



PO BOX 213, Vashon WA 98070

www.vashonhealthcare.org

REGULAR MEETING MINUTES

Date: May 17, 2023

Time: 7:00 p.m.

Place: Vashon Presbyterian Church, 17708 Vashon Hwy SW, via ZOOM: <https://zoom.us/j/82699377083>

Present: Don Wolczko, Position 1, Secretary

Eric Pryne, Position 2

Alan Aman, Position 3

Wendy Noble, Position 4

Tim Johnson, Superintendent

Guests: Joe Kunkel, The Healthcare Collaborative Group

Call to order - Commissioner Wolczko called the meeting to order at 7:01 p.m.

1. **Approve Meeting Agenda** - Commissioner Aman moved to approve the meeting agenda, which was seconded by Commissioner Pryne, and unanimously approved.
2. **Approve Minutes for May 3, 2023 Regular Meeting** - Commissioner Pryne moved to approve the meeting agenda, which was seconded by Commissioner Noble, and approved 3-0, with Commissioner Wolczko abstaining due to absence.
3. **First Public Comment Period** - No comments.
4. **Superintendent Report** - Superintendent Johnson provided his report, which was detailed in the Board packet:
 - a. **Sea Mar** - Fire Chief Vinci and Sea Mar's behavioral health leadership have begun dialogue on potentials for collaborative work with the VIFR Mobile Integrated Health project. While there are no concrete proposals, this is a good step forward.
 - b. **Joe Kunkel Engagement** - We set an initial not to exceed limit of \$7,500, and Joe's combined billing through March of \$7,329.90 has approached that. Additional April and May billing should take us above the threshold but combined with aforementioned AWPMD matching funds of \$5,000 should have us still below it. But we will need to authorize lifting the limit.
 - c. **Strategic Planning** - Each of the study groups has proceeded at different pace due to the differences in their objectives and the presence or lack thereof of members of the group. There is a lot of work ongoing in sending out questionnaires, scheduling meetings with stakeholders, and pursuing research opportunities as requested for each group. I am preparing a short form for distribution this week that will give some framework to a quick report from each study group prior to the next two meetings.

I have worked with Joe Kunkel on defining our schedule more clearly going forward, including our use of his resources. Our intention is to utilize this meeting to address the progress of the study groups and set the stage for the month of June to progress without his meeting participation in completing the SBA portion of the SBAR forms for each study group, and to overlay some preliminary financial priority discussion. The first July meeting will be a time to

engage in some preliminary review and prioritization, building of a dashboard, and formulation of action steps both in preparing budgeting and outlining timelines on objectives.

- d. **Finance** - We are approaching the annual SAO filing deadline and are ensuring all documents are in order. We are also working to set up a more proactive billing situation for Kaiser medical benefits. Their current billing cycle/procedure doesn't meet our warrant timelines.
- e. **Advisory Committee** - The advisory committee is scheduled to meet next week.
- f. **Technology** - We have significantly corrected/ streamlined the web site in conjunction with the Outreach Committee, and technical upgrades will continue.
- g. **Community Interaction** - I will be meeting with a former strategic planning committee member and member(s) of Senator Murray's staff tomorrow as he gives them an island tour. I will be giving them some updates on current District activities and concerns as we endeavor to keep and build this relationship. I will be meeting with a candidate to replace Joe McDermott on the County Council (Teresa Mosqueda) in June to brief her on our activities during a visit to the island. I will ensure that we will reach out to the other candidate (Sofia Aragon) and provide equal opportunity, while maintaining electoral neutrality.
- h. **OPMA/Board Education** - In response to a request from Commissioner Aman, a guidance document providing practice tips on Open Public Meetings Act (OPMA) was included in the board meeting materials. These are areas (along with a code of ethics) that were part of the presentation from Matt Ellsworth at a previous meeting. My intention is to take up Board Education again in July, when Commissioner Langland is back among us, and these topics and a few others will be presented for discussion and ongoing action.

5. **Committee reports**

a. **Finance Committee** – Wolczko, Aman:

- Current balance is a *positive* \$ 452,910.48.
- **ACTION:** Commissioner Wolczko moved to authorize the Finance Committee to discuss and adopt a value of a capitalization threshold by the end of the month, because it is needed for the annual SAO filing, which was seconded by Commissioner Aman, and approved unanimously.
- **ACTION:** Commissioner Wolczko moved to approve the following Vouchers, Payroll, and Electronic/Digital Payments, which was seconded by Commissioner Aman, and approved unanimously.

