

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2  
Meeting of the Board of Commissioners  
**December 22, 2022**  
East Adams Rural Healthcare  
Conference Room  
Ritzville, WA

- I) Call to Order
- II) Additions or Corrections to the Agenda
- III) Public Comment
- IV) Approval of Minutes-Regular Board Meeting November 17, 2022
- V) Consent Agenda
  - i) Chief Nursing Officer Report
  - ii) EMS Report
  - iii) HR Report
  - iv) Quality Report
- VI) Medical Staff Report
- VII) CEO Report
- VIII) Committee Reports
  - i) Finance Committee
    - (1) Financials – November
    - (2) Approval of Warrants and Vouchers
  - ii) Building Committee
  - iii) Compliance Committee
- IX) Old Business
  - i) Daycare
- X) New Business
  - i) Resolution 22-06; Authorize disposal of surplus items
  - ii) Board Retreat
- XI) Public Comment
- XII) Executive Session; Medical Staff Credentialing
- XIII) Next Board Meeting January 25, 2023 at 5:30 p.m.
- XIII) Adjourn

ADAMS COUNTY PUBLIC HOSPITAL DISTRICT NO. 2  
East Adams Rural Hospital  
903 S. Adams  
Ritzville, WA 99169  
Meeting of the Board of Commissioners  
November 17, 2022

PRESENT:	John Kragt	Chairman
	Eric Walker	Commissioner
	Stacey Plummer	Vice Chair
	Jerry Crossler	Commissioner
	Dan Duff	Commissioner/Secretary
	Corey Fedie	CEO
	Kimberly Polanco	CFO
	Jackie Mathis	Interim CNO
	Nelson McKay, MD	Physician

GUESTS: Kelly Wiggins, Colene Hickman

There were no community members present.

John Kragt, Board Chair, called the meeting to order at 5:30 p.m.

**INTRODUCTIONS-** None

**ADDITIONS AND CORRECTIONS-**

Remove Executive Session

**PUBLIC COMMENT-**None

**APPROVAL OF MINUTES**

The October 26 Board Meeting, November 9 Special Meeting and November 10 Public Hearing meeting minutes were presented. Commissioner Eric Walker made a motion to approve the October 26<sup>th</sup> Board Meeting, November 9 Special Meeting and November 10 Public Hearing meeting minutes. Commissioner Dan Duff seconded. The motion passed.

**CONSENT AGENDA:**

John Kragt, Board Chair polled the Board if they would like anything moved from the Consent Agenda to the regular agenda. The Board did not request anything to be moved.

## **MEDICAL STAFF REPORT:**

Dr. McKay reported that things have been very busy with EPIC. There are several EPIC/Multi-care staff here assisting. Patient volumes are up. Butterfly is here. Providers now have the code to get into the education piece, Cooper the radiology tech got the machine up and running and it is ready for providers to start training on. There was discussion regarding holiday coverage. All holidays are covered through the end of the year. Providers began discussing details of the retreat that will be coming up in January. Dr. McKay then explained that there was a discussion regarding COVID treatments being offered from the pharmacy as a take home pre-pack on the ER side instead of on the clinic side. Dr. Sackmann and Dr. McKay will talk to local pharmacy about possibly dispensing. Overall things have been a little chaotic and busy but everything is moving in the right direction.

## **CEO REPORT- See attached**

The biggest news is EPIC. The other big news is a new CNO. We have extended an offer to one of the CNO candidates and they have accepted. Her name is Charlene and she will begin on January 2. There will still be some transitioning time with Jackie. Charlene comes with a lot of experience and is excited to join us. She has experience with new services lines and staff training. John thanked Jackie for her work and swing bed admits. Jackie said that we currently have three swing bed patients and just took a respite care patient. Jackie has some upcoming interviews and Passport has a few possible nurses that would be available in late 2023 or beginning 2024.

Corey shared that we have had a Speech Therapist reach out to apply and would like a two-year contract. John shared that the school district's Speech Therapist has resigned. The Speech Therapist that reached out is currently in a contract with a school district in Spokane. John suggested looking into paying a fee for a breach of contract to get her here sooner.

