



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

REGULAR MEETING AGENDA

Date: January 3, 2024

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

Wendy Noble, Position 4, Secretary (newly-elected)

Bill Hamilton, Position 1

Sarah Day, Position 2

Alan Aman, Position 3

Tim Johnson, Superintendent

Call to order - Commissioner Langland 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 Hamilton, and approved unanimously (4-0, with Commissioner Noble temporary absent).
2. **Approve Minutes for 12/20 Regular Meeting**- approval will be tabled until next meeting.
3. **First Public Comment Period** - none
4. **Introduction of New Commissioners** - Commissioner Langland welcomed newly elected Commissioners, Bill Hamilton and Sarah Day, and asked each to introduce themselves
 - Sarah Day has been on the island for 30 years, including 10 years as a nurse on the island, as well as serving as the school nurse.
 - Bill Hamilton has been on Vashon for 13 years and is a native of the Northwest. He was involved in the District formation, efforts to build a clinic on island, and has played the role of working with legislators on matters related to the health district.
5. **Superintendent Report:**
 - a. **Review** - Superintendent Johnson provided a review of the District's current status:
 - We have taken some time and identified strategic priorities for action in the coming year. While it has been a time-consuming process, I am pleased with where we are at this moment, prepared with financial reserves and work groups and clear objectives to achieve.
 - Joe Kunkel and I are working on a draft document that will be a concise and accessible summary of our strategic objectives and process. I put an outline in your packet, and welcome all input as we draft this document.
 - We also have some remaining work to do on committee/ work group process and membership, which we will be undertaking this meeting, seeking to resolve at least preliminary committee structure and commissioner participation and selection.
 - There is a proposal from me to restart a hybrid of two key study groups from last year into one group under the heading of Vulnerable Adults.

- There is a proposal from Commissioner Aman to start a Governance Committee (outline included in your packet).
 - We are also in need of establishing our Officers for the year.
- b. **Strategic Planning** - This meeting we will continue discussing project committee/work group structure, governance, operation, and Commissioner assignments. It is important that we select at least a temporary committee operating structure and make Commissioner selections so these work groups can continue their work.
- The key issue we have in terms of governance and structure relates to Commissioner chairs. Per my proposal (encompassed in the power point presentation), the Board authorizes committees and work groups, which are then administered by the superintendent. Commissioner participation is not required but encouraged as it adds committed participants and deepens the Board knowledge of the work. The Board does not cede its decision making authority to the committees, negating both their need to announce public meetings or every work session (hence no more than 2 Commissioners per work group) and the need for formal Commissioner chairs.
 - We will also continue discussing the development of a Strategic Planning Document for publication, memorializing the 2023 process, making our intentions clear, and creating an ongoing process. Our current strategic planning schedule is as follows:
 - January 3—Committee Structure and Assignments, Strategic Plan Document Discussion.
 - January 9—Outreach Work Group Meeting
 - January 10—Behavioral Health and Urgent Care Work Group Meetings.
 - January 17—Unsolicited Funding Requests, Strategic Plan Document Discussion.
 - January 26—Finance Committee Meeting.
- c. **Educational and Development Opportunities** - I have included a proposal from Elizaeth Archambault of Copper Consulting for your review. I believe that in order to more fully and effectively plan and execute going forward, we should refresh some of the basics of communication, discussion, and decision-making as a group.
- ACTION:** Commissioner Langland moved to accept the proposal submitted by Copper Consulting; following discussion and a second by Commissioner Hamilton, the motion was approved 3-1 (Commissioner Aman voting against; Commissioner Noble absent)
- d. **Schedule** - As previously discussed, I have begun scheduling committee and work group meetings to standard days/times on the second and fourth week of each month, offsetting our regular Board meeting weeks. This serves the purposes of consolidating my schedule somewhat, eliminating ongoing scheduling issues, and creating a cadence allowing for short-term review and planning with regular reports to the full Commission.
- I have previously proposed a goal of a single regular meeting per month. Toward that goal, I would like to see us moving the customary business (including finances) to the second meeting of the month (when monthly financial reports are available), having committee and work group meetings at both regular meeting, and prioritizing longer form discussions, presentations, education, and development opportunities into the first meeting of the month. Ideally, as our work groups progress, we would be able to reduce the frequency of the longer form meeting to perhaps every other month or once per quarter, enabling us to have business in one monthly meeting and a separate, more expansive but less frequent second meeting.
 - Commissioner Aman had proposed meetings 1 per month; and committee meetings

consolidated into the same week as board meetings; and while that differs from the schedule proposed by the superintendent he supports the idea of standardized schedules.