Vouchers	
<u>2023-16</u> : Kaiser Foundation Health Plan of WA	\$927.10 (Premium for May)
<u>2023-17</u> : Kaiser Foundation Health Plan of WA	\$927.10 (Premium for June)
<u>2023-18</u> : Shameless Promotions, LLC	\$150.00 (Website services from Oct. 2022)
<u>2023-19</u> : Sunrise Ridge Health Services	\$7,674.89 (June Rent)
<u>2023-20</u> : The Healthcare Collaborative Group	\$4,772.10 (Invoice for March)
<u>2023-21</u> : Vashon Presbyterian Church	\$1,000.00 (Meeting room rental for year)
Payroll	
Pay Period: May 1-15, 2023	Total Direct Deposits \$3,042.07 Total Reimbursements \$0.00 Total Garnishments \$0.00 Total Taxes (Employee and Employer) \$1,027.64 Total Debit \$4,069.71
Electronic/Digital Payments	
Credit Card Payments: April-May Bank Account Auto-Payments: April 2023	Vashon Printing (business cards): \$28.19 Gusto Payroll Fee: \$55.44 Intuit Quickbooks Fee: \$59.79

- b. **Outreach Committee** – Pryne, Noble - The Outreach committee has not met since the last meeting; Commissioner Pryne asked that all Commissioners review their profile description on the website and to send in an update if needed.
- c. **Strategic Planning Committee of the Whole** - Joe Kunkel - the strategic planning study groups provided updates on their work to date. All groups are continuing to study gaps, issues, and various forms of interventions. Detailed updates and recommendations will be finalized by all groups in coming weeks. Interim updates and discussions included:
 - Primary Care - on the issue of primary care, Commissioner Aman raised a question about exploring how to intervene regarding the ~25% on the island who do not have a primary care 'home'. Sea Mar's presence on the island does not mean the gaps are filled and other Commissioners expressed agreement that primary care needs to remain a study area to continue to identify/address gaps.
 - Reserve Fund (Primary Care Safety Net) - Commissioner Aman expects the Finance Committee to have a tool in place in June for the group to discuss reserves.
 - After Hours & Urgent Care (Commissioners Pryne & Wolczko) - Met with neighborcare clinic at the school which confirmed that after hours/acute care was needed for many of the students they see; talking to the Fire District and off island providers to assess after hour care needs that are being met by other providers.
 - Behavioral Health (Commissioners Noble & Aman) - Commissioner Noble is following actions of the WA legislature related to behavioral health; still studying available providers on island and often depends on the training and the background of the specific counselors here. Commissioner Pryne suggested talking to Neighborcare at the school which has 4 mental health providers on staff, albeit working part-time.

6. **Unfinished Business**

- **Joe Kunkel Engagement** - Superintendent Johnson updated the Board that we were at, or approaching, the limit the Board initially agreed to spend on the engagement. He also explained that AWPHD would match \$5,000, which we may be approaching, but his expectation is that Joe's time would be needed less as the weeks proceed.

ACTION: Commissioner Pryne made a motion to increase the amount of Mr. Kunkel's engagement up to \$12,500 (in addition to the \$5,000 from AWPHD), which was seconded by Commissioner Noble, and unanimously approved (4-0).

7. **New Business** - None

8. **Second Public Comment Period** - No comments.

9. **Executive Session - To discuss interim status, performance, and qualifications of superintendent** - An Executive Session was convened at 8:20 p.m. and returned to regular session at 8:52 p.m. Upon returning to regular session, the following action on Resolution 2023-02 was taken:

10. **Resolution 2023-02: Approving Superintendent Employment Agreement:**

ACTION: Commissioner Pryne moved to approve **Resolution 2023-02** *appointing Tim Johnson as the Superintendent of the District on a .6 FTE basis, with a compensation of a fixed sum of \$85,600 per year plus an additional \$900 per month or so shall be necessary to maintain premium costs for current health insurance coverage needs.* The motion was seconded by Commissioner Noble, and the floor was opened for discussion:

- Commissioner Aman stated for the record that his vote against adopting the resolution was due to "missing good governance steps", expressing that the Board should first review and

update the Superintendent Job Description, complete a 6 months evaluation for the interim position, and complete the strategic planning process, followed by an open search, which he expressed would be for the benefit of both the Superintendent as well as the District to demonstrate the person chosen is the best candidate.

- Commissioners Pryne and Wolczko spoke in favor of the resolution, expressing that there are times when larger searches are warranted, but in this case their experience in the past 6 months made clear that they have the best person for the position, largely due to community engagement accomplishments.
- Commissioner Noble also supported the resolution, in part expressing the importance of knowledge of the community and relationships and engagement with local stakeholders; going forward there will be less emphasis on “degree or health background” but rather a willingness and ability to engage the community.
- All Commissioners expressed support for the idea of updating the Superintendent job description, because the role of the position is very different than when it was written.
- Following discussion, the motion was approved by a vote of three (3) in favor (Pryne, Wolczko, Noble) and one (1) against (Aman). Commissioner Langland was absent. The full text of the resolution will be posted on the website.

11. **Adjournment** Following a motion and second, the meeting was adjourned by unanimous approval at 9:15 p.m.

Next Meeting: Wednesday, June 7, 2023 - An agenda will be posted on the VHCD website prior to the meeting. Meeting Minutes are posted after Board approval at: www.vashonhealthcare.org
