



**PUBLIC HOSPITAL DISTRICT NO. 4, KING COUNTY**  
**Board of Commissioners**  
**May 5, 2016, 6:30 pm**  
**MINUTES**  
**Snoqualmie City Hall, Council Chambers, Snoqualmie, WA**

**PRESENT:**

Dariel Norris, President  
Joan Young, Vice President  
David Speikers, Secretary  
Gene Pollard, Commissioner  
Emma Herron, Commissioner

**ALSO PRESENT:**

Tom Parker, Interim CEO  
Jay Rodne, General Counsel  
Ann Macfarlane, Parliamentarian  
Valerie Huffman, Recorder

**CALL TO ORDER:** The meeting was called to order by Pres. Norris at 6:30 pm beginning with roll call and followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA** - There being no changes, the agenda was approved as written.

**APPROVAL OF MINUTES** –

**A motion was made and seconded to approve minutes of the regular meeting held on April 7, 2016. M/Young, S/Speikers**

There was no discussion and the motion passed unanimously.

**COMMUNICATIONS:**

Tom Parker, Interim CEO: The following was reported:

- There is currently a problem with the District's website with capacity having been reached. Therefore, we have removed all audio files for 2014 due to the amount of space they use. We have posted notice of our meetings to Facebook pages for North Bend, Snoqualmie and Yahoo groups. We are looking at cloud based storage for future audio files.
- Meeting notices will now be prepared for all meetings, regular or special, and will be posted in the local district post offices and public libraries. This will also include the committee meetings that are open to the public.

- The 2016 First Quarter Dashboard was briefly reviewed.
- Jill Green will take over as Executive Director of the Foundation as well as continue in her role as Public Information Officer.
- Projected stocking date for the Foundation Gift Shop is July 1.
- Absher Construction has found a way to reduce the cost of the Healing Garden project. They have suggested a privacy screen using arborvitae instead of a fixed concrete wall. This reduces the cost from \$150,000 down to approximately \$25,000.
- In an effort to keep District business separate from personal business, it was proposed that the District would provide a laptop to the commissioners. A unique email domain would be set up for email.
- The annual WSHA Rural Health conference in Chelan was discussed. Tom has made arrangements to have a dinner for the purpose of a social gathering for commissioners and executive staff. Tom will provide the anticipated cost of dinner since concern was raised on the expense. The intent is to get to know one another and to develop more cohesiveness between board and staff. To defer the cost to the District, Comm. Herron generously offered to pay for the dinner.

## COMMITTEE REPORTS

**1. Finance Committee Report - Approval of warrants, payroll and payroll taxes – March 2016.** The committee met in an open public meeting on May 2, 2016 to review the financial reports for March 2016. Comm. David Speikers, Committee Chair, reported the following:

- Average daily census over 24
- Medicaid patients doubled for the month at 12%
- Accounts Receivable Days are at 61
- A cash flow analysis has been completed as requested by the Finance Chair and a meeting will be scheduled to review.
- A topic for upcoming strategic planning will be what reimbursements would look like if critical access went away.

**1(a). Approval of Warrants, Payroll and Payroll taxes – March 2016.**

**A motion was made and seconded to approve total disbursements that included warrants, payroll and payroll taxes in the amount of \$2,771,700.34 for March 1 thru March 31, 2016 as recommended by the Finance Committee. M/Speikers, S/Young**

There was no further discussion and the motion carried by a vote of 4:1 with Comm. Pollard voting no.

**2. Medical Committee Report.** The Medical Committee met on April 19, 2016 and Comm. Young reported on various topics as referenced in the written minutes.

a. **Physician Credentialing.** Comm. Young announced that Medical Executive Committee did not meet in April so there is no credentialing report.

Comm. Pollard raised a question to the medical committee regarding home health along with a suggestion that the District should look at offering more home health services. Pres. Norris asked Comm. Pollard to submit a proposal on those services.

3. **Facilities Committee Report.** The Facilities Committee met on April 18, 2016 in an open public meeting. The public was referred to the written minutes but some of the agenda items discussed included:

- Office moves; With the District Administration Office closed by October 30, 2016, there will be a savings to the District of \$3300 per month.
- External lighting will be placed around the hospital roof line that will remain on a permanent basis and can be changed for seasonal purposes.
- Nothing new to report on the potential dog daycare program. The parties interested in leasing the East Campus property are working through the due diligence process, including the permitting process and requirements.
- Allowing fireworks to be sold on District property by Kiwanis will be on the next Facilities Committee meeting agenda.

**NOTE:** All written reports and/or presentations from each committee meeting are provided for the public and are part of the official record of the District. Additional copies are available upon written request. To hear the full discussion on each of the above committee reports, go to <http://www.snoqualmiehospital.org/audio>. A copy of the audio can also be requested by calling District Administration at 425.831.2362 or email to [valerieh@snoqualmiehospital.org](mailto:valerieh@snoqualmiehospital.org).

