

Orcas Island Health Care District
Minutes of the February 26th, 2025
Board of Commissioners
Regular Board Meeting

Commissioners Present:

Mark Salierno
Diane Boteler
Chelsie Guilford
Alison Sanders – joined at 5:13 p.m.
Dave Zoeller

Staff:

Chris Chord, Superintendent
Ellen Fraser, Administrative Assistant

I. Call To Order – Regular Board Meeting

President Salierno called the February 26th Regular Board Meeting to Order at 5:05 p.m. with a quorum of commissioners present.

II. Regular Meeting Public Comment

No public comment.

III. Consent Agenda

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

- a. **Regular Board Meeting Minutes – 01/22/2025**
- b. **Special Board Meeting Minutes – 02/12/2025**
- c. **Special Board Meeting Minutes – 02/17/2025**
- d. **Special Board Meeting Minutes – 02/20/2025**
- e. **AP Voucher Report – 01/28/2025 - \$31,276.12**
- f. **AP Voucher Report – 02/11/2025 - \$28,647.56**
- g. **AP Voucher Report – 02/25/2025 - \$28,945.73**

IV. Superintendent Report

Superintendent Chord provided an update on the January financials, highlighting two budget items that will be over as a result of personnel policy and accounting services changes. He also provided an update on the Building, Finance and Medical Director/Quality Committees.

Superintendent Chord updated with board on the Clinic Operations committee. He informed the Board of an open MA position in the clinic and the delivery of two new exam tables. He also provided an update on the Orcas Dental Project and the SJC Health Network/Consortium. The Superintendent and the Board discussed applying for ACH grant for the Network/Consortium that OIHCD would sign on as the lead. The Board also discussed the installation of electric car chargers in the clinic parking lot from a grant proposal.

V. Old Business

a. Business Travel & Expense Policy

The Board discussed amended per diem language that would be submitted as an expense reimbursement.

Motion to approve updated Business & Travel Expense Policy made by Commissioner Guilford; seconded by Commissioner Zoeller. Motion approved 5 - 0.

b. Procurement Policy

The Board discussed amended language to waive the retainage bond in small projects. The policy will be sent for full legal review.

Motion to approve the updated Procurement Policy made by Commissioner Boteler; seconded by Commissioner Guilford. Motion approved 5 - 0.

c. Policy Review Table

The Personnel policy will be reviewed at the March 26th Regular Board Meeting.

d. Accounting Transition Support Contract

Motion to approve Superintendent to sign the accounting support contract made by Commissioner Guilford; seconded by Commissioner Boteler. Motion approved 5 - 0.

VI. New Business

a. Facilities Planning RFP

President Salierno led the development of a Facilities Planning RFP. It will be a small contract to evaluate facilities planning for the future of the clinic. The Board discussed that they should also plan for a “hospital at home” space for care teams to work out of.

Motion to approve Facilities Planning RFP language and authorize Superintendent to begin solicitation for quotes made by Commissioner Guilford; seconded by Commissioner Boteler. Motion approved 5 - 0.

b. North Sound ACH Grant Letter of Intent

Motion to authorize OIHCD to submit the letter of intent and serve as lead on Health Network Development Grant made by Commissioner Guilford; seconded by Commissioner Zoeller. Motion approved 5 - 0.

c. Provider Housing Stipend Agreement

The Board discussed providing a provider housing stipend and sign-on bonus for full-time licensed clinic staff.

Motion to approve the Provider Housing Stipend Agreement for up to \$50,000 for the first year for a licensed clinic staff and Superintendent to work with Legal and Governance committee to finalize language made by Commissioner Guilford; seconded by Commissioner Zoeller. Motion approved 5 - 0.

Motion to approve the sign-on bonus for Dr. Otis for \$12,500 made by Commissioner Guilford, seconded by Dr. Boteler. Motion approved 5 - 0.

d. Committee Assignments

Commissioner committee assignments were completed.

VII. Levy Planning

The Commissioners discussed the next levy related submissions that are due to the county. Legal has drafted the ballot explanatory statement and meetings are being arranged with community organizations and members. Superintendent Chord shared a timeline of next steps leading up to an April Ballot Measure.

VIII. Public Comment

No public comment.

IX. Adjourn

Motion to adjourn the February 26th Regular Board Meeting made by Commissioner Guilford; seconded by Commissioner Sanders. Motion approved 5 - 0. Regular Board Meeting adjourned at 7:30 p.m.

Minutes approved this 26th day of March, 2025.

Chelsie Guilford

Chelsie Guilford (Mar 31, 2025 21:01 PDT)

Attest: Chelsie Guilford, OIHCD Board Secretary