

SJCPHD#3: Orcas Island Health Care District  
Regular Board Meeting – Minutes  
October 23<sup>rd</sup>, 2024



## Orcas Island Health Care District Minutes of the October 23<sup>rd</sup>, 2024 Board of Commissioners Regular Board Meeting

### **Commissioners Present:**

Dave Zoeller  
Diane Boteler  
Pegi Groundwater – joined at 5:08 pm  
Chelsie Guilford  
Mark Salierno

### **Staff:**

Chris Chord, Superintendent  
Ellen Fraser, Administrative Assistant

### **I. Call To Order – Regular Board Meeting**

President Zoeller called the October 23<sup>rd</sup> Regular Board Meeting to order at 5:02 p.m. with a quorum of commissioners present.

### **II. Regular Meeting Public Comment**

No public comment.

### **III. Island Health Quarterly Board Presentation**

Marcy Shimada presented the quarterly report for Island Primary Care – Orcas that included a recap of provider visits and an update on diabetic care metrics. Marcy also updated on the start of a transitional care management program at the clinic where nurses are calling discharged patients to have medication reconciliation done.

### **IV. Consent Agenda**

Commissioner Groundwater requested the 10/07/2024 Special Board Meeting minutes be removed from the consent agenda.

**Motion to approve** the following consent agenda made by Commissioner Groundwater; seconded by Commissioner Guilford. Motion approved 5 - 0.

- a. **AP Voucher Report – 10/15/2014 – \$7,931.14**
- b. **AP Voucher Report – 10/22/2024 - \$15,690.38**

### **V. Superintendent Report**

Superintendent Chord provided an update on the September financials, the Operations Committee and the Finance Committee.

Superintendent Chord shared that the dental project will hold the first clinics in the Airport Center space on October 25 – 26. He also updated the board that the District will purchase a few items as part of the budgeted matching commitment of the DOH grant.

SJCPHD#3: Orcas Island Health Care District  
Regular Board Meeting – Minutes  
October 23<sup>rd</sup>, 2024



## VI. Old Business

### a. Accounting Support Contract

**Motion to approve** execution of the transition contract with Business Support Services Northwest, LLC, and authorize Superintendent Chord to purchase the appropriate QuickBooks accounting and payroll package, made by Commissioner Groundwater; seconded by Commissioner Guilford. Motion approved 5 - 0.

### b. Policy Review Table

Superintendent Chord will ask legal regarding the need for updating the Debt policy.

### c. Consent Agenda

**Motion to approve** the following consent agenda item, with requested amendment, made by President Zoeller; seconded by Commissioner Groundwater. Motion approved 5 – 0.

#### i. Special Board Meeting Minutes – 10/07/2024

## VII. New Business

### a. Admin Assistant Additional Hours & Training Travel

**Motion to approve** 10 additional hours per week for admin assistant for the remainder of 2024 made by Commissioner Groundwater; seconded by Commissioner Salierno. Motion approved 5 - 0.

**Motion to approve** travel reimbursement for admin assistant to attend Public Works training on November 14 made by Commissioner Zoeller; seconded by Commissioner Guilford. Motion approved 5 - 0.

## VIII. OIHCD 2025 Draft Budget Review

The Board heard from Erin O’Dell and Greg Guzauskas from OCRC regarding a funding proposal they submitted. The Board asked clarifying questions and discussed how OIHCD could be involved. The Board also discussed the Project Manager and Dental administration funding proposals.

The Board reviewed the draft budget and approved the following items:

- \$40,000 - Support for OCRC health related programs - including dental emergency/specialty visits, transportation for medical appointments off island, and mental health access
- \$20,000 - Support for Orcas Community Dental Project - lease of airport center location
- \$29,040 - Support for Orcas Community Dental Project - administrative support/consulting from DentAll PLLC
- \$30,000 - Support for Community Health Initiatives Project Manager - 10 hrs/week for project management and coalition building support for Orcas Island community health related projects. Support for grant writing and care coordination/complex care structure development

The Board approved that the draft budget be moved forward for the November 12<sup>th</sup> Public Hearing.

SJCPHD#3: Orcas Island Health Care District  
Regular Board Meeting – Minutes  
October 23<sup>rd</sup>, 2024



**IX. Executive Session**

The Board entered Executive Session at 8:04 p.m. in accordance with RCW 42.30.110 to discuss the performance of a public employee. The Board returned to the regular meeting at 8:39 p.m.

**X. Public Comment**

No public comment.

**XI. Adjourn**

Motion to adjourn the October 23<sup>rd</sup> Regular Board Meeting made by Commissioner Boteler; seconded by Commissioner Groundwater. Motion approved 5- 0. Regular Board Meeting adjourned at 8:43 p.m.

**Minutes approved this 18<sup>th</sup> day of December, 2024.**

A handwritten signature in blue ink, appearing to read "M. Salierno".

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Attest: Mark Salierno, OIHCD Board Secretary