## **COMMITTEE REPORTS**

### **Finance Committee- See Attached Report**

## **CFO REPORT - See attached**

Board Chair John Kragt had questions about the census of swing bed patients and when we would see the revenue from those patients. Kim said that she does account for it conservatively for the current month and that is why the month end is positive. We will actually receive the cash in November or December. John asked where we would see that on the report. Kim explained that it would show under the deductions from revenue line. When the cash is collected, it reduces the deductions. There was a discussion on the different reimbursement rates. Kim explained that by doing it this way there are not so many huge swings in the financials. Vice-Chair Stacey Plummer asked what the difference is between the Medicaid and Medicare reimbursement rates are. Colene explained that Medicaid does reimburse but not near as much as Medicare. John asked what the max number of swing bed patients we could admit was. Jackie said we could admit 8-10. Commissioner Eric Walker asked what has changed. Corey explained that we could now admit some more difficult patients because we have purchased some additional equipment, providers are more willing to admit and some staff training has been done. Corey explained that we have definitely seen an increase in admits. There are several people that have helped contribute to that and there has been some learning and education that is being shared amongst the team regarding what patients we can take, insurances that can be billed and what we can charge for.



Kim Polanco reported that there was a net gain of \$631,321 for the month. The District has 198 days cash on hand that is still holding steady. AR days and collections continue to increase however, cash payments will probably decrease through the end of the year due to transitioning. October expenses were 15% over budget primarily due to contract nursing and equipment for projects. Productivity is the same other than swing bed admits. We anticipated that there would be a decrease in patients while implementing EPIC however, that has not been the case. Patient volumes are still high. John commented on the providers numbers for the month. Dr. McKay had a record month. The over 120 days stayed the same. Kelly Wiggins is still working on the accounts in the old system and Colene is working on the current. There was a brief discussion on the amount of billers that are employed by the district and medical records staff. Colene explained that the amount of contracted coders would decrease now that we have the new EPIC system. Colene explained how My Chart works and how patients are able to schedule their own appointments.

### **WARRANTS & VOUCHERS: EARH**

Commissioner Dan Duff presented the following warrants for approval Accounts Payable Warrants #064840 to #065018 for \$744,386.87 and an additional \$388,281.68 for payroll direct deposits and \$136,576.81 for payroll tax deposits. Vice-Chair Stacey Plummer made a motion to approve. Commissioner Eric Walker seconded. Motion passed unanimously.

Kim Polanco requested the Board approve a bonus on a set amount for the staff based on FTE status. Full time staff would receive a \$2,000 bonus and anything less than full-time will receive ½ of that. There is a 4% increase included in the 2023 budget, as well as, the potential of an additional 2% in July that will be reviewed at that time based on inflation. It was discussed at Finance that it could be beneficial for staff to receive the bonus before Christmas. Kim would like to have approval for a set amount based on FTE that would be issued within the next three weeks. Commissioner Eric Walker asked who would be excluded from the bonus. Kim explained that everyone that is paid through our payroll system would be included except for the Board. No one who is contracted would be included. Board Chair John Kragt asked what the Finance committee thoughts were. Commissioner Dan Duff said that he agreed with Kim's thought process. Commissioner Jerry Crossler is in agreement with the two separate increases. Jerry Crossler was not entirely happy with the way the bonus would be paid out however; he agreed that he would go along with majority vote. John Kragt shared his perspective that he would like to give a bonus to everybody as a flat rate rather than a performance percentage based increase. It would be more of a thank you to everyone for sticking it out and we have a good year. Commissioner Eric Walker shared that he likes the idea of doing a flat rate because it is a higher benefit for those that make less. John explained that it makes sense doing it as a flat rate. That way everyone gets the same amount. Kim said that the message is important that we have all worked equally hard this last year as a team. Commissioner Eric Walker asked what the timeline would be to get the bonus paid out. Kylie Buell, Executive Assistant said that it could be done as early as next week. It could be ran as a separate payroll and pay out on Friday, the same day as regular payroll. Commissioner Dan Duff made a motion to pay FTE based \$2,000 bonus to all staff on Payroll excluding the Board. Commissioner Eric Walker seconded. The motion passed unanimously.

