



PO BOX 213, Vashon WA 98070

www.vashonhealthcare.org

REGULAR MEETING MINUTES

Date: August 16, 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 Pryne moved to approve the meeting agenda, which was seconded by Commissioner Noble, and unanimously approved (5-0).
2. **Approve Minutes for August 2, 2023 Regular Meeting** - Commissioner Wolczko moved to approve the minutes, which was seconded by Commissioner Aman, and unanimously approved (5-0).
3. **First Public Comment Period** - None
4. **Superintendent Report** - Superintendent Johnson presented his report that was provided in more detail in the board packet:
 - a. **Strategic Planning** - This meeting we will be presenting, reviewing and charters for the following work groups: Reserve Fund (Primary Care Safety Net); After Hours/Acute Care; and Behavioral Health. Joe Kunkel has completed a preliminary example of a dashboard for conceptual explanation and consideration. Our current strategic planning schedule is as follows:
 - August 16—Adoption of Dashboard format and review of charters.
 - September 6—Review/Update Dashboards and Action Plans, add preliminary Budget allocation estimates. Begin long range (3 year) budget planning process.
 - September 20—Review/Update of Dashboards and Budget allocation estimates.
 - October 1—Review/Update 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.

We will have two commissioners absent on September 6, so we will need to ensure we can continue with the schedule in their absence or re-schedule applicable tasks.

- b. **Sea Mar** - I have received information that Sea Mar will not be participating in the VIFR Mobile Integrated Health program. I also facilitated an initial dialogue between Sea Mar behavioral health department and Vashon Youth and Family Services, discussing overlap, possible collaboration, and building contacts and future communication schedules.
- c. **District Property** -
 - Kathy's Corner has been unable to schedule weed/grass/brush trimming, so I have moved on to another contractor who will be clearing the property on Saturday.
 - I am working with Jason Johnson of Vashon Household to discuss zoning change options with county permitting officials. We will then update elected officials.
 - I have requested use of the VIFR small works roster via interlocal agreement, and have received preliminary agreement. Will be meeting with Chief Vinci on Friday to discuss details, as well as update each other on current activities.
- d. **Health Fair** - I have been participating in the planning for a fall health fair, which will currently be centered around immunization and health resources, including reproductive resources. VYFS has been running the health fair for some time on an interim basis, and is looking to transfer that leadership role. Given our mission, I have been asked if the District would assume that responsibility. I will be working with the Outreach Committee and MRC, who have indicated willingness to engage, and we will have the lead up to the fall health fair to familiarize ourselves with the requirements before requiring any decisions.
- e. **Transition** - With the impending departure of two commissioners and three priority projects, it is important that we begin to schedule and prioritize transition activities. Commissioner Aman has indicated a willingness to step into the chair role of the Finance Committee, and Commissioner Langland is interested in joining the outreach committee. Currently, the Urgent Care study group, transitioning to a task force, is composed of both departing commissioners. Commissioners Langland and Noble have expressed interest, as has one of the potential new commissioners.
- f. **Miscellaneous**
 - I met with the ED of the Vashon Food Bank to discuss their upcoming building project. We have agreed to a future walk-through and participation in their visioning activities so we remain up to date and can collaborate effectively. The Food Bank will be presenting an update of their operations and future plans at our September 6 meeting. As requested by Commissioners, future discussions will also include their plan to become a hub for social services.
 - I have attended a meeting with stakeholders related to senior navigation services, where we discussed plans for ongoing study and collection of needs data.
 - I attended the VIFR Mobile Integrated Health (MIH) program update. They are targeting a November launch, starting at one day per week working with an internal client list. They are recruiting for nursing/social worker to initiate the program, along with a roster of VIFR staff.
 - I participated in the survey process being done by the consulting firm hired by the Social Service Network, exploring our participation thus far and future possibilities.
 - I have asked our fellow taxing districts to indicate whether or not they would like a fall meeting to discuss current levies and activities of the districts.

5. Committee reports

- a. **Finance Committee** - Commissioners Wolczko & Aman
 - \$466,070.89 is the current balance in cash reserves;
 - **ACTION:** Commissioner Wolczko moved to approve the expenses and payments listed below, which was seconded by Commissioner Aman, and unanimously approved (5-0):

Vouchers		
<u>2023-33</u> : Landing @ Bank	Office Rent	\$750.00
<u>2023-34</u> : Kaiser Foundation Health Plan	Monthly Premium	\$927.10
<u>2023-35</u> : Lake, Kennedy, McCulloch	Accounting Services	\$236.00
<u>2023-36</u> : Sunrise Ridge Health Services	Clinic Rent	\$7,674.89
<u>2023-37</u> : Water District 19	Non-use Water Bill	\$488.38
TOTAL:		\$10,076.37
Payroll		
*Two periods will be reported next meeting		
Electronic & Digital Payments		
<u>Debit Card Payments:</u>		
USPS (5/29)	P.O. Box Annual Renewal	\$176.00
Washington State Ferries (5/31)	Ferry ticket for Tim	\$30.35
Vashon Print & Design (5/31)	Tim Business Cards	\$24.87
Vashon Print & Design (7/17)	Poster Printing	\$9.95
<u>Bank Account Auto-Payments:</u>		
Quickbooks (7/14)	Monthly Subscription	\$59.79
Gusto (7/7)	Monthly Subscription	\$55.44

- **ACTION:** Commissioner Langland moved to approve automatic payments for office rent and health insurance, which was seconded by Commissioner Wolczko, and unanimously approved (5-0):
- b. **Outreach Committee** - Commissioners Pryne & Noble - The committee has not met this period; A meeting is being planned with Voice of Vashon (VoV) within 1-2 weeks.
 - c. **Strategic Planning Committee of the Whole** - Commissioner Langland & Joe Kunkel:
 - **Review of Charters** - the draft charter documents for the three priority areas were provided to the board prior to the meeting and presented by the respective study groups for discussion. Comments from the discussion will be incorporated into the charter documents and final drafts of charters will be presented in September for approval by the Commission.
 - **Dashboard:** Joe Kunkel has completed a preliminary example of a dashboard for conceptual explanation and consideration, followed by discussion. After the charters are finalized, the dashboard template will be adapted to the three priorities.
6. **Unfinished Business**
 - a. Board development goals and opportunities - this item was pushed back to a future meeting, possibly October.
 7. **New Business:** None
 8. **Second Public Comment Period:**
 - Debby Jackson - regarding outreach, she emphasized when individuals do better, we all do better; if the District is involved in awarding grants, decisions that are more than a year should be data driven and be renewed annually.
 - Sarah Day - commented on behavioral health, echoing the idea of a potential ‘blackhole’ of funding, so it is necessary to prioritize and narrow the focus and funds should not replace otherwise available funds from other sources.

9. **Executive Session - Superintendent Performance Evaluation:** Commissioner Langland announced that the Commissioners would be adjourning to executive session pursuant to RCW 42-30-110-1g to discuss the Superintendent Performance Evaluation. The Executive session would last until 9:00 p.m. followed by reconvening the regular meeting. No action will be taken. The Superintendent submitted his self evaluation and individual feedback and assessment summaries have been or will be completed by all Commissioners. A follow up Executive Session will be scheduled at an upcoming meeting. A job description will also be updated as part of this process following the strategic shift of the District in the past year.

The regular session was reconvened at 9:00 p.m.

10. **Adjournment:** Following a motion by Commissioner Noble, and a second by Commissioner Pryne, the meeting was adjourned at 9:00 p.m. by unanimous approval.

Next Meeting: September 6, 2023

Meeting Minutes are posted on the VHCD website after Board approval.