

# Tekoa Public Hospital District #4

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## Regular Meeting

January 8, 2015 6:30PM

Tekoa City Council Chamber

<u>Members Present</u>	<u>Staff</u>	<u>Community</u>	<u>Absent</u>
Mike Bogenreif	Fran Martin	None	Lori Hay
Steve Haxton			
Abby Smith			
Karen Blomgren			

I. **CALL TO ORDER**

President t Mike Bogenreif called the meeting to order at 6:35 p.m. quorum declared.

II. **APPROVAL OF MINUTES**

Abby Smith to approve minutes and Steve Haxton second motion and the motion passed with unanimous approval

III. **LAPTOP AND PRINTER PURCHASE**

Discussed with Steve Haxton purchasing a laptop and printer for Fran to use for hospital related business. Steve reported that a basic laptop would cost anywhere from\$300-600.00. The All-in-one printer cost approximately \$100.00. Steve will order both online and bring the receipt for reimbursement.

IV. **RESOLUTION 2015-1**

Abby Smith to approve the IRS rate for travel .56 cents per mile, Steve Haxton to 2<sup>nd</sup> the motion.

V. **TEKOA AMBULANCE**

Discussion regarding donation to the Tekoa Ambulance. Abby Smith was able to contact the state auditor Debbie Penick who approved donation as long as there is an interlocal agreement for ambulance services. Abby provides a rough draft of this agreement. It is agreed to <sup>Disburse</sup> ~~donate~~ \$10,000.00 and have the contract state that it is a one year term and is renewable. Each year the ambulance needs to write proposal for each year for the above mentioned funds 60 days before the year ends or by November 1, 2015. A yearly report is requested to show what the funds were used for. Tekoa Ambulance must sign the agreement in order for the district to give the money with a deadline of February 15, 2015.

Abby will complete the document and e-mail to Steve Bishop to review and this will include the e-mail from the State Auditor Debbie Penick. Mike Bogenreif will talk with Jim Gordon and Cliff Melton about the agreement. Open discussion about in the future having Tekoa ambulance to come under the hospital district umbrella. This would include purchasing the ambulance building and helping arrange assistance with billing. The Tekoa Ambulance board would continue to run the day to day responsibilities, but the hospital district would help with the financial piece only. This will be looked at in future. The purpose of the hospital district is to support and provide assistance to the Tekoa ambulance which in turn will benefit the community.

**NEXT MEETING TOPICS**

Website-Mike Bogenreif

Policy and Procedures to include Conflict of Interest- Abby Smith will complete the documents and will sign at the next meeting.

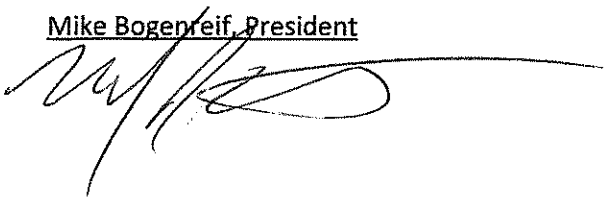
**ADJOURNMENT** The meeting was adjourned at 7:50 p.m. The next meeting is February 5, 2015 at 6:30 p.m.