**NEW BUSINESS:**

1. **Resolution No. 505-0516 – Approving Services Agreement for Strategic Planning.**

Interim CEO, Tom Parker, introduced this resolution to engage the services of Marketing Solutions to facilitate two half day sessions of strategic planning. Tom and Pres. Norris were introduced to Andrew Ballard from Marketing Solutions by Bob Larson, Snoqualmie City Manager. Mr. Ballard has conducted two complete rounds of strategic planning for the City and is about to engage in a third. Tom and Pres. Norris have met with Mr. Ballard regarding his approach to strategic planning and were impressed. He comes highly recommended by Mr. Larson and other city council members as well with very positive feedback.

Tom has had a subsequent meeting with Andrew to understand more about his philosophy and approach and highly recommends that the Board engage Marketing Solutions in the work that needs to be done for strategic planning. Discussion ensued.

2. **Appointment of CEO.** Pres. Norris initiated discussion of a proposal to appoint Interim CEO, Tom Parker, as permanent Superintendent/CEO. Copies of a draft resolution were passed out to all commissioners and it was pointed out that at this time this is for introduction and discussion. It was clarified that if it was determined that the Board wished to move forward, any action will be taken at the next board meeting. There was to be no action taken at this board meeting. Discussion ensued.

Jay Rodne, General Counsel, added that this is in accordance with state law that mandates that the appointment or removal of a superintendent must be by resolution and introduced at a regular meeting. The earliest it can be voted on is at the following month's regular meeting. In addition, the vote cannot take place in a special meeting.

It was noted that there was no mention of salary in the draft resolution. Pres. Norris explained that if the board approves moving forward with the appointment of Mr. Parker, then the Finance Committee will look at compensation.

**PUBLIC COMMENT:**

Bob Jeans, City of Snoqualmie

- Mr. Jeans asked if the draft resolution will be made available to the public.
  - The Board responded that all documents pertaining to this topic will be made public when presented for action.

Dave Olson, North Bend

- Urged the commission to approve the Kiwanis selling fireworks on the East Campus property. The sale of fireworks is the main fundraiser of the year for Kiwanis. One of the things the funds from the sales are used for are college scholarships, approximately \$6,000 each year, \$1500 scholarships. These scholarships represent about a third of the total budget. Upon completion of college, the recipients can come back to the Valley to be good corporate citizens. He also acknowledged that this topic will be on the next Facilities Committee meeting.

**NEW BUSINESS – Action items:**

1. **Resolution No. 505-0516 – Approving Services Agreement for Strategic Planning.**

**A motion was made and seconded to adopt Resolution No. 505-0516 approving a Services Agreement with Marketing Solutions for Strategic Planning. M/Herron, S/Speikers**

Discussion comments included:

- Too expensive with present financial situation
- Only one option given, likely other options are available.
- Received information late
- The board has been dealing with strategic planning since January and it's now May; plenty of time to consider
- Need to move forward and get something done, start blending and working together

There being no further discussion, the motion carried by a vote of 4:1 with Comm. Pollard voting no.

2. **Appointment of CEO.** After a short delay and upon advice from counsel, Pres. Norris announced that there was no need for further discussion on the proposed resolution and stated that she would be making a motion which was then given to the board in written form.

Jay Rodne, General Counsel reiterated that the resolution referenced had been introduced earlier and the board has 30 days for review and can come prepared with amendments if necessary at the next regular meeting. Comm. Speikers encouraged all commissioners to call or email him with any questions or concerns.

Pres. Norris read the following:

**A motion was made and seconded to direct the Finance Committee (minus the interim CEO) to develop an employment agreement with the market-based salary and benefits for the position of permanent superintendent/CEO no later than May 20, 2016, utilizing staff as necessary, for review by the Commission in Executive Session during the week of May 23, 2016, prior to the next regular board meeting. M/Norris, S/Young**

Following brief discussion, the vote was taken with the motion passing 4:1 with Comm. Pollard voting no.

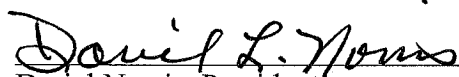
3. **Other.**

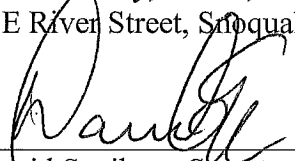
- Comm. Herron renewed her request to hold monthly work study sessions.
- Bylaws Committee meetings are being scheduled to revise the District bylaws.

There being no other business, the meeting was adjourned at 8:05 by motion made and seconded.  
**M/Speikers, S/Pollard**

**NEXT SCHEDULED MEETING:**

Regular Monthly Business Meeting - will be held on Thursday, June 2, 2016, 6:30 pm, Snoqualmie City Hall, Council Chambers, 38624 SE River Street, Snoqualmie.

  
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Darrel Norris, President

  
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David Speikers, Secretary