### **BUILDING COMMITTEE-**

Corey shared that proposals came in for the Master Planning. Corey is not happy with them; he would like to do an official RFP.

### **COMPLIANCE COMMITTEE-Nothing to report**



## **OLD BUSINESS**

Daycare: John asked if there has been any further communication with the current owner of the nursing home. Corey said that he has spoken to him and he is talking with the development people and private parties. Corey is meeting with the ministerial association in December.

## **NEW BUSINESS**

2023 Budget: Kim Polanco went over the summary of the budget. There is a bottom line of \$100,000. Total margin is about break even. There are some open positions that are getting close to being filled. Operating margin is a -14.9%. John questioned the number of FTE's listed. It shows that we have 52 projected FTE'S but on another page it shows 74. Kim explained that the formulary in the key statistics did not pull across correctly. John said that we should be proud that we employ 74.8 FTE's and are anticipating 79.8 FTE's for 2023. We are the largest employer in our hospital district. Kim went over the capital budget. There are some capital expenditures being budgeted for 2023. There is a C-Arm and CT scanner on the list. There is an estimated quote of \$430,000 and there will be some salvage that can be recouped from our current. We are currently at 16 slice and we would like to go to 40 slice. In the future, we can upgrade the software to upgrade to an 80 slice. There was discussion about whether to buy refurbished or new. It is not a critical need at this time however; it is something we need to be thinking about in the near future. Kim went on to discuss the need for an additional transport van. The old van will be seen on a surplus list soon. We would like to have two in production. John asked if we would have two drivers available. Corey said that we would. Corey explained that we are waiting to hear back on a grant that would cover an electric vehicle. We applied several months ago and are just waiting to hear back. John asked about the phone system that was on the capital expense list. Kim explained that are phones are extremely outdated. We would like to get a VOIP phone system. When implementing EPIC they tried to do an upgrade to the phone system and it crashed the system so we had to reverse the upgrade. In order to update our server we need to upgrade our phone system. Commissioner Eric Walker suggested reaching out to the foundation. They have funds in their account. There was a discussion about how to get the foundation going again. Commissioner Dan Duff will reach out to Shelly Kramer and see what the Board can do to help her. Kim wanted to point out that the budget was based on a swing bed census of two. We of course want to do more but want to be conservative. There was a discussion regarding profit margins and pain management services. John discussed FTE's and if we could project 100 FTE's. Corey and Kim agreed that if we bring in additional services then it is possible in the next five years. Commissioner Eric Walker suggested having a CEO report in the newspaper on a monthly or quarterly basis. Commissioner Eric Walker made a motion to approve the 2023 budget as presented with the amended FTE's. Commissioner Dan Duff seconded. The motion passed.

RFP Process: Corey did not believe that Board has to give official approval but he would like overall agreement to move forward. Corey explained that part of the mobile clinic funding included adding a garage to house the mobile clinic. Corey would like to add that to the EMS building and include some sleep rooms and kitchen. John suggested that Corey go ahead and move forward with getting the RFP for design. Corey asked if the Board was okay with the location and idea. John said he would like to have the kitchen on site. Corey explained that we have some congressional funding with a deadline of 2025 to spend. John suggested having a design firm come in and look at potential space for the kitchen on site. Corey said that would be three to four years out. There was discussion about the conference room being converted into the kitchen and finding another location for the conference room. There was additional discussion about possibly bringing in portable buildings. Corey will get some additional information and present it to the Board for next month. Corey explained the process of Master Planning.

Capital Purchase Request: Kim presented a capital purchase request for a used 2008 ambulance. We have an ambulance that is getting ready to go in for a new chassis and will be out of commission for a brief time and a 2006 Ford ambulance is in need of repairs totaling \$46,000. We need to have two ambulances in services. The cost of the used 2008 ambulance is \$42,000 delivered less \$10,000 for trade-in of 2006 Ford ambulance plus \$13,500 for new graphics and \$4,500 tax and freight with a total purchase price of \$50,000. John asked if the vehicle has, DEF. Corey explained that for a diesel it has to do a recycle. Commissioner Eric Walker made a motion to purchase the used 2008 ambulance. Vice-Chair Stacey Plummer seconded. The motion passed.

