

Public Hospital District No. 4 of Grant County  
Commission Meeting Minutes for September 19, 2023

The meeting was called to order at 4:00 pm by Cindi Rang, Commission Secretary.  
Commissioners Present: Steven Wellein, and Jean Dillenburg. Staff Present: Victor Odiakosa, Charlotte Wilson, Theresa Palmer, Lisa Tellefson and Tasha Tommer. Non staff present: Cliff Sears. Legal Counsel. Commissioners absent: Barb Carlson, President, and Judy Spencer, Vice President.

1. Guests/New Employees: Allen Dupuy: Soap Lake Resident,
2. Administrative: Suggested changes to the agenda. None.
3. Public requests to discuss agenda items/non-agenda items. None.
4. Correspondence: HUB International – Invoice for commercial liability policy renewal.
5. Consent Agenda: No discussion. Steve moved and Cindi seconded a motion to approve the Consent Agenda – Review and Authorize Vouchers and Payroll & Meeting Minutes for August 2023 motion was unanimously approved.
6. Operations:
  - a. Victor gave a report on staffing and building maintenance. Discussion on having a workshop on budget review. Lisa gave an update with 6 staff members testing positive for Covid and it being traced to being exposed outside of the building. We have 4 residents that tested positive and we are testing twice a week. We will be offering new vaccination to all staff and our nurses will be administering that in house.
  - b. DNS report on census of 32 with 23 Medicaid, 1 Medicare, and 7 private pay. Discussion of traveling nurse contract and possibilities of that helping in the future.
  - c. Budget to actuals were compared with all departments over budget for several reasons.
  - d. QAPI/QAA review with discussion on staffing and dietary department. We have a dishwasher through EcoLab that we lease and it isn't working properly. We have called to get service on machine and no one will get back to us on getting it fixed. Discussion on finding a new vendor or possibly purchasing our own dishwasher. We are in the process of getting bids for this project.
7. Strategic Planning:
  - a. C Hall improvement will begin October 2, 2023 with Central Painting providing a bid to complete the project by the middle of October.
  - b. Future Development: RFM will be here September 21, 2023 to do a walk through the building and begin the facility assessment. We will develop project cost estimates for traffic

study, removal of incinerator, landscaping around the removal of the old rock wall, new sidewalk, and french doors and patio pavers in dining room.

8. New and Old Business:

- a. C Hall improvement plan. No need for construction review to start painting.
- b. Bathroom remodel is still in construction review.

9. Motions and Resolutions:

- a. Steve moved to ratify renewal of Hanover Insurance Company policy and Jean seconded the motion. The motion was unanimously approved.
- b. Cindi moved to authorize the Administrator to enter into one or more contracts with B.G.C. LLC and / or Prevision Plumbing for bathroom modifications. Jean seconded motion and motion was unanimously approved.

10. Executive Session: None

11. After discussions, Jean moved to adjourn and reconvene on 10/17/2023 at 4 pm. Seconded by Cindi. Motion passed unanimously.

A true record signed by:

Commission Secretary: *Cynthia [Signature]* Date: 10/17/23  
Commission President: *Barb Carlsson* Date: \_\_\_\_\_  
Vice President: *Judith Spence* Date: 10/17/23  
Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner: *Steve Weller* Date: 10/17/23