

**LEWIS COUNTY HOSPITAL DISTRICT NO. 1
BOARD OF COMMISSIONERS' SPECIAL MEETING**

November 10, 2015 at 11:00 a.m.
Morton General Hospital
Conference Room 1 & 2

MINUTES

PRESENT: Board Chair Sheri Hendricks, Commissioner Marc Fisher, Secretary Kenton Smith, Commissioner Judy Ramsey, Interim CEO Bob Campbell, Olivia Crouch, Angela Folkers, Ben Kniola and Executive Assistant Shana Garcia.

CALL TO ORDER

Board Chair Hendricks called the meeting to order at 11:30 a.m.

READING OF THE NOTICE OF SPECIAL MEETING

Board Chair Hendricks read the special meeting notice.

NEW BUSINESS

The auditors reviewed the exit conference packet with the board. The two audits performed for the District included an accountability audit for 2014 and a financial statement audit for 2014.

The auditors recommended the District file its annual reports in a timely manner, as well as to improve internal controls over financial operations. Ben Kniola reviewed how to improve internal controls over financial operations in payroll, cash receipting and other disbursements.

Angela Folkers recommended we clean up our capital asset list and that though the District did not correct these errors in 2014 that they will be corrected in fiscal year 2015.

The auditors addressed the investigation on the personal use of the hospital credit card that was reported. Since the investigation the hospital has updated their credit card policy and added language prohibiting personal use of the hospital credit cards. The auditors recommended that we continue to ensure adequate oversight and monitoring of the credit cards to safeguard public resources.

Overall, the District had a clean audit.

ADJOURNMENT

Commissioner Fisher moved and Commissioner Ramsey seconded to adjourn the meeting at 12:30 p.m. The motion passed unanimously.

Respectfully submitted,



Kenton Smith
Board Secretary