

SJCPHD#3: Orcas Island Health Care District  
Regular Board Meeting – Minutes  
January 22<sup>nd</sup>, 2025



## Orcas Island Health Care District Minutes of the January 22, 2025 Board of Commissioners Regular Board Meeting

### Commissioners Present:

Dave Zoeller  
Diane Boteler  
Chelsie Guilford  
Mark Salierno – joined at 5:10 p.m.  
Alison Sanders

### Staff:

Chris Chord, Superintendent  
Ellen Fraser, Administrative Assistant

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

President Zoeller called the January 22<sup>nd</sup> Regular Board Meeting to order at 5:01 p.m. with a quorum of commissioners present.

### II. Regular Meeting Public Comment

No public comment.

### III. New Commissioner Appointment

**Motion to appoint** Alison Sanders as a Commissioner in seat #2, San Juan County Public Hospital District #3, made by Commissioner Boteler; seconded by Commissioner Guilford. Motion approved 3 – 0.

**Commissioner Oath of Office** - Justin Paulsen, San Juan County Council District #2, in attendance to swear in Alison Sanders.

### IV. Island Health Quarterly Report

Marcy Shimada presented the quarterly report for Island Primary Care – Orcas highlighting that over 11,000 visits were provided at the clinic in 2024.

The 2025 clinical goals include diabetes A1C measure, diabetes eye exam, breast cancer screening, and control of high blood pressure. Other areas of focus include an orthopedic service line, a surgical robot, increased portal usage, a colorectal cancer screening event in March and a staff engagement program, Strive to Thrive in '25. Physician and Advanced Practice Provider (APP) recruitment is ongoing.

### V. Consent Agenda

Commissioner Salierno requested the following items be removed from the consent agenda:

- AP Voucher Report – 12/31/2024 - \$4,973.61
- AP Voucher Report – 01/07/2025 for 2025 - \$10,388.00
- AP Voucher Report – 01/14/2025 for 2024 - \$134.80
- AP Voucher Report – 01/14/2025 for 2025 - \$645.64

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**Motion to approve** the following consent agenda made by Commissioner Boteler; seconded by Commissioner Guilford. Motion approved 4 – 0.

- a. **Special Board Meeting Minutes – 12/18/2024**
- b. **AP Voucher Report – 01/07/2025 for 2024 - \$514,855.78**

## **VI. Superintendent Report**

Superintendent Chord provided an update on the December financials, including a financial year in review. He also provided information on changes in processes and reports as a result of the financial accounting transition.

Superintendent Chord provided an update on the Communication Committee. The Board will hold a special meeting to further discuss Health District community messaging.

He updated the Board on the Orcas Dental Project consultant meetings regarding rural health dental encounter rate and has met with the Community Foundation to finalize the dental project pass-through expense contract.

Superintendent Chord informed the board that we had our final meeting with the State Auditor's Office (SAO) on December 30 for our 2024 SAO Accountability Audit and the final report is published on the SAO website.

Superintendent Chord updated the Board on the San Juan County Health Network/Consortium. They are looking into funding sources and partnering with the County's health improvement plan process, launching conversations in early summer 2025.

## **VII. Executive Session**

According to RCW 42.30.110 the board convened for an executive session to discuss performance of a public employee. Time was estimated to be 20 minutes. The Board entered executive session at 6:40 p.m. and concluded at 7:00 p.m.

## **VIII. Old Business**

### **a. Business Travel & Expense Policy**

The Board discussed proposed options for amending the Business Travel and Expense Policy. Amended language will be brought to the February Board meeting.

### **b. Personnel Policy**

The Board discussed amending the Personnel Policy to account for increase in PEBB medical coverage rates. They also requested benefit comparables from other county organizations.

**Motion to amend** the Personnel Policy, section 6.1. Health Insurance, for employes working a minimum of 20 hours/week, to a maximum of \$1500, plus 50% of spousal premium made by President Zoeller; seconded by Commissioner Salierno. Motion passed 4-0.

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**c. Social Media Policy**

**Motion to amend** the Social Media Policy, section 2.1 Approved Social Media Sites, removing the annual update clause made by President Zoeller, seconded by Commissioner Guilford. Motion approved 4-0.

**d. Policy Review Table**

The Procurement Policy will be sent to legal for review.

**e. Consent agenda**

The Board requested clarification on the new reporting format as a result of accounting transition.

**Motion to approve** the following consent agenda made by President Zoeller; seconded by Commissioner Salierno. Motion approved 4 – 0.

- **AP Voucher Report – 12/31/2024 - \$4,973.61**
- **AP Voucher Report – 01/07/2025 for 2025 - \$10,388.00**
- **AP Voucher Report – 01/14/2025 for 2024 - \$134.80**
- **AP Voucher Report – 01/14/2025 for 2025 - \$645.64**

**IX. New Business**

**a. Seib Consulting Agreement**

A contract has been signed with Seib Policy & Public Affairs, LLC. They will provide consulting/advocacy support for the Rural Health Clinic dental encounter rate.

**b. Superintendent Performance Review**

**Motion to approve** a 3.8% COLA wage increase plus a 2.2% performance bonus, for a total of 6%, for employees working a minimum of 20 hours/week effective January 1, 2025 made by Commissioner Salierno; seconded by Commissioner Guilford. Motion approved 4 - 0.

**c. OIHCD / OICF Contract**

**Motion to approve** Superintendent Chord signing OICF grant agreement contract made by Commissioner Guilford; seconded by Commissioner Salierno. Motion approved 4-0.

**d. Election of Officers**

Acclimation of the Board to accept Commissioner Salierno as President and Commissioner Guilford as Secretary. Motion made by Commissioner Guilford, seconded by Commissioner Sanders. Acclimation approved 4-0.

**e. Committee Assignments**

Bring forward to February 26, 2025 Regular Board Meeting.

**f. District/Superintendent Strategic Priorities & Planning**

Bring forward to February 26, 2025 Regular Board Meeting.

**X. Public Comment**

No public comment.

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**XI. Adjourn**

Motion to adjourn the January 22<sup>nd</sup> Regular Board Meeting made by Commissioner Guilford; seconded by President Zoeller. Motion approved 4 - 0. Regular Board Meeting adjourned at 7:55 p.m.

**Minutes approved this 26<sup>th</sup> day of February, 2025.**

*Chelsie Guilford*

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Attest: Chelsie Guilford, OIHCD Board Secretary