**PUBLIC COMMENT-None**

Commissioner Eric Walker made a motion, seconded by Vice-Chair Stacey Plummer to adjourn the meeting. The motion passed.

The meeting adjourned at 7:02 p.m.

Respectfully submitted,  
Kylie Buell, Executive Assistant





# East Adams Rural Healthcare

903 South Adams  
Ritzville, Washington 99169  
509-659-1200

CNO Report to the Board

Board of Commissioners  
East Adams Rural Healthcare  
October 17<sup>th</sup>, 2022

October has brought much change to our facility with the addition of new staff, intensive EPIC training, and preparations for launching the mobile clinic. Clinical staff has had a huge task in attending multiple trainings while still maintaining business as usual and staffing shifts. Multicare and EPIC teams have been great partners in pushing through the last few weeks to make sure we met our timeline and went “live” on schedule. It has been a long and exhausting process and it is a relief to see the light at the end of the tunnel. Although the staff is fatigued, they are still excited for the launch of this new system and the continuity of care it will ultimately bring.

New nursing staff that have on-boarded include one full-time NAC and we welcomed back a previous employee to a PRN NAC position as well. Two more nurses from PPUSA have been interviewed and offered potential contracts and two local nurses are scheduled for interviews in November. The agency nurse that worked with us through October will be staying on in November to help with our EPIC transition, as she has prior EPIC experience and is assisting in training and additional floor support. CNO interviews have concluded over the last two weeks, and I am extremely pleased that we had three very strong candidates in the running for this position. As you can imagine, I am particularly invested in seeking an excellent candidate and am confident that whomever we on-board will bring positive changes to East Adams.

Our swing bed program has continued to be strong through October with an average census of 3.9 patients and 121 Medicare swing bed days for the month. This is an increase over year to date from an average of 1.6 from the previous nine months. We are continuing to pursue all referrals and following up with local patients that have been transferred out from our ER. Referrals continue to be few and far between, but we are hopeful with EPIC, marketing, and other small changes that we can increase our visibility and track where patients are going to increase this in the future.

Lastly, as we enter the holiday season I am confident we are making strides as a facility to implement long-lasting positive changes. I am thankful for a supportive team that I can rely on to help keep things moving forward even when everything has been hectic and chaotic at times. I am thankful especially to those staff members who have been flexible, helpful, and cheerful, as it truly makes my job a lot easier when our people are working together as a team. I feel hopeful that we are making progress as a facility and look forward to seeing how these changes are going to positively affect our staff and our community going forward.

Thank you for your continued support as I serve in this role.

Respectfully,

Jacqueline Mathis, Interim CNO



AMBULANCE RUNS NOVEMBER 2022								
UNIT	TRANSPORT	EARH	REFUSAL/ NON- INJURY	CANCEL/ UTL	TREAT & RELEASE	OTHER FACILITY	LIFT ASSIST/ Standby	TOTAL
3	0	0	1	1	0	1	0	3
4	3	20	14	4	1	1	1	44
6	0	0	0	0	0	0	0	0
7	1	0	1	1	0	0	0	3
ALL	4	20	16	6	1	2	1	50
UNIT	STARTING MILEAGE	ENDING MILEAGE						TOTAL MILEAGE
3	90913	91104						191
4	165108	166081						973
6	58206	58200						0
7	24264	24451						187
ALL								1,351

2021 YTD Total 761 runs

2022 YTD Total runs **643**

**85% Complete**

Month 2021 52 runs

Month 2022 50 runs

Increase/Decrease of -2 from

MUTAL AID SPRAGUE – 1 – Patient left the scene







# East Adams Rural Healthcare

903 South Adams  
Ritzville, Washington 99169  
509-659-1200

CEO Report to the Board

Board of Commissioners  
East Adams Rural Healthcare  
December 22<sup>nd</sup>, 2022

Welcome to the holidays! Post EPIC Implementation has been a whirlwind with many challenges and a lot of fun holiday events. EPIC continues to go well and we continue to improve it every day as we work through issues. Both EARH and MultiCare staff have worked diligently to keep forward momentum. We continue to expect some challenges for a number of months ahead, but by this time next year, we should be running smoothly.

