



PO BOX 213, Vashon WA 98070

www.vashonhealthcare.org

REGULAR MEETING MINUTES

Date: July 19, 2023

Time: 7:00 p.m.

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

Present: Tom Langland, Position 5, President

Don Wolczko, Position 1, Secretary

Eric Pryne, Position 2

Alan Aman, Position 3

Wendy Noble, Position 4

Tim Johnson, Superintendent

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

1. **Approve Meeting Agenda** - Commissioner Wolczko moved to approve the meeting agenda, which was seconded by Commissioner Aman, and unanimously approved (5-0).
2. **Approve Minutes for July 5, 2023 Regular Meeting** - Commissioner Pryne moved to approve the meeting minutes, which was seconded by Commissioner Wolczko, and unanimously approved (5-0).
3. **First Public Comment Period** - none
4. **Superintendent Report** - Superintendent Johnson presented his report provided in the board packet:
 - a. **Strategic Planning** - Strategic planning has been the primary focus of the last two weeks, as we prepare to move from study and consideration toward prioritization, planning, and implementation. This meeting we will be engaged in a preliminary prioritization of the Objectives below. We will also review a preliminary Dashboard document as a tool to begin creating an action plan, schedule, and measurables for each objective. Our goal is to finalize this document at the following meeting and then turn it over to the study groups for creation of preliminary drafts.
 - b. **Advisory Committee** - The advisory committee will meet on July 26 for an update on our prioritization of objectives, further discussion on the Medical Neighborhood concept, and preliminary discussions of long-term planning concepts.
 - c. **Sea Mar** - We are currently working to integrate Sea Mar's local personnel into the health fair planning group with an emphasis on possible participation of their mobile clinic facilities. We are also working to connect and facilitate a conversation between Sea Mar Behavioral Health and VYFS about collaboration and referral.
 - d. **District Property** - I am investigating the process and timeframe involved in the potential change of zoning of the District property from Industrial to Community Business, which would broaden the potential for partnerships in utilizing the property for the highest and best community purposes.
 - e. **Miscellaneous**
 - Vashon Household has accepted an invitation to the August 2 meeting to present their current state of affairs to the Commissioners, and request discussion of potential partnership opportunities with regard to the District property.

- I am continuing to interface with executive directors of island agencies and organizations, along with attending the Social Service Network monthly meetings, looking specifically for areas where our potential strategic objectives may coincide, overlap, or conflict with their programs and projects. Groups I have met with recently or have upcoming meetings include Vashon Household, VYFS, the Food Bank, Senior Center, Home Care Network, VIFR, and IFCH.
- I am in the process of organizing a fall meeting of the island Taxing Districts after the August elections to discuss current levy rates, valuations, and future plans.
- I have begun giving information and training resources to the prospective future commissioners. With elections upcoming in August, we will soon have commissioners-elect, and we will work to assimilate them into study groups and activities as quickly as possible.
- I have received the following article, and it represents some good information regarding urgent care trends:
<https://www.jucm.com/rural-and-tertiary-markets-the-next-urgent-care-frontier/>

5. Committee reports

a. Finance Committee – Wolczko, Aman

- The next finance committee meeting is July 31.
- **ACTION:** Commissioner Wolczko moved to approve the vouchers, payroll, and electronic/digital payments listed below, which was seconded by Commissioner Aman, and unanimously approved (5-0):

Vouchers	
<u>2023-28:</u> Breffini McGeough, Landing @ Bank	\$750 (Monthly Office Rent)
<u>2023-29:</u> Kaiser Foundation Health Plan of WA	\$927.10 (Monthly Premium)
<u>2023-30:</u> Lake, Kennedy, McCulloch, CPA	\$76.00 (Monthly Accounting Services)
<u>2023-31:</u> Sunrise Ridge Health Services	\$7,674.89 (Monthly Rent)
<u>2023-32:</u> Tim Johnson	\$1,750 (Reimbursement for office rent payment and deposit for new lease)
Payroll	
July 1-15, 2023 Payroll:	Total Direct Deposits \$3,179.31 Total Reimbursements \$0.00 Total Garnishments \$0.00 Total Taxes (Employee and Employer) \$1,147.83 Total Debit \$4,327.14
Electronic & Digital Payments	
Debit Card Payments May-July: Bank Account Auto-Payments: June 2023	None Gusto Payroll Fee: \$55.44 Intuit Quickbooks Fee: \$59.79

b. Outreach Committee – Pryne, Noble - Committee members represented the District at the Strawberry Festival. Questions also continue to come in via the website.

