

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT No. 1
Board of Commissioners
Special Scheduled Meeting
Thursday, February 4, 2016

Commissioners Present:

Commissioner Bill Williams - Chair
Commissioner Michael Edwards
Commissioner Mark Schwinge
Commissioner Barbara Sharp

Others Present:

Pamela Hutchins
SJCPHD#1 Superintendent

EMS: Jerry Martin
SJIEMS Chief

By Phone:

Absent: Commissioner Monica Harrington

CALL TO ORDER:

In Commissioner Chair Williams's absence at the beginning, Commissioner Edwards called the meeting to order at 10:13 a.m.

Ben Lindekugel was introduced as the speaker for the Board of Commissioner's Educational Session. He is the Executive Director of the Association of Washington Public Hospital Districts.

Ben Lindekugel showed an introductory video at the web location <https://vimeo.com/88196896> titled, "Washington's Unique Public Hospital Districts Meet Locally Determined Healthcare Needs Across The States".

Next Mr. Lindekugel presented a lengthy PowerPoint presentation. It is attached as "Exhibit 1" and titled "Public Hospital District Basics".

Mr. Lindekugel recommended the book by Ann G. Macfarlane, "Mastering Council Meetings", for all the commissioners to read.

Commissioner Board Members do major policies and the CEO does the day to day functions to accomplish them.

Public Hospital District means Public Health Care Service District. There are approximately six hospital districts that are made up like our district. The first duty of The District is to survey our community about health needs.

The state law does not say that a public comment period at a board meeting has to be provided. Board meetings are designed to accomplish work. Be civil and compassionate to people, but commissioners were elected to do the business of the community. If commissioners are listening to a lot of public comment, they are not doing the business they were elected to do. Commissioners can tell the public that they will be glad to stay after the meeting or make an appointment to hear their comments. If the public is being disruptive, it is in the law that you can clear the chamber.

In a regular meeting you do not have to stick to the agenda that was printed in the 24 hours or more before the meeting. Things do come up.

In special meetings you have to publish agenda 24 hours in advance and only talk about what is listed on the agenda. If you don't publish an agenda for meetings at least 24 hours in advance then what is voted on at a meeting is null and void. Special meetings can be called by the Chair or the majority of the Board.

Things voted on at a meeting can take effect right away. The only exception to that is the hiring and firing of a Superintendent. There has to be 30 days in between bringing it up and voting on it.

Commissioners can have a retreat without having it be a public meeting. If it is informational and no business is transacted, then it does not have to be a public meeting. Two criteria for needing a public meeting is if there is a quorum and if business is conducted.

When doing minutes you only need what the topic was, what the discussion was, and what action was taken. Being brief and to the point is the best course of action. Minutes are the recordings of the procedures of the meetings not a diary.

Executive Sessions are held for things that need to be discussed where there are no minutes and that things said are not public. There is a narrow list of things that can be discussed in an executive session. The purpose and time of the executive session must be announced before it begins. If litigation is discussed, the attorney must be present or by phone for the session. You have to come back out to public session to take any action.

Mr. Lindekugel recommended that Commissioners do not comment on social media so that comments could not be construed as doing business and violating the Public Meetings Act.

New Commissioners must take classes on the Public Records Act and the Open Public Meeting Act within 90 days of taking office and renew every four years. The Attorney General's Office has the courses online and the AWPHD has the classes online. It is a good idea to make a public announcement and resolution at the board meeting after completing the classes.

The Superintendent is the point person to be the manager on the ground and run the show. The Commissioners are the policy making people and the Superintendent makes it happen.

Ben Lindekugel invited everyone to give him a call or email him if you have any questions. His contact information is on the presentation, "Exhibit 1".

AUDIENCE PARTICIPATION:

Kyle Davies: Is there any advice for our leaders to oversee an EMS Organization and a contract portion for health services. Survey a range of people and what healthcare needs they could use. What is the range of services that everyone needs? How do we offer those? What is the big picture which all of this fits? Should be asking where our district fits into the future of health care. Look at where our paramedics fit into things outside the norm like community paramedicine and relationships with the hospital.

ADJOURNMENT:

Commissioner Williams asked for a motion to adjourn, Commissioner Edwards--moved to adjourn, seconded by Commissioner Sharp. All in favor.

Meeting adjourned at 1:40---p.m.

ALL EXHIBITS AND SUPPORTING MATERIAL AVAILABLE ON REQUEST.



Signed By Chairperson

2/24/2016
Date

The original document is retained at the Frank Wilson EMS Building at 1079 Spring Street, Friday Harbor, WA 98250 in San Juan County Public Hospital District #1 permanent proceedings file.

Attest: Pamela Hutchins, Recording Secretary