



P.O. BOX 213, Vashon WA 98070
www.vashonhealthcare.org

REGULAR MEETING MINUTES

Date: November 1, 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

Tim Johnson, Superintendent

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

1. **Approve Meeting Agenda** - Commissioner Aman moved to approve the agenda, which was seconded by Commissioner Pryne, and approved unanimously (3-0).
2. **Approve Minutes for Prior Regular Meeting** - Approval of the October 18 meeting minutes was pushed back to the following meeting when all Commissioners are present.
3. **First Public Comment Period** - None
4. **Superintendent Report:**
 - a. **Strategic Planning** - The current strategic planning schedule is as follows:
 - November 1—Presentation of proposed Budget.
 - November 14—Public Hearing on Budget and Levy.
 - November 15—Approval of Budget and Levy.
 - November 30—Submission of Budget and Levy.
 - December 6—Beginning of 2024 Strategic Planning process.Commissioner Aman asked that Committee meetings be added to the calendar updates
 - b. **Budget** - This meeting includes the statutorily required presentation of the proposed budget for 2024. The formal proposed budget is in your packet, as is a more comprehensive Excel workbook containing the following elements for your review. We will be posting the proposed budget to the web site and will be having a special meeting on November 14 for the purposes of a public hearing on the budget. The budget will then be considered for adoption on November 15.
 - c. **Sam Yates Foundation Request** - In your packet you will find the Sam Yates Foundation request for funds, and a corresponding budget for the cardiac screening event they will be hosting with the Nick of Time Foundation on December 6. As a procedural note, since will only have 3 Commissioners present, the VHCD Bylaws section 4.3 require a majority vote of the entire Board for final action, so the Commissioners present will need to be either

unanimous in action, or table the request to the next regular meeting (unless the Commissioners wish to call a special meeting for the purpose).

- d. **Unsolicited Funding Requests Policy** - A draft of a policy to address unsolicited funding requests was included in the packets and will be placed on the next meeting agenda. Commissioners will further discuss the role of grants and grantmaking in achieving some priorities.
- e. **Committee Assignment and Governance** - This will be placed on the next meeting agenda when all Commissioners are present.
- f. **Miscellaneous**
 - I attended the Community Council Meeting where King County representatives went over the funding priorities survey results. There will be future meetings to work on responses. There was also some talk of KC Community Resource Officers (unarmed Sheriff’s Dept. employees skilled in social work) potentially being utilized on Vashon, particularly in the area of engagement with unhoused individuals.
 - I will be attending the next Social Service Network (SSN) meeting to begin the work of a coordinated letter detailing the health and social consequences of ferry insufficiency.
 - The SSN continues to work on its formalization process. Due to collaborative possibilities and potential conflicts of interest, the current recommendation is that the District remain a “community partner” of the network rather than a formal member.
 - We will be scheduling OPMA/PRA training in December for incoming commissioners. Commissioners Langland and Noble are also due for their statutory every-4-years retraining. I will endeavor to make this an annual event.
 - Commissioners are asked to send their responses to the short questionnaire sent in conjunction with the annual review of the administrative assistant.
 - I have received initial guidance that the zoning that would allow for the widest range of potential uses of the District property is “Community Business”. I will be meeting with some members of the Advisory Committee to explore this and will have a recommendation for the Commissioners on November 15.

5. Committee reports

- a. **Finance Committee** - Commissioners Wolczko & Aman
 - **ACTION:** Approval of Vouchers, Payroll, and Electronic/Digital Payments: Commissioner Pryne moved to approve the following expenses, which was seconded by Commissioner Aman, and approved unanimously (3-0).

Vouchers:		
<u>2023-45:</u> Landing @ Bank	Monthly Rent	\$750.00
<u>2023-46:</u> Kaiser Health Plan	Monthly Premium	\$927.10
<u>2023-47:</u> King County Treasury	Property Surface Water Fees	\$1,951.30
<u>2023-48:</u> Sunrise Ridge	Clinic Rent	\$7,674.89
<u>2023-49:</u> Water District 19	Water Utilities	\$495.88
Payroll:		
(October 31 payroll to be provided at the next meeting)		
Electronic & Digital Payments:		
None		

- The Finance Committee met on October 30 and the primary topic was the 2024

budget which will be further discussed at the present meeting. The Committee's recommendation is to maintain the same dollar amount for tax revenue.

