

TEKOA PUBLIC HOSPITAL DISTRICT #4

Regular Meeting

July 7, 2015 at 6:30pm

Tekoa City Council Chambers

Members Present

Absent

Community

Mike Bogenreif-Chairman

Abby Smith

Steve Haxton Assistant Chairman

Karen Blomgren

Fran Martin-Superintendent of the Board

Diane Harp

- I. **CALLED TO ORDER**- Mike Bogenreif Chairman called the meeting to order at 6:35pm. Quorum declared.
- II. **APPROVAL OF MINUTES**- Reviewed and approved per Steve Haxton and 2nd per Abby Smith, then all in favor. Minutes signed by Mike Bogenreif Chairman and Karen Blomgren Secretary. Approval for the May minutes as amended.
- III. **RESIGNATION LETTER FROM BOARD MEMBER**- Mike Bogenreif provides a letter of resignation from Lori Hay. Resignation then approved per Abby Smith and 2nd per Steve Haxton. Diane Harp has expressed interest in the position and is present at the meeting. Diane is willing to start on the board immediately. Approved to appoint Diane Harp to board position #2 per Abby Smith and 2nd per Steve Haxton.
- IV. **PALOUSE INTERNET**- Voucher #2015-3 for \$445.00 for set-up of website was approved by Abby Smith and 2nd per Steve Haxton. Fran will check on the option of annual payment to Joel Kimball instead of a monthly fee. Abby Smith requested to be responsible for sending the monthly minutes to Joel to be posted on the hospital district website.
- V. **BUDGET 2015**-Fran has provided the budget for 2015. Total budget is \$80,012.00. Cash carry over \$31,000.00-
Tax receivable \$49,000.00- Operation Revenue \$12.00. This was reviewed by all board members present.
- VI. **RESOLUTION OF BYLAWS**- A request was made to amend the by-laws to state that monthly meeting would be the first Tuesday of every month. This was discussed and will be revised.
- VII. **TREASURES REPORT**-Per Abby Smith \$20,887.00 tax receivable. \$49,206.00 available balance as of May. Ambulance agreement -\$10,000.00

BOARD MEMBER RESPONSIBILITIES

Mike Bogenreif will be the head of the Budget committee and will be responsible for the meeting agendas.

Steve Haxton is the head of the building committee. He will have a key and we are going to open a checking account at American West Bank. He will be given the authority to spend up to \$500.00 without board approval and given a debit card to purchase items or make repairs. The staff at the clinic will be told to call Steve to report any issue that come to light. If Steve is not available, they will be told to call me.

Abby Smith is the head of the financial audit committee.

Diane Harp is the head of RCW's and any new policies and procedures committee after the first of the year.

Karen Blomgren is responsible for records and meeting minutes and will be making the record retention policy.

Everyone is responsible for the policies involving their committee.

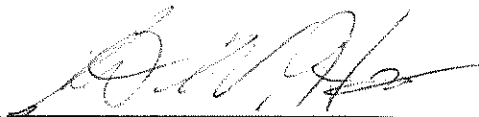
Diane you need to take the open meeting training and have 90 days from the time you were appointed. I will find the info for the training and get it to you.

Fran Martin is responsible for the policy regarding safeguarding of assets

ADJOURNMENT-The meeting was adjourned at 7:15 pm. The next meeting is August 4, 2015 at 6:30pm

Respectfully Submitted By

Karen Blomgren, Secretary



Mike Bogenreif, President

Steve Haxton Vice