



P.O. BOX 213, Vashon WA 98070

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

## REGULAR MEETING AGENDA

Date: October 04, 2023

Time: 7:00 p.m.

Place: Vashon Presbyterian Church, 17708 Vashon Hwy SW or 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** - The meeting was called to order by Commissioner Langland at 7:00 p.m.

1. **Approve Meeting Agenda** - Commissioner Wolczko moved to approve the agenda, which was seconded by Commissioner Pryne, and approved unanimously (5-0).
2. **Approve Minutes for Two Prior Regular Meeting:**
  - a. **September 6, 2023 Minutes** - Commissioner Aman moved to approve, seconded by Commissioner Noble, and approved 3-0 (Commissioners Langland and Pryne abstaining).
  - b. **September 20, 2023 Minutes** - Commissioner Noble moved to approve, seconded by Commissioner Pryne, and approved 4-0 (Commissioner Wolczko abstaining).
3. **First Public Comment Period** - No comment.
4. **Superintendent Report** - Superintendent Johnson presented his report:
  - a. **Strategic Planning**
    - This meeting, we will be discussing and approving charter for the Behavioral Health priority. Drafts were provided in the board packet. The other two approved charters were also provided in the board packet.
    - We will also be discussing and approving the task force members initially assigned to each of the three priorities.
    - The Finance Committee will be presenting a revenue recommendation and a tool for committee analysis of project revenue allocations (both in your packet) prior to the strategic planning discussion.
    - We will also be working with Joe Kunkel on the project plan elements going forward, and more specifically, the process to achieving them.
    - It is important for the Board to formalize a process for assigning commissioners to Study Groups, Task Forces, and Committees going forward.
  - b. **Miscellaneous**
    - Sea Mar is receiving follow up questions regarding their building permit application, so they have at least begun the active review process. We discussed Sea Mar's financial outlook specific to 340B revenues as well as potential for the building project to last

longer than our current lease at Sunrise Ridge. Construction would take 12-18 months after the permitting process. I thanked her for Sea Mar’s participation in discussions with VYFS, and attendance at the Social Service Network monthly meeting. I also received and have placed in your packet the latest patient satisfaction survey.

- Commissioner Noble and I continue to meet weekly with the planning committee for the upcoming October 14<sup>th</sup> Health fair.
- The Senior Center will attend an upcoming meeting following the budget and strategic planning demands.
- The Social Service Network held its monthly meeting Tuesday, and Sea Mar was once again in attendance. Primary topics were the health fair, the ongoing work on formalizing its structure, and the overview of activities of each organization.
- VYFS’s beta test of its navigation app was scheduled to begin last week, but has been delayed to next week or beyond. Myself and the outreach committee will have access to testing it. If any other commissioner would like to participate, please make me aware.
- The consensus of the other taxing districts on Vashon is not to meet at this time.
- I have begun to attend an online continuing education class on project management provided by Washington Hospital Services via AWPMD scholarship.

5. **Committee reports**

a. **Finance Committee** - Commissioners Wolczko & Aman

- A committee meeting was held on October 2nd. Following the approval of the Reserve Charter document last meeting, the next step will be the preliminary budget draft at the next meeting.
- A draft Revenue Recommendation and Budget tool was presented. Following feedback, the committee will provide an updated version.
- **ACTION:** Commissioner Wolczko moved to approve the following vouchers, payroll, and electronic costs, which was seconded by Commissioner Aman, and unanimously approved (5-0).

<b>Vouchers:</b>		
<u>2023-44:</u> Enduris Washington	Annual General Liability and Property Insurance	\$4,255.00
<b>Payroll:</b>		
<u>September 16-30:</u>	Direct Deposits:	\$3,255.60
	Reimbursements:	\$0.00
	Garnishments:	\$0.00
	Total Taxes:	\$1,162.64
	<b>Total Debit:</b>	<b>\$4,418.24</b>
<b>Electronic &amp; Digital Payments:</b>		
August 25: Ruby Brink	Food for Advisory Group Meeting	\$136.95
August 31: Ace Hardware	Copy of Office Key	\$8.67
September 11: WP Engine	Annual WordPress Membership	\$590.00

b. **Outreach Committee** - Commissioners Noble & Pryne: The committee will meet the following week. One topic of discussion will be a possible partnership with Vashon Be Prepared, which is a critical provider of community information with a strong link to 4,000-5,000 residents.

c. **Strategic Planning Committee of the Whole**

- **Behavioral Health (BH) Charter Review** - An updated version of the BH Charter was presented for discussion. Phase 1 in the document is agreed upon and will move forward,

while Phase 2 will remain in draft form as it requires further deliberation.

- Composition of Study Groups - initial members of the priority groups were presented and discussed.
- Presentation by Joe Kunkel - Mr. Kunkel provided a presentation summarizing what has been completed in the strategic planning process and the next steps, which include convening workgroups, project implementation, and integration into the 2024 budget.
- The dashboard tool will be used for tracking and communicating progress of project specific measures. There was general agreement to also adapt the dashboard tool to measure and assess progress toward achieving the overall vision and strategic plan, to be done early next year.
- Commissioner Pryne will draft a summary of accomplishments and decisions during the strategic planning process in 2023. It was also suggested it may be adapted into an 'end of year article'.

## 6. **Unfinished Business**

a. **Strategic Planning Q4 Schedule** - The current strategic planning schedule is as follows:

- October 4— BH Charter approval, Project Planning process, preliminary Budget Allocation Estimates. *Begin long range (3 year) budget planning process.*
- October 18—Review/Update 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.

## 7. **New Business**

a. Superintendent Job Description - Commissioner Langland offered his bullet point version of the updated job description and will share it digitally after updates. Commissioner Pryne pointed out that the RCW's do provide some guidance for the Superintendent's role, but it is mostly not applicable to VHCD's specifics.

## 8. **Second Public Comment Period** - None

9. **Executive Session—To evaluate the performance of Superintendent** - 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 began at 8:38 p.m. and the regular meeting will reconvene at 9:00 p.m. for adjournment. No action will be taken. The regular session was reconvened at 9:00 p.m.

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

**Next Meeting: October 18, 2023**

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

---