

## BOARD MEETING MINUTES

Date: May 06, 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  
Wendy Noble, Position 4  
Jojo Weller, Administrative Director

1. Call to order at 7:03 p.m.

2. Approve/Amend May 06 Agenda

Secretary Wolczko motions to approve agenda and Commissioner Brown seconds the motion:

“I move to accept the agenda as is.”

**AGENDA APPROVED 5-0**

3. Approve/Correct April 15 ZOOM Regular Meeting Minutes

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

“I move to accept the minutes as published.”

**MINUTES APPROVED 5-0**

4. Public Input, up to 15 minutes, collectively

Bill Swartz is very pleased with the mission statement. The draft RFP looks very complete and thorough although he has questions on what relationship there might be with Kaiser Permanente. There is a hole with information on account to different organization from other providers.

Debby Jackson thanks the committee for responding to her question which was concerning light urgent care. She is also curious on what is going on with the need's assessment.

President Langland reminds the viewers to reach out to the Board using the email on the website which is monitored by Commissioner Brown. The Board collects all questions and comments and respond to as much as they can.

5. Old Business/Committee Reports

STAFF AND PROFESSIONAL SERVICES:

Regarding the Superintendent search President Langland mentions certain parts of this process will be done in Executive session under personnel matter. The vetting is done by the committee and final interviews by the Commissioners through Executive Session which is within the guidelines for holding an Executive Session. The committee hired three different search agencies and got about 17 qualified responses which winnowed down to four now there are two possibilities. The next step is to open up the selection to the Board of Commissioners in Executive Session through interviews. He mentions that there will be an Executive Session tonight to discuss the applicants. The meeting is expected to last for 10 minutes.

Commissioner Noble adds that they received a very good response and a number of good applicants that were well qualified and she is very excited about these two final applicants.

#### TEHNOLOGY AND FACILITY:

None to report.

#### FINANCE:

Secretary Wolczko notes after having received the warrant for Neighborcare and President Langland queried legal counsel on how to distribute the check it was decided that the check would be voided. The district is currently at -\$2300 due to a donation received from the campaign and Commissioner Brown. Without these donations the district would have been approximately -\$8000 in the hole.

He mentions that Ms. Weller devised an RFP for accounting support. Both he and Ms. Weller had a meeting this afternoon with one of the accounting firms and it was successful. One of the entities respectfully bowed out as they felt they do not have the time to provide the services to us. The other had sent an email inquiring a couple of the details on the RFP but otherwise have not heard back from them.

The Zero Balance Account (ZBA) for payroll is almost complete. He just needs to get a signature from President Langland. This account should be setup by Friday. Ms. Weller had deferred her first paycheck until a system is in place. Once bookkeeping/accounting support is established Commissioner Wolczko and Ms. Weller will get trained and then starting next month at the second meeting of the month there will be a budget report.

President Langland adds the Superintendent search process cost \$1200 instead of the initial budget of \$800 due to the actual cost of recruitment agencies. For this he would like to motion the change in the budget.

President Langland motions to fund remaining balance of recruitment fees and Secretary Wolczko seconds the motion:

“I motion to fund the remaining balance of the recruitment fees of \$400 which brings the total fees to \$1200.”

**BUDGET CHANGED APPROVED 5-0**

## EXTERNAL RELATIONS:

Commissioner Pryne hopes to send the RFP out very soon to potential providers to serve the island. This is a significant milestone as this is what the District and commissioners voted in were created to do. The committee has closely followed the timeline that they have created two months ago with Joe Kunkel along with the outline.

Commissioner Noble presents the RFP timeline and outline plans, see timeline and outline addendums attached. Noting the timeline plan the process is currently at Step 3. This shows what the committee has done so far and the work ahead of them. Noting the outline plan she talked about Step 6, Vision of Care, developed by data from a combination of reviewing the information the committee received from the community through multiple townhall meetings, information on demographics, health conditions on the island, and services of care received and from what location, off island versus on island. This became the central part of the RFP which expresses the values and elements that are critical in the priorities for the healthcare development on the island. The Vision of Care was posted and the community got a chance to comment on it.

