

Public Hospital District No. 4 of Grant County  
Commission Meeting Minutes for February 21, 2023

The meeting was called to order at 6:00 pm by Barbara Carlson, Commission President. Commissioners present: Barbara Carlson, Jean Dillenburg, Cindy Rang, Steve Wellein, and Judy Spencer. Staff Present: Sam Cole, Theresa Palmer and Randi Saeter. Non staff present: Cliff Sears, Legal Counsel. Commissioners absent: None.

1. Guests / New Employees. None.
2. Administrative: Suggested changes to the Agenda. None.
3. Public Requests to discuss agenda items / non-agenda items. None.
4. Correspondence. Cliff briefly discussed recent correspondence concerning CMS' adjustment to the CMP and recent legislation.
5. Vouchers and Payroll. Cindi Rang moved and Judy Spencer Seconded a motion to approve the Consent Agenda: Review and Authorize Vouchers and Payroll and Meeting Minutes for January 2023. The vote in favor was unanimous.
6. Operations:
  - a. Sam gave a report on operations including census of 35 total with 2 Medicare and 5 private pay. Randi mentioned that they were trying to get their eyes on referrals.
  - b. Sam reported on staff recruitment efforts and the high use of Omni due to loss of staff at McKay but that would be changing as we on-board more nursing staff.
  - c. The KPI report was discussed with ongoing operating losses but with significant non-operating revenue consisting of Proshare and employee retention tax credit.
  - d. Randi and commissioners discussed the QAPI meetings and Randi provided a 5 page report on issues and committee review activities. Randi discussed plans for more engagement and resolution of issues.
  - e. No DNS report was given.
  - f. Sam discussed possible changes in Maintenance staff and recruitment efforts.
7. Strategic Plan: management – See New Business.
8. Old Business – A separate meeting on development planning will be scheduled as soon as possible so that other commissioners can be brought up to speed.
9. New Business:
  - a. Sam discussed changes to the wage scale, job titles, organizational structure, sick and vacation leave balances and proposed changes to payroll accounting procedures to conform to existing and new policies and state law.

- b. Sam also discussed that he was waiting on a bid for plumbing improvements for a plan of correction in response to a recent survey.
- c. A letter of support for the City of Soap Lake was also discussed.
- d. An interview was scheduled for a new longer term Administrator candidate.

10. Motions and Resolutions:

- a. Judy moved to approve a change in the job title from Business Operations Manage to Chief Operating Officer. Steve seconded the motion. After discussion, the motion was unanimously approved.
- b. Judy moved to approve / ratify the Cottage Rental Agreement with Fabric Patch / Cynthia Rang for use by the Interim Administrator. Steve seconded the motion. Cindi abstained. After discussion, the remaining commissioners voted in favor of the motion.
- c. Cindi moved to approve a new organizational structure for management level staff at McKay Healthcare with one change moving activities to a new department. Steve seconded the motion. After discussion, the motion was approved by all commissioners.
- d. Cindi moved to approve revision 9 to the employee recruitment incentive policy to secure a commitment to work for 6 months when payments are made to agency to recruit agency staff. Judy seconded the motion. After discussion, the motion was unanimously approved.
- e. Judy moved to introduce Resolution 2023-3, A Resolution Appointing a Superintendent. Steve seconded the motion. After discussion, the motion passed unanimously.
- f. Steve moved to adopt Resolution 2023-4, A Resolution Adopting a Revised Scale of Wages. Cindi seconded the motion. After discussion, the resolution was unanimously adopted.
- g. Steve moved to approved proposed changes to sick and vacation leave accrual calculations based on hours worked. Judy seconded the motion. After further discussion, the motion was unanimously adopted.

11. After discussion, the meeting was adjourned with the consent of the commissioners.

A true record signed by:

Commission Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Commission President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: Judith Sp Date: 3/21/23

Commissioner: John Valleley Date: 3/21/23

Commissioner: Steve Wells Date: 3/21/23

Public Hospital District No. 4 of Grant County  
Minutes of the Special Commission Meeting (Workshop) on March 9, 2023

This workshop / meeting was called to order at 10:00 am by Barbara Carlson, Commission President. Also present were Commissioners Jean Dillenburg, Cindi Rang, and Judy Spencer. Commissioner Steve Wellein was absent. Staff present: Sam Cole, Superintendent. Non staff present: Cliff Sears, Legal Counsel. Guests/presenters present included: Bryan Ketchum of Catholic Charities; Marty Miller and Collin Thompson of ORFH and Sarah Brede of ZBA Architects. Notice of the Special Meeting was emailed to each of the Commissioners on March 1, 2023 and posted on the front door of the facility. A copy of the notice is attached to these minutes.

After introductions, Collin Thomson discussed findings from the financial modeling that he has done for a 33 unit, 20 unit low income HUD 202 housing project and a third scenario, funded through a combination of HUD and Commerce Department Housing Trust Fund dollars. Bryan Ketchum provided his comments on the preferred organizational structures that were modeled, finding option 3 – lease option – to be the preferred. Bryan also commented that there was little to no lease income available under lease only model. After the meeting, ORFH agreed to do additional modeling that assumes that Catholic Charities may not be involved as a middle man. The benefit of a third party entity however is to protect others from liability for cost overruns.

The timing of a HUD 202 application will not be until January 2023 at the soonest.

Sarah Brede then discussed her work on conducting a capital needs assessment and comparison for new construction versus a new wing and remodel. The report did not find a clear choice between the two based on the limited design information available for the new construction option. Commissioner Cindi Rang commented that actual construction costs were much higher than the square foot estimates used by ZBA. Additionally, Sarah Brede noted that the Commissioners would benefit from further due diligence by having a facilitated discussion on goals and consensus building to support the selection of the preferred alternative, the need for schematic level drawings to develop more accurate estimates of actual construction costs, and the need for a site plan for the entire 22 acres owned by McKay Healthcare. Several factors for consideration were identified that may be relevant to the goal setting exercise. The funding for these actions will be sought in the next SIP grant. The commissioners asked questions from time to time.

A NEPA / SEPA checklist will need to be prepared for the site plan.

The meeting adjourned about 12:15 pm. A true record signed by:

Commission Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Commission President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President:  \_\_\_\_\_ Date: 3/21/23

Commissioner:  \_\_\_\_\_ Date: 3/21/23

Commissioner:  \_\_\_\_\_ Date: 3/21/23