- b. **Outreach Committee** - Commissioner Pryne - No formal committee meeting, but met with Superintendent Johnson to discuss Outreach activity budgets for 2024; Regular monthly meetings will resume the fourth Tuesday of each month.
- c. **Strategic Planning Committee of the Whole**
 - Project Plan for Urgent Care - Superintendent Johnson presented the draft *VHCD Urgent Care Project Plan*, including the goals, objectives/deliverables, stakeholders and roles, risk analysis, and timelines. The Commissioners discussed the need for a 'business case' to be presented to the full group at a time specific when all of the pieces are pulled together and presented in detail. Commissioner Aman noted that there have been no urgent care committee reports to this point for information, consultation and direction setting. A commitment to report out at the next meeting was made.
 - Committee composition would be further discussed at upcoming meetings as will the next steps for the other priorities, such as behavioral health.

6. Unfinished Business

- a. Sam Yates Foundation (SYF) request - Superintendent Johnson summarized the proposal which was provided in detail in the board packet. In partnership with the Nick of Time Foundation, SYF is organizing a cardiac screening event for youth, ages 12-24, on December 6th. They are requesting support of up to \$4,000 from VHCD to offset expenses. If unfunded expenses are less than that amount, the difference will be returned. Commissioners Pryne and Wolczko stated they were prepared to vote to approve the request. Commissioner Aman expressed positivity with two exceptions, namely the need to parse the cost-benefit and the district needed to have clarity about the criteria to be used to assess requests for support. Because approval requires 3 or more votes, this agenda item is tabled until the next meeting.

7. New Business

- a. Submission of 2024 Proposed Budget - Superintendent Johnson presented a proposed budget for 2024 as statutorily required on or before November 1st. (See proposed budget in addendum to minutes, below)
 - Budget Goals (as proposed):
 - Protect primary care delivery on the island through a contingency plan for funding the subsidy for a new provider if necessary.
 - Prepare for the potential purchase of Sea Mar Facilities and/or the construction of capital facilities on the District property through a capital contingency fund.
 - Do not exceed the current \$1,950,000 annual levy.
 - Reserve funding to support programming goals including the establishment of urgent care services, improved access to/quality of behavioral health services with an emphasis on pediatric behavioral health, expanded Health Fairs and other outreach activities, and other programming as developed through continued planning processes.
 - Increase administrative staffing levels to accommodate program activities.
 - Provide expanded training and development for commissioners and staff.
 - Upgrade, secure, and simplify District technology.

During discussion on the budget goals, Commissioner Aman suggested consideration of the strategic planning process itself and potential costs involved and supported elevating communications and outreach as a goal.

- Revenues: during a detailed review of anticipated revenues, Commissioners agreed it might be useful to have some information on unpaid taxes and possibly incorporate an allowance for amounts that may not be received.
- Expenses:
 - Some increases based upon rate of inflation, many of which would still require approval by the Board at the relevant times, such as staff costs. The budget is not binding.
 - A job description was requested for the proposed increase to administrative staffing.
 - A total dollar amount is budgeted for program funding, but specific activities for priorities are to be determined by Board; also includes contingency reserves for Primary Care, Capital Expenses, and Admin Contingency; with an additional ending cash balance of \$309,306 at the end of the year.
- During discussion about the proposed budget, Commissioner Pryne expressed comfort with the level of reserves as presented considering the vast unknowns. Commissioner Wolczko was considering whether the amount of unspent funds at the end of the year needed to be higher. Commissioner Aman expressed the need to review the 3 year projection as part of the annual budgeting process.
- There will be a public budget meeting on November 14th, followed by a regular meeting on the 15th to approve a budget with the opportunity to incorporate public feedback.

8. Second Public Comment Period

- a. Debby Jackson: shared a thought that the SIHB will have a lot to look at to ensure their patients and beneficiaries have access to the necessary medical care from other providers; she suggested the District consider incorporating them into strategic planning or an eventual partnership to provide urgent care or other areas of services to their patients/clients.

