



PO BOX 213, Vashon WA 98070

[www.vashonhealthcare.org](http://www.vashonhealthcare.org)

## REGULAR MEETING MINUTES

Date: June 7, 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

Alan Aman, Position 3

Wendy Noble, Position 4

Tim Johnson, Superintendent

**Call to order** - Commissioner Wolczko called the meeting to order at 7:00 p.m.

1. **Approve Meeting Agenda** - Commissioner Noble moved to approve the meeting agenda, which was seconded by Commissioner Aman, and unanimously approved (3-0).
2. **Approve Minutes for May 17, 2023 Regular Meeting** - Commissioner Aman moved to approve the meeting minutes, which was seconded by Commissioner Noble, and unanimously approved (3-0).
3. **First Public Comment Period** - No comments.
4. **Presentation and Discussion—The Medical Neighborhood** - A representative of the VHCD Advisory Committee, John Jenkel, provided a briefing on the first couple meetings of the committee and the group's view of the District's core functions in the short term. The committee has coalesced around the concept of a "medical neighborhood" in which education, information, and navigation are connected through the district as a centralized "hub". The goal with all these processes is to act now, at modest cost, but with potentially significant returns. Further, the concept lends impetus and shape to longer range infrastructure planning processes. The achievement of an outstanding result in the U.S. Department of Health and Human Services "Healthy 2030 Initiative" should be set as both a challenge and a goal for our community. As the district commissioners are currently studying a variety of objectives and potential programs, the committee felt it was worthwhile to raise the concept of the medical neighborhood, not as a replacement for programs and services, but as a central way of looking at the district and its mission and activities.
5. **Superintendent Report** - Superintendent Johnson provided his report, which was detailed in the Board packet:
  - a. **Sea Mar** - I had my monthly check in with Mary Bartolo, as well as a quick check in with Claudia D'Allegri, Senior VP in charge of behavioral health. Along with providing the most current patient satisfaction survey results (included in packet), we discussed ongoing planning for dental and behavioral health processes in conjunction with the new clinic facilities. I have provided contacts for Ms. Bartolo to address dental needs, and there is a strong desire expressed by Sea Mar to address those needs in their new facilities. Currently, behavioral health needs are met on an emergent-only basis via Seattle based personnel and a once per week on-site visit by a psych nurse. Ms. D'Allegri and our fire chief are

collaborating regarding the VIFR's fledgling MIH program design and implementation. There is no substantive change in the building permitting process, which is awaiting review.

- b. **Strategic Planning** - Joe is preparing a Dashboard and Prioritization process for our first July regular meeting, and is keeping up to date on our current work and progress as we give him a couple meetings off with the absence of some of our commissioners this month. I have spent significant time scheduling and attending to various study groups' meetings and staffing needs. There is some initial work product from these groups in your packet.
- c. **AWPHD** - We received our first distribution of the year from The Association of Washington Public Hospital Districts (AWPHD) managed Medicaid Quality Improvement Program (MQIP) funded via Inter-Governmental Transfers (IGT), in the amount of \$5,000.86. Upon rhw next billing from Joe Kunkel I will submit the request for matching funds to the AWPHD, since we will have crossed the \$10,000 threshold, the maximum for matching funds.
- d. **Office Space** - We have acquired office space at the Landing Building (commonly known as the "Ruby Brink Building"). In addition to a 9 by 15 private office, we have access to a meeting area. All triple net costs are included, as are utilities (including internet), communal kitchen and bathroom use, and the aforementioned conference space, at a cost of \$750 per month, well under our budgeted \$1,000 per month. We have a one year lease.
- e. **Advisory Committee** - The advisory committee met on May 23<sup>rd</sup> and was briefed on the current progress of the District's strategic planning process. There was a lengthy discussion about long-term strategic goals, and from this discussion arose the concept of the Medical Neighborhood, which was presented in more detail in the agenda item above.
- f. **Small Works/Property** - I am reviewing the 2023 legislative changes made to the Small Public Works statutes, and am ready to begin the process of soliciting membership to a Small Works Roster, necessary to move forward on demolition of the buildings on the District lot. I am also working on estimates for necessary brush and grass control.
- g. **Community Interaction** -
  - I met with Bill Hamilton (candidate for Commissioner and former member of our Strategic Planning Taskforce) and members of Senator Patty Murray's staff, and briefed them on our activities. I am still scheduled to meet with a candidate to replace Joe McDermott on the County Council (Teresa Mosqueda) to brief her on our activities during a visit to the island. I have also reached out to her opponent (Sofia Aragon) to offer proper equal access should she desire it.
  - I have joined the Health Fair planning group's monthly meetings to stay abreast of and assist with efforts toward planning and growing future activities.
  - I was offered an opportunity to write an op ed for the Beachcomber this week updating the activities of the District, and after consultation with Commissioner Langland and the chair of the Outreach Committee, Commissioner Pryne, determined that it was appropriate to take the opportunity to keep the community updated.
  - Along with Commissioner Noble, I attended the monthly Social Service Network meeting. Among items discussed was the ongoing consulting provided by King County Best Start For Kids grant funding, being utilized to address both the formalization of the organization's structure and the development of a comprehensive, ongoing needs assessment and dashboard to be shared and utilized across the network.

