

## BOARD MEETING MINUTES

Date: October 21, 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  
Eric Jensen, Superintendent  
Jojo Weller, Administrative Director

1. Call to order at 7:01 p.m.

2. Approve/Amend October 21 Agenda

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

“I move to approve the agenda.”

**AGENDA APPROVED 5-0**

3. Approve/Correct September 30 ZOOM Special Meeting Minutes

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

“I move to accept the minutes as presented.”

**MINUTES APPROVED 5-0**

4. Approve/Correct October 07 ZOOM Regular Meeting Minutes

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

“I move to accept the minutes as presented.”

**MINUTES APPROVED 5-0**

5. Approve/Correct October 15 ZOOM Special Meeting Minutes

Commissioner Pryne motions to approve minutes and President Langland seconds the motion:

“I move to accept the minutes as presented.”

**MINUTES APPROVED 5-0**

6. Superintendent Report

- See Superintendent report attached

- Neighborcare has asked for their lease to be extended to November 06. Superintended Jensen asked Sea Mar to communicate with Neighborcare on how the transition will happen.
- Patient transfer of record to Sea Mar- Per John Jenkel, on the Neighborcare’s website in the Frequently Asked Questions section it states ‘Patient health records will not be automatically transferred to the new service provider or to another doctor’s office. Patients must request the records be transferred through Neighborcare’s normal process.’ There is also a form provided on their website for the transfer of records.
- Prescription refills- there is a moratorium on mandatory authorization for routine refill request temporarily during COVID per Pharmacist Tyler at Vashon Pharmacy.
- Per Superintended Jensen, Dr. Jessica Wesch had sent him a note that the staff got some good news from Sea Mar. One, the cost of the ferry fare will be covered by Sea Mar and two, the staff’s current salaries are to at least be matched.
- Regarding the Commercial Lease Agreement both Sea Mar and Sunrise Ridge want the district to be responsible for the master lease. They have requested and required the district to be the principle tenant under the master lease.

Secretary Wolczko motions to approve lease agreement and President Langland seconds the motion:

“I move that if Sea Mar accepts in writing, word for word, the pass-through lease that we have before us the board accepts the lease and authorize Superintendent Jensen to sign both the sublease and master lease.”

**AGREEMENT APPROVED 4-0  
ABSTAINED 1**

#### 7. Old Business/Committee Reports

##### Decision on posting Q&A on district website

For questions submitted through the district’s website that are of general interest Superintendent Jensen will answer those questions and post his responses under Frequently Asked Questions (FAQ) without releasing the person’s identity. The questions that are more specific to the individual that are much more personal in nature will be answered by Superintendent Jensen directly to that person.

#### STAFF AND PROFESSIONAL SERVICES

none

#### TEHNOLOGY AND FACILITY

none

#### FINANCE:

##### Banking /Expenditures

The ZOOM meeting tomorrow that Secretary Wolczko and Superintendent Jensen were going to attend with King County Finance has been cancelled. Secretary Wolczko contacted Mike Smith, Chief Investment Officer, for a follow up regarding the district’s revised budget of an additional request of \$500,000 and change in terms. Mr. Smith had said they would hopefully know something in a week or two and may add a special meeting for this. King County Finance knows that this is a valuable commodity for the island and

they will do everything they can to try and find ways to allow it to happen. However, they are somewhat unsure currently whether they will administratively be able to accede to the district's request. Superintendent Jensen would like to know if he should seek to get a tax anticipation note in place for additional funding beyond the 1M from the county which is what he did in Monroe. Commissioner Pryne suggest contacting Executive Dow Constantine who might be able to help the district.

Secretary Wolczko asks if the district can prorate the 125K subsidy amount to Sea Mar if they are starting after November 01. Superintendent Jensen will look into this.

Secretary Wolczko motions to approve payment to Neighborcare and President Langland seconds the motion:

"I move to approve the fourth of four payments to Neighborcare in the amount of \$110,000."

**WARRANT APPROVED 5-0**

Secretary Wolczko, Superintendent Jensen, Ms. Weller and Barbara O'Block will meet on Friday to go over the third quarter financial payments to verify amounts paid to other agencies made by Gusto, the district's payroll software, on behalf of the district.