We held a Thanksgiving celebration with staff as well as the board after the November board meeting. Staff designed and decorated Christmas trees to raise funds for the Adams County Pet Rescue and the Giving Tree. A total of \$350 was generated. We also built a float again this year for the Christmas parades. We participated in both Lind and Ritzville again this year. We also held our holiday party December 9 at the Legion Hall. Porky's catered dinner. They provided a wonderful meal with a great staff. We had a great turnout and everyone had a good time.

The Grand Columbia Health Alliance has officially hired an Executive Director. His name is Mark Donaldson and he has broad experience in healthcare including work with MultiCare in Spokane. Next steps are to file non-profit status with the state so the GCHA can begin providing services to its members. Mark is charged with getting this completed and then developing several service lines we have identified in 2023 that the GCHA can provide its members.

Our new Chief Nursing Officer, Charlene Morgan will start January 9. She has over 30 years of nursing experience and over 10 years of experience as a Chief Nursing Officer. She joins us from Colfax WA and is originally from Louisiana. We are excited to have her on board and look forward to her leadership. Jackie will continue in the interim role until then and help transition Charlene for a period after her arrival.

Lastly, the end of the year is here and this year has been amazing for EARH. We look forward to finishing the year strong and the opportunities that will come in 2023.

As always, it is a privilege to serve the board and our community.

Respectfully,

Corey Fedie, CEO

**ADAMS COUNTY PUBLIC HOSPITAL DISTRICT #2  
ADAMS COUNTY, WASHINGTON**

**RESOLUTION NO. 22-06**

RESOLUTION OF THE BOARD OF COMMISSIONERS OF ADAMS COUNTY PUBLIC HOSPITAL DISTRICT NO. 2 (the "Board") for the following purposes: to authorize the disposal of surplus items;

WHEREAS, the equipment on the attached list is surplus to the District and the Administrator desires to dispose of this property in the most appropriate manner, and

WHEREAS, the Administrator will make a reasonable effort to obtain value for the equipment, and,

WHEREAS, the public interest is served by disposing of this equipment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Adams County Public Hospital District No. 2 hereby approves the disposal of the attached surplus list.

PASSED, APPROVED AND ADOPTED this 22<sup>nd</sup> day of December 2022, at a regular open meeting of the Board of Adams County Public Hospital District No. 2 with the following Commissioners being present and voting:

\_\_\_\_\_  
John Kragt, Chairman

\_\_\_\_\_  
Jerry Crossler, Commissioner

\_\_\_\_\_  
Stacey Plummer, Vice Chairman

\_\_\_\_\_  
Dan Duff, Secretary/ Commissioner

\_\_\_\_\_  
Eric Walker, Commissioner





## Surplus Personal Property Disposal Form

*This form is for items in "poor" or "scrap" condition. Please see the definitions and follow the instructions on the back of this form.*

Date 12/8/2022

Requestor Todd Nida

Department Facilities/Supply Chain

Qty	Asset #	Serial #	Mfr.	Model	Description
1	234234	P510523-A9	DATASCOPE	PASSPORT X6	PATIENT MONITOR / SCRAP
1	233083	P65141-87	DATASCOPE	PASSPORT X6	PATIENT MONITOR / SCRAP
1	686881	F1527	INVIVO - MDE	?	PATIENT MONITOR / SCRAP
1	234235	PG11744-88	DATASCOPE	PASSPORT X6	PATIENT MONITOR / SCRAP
1	228973	F1998	INVIVO - MDE	?	PATIENT MONITOR / SCRAP
1	20126215	BK1312200089	CONTEC	?	PATIENT MONITOR / SCRAP
1	20126216	BK1312200280	CONTEC	?	PATIENT MONITOR / SCRAP
1	2362		NEOMEDIC	?	POWER PRESS UNIT / SCRAP
1	229759	793	GAYMAR	?	PUMP /SCRAP
1	229749	779	GAYMAR	?	PUMP /SCRAP
1		SHNKB72X5T404479	2005 Chevrolet	Venture Van	POOR: Handicap transport van, needs engine and body. Drivers seat is broke out of the floorboard. Lower trim pieces are missing and need replaced. Engine is in need of tune up and repairs. Front wheel bearings and A-arms need replaced. Lift ramp in need of service. Vehicle paint is oxidized and needs repainting. Front windshield is broken. Battery is shot, has 85,084 miles