Respectfully Submitted By

Karen Blomgren, Secretary



Mike Bogenreif, President



# TEKOA PUBLIC HOSPITAL DISTRICT #4

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Regular Meeting

February 5, 2015 at 6:30pm

Tekoa City Council Chambers

**Members Present**

Mike Bogenreif

Karen Blomgren

Steve Haxton

Abby Smith

Fran Martin-Superintendent of the Board

**Absent**

Lori Hay

**Community**

Cliff Melton-Tekoa Ambulance

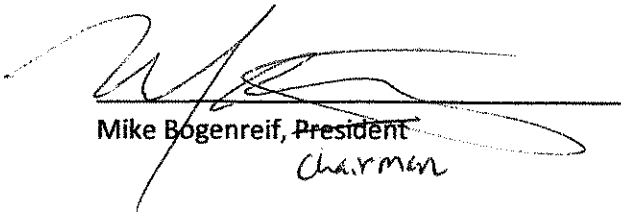
- I. **CALLED TO ORDER**- Mike Bogenreif President called the meeting to order at 6:50pm. Quorum declared.
- II. **APPROVAL OF MINUTES**- Reviewed and approved per Steve Haxton and 2<sup>nd</sup> per Abby Smith, then all in favor. Minutes signed by Mike Bogenreif President and Karen Blomgren Secretary.
- III. **PAY VOUCHERS**-P100024280 for Enumclaw Commercial Insurance in the amount of \$1129.00. 11156-DSTA4 for Whitman County Gazette –legal advertising in the amount of \$8.75. Motion made to approve vouchers with unanimous decision.
- IV. **APPROVAL OF POLICIES**- Policies reviewed and motion was made to approve the Board of Commissioner Code of Ethics, Conflict of Interest policy, Public Meeting Process, and Policy and Procedures. Approved per Abby Smith and 2<sup>nd</sup> per Steve Haxton.
- V. **INSURANCE AGREEMENT**- Motion to approve the Terrorism Risk Insurance Act of 2002 policy #CPP001738600 effective date 01/01/15 per Abby Smith and 2<sup>nd</sup> Mike Bogenreif and all approve.
- VI. **WEBSITE**- Discussion per Mike Bogenreif regarding making a website for the hospital district. Mike spoke with the Kenda at the City of Tekoa about having a link for the Hospital District per the cities website. The suggestion was made to look into making our own website thru Net Solutions a web based company. There was concern from board members about having to create a website and keeping it up to date. Another concern was that a credit card is required for payment to Net Solutions; the district does not have a credit card. Fran Martin suggested having Joel Kimball come to the next meeting with a proposal to create and maintain a website. Mike Bogenreif will contact Joel Kimball.

- VII. **COMPUTER UPDATE**- Steve Haxton has not purchased a computer at this time. He will order laptop within the next week.
- VIII. **AMBULANCE AGREEMENT/CONTRACT**-Steve Bishop has not approved the proposed agreement with Tekoa ambulance for the disbursement of \$10,000.00. Steve Bishop is reporting that there needs to be a new entity to complete the agreement between the hospital district and Tekoa Ambulance. Abby Smith reports that the State auditor informed her that under the RCW70.44.240 that you do not need to be a new entity to disperse funds. At this point the district needs legal counsel before the agreement can take place. Abby Smith will contact the Hospital District Association and speak with legal counsel before the next meeting. Cliff Melton reports that Bruce Ensley is the legal counsel for the district. It was also discussed to arrange for a different representative for legal counsel. This will be discussed further in next month's meeting.
- IX. **TEKOA AMBULANCE REPORT**- Cliff Melton representing Tekoa ambulance reports that their finances are sufficient to run for the next 2 months. If and when the agreement is complete they would like to use the money for electronic billing and run sheets called WEMIS. They anticipate needing laptops to complete the web based run sheets. There is concern about the length of time it will take to complete these run sheets. The ambulance would also like to hire someone to do the electronic billing in the future.
- X. **2015 SIGNATURE AUTHORIZATION DELEGATION**- This form was signed delegating Abby Smith- Treasure, Mike Bogenreif - <sup>Chairman</sup> President, and Fran Martin- Superintendent of the Board.
- XI. **BUDGET AMENDMENT #1 FOR 2015**- Motion to approve budget as amended #1 by Abby Smith and 2<sup>nd</sup> by Steve Haxton. Unanimous approval by all present.

