amp switchboards could be delivered at an added cost of \$54,000 within the current completion time of early July 2023. Cliff mentioned that there was no mention of this problem at the time of the contractor's bid, only a concern with the emergency generator for which a long time extension was granted. Cliff also mentioned the additional engineering and plan review costs in addition to the \$54,000. Administration will follow up on developing an emergency response plan in the event the emergency generator fails. An additional review will need to be done on the status of the emergency generator and voltage regulator. No action was taken.

5. Cindi Rang moved and Judy Spencer Seconded a motion to approve the Consent Agenda: Review and Authorize Vouchers and Payroll and Meeting Minutes for December 2022. The vote in favor was unanimous.
6. Operations:
  - a. Erica didn't have an Administrator's report prepared. She did advise that there were two recent falls with injuries. Staff were directed to complete investigations into those ASAP. A QAPI analysis and plan of correction needs to be developed.
  - b. Erica also stated that she was getting rid of the rooms reserved for Covid-19 outbreak. It was no longer a requirement / or suggestion.

9. New Business:

- a. The report on Colvico was given and the new wage scale wasn't ready. Erica didn't have time to work on a review of the wage equity funding as previously planned. So the wage rate resolution wasn't completed.

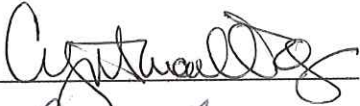
10. Motions and Resolutions:

- a. Judy Spencer moved to approve Resolution 2023-1, A Resolution to Write-Off as Uncollectible Certain Delinquent Debts. Cindi Rang seconded the motion. After discussion, all of the commissioners voted in favor of the motion.


11. The commission convened to an executive session for 20 minutes to discuss personnel issues under RCW 42.30.110(1)(h).


12. After resuming to regular session, the commissioners agreed to adjourn the meeting at around 6:20 pm.

A true record signed by:

Commission Secretary:  Date: 2/21/2023

Commission President:  Date: 2/21/2023

Vice President:  Date: 2/21/2023

Commissioner:  Date: 2/21/2023

Commissioner:  Date: 2/21/2023

Public Hospital District No. 4 of Grant County  
Minutes of the Special Commission Meeting on January 30, 2023

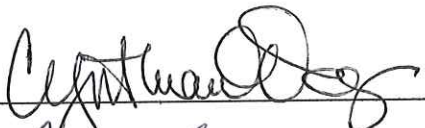
The meeting was called to order at 4:00 pm by Barbara Carlson, Commission President. Also present were Commissioners Jean Dillenburg (by phone), Cindi Rang, Judy Spencer, and Steve Wellein (by phone). Staff present: Sam Cole, Business Operations Manager and Desiree Bravenec, DNS. Non staff present: Cliff Sears, Legal Counsel. Notice of the Special Meeting was given to each of the Commissioners by email on January 29, 2023 and January 30, 2023, a copy of which is attached to these minutes.

After discussion, the commissioners took the following actions:

1. Cindi Rang moved and Judy Spencer seconded the motion to accept the Administrator / Superintendent's resignation. After discussion, all commissioners voted in favor of the motion.
2. Judy Spencer moved and Barbara Carlson seconded the motion to approve Contract 2023-1, Agreement with Randi Saeter as Interim Administrator. After discussion, all commissioners voted in favor of the motion.
3. Cindi Rang moved and Judy Spencer seconded the motion to approve new job description and employment offer for the Business Operations Manager. After discussion, all commissioners voted in favor of the motion.
4. The Business Operations Manager is directed to make appropriate notifications to contractors and others to implement these personnel changes.
5. Judy Spencer moved and Cindi Rang seconded the motion to adopt Resolution 2023-2, A Resolution updating the list of persons authorized to sign warrants and checks on behalf of the District. After discussion, all commissioners voted in favor of the motion.

Each commissioner being present also waived notice of said meeting. The meeting adjourned at 6:00 pm with the consent of the commissioners present.

A true record signed by:

Commission Secretary:  Date: 2/21/2023

Commission President:  Date: 2/21/2023

Vice President:  Date: 2/21/2023

Commissioner:  Date: 2/21/2023

Commissioner:  Date: 2/21/2023