9. **Adjournment** - Following a motion by Commissioner Aman, and second by Commissioner Pryne, the meeting was adjourned by unanimous approval (3-0).

Next Meeting: November 14, 2023 Special Budget Meeting

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

Addendum: 2024 Proposed Budget Presented by Superintendent Johnson:

Vashon Health Care District (King County Public Hospital District No 5)

2024 Proposed Budget

Submitted 10/31/2023

Budget Category	2024 Budget	Assumptions
Fund Revenue		
Tax Revenues (Subtotal)	\$1,950,000	Levy amount held steady for budget
Medicaid Incentive MCO	\$0	AWPHD Recommendation is to not budget for this.
Investment Interest	\$25,000	Estimate 2.5% annually with an average balance of 1,000,000
Investment Fee Contra	-\$120	
Clinic Rental (Reimbursed)	\$95,940	Based upon lease agreement
Miscellaneous Receipts	\$0	None expected
Total Fund Revenue	\$2,070,820	
Expenditures		
Superintendent	\$87,597	4% increase June (KC Wage Inflation)
Admin	\$27,456	\$33 per hour at 16 hours per week (Prevailing 28-45 per hour)
State Payroll Taxes (PFML, L&I, ESD)	\$1,726	WA state taxes paid on wages
Fed. Payroll Taxes (SS, Medicare)	\$8,802	Social Security & Medicare Tax on wages
Insurance Benefit	\$11,774	10% increase on \$927.10 monthly premium in June
Office Supplies	\$2,500	General Office Supplies increased due to new office space: \$125 per month PLUS \$1,000 specifically for screen & projector
Accounting Services	\$5,650	Minimal monthly assistance & quarterly review (\$350 per month); annual report (\$1,800)
Legal Services	\$5,000	Legal services expected for program activities
Office Rent Expense	\$9,263	\$750 per month through May and estimated 5% increase beginning in June
Clinic Utilities, Insur., taxes	\$15,061	5% increase currently estimated, with another 5% increase in Nov & Dec
Professional Consulting Services	\$24,000	24k to include strategic planning, board and staff development, and IT services
Website Hosting	\$1,260	\$540 for WordPress Subscription; \$720 for web development services & hosting
Advertising/Promotional	\$2,740	Includes Outreach Committee activities, including Strawberry Festival.
Water Utilities	\$2,916	5% increase added
Travel	\$600	For ferry travel throughout the year
Surface Water & Other Fees	\$4,098	5% increase
Insurance	\$4,468	District liability & property insurance with Enduris; 5% increase
Bank Svc Fee	\$660	\$55 estimated per month
Dues & subscriptions	\$4,192	Gusto: \$57 per month Quickbooks: \$67 per month Zoom: \$225 per Year Chamber of Commerce: \$250 per Year Google Drive & Email: \$600 per Year Adobe: \$194 per year AWPHD: \$1,250 per year PO Box: \$185 per year
Election Charges	\$13,500	Based upon election department estimates
Sunrise R Lease	\$80,879	Updated according to lease for Nov 2023-Oct 2024 & Nov-Dec 2024
Capital Expenditures	\$0	
Property Maintenance	\$17,000	Wasn't budgeted in 2023; Waiting on LKM for BARS confirmation
Meals & Entertainment	\$750	Wasn't budgeted in 2023; BARS account TBD; Something for hosting
Staff & Board Development	\$3,000	Education Costs
Commissioner Compensation	\$4,320	4 meetings per month
Program Funding	\$1,403,500	Urgent Care, Behavioral Health, Outreach/Health Fair, New Programming
Total Expenditures	\$1,742,711	
Fund Gain/(Loss)	\$328,109	
Contingency Reserves		
Primary Care Subsidy Reserve	\$750,000	
Capital Expense Reserve	\$500,000	
Admin Contingency Reserve	\$25,000	
Total Contingency Reserves	\$1,275,000	
Beginning Balance	\$1,256,197	
Ending Cash Balance	\$309,306	For Quarter 1 2025