1	1D7HU1804S756487	2004 Dodge Ram	1500 4x4 double cab	POOR: Former service truck. Miles 183,449. body exterior has major rust out issues, lower door panels, cab corners, rear wheel wells and tailgate. Paint is bad. Front ball joints and A-arms are shot, battery is shot, main front seat is brok down and needs replaced, front windshield is broken, transmission slips, front transaxles need replaced.	
1	1GDXE45FX3HB64748	2003 Ford Van	E450 Super Duty Bus	Wheelchair access, transport bus from old Care Center. Miles: 137091. has a bad short inside the dash, wiring harness needs repair. Is not used any longer due to short in system that causes the wheelchair lift to malfunction	
2	000824, 000720	?	flow meter	obsolete	
1	D0891706918	V9615300461	RICOH	AFICIO MP C5501	COPIER WITH SORTER - OBSOLETE
1		E219219	SPAN-AMERICA	MATTRESS PUMP	OBSOLETE
1				MATTRESS	OLD TWIN BED SET - POOR
5					PORTABLE CAMMODES - OLD
1					PORTABLE DEHUMIDIFIER - POOR
1					OLD/OBSOLETE AIR MATTRESS PUMP
1	779	TP 200 12 0352	GAYMAR INDUSTRIES	T/PUMP	PNEUMATIC COMPRESSION PUMP - OBSOLETE
1	2362	P1000T91611-7	NEOMEDIC	P1000-T	OLD PORTBLE LAB CHAIR
1			?	?	MISC CHAIRS - POOR, DEGRADED
8					ROLL AROUND MEDICATION CABINET - OBSOLETE
1					MISC BROKEN OFFICE CHAIRS - NOT USABLE
5					Pressboard and metal shelving pieces, from 2 - 5 units
?					old bedside tables - poor
5					MODEL 12180 OBSOLETE
1					
1	OC5851622	EZ WAY	EZ CHARGER		

The signatures below ascertain that the condition of the above listed items are in "poor" or "scrap" condition and authorizes their disposal. Also, the signatures below certify that the equipment listed is free of any Protected Health Information (PHI), radioactive, and hazardous materials.


Signature of Department Manager

Printed Name of Department Manager

  
Todd Miller

Signature of CFO or Designee

Printed Name of CFO or Designee

  
Kimberly Polanco



## Instructions:

### Definitions

Condition	Definition
Poor	Used equipment that has deteriorated in condition and/or appearance and that may require major repairs. Computer equipment is considered in poor condition if: repair is necessary, it no longer has a useful life, it is not able to run current operating systems, it is not able to run current software applications.
Scrap	Used equipment that has been cannibalized for parts or requires significant repairs for which parts are not available.

### Initiate the Removal of Items in Poor or Scrap Condition

1. Verify that items meet the definition of either poor or scrap.
2. Remove all miscellaneous, non-related items found in or on the item, secure any moving parts, drain any reservoirs and remove any liquid ink and/or chemicals, gases, or powders.
3. If the item is attached to the building and/or it is necessary to disassemble or disconnect utilities from it, please contact the Maintenance Department.
4. Be certain to list any asset numbers so the Finance Department can update the inventory records.
5. The request for disposal must contain two authorized signatures.
6. Either complete the form by hand or type in, print the form and have it signed.
7. Scan a copy for your records.
8. Give the original form to the Chief Financial Officer.