c. Strategic Planning Committee of the Whole –Langland, Kunkel

- Objective Preliminary Prioritization - Joe Kunkel presented his draft prioritization methodology and tool to help prioritize activities based upon the criteria emphasized by the District at its strategic planning retreat:

Criteria	Importance	Reserve Fund	Acute/After Hours Care	Behavioral Health	In-home & aging in place	Navigators/Ombudsman	Alternative Funding	Digital Health	Dental Services	SDOH - Community Needs
Primary Care Focused	9.0	●	●	●	●	●	●	●	●	●
Innovation	2.4	●	●	●	●	●	●	●	●	●
Collaboration	6.5	●	●	●	●	●	●	●	●	●
Advocacy	3.6	●	●	●	●	●	●	●	●	●
Education	3.0	●	●	●	●	●	●	●	●	●
Communications	4.5	●	●	●	●	●	●	●	●	●
Equity	5.8	●	●	●	●	●	●	●	●	●
Social Determinants of Health	2.8	●	●	●	●	●	●	●	●	●
Stewardship	6.4	●	●	●	●	●	●	●	●	●
Expanded Health Care	1.0	●	●	●	●	●	●	●	●	●
Overall Fit		●	●	●	●	●	●	●	●	●
Status		Pursue	Pursue	Pursue	Study More	Study More	Study More	Study More	Study More	Study More
		66.6	65.4	67.8	50.2	40.4	33.7	35.2	53	39.4

There was a general consensus and agreement with the ranking system that the top three priorities in the near term were establishing a level of reserve funds to be available in the event that primary care on Vashon should need to be subsidized; acute/after hours care; and behavioral health. Teams will be developed to further pursue the three top objectives (team members do not need to be board members).

For the next meeting, Superintendent Johnson charged the respective study groups with developing a draft charter to further define their focus, next steps, timelines and recommend what the District should deliver.

Commissioner Langland suggested at some point that a press release be issued updating the community on the District's top priorities, team members, etc.

- Preliminary Dashboard Format Discussion - Mr. Kunkel presented a preliminary draft of an executive project dashboard to be used to monitor and track the development and implementation of the objective components. Following some discussion, Mr. Kunkel will send the dashboard spreadsheet for further review and discussion.
- Formalization of Strategic Planning Schedule - Superintendent Johnson shared the proposed schedule. Following some discussion, the 2nd meeting in August will be the goal for the charters.
 - July 19—Objective prioritization, review of Dashboard, approval of schedule.
 - August 2—Finalize prioritization, Dashboard, and work group configuration.
 - August 16 - Final charters, Preliminary review of Dashboards & Action Plan Schedule
 - September 6—Review/Update of Dashboards and Action Plans Schedules, add preliminary Budget allocation estimates. *Begin long range (3 yr) budget planning.*
 - September 20—Review/Update of Dashboards and Budget allocation estimates.
 - October 1—Review/Update of Dashboards and Budget allocation estimates. Finance Committee recommendations for Budget allocation.
 - October 15—Review/Update of Dashboards and Budget allocations.
 - November—Presentation of proposed Budget, Public Hearing on Budget and Levy, Approval and submission of Budget and Levy.

6. Unfinished Business

- a. Superintendent Evaluation - Commissioner Langland provided an overview of the goals and process of the Superintendent Annual Performance review. He distributed a copy of a grading matrix used previously by the District so that Commissioners can grade performance and provide comments which will be compiled for discussion. In addition, the role and job description of the Superintendent will be updated and formalized, following the appraisal, and the board will then provide formal objectives for performance evaluation in the next year. An executive session will be scheduled in the coming meetings.
- b. Small Works Roster - Commissioner Wolczko asked about the status of a small works roster related to the property work and maintenance. Superintendent Johnson will provide an update in the next meeting's report. The small works roster is related to work expected to be needed in the short term on the District property for work costing less than \$350,000.

7. New Business - None

8. Second Public Comment Period

- Debby Jackson: expressed gratitude for all of the work of the Commissioners and stated that it was a helpful discussion to understand where the District is at in the process.

9. Adjournment - Following a motion by Commissioner Wolczko, and a second by Commissioner Pryne, the meeting was adjourned by unanimous approval at 8:25 p.m.

Next Meeting: Wednesday, August 2, 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
