

**Orcas Island Health Care District**  
**Board of Commissioners - REGULAR Meeting Minutes**  
**REMOTE BOARD MEETING**  
**March 1, 2022**  
**5:00 – 7:00 p.m.**

**Commissioners Present (via Zoom):**

Pegi Groundwater, President  
Diane Boteler, Secretary  
Richard Fralick  
Art Lange  
Dave Zoeller

**Staff (via Zoom):**

None

**Commissioners Absent:**

None

**I. Call to Order**

President Groundwater called the March 1, 2022, meeting to order at 5:00 pm. She noted that there was a quorum with five Commissioners present.

**II. Public Comment**

No public comments were offered.

**III. Consent Agenda**

The items contained in the Consent Agenda included:

- a. Regular Board Minutes – 2/15/2022
- b. AP Voucher Report – 2/21/2022 in the amount of \$260.87
- c. AP Voucher Report – 2/24/2022 in the amount of \$11,405.48

**MOVED by Commissioner Boteler, seconded by Commissioner Fralick to approve the Consent Agenda. VOTE 5:0:0. MOTION CARRIED.**

**IV. Old Business** – The opening for someone to replace Commissioner Fralick has been advertised. The appointment must be completed within 90 days or selection authority goes to the County Council.

**V. Committee and Work Group Reports**

- a. **Building Committee** – Fralick is working with Aimee Johnson and Commissioner Zoeller to finalize a list of required maintenance items. He will then work with our attorney to document the District's maintenance responsibilities.
- b. **Staffing Committee**
  - i. **Administrative Assistant:** The committee has prepared a job description for a half-time administrative assistant. The proposed position will call for the District to join the Public Employees Benefits Board Program.

**MOVED by Commissioner Fralick, seconded by Commissioner Boteler to authorize the Interim Superintendent, in consultation with the staffing committee, to begin the search and hiring process as described in the Proposed Administrative Assistant Job Description and the Proposal to Hire Administrative Assistant documents. VOTE 5:0:0. MOTION CARRIED.**

- ii. **Permanent Superintendent:** Commissioner Lange has identified several recruiting organizations. He suggested that Interim Superintendent Eversole make the hiring decision.
  
- c. **Strategic Planning Work Group** – The group met with members of the Lopez PHD board to discuss the status and methodology of their strategic plan, developed with the help of Jody Corona from Health Facilities Planning and Development. Corona has given the work group a draft proposal for a strategic planning process for our District.

**MOVED by Commissioner Fralick, seconded by Commissioner Lange to move forward on executing a contract with HFP&D to put together a District strategic plan at a cost not to exceed \$15,000. VOTE 5:0:0. MOTION CARRIED.**

- d. **Legal Committee:** Commissioner Groundwater is working with the District’s attorneys on amending personnel policies and on developing a policy on respectful treatment of patients and staff.

**VI. Public Comment**

Pierrette Guimond thanked Commissioner Fralick and the other commissioners for their hard work.

**VII. Upcoming Meetings**

The next Regular Meetings of the OIHCD Board are scheduled for March 15 and April 5, 2022.

**VIII. Meeting adjournment**

**MOVED by Commissioner Boteler, seconded by Commissioner Lange to adjourn the meeting at 5:47 p.m. VOTE 5:0:0. MOTION CARRIED.**

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Attest: Diane Boteler, OIHCD Board Secretary

\_\_\_\_\_  
Date signed