## 6. Committee reports

- a. **Finance Committee** – Commissioners Wolczko & Aman
  - The annual SAO report, for 2022, was filed on May 23<sup>rd</sup>, and included in the packet.
  - Capitalization Threshold - At the May 17, 2023, regular meeting action was taken to give the Finance Committee authority to adopt a capitalization threshold, which was now required for reporting to the State Auditor's Office. After discussion, and guidance from LKM, the following was adopted on May 22, 2023:

*Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 3 years. Capital assets and inventory are recorded as capital expenditures when purchased.*

- Approval of Vouchers, Payroll, and Electronic/Digital Payments: Commissioner Wolczko presented and moved to approve the following expenditures, which was seconded by Commissioner Aman, and unanimously approved (3-0).

Vouchers	
<b>Tim Johnson</b>	\$1750.00 (reimbursement for first and last month rent and deposit for office space paid to Breffni McGeough/Landing at Bank)
Payroll	
<b>Pay Period: May 15-31, 2023</b>	Total Direct Deposits \$3,445.70 Total Reimbursements \$0.00 Total Garnishments \$0.00 Total Taxes (Employee and Employer) \$1,169.86 <b>Total Debit \$4,615.56</b>

- b. **Outreach Committee** – Commissioner Noble - The next meeting is on June 13th. Website updates have largely been completed. Commissioners are reminded to send their update profile statements.
- c. **Strategic Planning Committee of the Whole** - Attendees presented initial work product and latest updates, activities, and discussions from various study groups, followed by discussion and questions among the group. More finalized work product will be completed in the coming weeks and shared for the next meeting. Commissioner Aman raised again the question from a previous meeting about whether there is a gap in primary care for which another study group may be needed. He suggested that this be reviewed and decided at the next meeting.

7. **Unfinished Business** - Commissioner Aman

- Practices re: open meeting act - Commissioner Aman proposed re-visiting the rules around email, as well as non-email discussions, when the full group was in attendance.
- Board assessment and development - Commissioner Aman proposed using the AWPHD’s board assessment tool.
- Superintendent selection follow up steps to schedule - **ACTION**: Commissioner Aman moved that the board complete a Superintendent evaluation, job description, and compensation assessment within 45 days, by the second meeting in July. Commissioner Wolczko seconded the motion, which was unanimously approved (3-0).

8. **New Business** - None

9. **Second Public Comment Period** - None

10. **Adjournment** Following a motion and second, the meeting was adjourned by unanimous approval at 8:47 p.m.

**Next Meeting: Wednesday, June 21, 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](http://www.vashonhealthcare.org)