



P.O. BOX 213, Vashon WA 98070

www.vashonhealthcare.org

REGULAR MEETING MINUTES

Date: October 18, 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 7:01 p.m.

1. **Approve Meeting Agenda** - Commissioner Langland summarized the agenda and stated that the Superintendent Job Description agenda item may be moved to a future meeting due to time. Commissioner Pryne moved to approve the agenda, seconded by Commissioner Noble, and approved unanimously.
2. **Approve Minutes for Prior Regular Meeting** - Commissioner Aman moved to approve the minutes, seconded by Commissioner Wolczko, and approved unanimously.
3. **First Public Comment Period** - None
4. **Superintendent Report** - Superintendent Johnson presented his report:
 - A. **Strategic Planning**
 - This meeting, we will be discussing and approving a charter document for Behavioral Health, which has been updated following the last meeting.
 - The Finance Committee will be presenting a revenue recommendation and a tool for committee analysis of project revenue allocations.
 - A basic project plan format will be presented for the Urgent Care objective, which, while not complete, demonstrates a fairly simple and living process to move this and our other objectives forward. Key to this process is the identification of stakeholders, establishment of responsibility (RACI), and a communication plan. This plan will drive a dashboard that indicates the status of various activities within our objectives. We will be looking to set regular task force/committee meetings between our regular board meeting cycles to drive the work and then report back to the full board.
 - Our current strategic planning schedule is as follows:
 - October 18— BH Charter approval, Review of Project Plans, Dashboards and Budget Allocations. Approval of initial Project Plan summaries.
 - October 30— Finance Committee preliminary recommendations for Budget allocation.
 - 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.

B. Budget

- We are finalizing a draft budget for 2024, including some categories, both for last quarter of 2023 and for 2024, that have not always been in the budget, such as computers, property maintenance, an outreach budget, education and training for staff and Commissioners, specific reserves, and a general or small objective fund.
- The Finance Committee will meet on the 30th of October to finalize its budget recommendations, and I will be presenting a proposed budget to the board on November 1. We will have the meetings of November 1 and 15 to amend and approve that budget, along with a public meeting on the 14th of November to hear input from island constituents.

C. Miscellaneous

- Commissioners Noble, Pryne, and I attended the October 14 Health Fair. It was moderately well attended and I will have demographics served data next meeting. Both the Outreach Committee and myself felt that leading this twice-yearly event with the assistance of the MRC is a useful and proper Health District function, and that we could serve to expand the access to and quality/quantity of the activities and services offered. We will be looking to allocate funds for this in the 2024 Budget.
- The Community Council Meeting on October 19 will analyze and prioritize responses to the KC Budget Survey
- We will be scheduling OPMA/PRA training in December for Commissioners.
- I am developing a proposed set of guidelines and procedures for addressing non-priority, one-off, and late-developing program funding opportunities.
- I will share ideas around committee/task force governance and operation in my next report.
- I will be sending a questionnaire related to the annual review of the Administrative Assistant.

5. Committee reports

A. Finance Committee - Commissioners Wolczko & Aman

- **ACTION:** Approval of Vouchers, Payroll, and Electronic/Digital Payments: Commissioner Wolczko moved to approve the following expenses, which was seconded by Commissioner Aman, and approved unanimously.

Vouchers:			
	None		
Payroll:			
October 1- 15:		Direct Deposits:	\$3,344.63
		Reimbursements:	\$0.00
		Garnishments:	\$0.00
		Total Taxes:	\$1,176.98
		Total Debit:	\$4,521.61
Electronic & Digital Payments:			
Credit Card:	Oct. 10:	Office Depot: Office Supplies	\$168.74
	Oct. 11:	Ace Hardware: Office Supplies	\$86.44
Electronic:	Sept. 6:	Gusto Subscription	\$55.44
	Sept. 14:	Intuit Quickbooks Subscription	\$65.22

- **Budget Allocation Tool** - Commissioner Aman presented an early version of an allocation tool meant by the committee to be used to review proposed budget allocations and expenditures, at least for those known and being considered during the annual budget adoption process.

B. **Outreach Committee** - Commissioners Noble & Pryne

- The Committee met the prior week. Primary topics of discussion were the upcoming health fair and a request for support and partnership from Vashon Be Prepared, as well as an Outreach activity budget for 2024, such as the Strawberry festival and promotion. The potential partnership with VBP is to increase outreach through the expansive reach of VBP audiences and platforms.

C. **Strategic Planning Committee of the Whole** - Commissioner Langland & Joe Kunkel

- **Behavioral Health (BH) Charter Review** -

- Superintendent Johnson presented the updated Charter document draft for discussion. Discussion centered around the timing and prioritization of ‘action’ vs further study of gaps and priorities.
- ***ACTION***: Commissioner Pryne moved to approve the draft Behavioral Health Chart with an amendment to some of the dates in the timelines; seconded by Commissioner Langland. During discussion on the motion, Commissioner Aman raised a question regarding commission responsibility to define requirements for service delivery for BH or other priority areas, whether we will make those requirements the basis for future funding of any partner or provider. With agreement on this Aman agreed to vote in favor of the charter. Following discussion, the motion was approved unanimously.

- **Planning Document** - Superintendent Johnson presented a draft Project Planning Document which would be used in conjunction with the proposed dashboard to provide regular, consistent updates on specific priorities as well as the overall progress toward achieving the adopted vision statement. Following discussion and feedback, the document will be updated prior to the next meeting.

6. **Unfinished Business** - The agenda item related to the Superintendent Job Description will be pushed back to a future meeting due to time.

7. **New Business**

Commissioner Langland

A. **Sam Yates Foundation request** - Representatives from the Yates Family Foundation presented their plans for an upcoming cardiac screening event for local students/youth. They are seeking support from the District for an amount of up to \$5,000. Following the presentation, the guests answered Commissioner questions and will be sending a more formal proposal for further discussion and possible action at the next meeting. Issues raised included specific budget requests, clarification of one time vs ongoing, clarification of rationale for screening all vs. athletes only, and the need to have formal adoption of district funding criteria prior to a decision.

B. **Study Group/Task Force Commissioner Selection Process** - this item was pushed back to a future meeting due to time.

8. **Second Public Comment Period:**

- **Sarah Day** - she conducted some quick, initial research and it seems to indicate that general EKG's for all students is not a recommendation; this led to further discussion among Commissioners about outstanding questions that should be addressed as part of the process of reviewing this proposal.
 - **Joe Kunkel** - he stated that he will get and share information from a similar foundation in Oregon with which he is familiar.
9. **Executive Session** – Commissioner Langland announced that the meeting would be adjourning to Executive Session pursuant to RCW 42-30-110-1g. The Session will focus on reviewing the Superintendent's past performance as well as providing suggestions for the Superintendent going forward. No action will be taken during the Session and the regular meeting will reconvene at 9:15 p.m., followed by adjournment.
10. **Adjournment** - The meeting was reconvened at 9:15 p.m. Following a motion and second, the meeting was formally adjourned by unanimous approval.

Next Meeting: November 1, 2023

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