**ADJOURNMENT**-The meeting was adjourned at 7:45pm. The next meeting is March 5, 2015 at 6:30pm

Respectfully Submitted By

  
Karen Blomgren, Secretary

  
Mike Bogenreif, President  
*Chairman*

# Tekoa Public Hospital District #4

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## Regular Meeting

March 5, 2015 6:30PM

Tekoa City Council Chamber

### Members Present

Mike Bogenreif

Steve Haxton

Abby Smith

Karen Blomgren

Lori Hay

### Staff

### Community

### Absent

Joel Kimbal

Fran Martin

#### I. CALL TO ORDER

Chairman Mike Bogenreif called the meeting to order at 6:40 p.m. Quarm declared.

#### II. APPROVAL OF MINUTES

Lori Hay to approve minutes as corrected and Abby Smith second motion. The motion passed with unanimous approval.

#### III. WEBSITE DEVELOPMENT

Joel Kimbal was present at the meeting to discuss the development of the website for the hospital district. It was suggested that the website should contain a calendar of meetings, meeting minutes and agendas, clinic hours of operations, possible map quest link, and including a picture of the Tekoa Medical Clinic. The cost to maintain the website is \$25.00 per month. The set-up cost will be \$300.00. Joel will send Karen Blomgren a proposal per e-mail which will be reviewed at the April meeting.

#### IV. AMBULANCE AGREEMENT

Abby Smith reports that she contacted Joe Levan who is a legal consultant for the Hospital District Association, states that the hospital district can give the contract to Tekoa Ambulance if a different RCW code is used. The district has not received any further feedback from Steve Bishop regarding this contract. Because of this it is agreed to move forward on the contract. Discuss between board members occurred to determine the status of the contract. The decision was made to approve the current contract with two amendments. Steve Haxton to approve the contract and Abby Smith to second the motion. The motion was passed with unanimous approval. Abby Smith will make the changes to the contract and have Tekoa Ambulance review and sign before the April meeting.

V. LEGAL COUNSEL

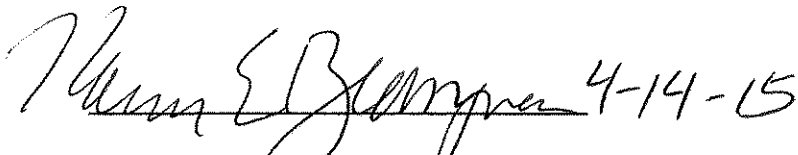
Discussion was made about possibly removing Steve Bishop as the hospital districts legal counsel. Further discussion will occur at a later date.

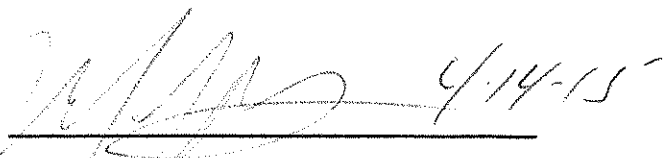
VI. COMPUTER UPDATE

Steve Haxton brought the new laptop and printer. Karen Blomgren will arrange with Fran Martin to deliver items. The total cost was \$528.99. Abby Smith approved the disbursement of the total cost and Lori Hay to second the motion. The motion was passed with unanimous approval. Steve Haxton will e-mail Karen Blomgren with the receipt which will be given to Fran Martin for reimbursement.

ADJOURNMENT The meeting was adjourned at 7:50 pm. The next meeting is April 2, 2015 at 6:30 pm.

Respectfully Submitted By:

