

BOARD MEETING MINUTES

Date: April 15, 2020

Time: 7:00 p.m.

Place: ZOOM Meeting, <https://zoom.us/j/375320938>

Present: Tom Langland, President
Don Wolczko, Secretary
Eric Pryne, Position 2
LeeAnn Brown, Position 3
Jojo Weller, Administrative Director

Absent: Wendy Noble, Position 4

1. Call to order at 7:02 p.m.

Ms. Weller will take up the duty of preparing the agenda from now on.

2. Approve/Amend April 01 Agenda

Commissioner Brown motions to approve agenda and President Langland seconds the motion:

“I motion to approve the agenda for this evening.”

AGENDA APPROVED 4-0

3. Approve/Correct April 01 ZOOM Regular Meeting Minutes

Secretary Wolczko motions to approve minutes and Commissioner Pryne seconds the motion:

“I move to accept them.”

MINUTES APPROVED 4-0

4. Public Input, up to 15 minutes, collectively

No public input.

5. Old Business/Committee Reports

STAFF AND PROFESSIONAL SERVICES: President Langland who is part of the search committee for the Superintendent position updates the Board. There are 16 serious applicants that support a job the district is advertising for. He and Commissioner Noble are very grateful for Patricia and Alan who have knowledge and experience with vetting candidates for high performing positions to join the committee and they have taken the lead. Of the 16 applicants the committee have decided on six names. Alan organized a 30-minute phone interview with the six top applicants and put together a summary of each applicant's strengths and weaknesses. Currently, there are four very highly qualified candidates who will be offered to interview. The committee would like to have the interview open to the public. They are structuring interview questions to share with the commissioners. They would like to plan the interview in about two weeks encouraged to have some solid talking points for the May 06 regular meeting.

Commissioner Pryne remarks that interviews fall under executive session and that this could also be an option. Jojo Weller agrees and mentions that if the interview is held in open session the commissioners should consider having only one interviewee present at a time to encourage parity.

TEHNOLOGY AND FACILITY: Commissioner Brown reports that the Board should be using @vashonhealthcare.org email with access to Gmail accounts for security and storage reasons. With the email matter near completion the next step is the server set up.

Commissioner Brown reminds President Langland to sign the Statement of No Known Losses for Enduris, the district's liability insurance. Commissioner Wolczko asks if Enduris acknowledged receipt of their warrant (check). Commissioner Brown is not aware they did but will follow up with them.

FINANCE: Banking/Expenditures – the county mailed the first set of warrants to Commissioner Wolczko, he then mailed the checks appropriately. Some commissioners were reimbursed for their district expense as well as a payment to Enduris. He submitted a second voucher request for reimbursement for the business license expense of \$24 to him, Mr. Kunkel's initial consultation fee and for Neighborcare's loss mitigation request of \$152,000.60. President Langland advised when the Neighborcare warrant comes in to hold on to it until Mr. Sporacio responds with the specific memo reference.

Commissioner Wolczko spent some time with the setup of SecureAccess Washington (SAW). SecureAccess Washington is a central login that lets the district access the online services of multiple state agencies. The district now has access to Department of Revenue (DOR), Labor and Industries (L&I), Employment Security and Washington Family Medical Leave Act (WA FMLA). He also received the district's business license and Unified Business Identifier number (UBI). The district's DOR filing for the months since inauguration are due on May 07.

Commissioner Wolczko is working with county and US Bank to setup a Zero Balance Account (ZBA) for payroll outflow, see Resolution 2020-7 A Resolution Authorizing an Auditing Officer to Open A Bank Account for District Payroll.

Secretary Wolczko motions to approve Resolution 2020-7 and Commissioner Brown seconds the motion:

“I motion to accept Resolution 2020-7.”

RESOLUTION 2020-7 APPROVED 4-0

Search for accounting/auditing firm- discussing the options into looking for accounting support. President Langland spoke with Melody at the water district and learned from her that the water district and Vashon Parks uses the same firm. The accounting firm would help the district with setup on GL codes and will be the monitoring entity as well. They would provide the usual accounting support that any business would need. He talked to Marie and her suggestions were Quick Books Online (QBO) with the license through Techsoup which is a nonprofit who offer discounts, suggested a separate payroll service called Gusto, and Hubdoc, a product that extracts key information on receipts, invoices, and bills. QBO would cost \$75 a year for 5 users and payroll service would be \$45 month. President Langland asks Ms. Weller if the fire department uses something similar. She responded that the Fire Chief is the oversight role while she does

the functions of what Marie had described. Ms. Weller recommends seeking proposals from different firms as the district does not have a policy to determine what requirements or guidelines to follow and the best practice would be is to encourage fair and open competition. Ms. Weller will create an RFP.

EXTERNAL RELATIONS: Communication with Neighborcare – none, except from Joe Sporacio regarding what the memo should say.

Commissioner Pryne will give the update on the request for proposal to be circulated among providers that might be interested in serving the island long term. The committee consists of him, Commissioner Nobel and five civilians which four of those five have joined the meeting tonight as well as Mr. Kunkel. The committee hopes to have the RFP written and circulated by early May. They have completed a draft of one key component from a section in the RFP, Vision of Care. Commissioner Pryne reads the description, refer to draft copy of Vision of Care attachment. The committee would like feedback from the commissioners and the community as this is such an important component of the RFP. This draft article is available on the website and there will be a blurb in this week's Beachcomber alerting people to the availability of this draft Vision of Care statement.

Commissioner Wolczko had a question about payers, HMO specific with Kaiser. Commissioner Pryne mentions that Neighborcare sees Kaiser patients. It's the district's aspiration to find a provider who is able to provide services to everyone on the island. Joe Kunkel answers that the committee talked about the role of Kaiser in particular on the island. He believes there's a large number on the island who are Kaiser members. Rather than assume that the Kaiser members wouldn't be able to use the provider there are circumstances where Kaiser will contract for certain services. As the search continues for potential partners ideally it would be great to have a partner who had the ability to lever a contract for Kaiser for very specific services on island.

Joe Kunkel comments that he is super impressed with the level the of competency of the group. Specifically, with their background, knowledge base, and their ability to articulate their thoughts very well. Commissioner Brown is happy to see that behavioral health is on the draft Vision of Care proposal.

Marcie Rubardt notes one of the important shifts made in the last meeting was in framing the RFP. The group wanted to not be in the mind frame of beggars but rather be in the mind frame of having a great opportunity to offer. We have nothing to lose by framing it that way. We can fall back rather than aim low. The question about Kaiser was part in parcel of that in that we would like to have Kaiser cover people seen at the clinic. There are people getting primary care at Kaiser who would welcome coming back to the island if there were a functional clinic structure within the Kaiser system.

Commissioner Pryne notes that the City of Seattle announced that the West Seattle bridge is going to be closed at least through 2021. If we needed any more of an indication that having healthcare on the island was important that really serves to underscore that.

6. New Business

No new business.

COMMENTS: Note that the next Regular Meeting date on the agenda is incorrect. The correct date is on May 06, 2020. President Langland wishes good luck to the committees and to keep up the good work. He also thanks the public for joining in.

Commissioner Pryne motions adjournment and Secretary Wolczko seconds:

“I move we adjourn.”

ADJOURNMENT APPROVED 4-0

Adjourned at 7:59 pm