

**PACIFIC COMMUNITIES' HEALTH DISTRICT  
REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS**

**Tuesday, June 21, 2022**

**PRESENT:** Ralph Breitenstein, MD, Chairperson  
Bonnie Saxton, Director at Large  
Chris Carlson, Treasurer  
David Long, Secretary

**ALSO, PRESENT:** Jim Shepherd, Legal Counsel  
Kathryn Doksum, District Finance Manager  
Jon Conner, Facilities Director  
Jane Russell, COO  
Ursula Marinelli, Director Foundation  
Sam Jones, VP. Pt. Care Services  
Catherine Macnab, Facilitator/Recorder  
Karla Clem, Foundation

**CALLED TO ORDER:** Chairperson Ralph Breitenstein, MD, called the regular monthly meeting of the Board of Directors to order at 4:02 p.m.

**CITIZEN COMMENTS:** There were no citizens present at the meeting.

**CONFIRMATION OF AGENDA ITEMS:** Chairperson Ralph Breitenstein, MD, requested confirmation of the meeting agenda. No changes or additions needed.

**APPROVAL OF MINUTES:** After review of the May 17, 2022, regular Board Meeting minutes, Ralph Breitenstein, MD, requested approval.

*Chairperson Ralph Breitenstein, MD, requested a motion to approve the May 17, 2022, meeting minutes. Bonnie Saxton moved to approve the minutes. Chris Carlson seconded. Motion carried by unanimous voice vote.*

**MONTHLY REPORTS/QUARTERLY REPORTS**

**FINANCIAL REPORTS:** Kathryn Doksum, District Finance Manager, presented the May 2022, financial reports for review and approval as follows: Check Register, Balance Sheet, Trend Analysis for the PCHD General Fund, and Trend Analysis for the Debt Service Fund.

*Chairperson Ralph Breitenstein, MD, requested a motion to approve the financials. David Long, MD moved to approve. Bonnie Saxton seconded. Motion carried by unanimous voice vote.*

**Public Hearing was held to adopt the 2021-2022 PCHD Budget Resolution 23-01:**

Chairperson Ralph Breitenstein convened a public meeting at 4:25 p.m. for adoption of the PCHD 2022-2023 Budget. As no citizens were available for comment, the meeting proceeded.

Kathryn Doksum, PCHD Budget Officer, presented the draft budget and Resolution 23-01 formally adopting the budget; also presented were forms LB1; LB11; LB20; LB30; LB35; and LB50.

*Chairperson Ralph Breitenstein, MD, requested a motion to adopt Resolution 23-01 for the budgeted amount of \$18,048,238.:*

*Bonnie Saxton moved to approve the motion. David Long, MD seconded.*

Yeas	4
Nays	0
Absent	1
Abstained	0

Public Hearing ended at 4:37 p.m.

**RECOMMENDATION FOR SELECTION OF STARS ARCHITECT:**

Jon Conner, Facilities Director reported that the selection committee has interviewed and evaluated those three architectural firms proposing their services for the Samaritan Treatment and Recovery Services (STARS) project. Based on the scoring matrix set forth in the Request for Proposal that was issued the committee is recommending the firm of Clark Kjos for architectural and engineering services.

*Chairperson Ralph Breitenstein, MD, requested a motion to approve Clark Kjos Architectural firm for the STARS project. David Long, MD moved to approve Clark Kjos Architects Firm. Chris Carlson seconded. Motion carried by unanimous voice vote.*

**LEGAL REPORT FROM COUNSEL:** Jim Shepherd reported that the Samaritan lawsuit against Neenan for the mediation date has been moved to November 30 and December 14, 2022. A mediation is a settlement conference with discussion about weaknesses and strengths of cases. Trial is scheduled for a six-week period in July 2023.

Apple Peddler lease 4<sup>th</sup> Addendum was discussed at the last month and Samaritan agrees with the lease and the Board should expect a signed agreement in the next couple of weeks.

**PCHD FOUNDATION REPORT:** Ursula Marinelli presented the PCHD Foundation Executive Directors Report for June 21, 2022, which included funding from the PCHD Foundation since July 1, 2021, for Quality and Service Excellence, Employee Engagement, Sustainability, and Community Partnership. A gala is planned in December but are cautiously approaching the event taking reservations but not taking funds until the event can be confirmed.

**HOSPITAL REPORT:** Jane Russell, COO reported that on June 7<sup>th</sup> a live Cascadia disaster drill was conducted to test our ability to establish incident command and establish a green triage/treatment area in our 2<sup>nd</sup> floor clinics.

We are now involved in discussions with an ambulance service provider to see if they can meet our needs for interfacility transports from our coastal hospitals and across our system. Existing ambulance service providers are struggling with staffing and other sites across our system are likewise experiencing extended transport wait times leading to patient safety issues. More information regarding patient transfers will be provided at the next meeting.

The week of May 31, Oregon Health Authority conducted a nurse staffing survey at SPCH. We anticipate a report within 30 days and are preparing for our response plan.

In addition, Jane Russell also reviewed the Samaritan Pacific Health Services (SPHS) Quality & Service Excellence statistics for the following: Inpatient, Emergency Room, Primary Care Clinics, Specialty Clinics, Support Services, Community Partnership, Sustainability, and Employee Engagement.

**CONSTRUCTION/ FACILITIES UPDATE:** Jon Conner reported that now that the STARS building architect selection is made, he is working with Carrie Connelly to start the general contractor selection process. WL Thomas came into the hospital to do an environmental survey of the building with samples from walls, floors, and ceilings to confirm no asbestos. The report came up clean. It would cost an estimated amount of \$400 to \$500 for upkeep on the property landscape maintenance. A deliberate pause will be taken at the end of the schematics design to determine what the cost will be for construction. Selecting the general contractor will require an RFQ for qualifications. Responses will be reviewed for those qualified for the position. An outline for the project will be provided for the general contractors to provide a proposal for evaluation and selection.

**BOARD ITEMS/ADMINISTRATIVE REPORTS: N**

**SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO):** SDAO trainings are being held in August.

**PROPOSED 2022-2023 BOARD POSITIONS:** Ralph Breitenstein presented the proposed 2022-2023 Board positions:

**Slate of officers for 2022-2023 are:**

Chairperson: Aimee Thompson

Vice Chair: Chris Carlson

Secretary: David Long, MD

Treasurer: Bonnie Saxton

Member at Large: Ralph Breitenstein

Yeas 4

Nays 0

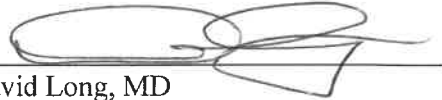
Absent 1

Abstained 0

**Meeting adjourned: 5:18 p.m.**



Catherine Macnab, Recorder  
PACIFIC COMMUNITIES HEALTH  
DISTRICT



David Long, MD  
PACIFIC COMMUNITIES HEALTH  
DISTRICT