President Langland would like Secretary Wolczko and Superintendent Jensen to discuss Ms. Weller's temporary position and when it might end.

EXTERNAL RELATIONS:

None

#### 8. Public Comments (15 minutes collectively)

Ron Smothermon thanks the commissioners for volunteering for this job. He would like to know what is happening to the \$31,250 prorated portion of the subsidy if Neighborcare stays for an extra week. He also mentions from his experiences with signing leases with other businesses that he had never had to pay for capital improvements. If the district is considering the lease agreement presented earlier, he suggests for the district to get the building inspected before signing the lease to see what the liabilities are for the HVAC, the generator and the roof. Lastly, he advises the board that they need to sell this clinic transition to the island and put advertising money into this right away. He suggests maybe a postcard to every address on the island as well as the Beachcomber and EOC's Situation Report.

Superintendent Jensen notes that he too has never had a lease agreement where he was responsible for major capital expenditures on a building but he's also never had a lease that was only one year. He will find somebody to do the inspection. He is also happy to look into sending out postcards and coordinate the message with Sea Mar. President Langland is sure that they can find someone to inspect the building and he makes clear that the district is not wanting to improve the building but only to maintain it which is either repair or replacement of existing items. He also asks if it's too early to put together a Sea Mar promotion/endorsement in the Beachcomber after the lease is signed and that it might be appropriate for Sea Mar to do the postcards. Superintendent Jensen mentions that Dr. Wesch wants to do a letter to

the Beachcomber that she was going to forward to him that he will share with Commissioner Pryne. He suggests maybe to post this letter on the website once it is complete. Commissioner Brown comments that Sea Mar must have a strategy for advertising to sell their services to the communities they go into. She adds that they absolutely have advertise for this community as everyone is turned off right now. Commissioner Noble agrees and thinks there should be a public relations campaign fairly quickly to introduce Sea Mar to the community. She suggests getting information that the community will want to know from Sea Mar. She also suggests getting Sea Mar to attend a Rotary and Chamber meeting to get themselves known. Commissioner Pryne notes that the Beachcomber will presumably have a piece on what happened last Thursday regarding the signing of the contract. He mentions that VoV, The Morning Show are always looking for interviews and having Sea Mar there would be helpful.

Ms. Weller suggests maybe getting some information on the building from the Neighborcare staff. She also thinks the postcards are not a bad idea to connect with most of the residents on the island. Superintendent Jensen suggests to start looking into bulk mailing as the district will probably want it anyway. He will contact Sea Mar and see about having a conversation with their marketing team, get their input on how to best communicate to people on the island and engage them in this process somehow. Secretary Wolczko sees the district's role as dove tailing with their public relations people, fitting in and complimenting a program that they may already have in place or at least provide some input on what can work or what doesn't seem to work on the island.

Commissioner Pryne suggests that it would be helpful for a Sea Mar Executive to attend one of the board meetings sooner rather than later so they can meet with them, hear what Sea Mar's plans are, what the status of things is and share with them some of their experiences with the clinic and pitfalls that they might lookout for.

Mr. Smothermon suggests to reach out to the Medical Reserve Corps as well as the EOC who sends a Situation Report twice a week that reaches over 2,000 people on the island.

## 9. New Business

### Update from Medical Reserve Corps (MRC)

Commissioner Noble reminds the board of their future working relationships with other organizations on the island now that their big task is nearing a new phase. The MRC is looking forward to working with VHCD and they are pursuing an active partnership with the district. They have been doing COVID testing with 356 tests in the last six weeks with 3.5% positives. They also are starting to move back into disaster preparedness which is where Sea Mar and the district may have a role. She will be more active in the MRC now that the district's big task is slowing down. She'll continue to report back about anything that might affect the district and also to keep the MRC and EOC informed about what the district is doing. Doctors John Osborn and Clayton Olney are really interested in being in touch and collaborating with the district in the future.

### Lease Approval

Discussed in the Superintendent's report

COMMENTS:

President Langland thanks Jay for his legal counsel and everyone for attending tonight's meeting. The next regular meeting is on 04 November at 19:00.

Commissioner Pryne motions adjournment and Commissioner Brown seconds the motion:

"I move we adjourn."

**ADJOURNMENT APPROVED 5-0**

Adjourned at 20:56