Joe Kunkel starts by saying the Board picked a solid group of folks to help with this task. The RFP is a business deal but it is not just a business deal. This is to establish a long-term relationship with a provider in the hopes of not repeating this exercise again. It is not just telling the story through the vision of care but also the evolution of healthcare on Vashon for the last 50 years. This information not only saves a step for the provider but will also inform them of our informed consumer who is very much aware of what's happening in the market. The RFP focuses on primary care along with the level of care and walk in services not just scheduled office visits. To some urgent care isn't about access it's about a level of service. The hours of service are important but the district is not in a position of dictating a business model. It is important they understand what the district is thinking in terms of days of the week and off hours as not everyone fits in an 8:00-5:00 mold. A provider who has a track record with partnerships not just medical partnerships but partnerships with many of the community members whether it's the ems or schools or behavioral health or alternative health community. It's important to find a provider who has that ability. The district needs to incent providers who can either provide care for or provide contract for care for people across the board not just Medicare or Medicaid but the insured population as well. It would be unlikely that Kaiser would be the primary provider given their staff model HMO but it would not be unusual for Kaiser in certain circumstances to contract with local providers. The district is looking to find a partner who is willing to step into this in a phased approach as some of the requirements will evolve over time. There's an opportunity for a provider to come in and not necessarily have to start from scratch. There are existing providers on island who are very interested in staying that creates less of a barrier to entry for some of the potential providers especially with the COVID response.

Lastly, the district will ask very specific questions that the providers will be required to respond to:

- understanding what their organization background is to get a real clear picture of where Vashon fits within their organizational puzzle.
- financial strength
- what is their understanding of Vashon and how they feel about the articulated vision of care
- potential subsidy requirements
- their experience with dealing with multi-care and contracting

- their plan for reporting to the district on a regular basis
- how do they demonstrate their transparency in terms of operations and feedback from community and patients
- how would they take that feedback and drive into their operations
- where are they with electronic records and information sharing not only with patients but what does their EMR provide in terms of seamless communication with tertiary services off island
- interest or willingness to talk about capital investments for the future; The district is interested in a longer-term capital plan over the course of a five-year horizon.

Once the committee makes a recommendation to the Board and assuming the Board accepts the recommendation there's a work plan implementation with a partner who can pull it off in a timely fashion. Mr. Kunkel has been making calls to different health care providers and sending out reminder emails that this RFP will go out so they know it is coming.

Mr. Kunkel reviews the timeline plan. The intent is to issue the RFP this Friday assuming a positive response from the Board. The potential providers will have a 30-day window to respond to the RFP. This will take it out to 08 June which will lead into interviews which the committee is ready, willing and able to help with. Based on the interviews the committee will make recommendations to the Board by the end of June. That would give the district July on for implementation of a work plan. He believes that this is a thorough and solid document and is confident that the district will receive responses that they are looking for. He mentions the latest draft was sent to Brad Berg the district's legal counsel for input and blessing.

Commissioner Wolczko comments the thoroughness and background work, one example is describing the area, though it is peripheral to the central theme it is also critical to be a component of the RFP. He fully supports the document.

Commissioner Brown remarks the professionalism will show the potential providers that the district is serious and ready to do business. She adds the RFP is available on the website located on the front page.

Commissioner Pryne motions to approve the draft RFP President Langland seconds the motion:

"I move to approve this draft RFP for issuance to prospective provider systems as soon as feasible."

**DRAFT RFP APPROVED 5-0**

President Langland thanks Mr. Kunkel for his leadership and expertise and also thanks the committee for their time, commitment and future work with the interviews to come. He notes to the public to keep reaching out to the Board with questions and comments as it is most useful to hear from the community. The email link is found on the website.