  
Karen Blomgren, Secretary    Date

  
Mike Bogenreif, Chairman    Date

# TEKOA PUBLIC HOSPITAL DISTRICT #4

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Regular Meeting

April 14, 2015 at 6:30pm

Tekoa City Council Chambers

**Members Present**

**Absent**

**Community**

Mike Bogenreif, Chairman

Cliff Melton-Tekoa Ambulance

Karen Blomgren

Steve Haxton

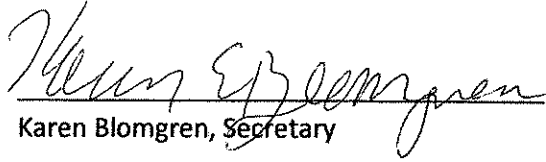
Lori Hay

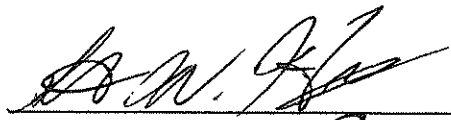
Abby Smith

Fran Martin-Superintendent of the Board

- I. **CALLED TO ORDER**- Mike Bogenreif, Chairman called the meeting to order at 6:30pm. Quorum declared.
  - II. **APPROVAL OF MINUTES**- Reviewed and approved per Steve Haxton and 2<sup>nd</sup> per Abby Smith, then all in favor. Minutes signed by Mike Bogenreif Chairman and Karen Blomgren Secretary.
  - III. **TEKOA AMBULANCE AGREEMENT**-Resolution #2015-4 for \$10,000 payee Tekoa Ambulance Association, for provision of ambulance services within the District #4. Agreement signed by Mike Bogenreif, Chairman. Resolution #2015-4 motion to approve by Abby Smith and second by Lori Hay, then all in favor. Cliff Melton, president of Tekoa Ambulance stated he appreciated the hospital district consideration of this agreement.
  - IV. **EXCEPTION DEPOSIT FORM**-Abby will complete and submit to Whitman County.
  - V. **WEBSITE**- The written contract for professional services per Joel Kimbal was reviewed. The initial cost is \$350.00 to build the website and \$25.00 for monthly maintenance. Motion to approve Resolution 2015-3, by Steve Haxton and second by Abby Smith.
  - VI. **FINACIAL REPORT**-Given per Abby Smith \$36003.30 is the balance with taxes receivable is \$43908.00.
  - VII. **DISTRICT POSTIONS** – There are three positions up for election in November 2015 which are Abby Smith, Karen Blomgren, and Lori Hay. Abby and Karen reported that they will run for additional term, Lori is undecided at this time. Discussion about possible replacement of the board of superintendent occurred. This will be looked at in further detail at the next meeting.
- ADJOURMENT**-The meeting was adjourned at 7:10pm. The next meeting is May 7, 2015 at 6:30pm.

Respectfully Submitted By

  
Karen Blomgren, Secretary

  
~~Mike Bogenreif, President~~ Steven W. Haxton Vice President



# TEKOA PUBLIC HOSPITAL DISTRICT #4

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Regular Meeting

May 7, 2015 at 6:30pm

Tekoa City Council Chambers

**Members Present**

Abby Smith

Karen Blomgren

Steve Haxton Assistant Chairman

Abby Smith

Fran Martin-Superintendent of the Board

**Absent**

Mike Bogenreif

Lori Hay

**Community**

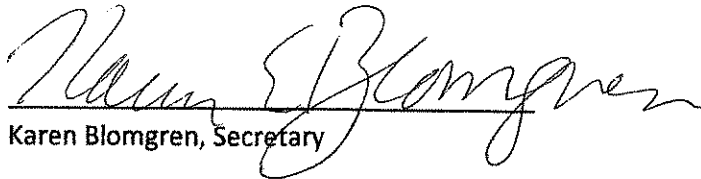
Jim Gordon-Tekoa Ambulance


Cliff Melton-Tekoa Ambulance

- I. **CALLED TO ORDER**- Steve Haxton Assistant Chairman called the meeting to order at 6:43pm. Quorum declared.
- II. **APPROVAL OF MINUTES**- Reviewed and approved per Abby Smith and 2<sup>nd</sup> per Karen Blomgren, then all in favor. Minutes signed by Steve Haxton Assistant Chairman and Karen Blomgren Secretary.
- III. **TEKOA AMBULANCE PRESENTATION**-President Cliff Melton was present to accept the \$10,000.00 that was given as part of the written agreement. Cliff stated "It will go a long ways". Tekoa ambulance has not determined where the funds will be most used. There are equipment and educational needs such as training new ambulance members. They were able to staff a biller to complete the new billing requirements. Fran Martin will arrange for Colfax Gazette to come up to do an article.
- IV. **ELECTIONS**- There are three positions that are up for re-election in November, which are Karen Blomgren, Abby Smith, and Lori Hay. Each individual needs to sign-up between May 11-15, 2015. Lori Hay will vacate position per her request. Due to this there is a need to have another individual to sign-up for election. Fran Martin has two individuals who have expressed interest. She will contact before the deadline of election sign-up.
- V. **WEBSITE**- Joel Kimball continues to work on the build of the Hospital District website. Information added was reviewed and corrections made. It was determined to use Tekoa Clinic.com for the user search functionality.
- VI. **POLICIES AND PROCEDURES** –Currently in process. Will review when complete.

