

**Public Hospital District No. 4 of Grant County  
Commission Meeting Minutes for April 18, 2023**

The meeting was called to order at 4:00 pm by Barbara Carlson, President. Commissioners present: Jean Dillenburg, Steve Wellein, Cindi Rang and Judy Spencer. Staff Present: Charlotte Wilson, Theresa Palmer and Randi Saeter, Administrator. Non staff present: Cliff Sears, Legal Counsel. Allen Dupuy, attended from the City of Soap Lake, WA.

The meeting was called to order by the Commission President at 4:00 pm at McKay Healthcare.

1. Guests / New Employees: None.
2. Administrative: Suggested changes to the Agenda: None.
3. Public Requests to discuss agenda items / non-agenda items. See future development below.
4. Correspondence: The Commission reviewed the correspondence presented and reported on by staff.
5. Consent Agenda: Cindy moved to approve the Consent Agenda. Judy seconded the motion. After discussion, all commissioners voted in favor to approve the Vouchers and Payroll for March 2023 & Meeting Minutes for March 21, 2023 and April 4, 2023.
6. Operations: Staff reported on McKay operations to the extent information was available:
  - a. Operations Report, survey update, HR, Maintenance, DNS report
  - b. Budget to actual financials, Census, Case Mix, Admissions
  - c. AR 30, 60, 90-day balances and trends
  - d. Key Performance Indicators (KPI) Report for 2023 (past, present, future report)
  - e. Patient care - QAPI meeting report / update. Minutes from a meeting last month were reviewed.
  - f. Funds from the McKay Foundation will cover the cost of a staff lunch for Nurses week & Nursing Home Week to show staff appreciation.
  - g. Covid-19 restrictions were being lifted for vaccinated staff. Still some testing for the unvaccinated.
  - h. Commission discussed the need to update the budget for 2023.
7. Medicare recruitment -- the new Community Relations Director position will take on this job.
8. Future Development: Allen Dupuy, a Soap Lake City Council Member, requested some time to hear about McKay's plans for future development. Mr. Dupuy wanted to know how those plans might impact future development of City sewer and water facilities. After some discussion, it was also suggested that Mr. Dupuy come to a planning meeting to be held for this purpose.
9. Commissioners discussed the upcoming tours on April 27, 2023 to Newport and Cheney and their trip last week to Wenatchee, WA to see the newer Regency building.
10. New Business:
  - a. Although staff were working on a quote from ProVision Plumbing, there was no estimate received as of the commission meeting.

- b. McKay was working on a contract for Angie Connor a potentially new Interim Administrator. (Note: Ms. Connor subsequently decided not to come to McKay and is no longer a candidate).
- c. A draft of the Employee Handbook was briefly discussed. It was distributed to staff for their input and suggestions.
- d. The Commission and staff discussed the improvements that would be included in the grant request to the Paul Lauzier Foundation grant (PLF) by April 28, 2023.

11. Motions and Resolutions:

- a. Judy moved to adopt Resolution 2023-5, A Resolution to Write-off as Uncollectible Certain Delinquent Debts. Jeannie seconded the motion. After discussion, all commissioners voted in favor of the resolution.
- b. Judy moved to adopt Resolution 2023-6, A Resolution Authorizing McKay to Apply for a Grant from the Paul Lauzier Charitable Foundation. Steve seconded the motion. After discussion, all of the commissioners voted to pass the resolution.
- c. Cindy moved to adopt Resolution 2023-7, A Resolution Updating the List of Persons Authorized to Sign Warrants and Checks on Behalf of the District. The motion was seconded by Steve. After discussion, all of the commissioners voted to adopt the resolution.

12. Staffing: The commissioners discussed the need for someone to help fill a vacant HR position to keep up with hiring and on-boarding new staff. A contract with a consultant was under consideration to provide for interim support.

Staff expressed appreciation for the new Maintenance Supervisor who was working hard to clear up many of the pending projects.

13. Executive Session under RCW 42.30.110(1)(g). This was deferred to another meeting.

14. Adjournment with the consent of the Commission.

A true record signed by:

Commission Secretary: Cynthia A. Rang Date: 5/16/23  
 Commission President: Bark Carlson Date: 5/16/23  
 Vice President: Judy A. Spun Date: 5/16/23  
 Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_  
 Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_