## 6. New Business

Audio Recordings of Board Meetings

Ms. Weller would like the Board to be aware that the audio recordings of Board meetings become part of the retention schedule. Commissioner Wolczko had reached out to his contact at Association of Washington Public Hospital Districts (AWPHD) on the correct way of managing the recordings. Per Local Government Common Records Retention Schedule (CORE) Version 4 (May 2017) Disposition Authority Number (DAN) GS2011-175 Rev. 2 the recordings are retained for 6 years then transferred to Washington State Archives for appraisal and selective retention. She would like approval to continue recording the meetings as it allows for accurate minutes on what was precisely said especially when the topic is unfamiliar to her.

Commissioner Noble mentions that some districts only have the audio of their meetings as their posted minutes on their website. No paper documents. Ms. Weller agrees on uploading the recordings to the website and have a simplified minutes document as well. At least to show the actions taken during the meetings.

Commissioner Pryne asks what kind of a burden in retaining these records would impose on our system? Does the district have the capacity and what kind of burden would this impose on staff? Ms. Weller replies there is minimal work it would consist of recording an archive due date on the footage then sending to Washington State Archives on the due date. Commissioner Brown notes that there would be no problem uploading on the web and keeping a file copy on the network.

Ms. Weller and Commissioner Brown will work towards a simplified method and contact Jim Boardman for his counsel on keeping copies on the network.

## **EXECUTIVE SESSION**

The Executive Session was held pursuant to RCW 42.30.110 which provides that the following is outside the scope of a public meeting:

(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The public meeting was closed and the Executive Session opened at 8:02 p.m. The Executive Session was closed and the public meeting opened at 8:12 p.m. No final action was taken.

## **COMMENTS:**

Secretary Wolczko motions adjournment and President Langland seconds the motion:

“I move we adjourn.”

**ADJOURNMENT APPROVED 5-0**

Adjourned at 8:12 pm

## RFP Outline

DRAFT March 3, 2020

1. Overview
2. Introduction/Background
  - a. Healthcare evolution on Vashon
  - b. Tax Levy and formation of District
3. Current Snapshot of Vashon
  - a. Population Demographics
  - b. Growth
  - c. Employers
  - d. Payer Mix
4. Snapshot of current clinic
  - a. Services provided
  - b. Volumes
  - c. Payer Mix
  - d. Performance
  - e. Floor Plans/Layout
5. Assumptions
  - a. Location
  - b. Existing Resources/Assets
  - c. Existing/Local providers
6. Vision of Care/Preferred Model
  - a. Primary Care
  - b. Extended Hours
  - c. Urgent Care
  - d. Visiting Specialists
7. Preferred/Proposed Economic Model
  - a. Independent P/L of Clinic
  - b. Subsidy of Tax Base – limitations and structure
  - c. Term of Agreement
  - d. Timing of Transition
8. Specific Questions
  - a. Background of provider
  - b. Experience in providing care in a community like Vashon
  - c. Experience in a district relationship
  - d. Projected implementation process/timeline
  - e. Org structure and financial resources
  - f. Understanding of community and vision of care
  - g. Financial subsidy requirements
  - h. Insurance Requirements

- i. Proposed/commitment to model of care
- j. Reporting requirements
- k. Electronic Medical Records
- l. Capital investment

## **RFP Timeline**

DRAFT March 11, 2020

1. Form Selection Committee
2. RFP Written (form of agreement?)
3. RFP Issued/Published
4. Proposals Received
5. Short List of Providers based on criteria
6. Interviews of short list
7. Recommended Partner – intent to award contract
8. Negotiate Agreement – approval of contract
9. Transition Planning
10. New Provider in place



**1.10 MEETINGS AND HEARINGS**

*The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-175 Rev. 2	<p><b>Meetings – Inter-Agency</b> Records documenting all meetings held between the local government agency <u>and</u> one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting packets, sign-in lists, etc.;</li> <li>• Minutes, audio/visual recordings, transcripts, etc.;</li> <li>• Indexes and other finding aids.</li> </ul> <p>Excludes meetings covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> <li>• <i>Meetings – Governing Bodies (DAN GS50-05A-13);</i></li> <li>• <i>Meetings – Advisory (DAN GS2012-027);</i></li> <li>• <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> (safety committee minutes).</li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>or</i> 6 years after completion of project, <i>whichever is later then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>