**ADJOURNMENT**-The meeting was adjourned at 8:05pm. The next meeting is June 9, 2015 at 6:30pm

Respectfully Submitted By

  
Karen Blomgren, Secretary

  
Mike Bogenreif, President

# TEKOA PUBLIC HOSPITAL DISTRICT #4

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Regular Meeting

June 9  
~~May 7~~, 2015 at 6:30pm  
TKB

Tekoa City Council Chambers

<u>Members Present</u>	<u>Absent</u>	<u>Community</u>
Mike Bogenreif	Steve Haxton	None
Abby Smith	Lori Hay	
Karen Blomgren	Fran Martin-Superintendent of the Board	

- I. **CALLED TO ORDER**- Mike Bogenreif Chairman called the meeting to order at 6:40pm. Quorum declared.
- II. **APPROVAL OF MINUTES**- Reviewed per Abby Smith and Mike Bogenreif. Corrections need to be made to the minutes before approval. Karen will correct and bring to the next meeting. Request was made to have the minutes and agenda available 1 week prior to the meeting. Karen will complete the minutes and Fran will complete the agenda then e-mail to all board members.
- III. **WEBSITE**-The website is still under production by Joel Kimball. The domain name needs to be confirmed. Question regarding if hospital district can also be attached to the City of Tekoa web site. Mike will check with the city about this. Abby will talk with Joel about the format needed for the minutes to be posted on the website and let Karen know.
- IV. **OPEN POSITION ON THE BOARD**- Abby will talk to Lori Hay regarding her current position. If Lori chooses to step down she needs to submit a letter of resignation to the board. Mike will speak with Kenda about the need to post the open position. Diane Harp has placed her name on the ballot for the November election for Lori's position. Discussion occurred about having Diane come to the meetings prior to election.
- V. **SUPERINTENDENT OF THE BOARD DUTIES**
  - Preparing resolutions prior to the meetings
  - Prepare the agenda 1 week prior to the next meeting
  - Vouchers with invoice
  - Annual budget
  - Arrange special meeting dates
  - Submit/review time cards for hours of work

**VI. TREASURES DUTIES-**

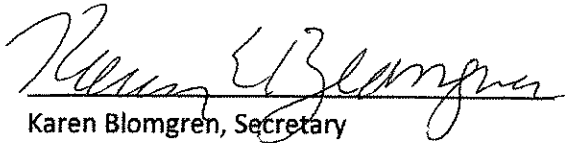
- Monthly financials
- Review warrant register monthly
- Treasure statement
- Auditor reporting

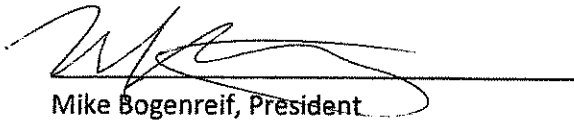
**NEXT MEETING TOPICS**

- Meetings will be the first Tuesday of every month
- Discuss policy requirement
- Website
- Superintendent pay and duties
- Change legal counsel- Abby will get names of alternate choices
- Annex property into the district- expand boundaries

**ADJOURNMENT**-The meeting was adjourned at 7:45pm. The next meeting is July 7, 2015 at 6:30pm.

Respectfully Submitted By

  
Karen Blomgren, Secretary

  
Mike Bogenreif, President