

SJCPHD#3: Orcas Island Health Care District
Special Board Meeting – Minutes
December 18th, 2024



**Orcas Island Health Care District
Minutes of the December 18th, 2024
Board of Commissioners
Special Board Meeting**

Commissioners Present:

Dave Zoeller
Diane Boteler
Chelsie Guilford
Mark Salierno

Staff:

Chris Chord, Superintendent
Ellen Fraser, Administrative Assistant

I. Call To Order – Special Board Meeting

President Zoeller called the December 18th Special Board Meeting to order at 5:02 p.m. with a quorum of commissioners present.

II. Special Meeting Public Comment

No public comment.

III. Executive Session

The Board entered Executive Session at 5:05 p.m. in accordance with RCW 42.30.110 to evaluate candidates for nomination to elective office. The Board returned to the special meeting at 5:15 p.m.

IV. Presentation on District PR Strategies

Matt Ellsworth from AWPHD and Mary Kay Clunies-Ross presented on strategies for building the district's profile in the community. They also discussed long-term planning for utilizing district finances to support the district's mission.

V. Consent Agenda

Motion to approve the following consent agenda items made by Commissioner Salierno; seconded by Commissioner Guilford. Motion approved 4 - 0.

- a. **Regular Board Meeting Minutes – 10/23/2024**
- b. **Public Budget & Levy Hearing & Special Board Meeting Minutes – 11/12/2024**
- c. **AP Voucher Report – 11/19/2024 – \$3,390.62**
- d. **AP Voucher Report – 12/03/2024 - \$15,348.82**
- e. **AP Voucher Report – 12/17/2024 - \$6,829.31**

VI. Superintendent Report

Superintendent Chord provided an update on the November financials, the Building, Communications and Finance Committees. He updated the board on the Quality Committee, highlighting the visiting pain

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provider coming once/month, seeing 14-16 patients per day, and increased data collection between the clinic and EMS.

Superintendent Chord gave an update on the dental project, the SAO Accountability audit and the accounting transition. He reported that the SJC Health Network/Consortium is discussing formalizing a Health Network and requested the Board's input on District strategic priorities.

VII. Old Business

a. Electronic Signature Policy

Motion to approve the updated Electronic Signature policy made by Commissioner Salierno; seconded by Commissioner Guilford. Motion approved 4 – 0.

b. Policy Review

The Business Travel & Expense and Personnel policies will be brought forward for review at the January Regular Board Meeting.

VIII. Executive Session

The Board entered Executive Session at 5:05 p.m. in accordance with RCW 42.30.110 to evaluate candidates for nomination to elective office. The Board returned to the special meeting at 5:15 p.m.

IX. New Business

a. Commissioner Vacancy Announcement & Nomination

The board discussed the vacancy announcement and nomination process.

Motion to nominate Alison Sanders for Board of Commissioners Seat #2 made by Commissioner Salierno; seconded by Commissioner Guilford. Motion approved 4 – 0.

Motion to approve the formal Commissioner Vacancy & Nomination notice made by Commissioner Salierno; seconded by Commissioner Guilford. Motion approved 4 – 0.

b. Resolution 2024-07: Declaring District Property to be Surplus

Motion to approve Resolution 2024-07: Declaring District Property to be Surplus made by Commissioner Guilford; seconded by Commissioner Salierno. Motion approved 4 – 0.

c. Resolution 2024-08: Set Regular Board Meetings for 2025

Motion to approve Resolution 2024-08: Set Regular Board Meetings for 2025 made by Commissioner Guilford; seconded by Commissioner Salierno. Motion approved 4 – 0.

d. Resolution 2024-09: Resolution authorizing treasurer to establish payroll bank account

Motion to approve Resolution 2024-09: Authorizing treasurer to establish payroll bank account made by Commissioner Salierno; seconded by Commissioner Guilford. Motion approved 4 – 0.

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X. Executive Session

The Board entered Executive Session at 7:39 p.m. in accordance with RCW 42.30.110 to discuss the performance of a public employee. The Board returned to the special meeting at 7:59 p.m.

XI. Public Comment

No public comment.

XII. Adjourn

Motion to adjourn the December 18th Special Board Meeting made by President Zoeller; seconded by Commissioner Guilford. Motion approved 3 - 0. The Special Board Meeting adjourned at 8:02 p.m.

Minutes approved this 22nd day of January, 2025.

Chelsie Guilford

Attest: Chelsie Guilford, OIHCD Board Secretary