

Board meetings are open to the public. Regular Board meetings are scheduled monthly, generally on the last Wednesday of the month at 06:00. The meeting schedule is chosen and published at the December meeting. Ten minutes of the Regular Board meeting is reserved for public comment. Should there be available time after all the business is conducted, the Board may, at its discretion, provide more time for public comment. We ask that you hold your questions or comments until the Chair indicates he is ready to address them.

The Board holds evening meetings in addition to the regular meetings. Dates and times for those meetings will be posted in the *Monroe Monitor* and the *Everett Herald*, and will be posted on the Board display outside the Godard Room at Valley General Hospital.

Should you have documents to present to the Board please provide **four copies**, one for each of the three Commissioners and one for recording into the minute book. To avoid confusion, please hold on to your documents until the Chair asks for them.

In addition to the information you will receive at the meeting, more information is available on our Web site: www.valleygeneral.com. You will find our current classes, new programs, highlights on physicians, Board meeting dates and times, Board minutes, and much more.

Attached to this letter is a form to request copies of specific documentation, ask a detailed question, or to assist supporting the hospital. You may also request information by contacting Norma Walker, the Board's Executive Assistant and Public Records Officer (email: nwalker@valleygeneral.org, or by US mail at the bottom of this letterhead). **All requests must be in writing.** Please remember that it takes time to search for responsive documents and determine whether any of the responsive documents are subject to applicable exemptions. There may also be a fee associated with obtaining the documents, which will be conveyed to you before hand.

You may contact the commissioners by email at commissioners@valleygeneral.org or by the US mail address at the bottom of this letterhead. Although their personal contact information is available, we ask that their privacy be respected as they have lives and jobs outside of Valley General. The commissioners prefer to be contacted via email or US mail and will respond to your questions or concerns quickly.

We value your time and commitment to Valley General Hospital. As a public hospital, the support of our community is essential for our success.

Sincerely,



Neil Watkins
Chair, Board of Commissioners