East Adams Rural  
Healthcare

### Surplus Personal Property Disposal Form

*This form is for items in "poor" or "scrap" condition. Please see the definitions and follow the instructions on the back of this form.*

Date 06/08/2021

Requestor Beth Passmore

Department IT

Qty	Asset #	Serial #	Mfr.	Model	Description
1	3049	MXL5260MG6	HP	PRODESK	DESKTOP
1	3119	2UAS2926XN	HP	ELTEDESK	DESKTOP
1	2443	2UA34815GV	HP	PRO 3500 SERIES	DESKTOP
1		MXL4241BHS	HP	PRO 3500 SERIES	DESKTOP
1		B5Q1WNI	DELL	OPTI PLEX 780	DESKTOP
1	3165	BSCAXR1	DELL	OPTI PLEX 990	DESKTOP
1	2439	6VFOBZ1	DELL	OPTI PLEX 9020	DESKTOP
1	2441	6X1R821	DELL	OPTI PLEX 9020	DESKTOP
1	3139	PCM83006	HP	ELTEDESK	DESKTOP
1		6TGRPW1	DELL	OPTI PLEX 9010	DESKTOP
1		Z3123700727	ZEBRA	ZXP SERIES 3	BADGE PRINTER
1			STAPLES	17466	LAMINATOR
1	2083	28WRYD1	DELL	OPTI PLEX 755	DESKTOP
1	3037	P8KWEZ2	LENOVO	THINCCENTRE	DESKTOP
1		47Q1WNI	DELL	OPTI PLEX 780	DESKTOP
1		5D078719	SHARP	EL-2192RII	ELECTRONIC CALCULATOR
1		VNB3820204	HP	LASERJET	PRINTER
1	3030	PHGD52186	HP	LASERJET	PRINTER
1		PHBHB37354	HP	LASERJET	PRINTER
1		VZRP134086	EPSON	XP-330	PRINTER
1		VZRP113053	EPSON	XP-330	PRINTER
1	3143	BSQTXR1	DELL	OPTI PLEX 990	DESKTOP
1	2030	RS209312	FUJITSU	LIFEBOOK	LAPTOP

1	2025	RS210696	FUJITSU	LIFEBOOK	LAPTOP
1		R7911604	FUJITSU	LIFEBOOK	LAPTOP
1	3038	PBKPXWB	LENOVO	THINKCENTRE	DESKTOP
1		BFK8TR1	DELL	OPTIPLEX 780	DESKTOP
1		CNDXB05304	HP	LASERJET	PRINTER
1		VZRP109795	EPSON	XP-330	PRINTER
1	3039	5CG411DY55	HP	350 G1	LAPTOP
1	3145	5CG43720IN	HP	PROBOOK	LAPTOP
1	2299/2300	92843L1	DELL	LATTITUDE	LAPTOP
1	2298	23D43L1	DELL	LATTITUDE	LAPTOP
1		5CG4411DY85	HP	350 G1	LAPTOP
1		ML-HGXZ2	LENOVO	THINKPAD	LAPTOP
1		202MXG1	DELL	LATTITUDE	LAPTOP
1	3046	F3NOWU180704126	ASUS	TP500L	LAPTOP
1		PF-00BPHE	LENOVO	THINKPAD	LAPTOP
1	2447	PF-00BSPJ	LENOVO	THINKPAD	LAPTOP
1	2448	PG-00BQVA	LENOVO	THINKPAD	LAPTOP
1	3042	5CD5236FYJ	HP	PAVILLION	LAPTOP
1		ML-HGWT3	LENOVO	THINKPAD	LAPTOP
1	2246	L3-AZM42	LENOVO	THINKPAD	LAPTOP
1		HZ1MXG1	DELL	LATTITUDE	LAPTOP
1		CPB5811	DELL	INSPIRON	LAPTOP
1		JZ1MXG1	DELL	LATTITUDE	LAPTOP
1	3142	5CG5041XD9	HP	PROBOOK	LAPTOP
1	3047	F3NOWU146112128	ASUS	TP500L	LAPTOP
1	3041	5CD5235VKJ	HP	PAVILLION	LAPTOP
1	3159	3812XV1	DELL	OPTIPLEX 990	DESKTOP
1		MXL4250VTC	HP	PRO 3500 SERIES	DESKTOP



The signatures below ascertain that the condition of the above listed items are in "poor" or "scrap" condition and authorizes their disposal. Also, the signatures below certify that the equipment listed is free of any Protected Health Information (PHI), radioactive, and hazardous materials.

Signature of Department Manager  
Printed Name of Department Manager

  
Elizabeth Passmore

Signature of CFO or Designee  
Printed Name of CFO or Designee

  
Kimberly Polanco