- e. **Unsolicited Funding Requests Policy** - We will address Unsolicited Funding Requests beginning on January 17.
- f. **Computers and IT** - We are still in process migrating our domain registrar and setting up subsequent Google Workspace accounts for security and ease of use.

6. Committee Reports

a. Finance Committee

- The Committee has not met since the last board meeting; Commissioner Bill Hamilton will join the Committee, which regularly meets the 4th Monday of each month. A Committee Charter is currently being drafted.
- **ACTION:** Commissioner Aman moved to approve the following expenses, which was seconded by Commissioner Langland and approved unanimously (5-0).

Vouchers:		
None		
Payroll:		
December 16-31:	Direct Deposits: Reimbursements: Garnishments: Total Taxes: Total Debit:	\$3,262.56 \$0.00 \$0.00 \$1,140.49 \$4,403.05
Electronic & Digital Payments:		
None		

- Commissioner Aman asked the group for feedback related to what the Committee could or should be working on or addressing; Commissioner Langland welcomed a previous offer to explore more information about compensation levels.
- b. **Outreach Committee** - The Committee is still in the process of formulating an agreement with Vashon Be Prepared and Voice of Vashon.
- c. **BH Work Group** - Superintendent Johnson and Commissioner Noble continue engaging the roundtable and provided an update on those conversations.
- d. **UC Work Group** - awaiting a meeting with MultiCare planned for after the new year.
- e. **Strategic Planning Committee of the Whole**
 - **Committee Governance:** Joe Kunkel provided a presentation on work group and committee governance and structure followed by discussion:
 - Commissioner Aman expressed the importance of considering the role of the board as well as the importance of groups to provide regular updates, ideally in written form. Superintendent Johnson agreed on making sure updates and reports are provided in a timely manner.
 - It was agreed that the general difference between work groups and standing committees is that committees are not limited in time whereas work groups are meant to be time limited.

- Commissioner Aman stated that all committees he has served on in various roles have included chairs and that it is the norm; having chairs does not mean hierarchy.
- Commissioner Langland agreed with the question raised by Commissioner Aman. Following some discussion about the operation of the Outreach Committee as an example, he expressed willingness to proceed with that approach, but advised that the board could adjust how committees are structured/governed if needed.
- Commissioners Day and Hamilton Sarah agreed with a more team-centered approach.

- **Committee/ Work Groups Membership -**

- Superintendent Johnson summarized his recommendations: (modified in deference to Commissioner Aman's declination to serve on the Behavioral Health Work Group):

	Langland	Noble	Aman	Day	Hamilton
Behavioral Health		X		X	
Finance			X		X
Outreach	X				X
Urgent Care		X*		X	
Vulnerable Adults	X	X			

* Commissioner Noble has agreed to temporarily stay with BH as the taskforce assembles

- Behavioral Health Work Group: **ACTION:** Commissioner Langland moved to approve Commissioners Day and Noble as Commissioner-members of the BH work group, which was seconded by Commissioner Hamilton and approved unanimously (5-0).
- Finance Committee: **ACTION:** Commissioner Langland moved to approve Commissioners Aman and Hamilton for the Finance Committee, which was seconded by Commissioner Aman, and approved unanimously (5-0).
- Outreach Committee: **ACTION:** Commissioner Hamilton moved to approve Commissioners Langland and Hamilton for the Outreach Committee, which was seconded by Commissioner Aman, and approved unanimously (5-0).
- Urgent Care Work Group: **ACTION:** Commissioner Langland moved to approve Commissioners Noble and Day for the Urgent Care Work Group, which was seconded by Commissioner Hamilton, and approved unanimously (5-0).
- Commissioner Aman offered to share his experience and expertise as useful to both the behavioral health and urgent care work groups.
- Commissioner Langland reiterated that these assignments are starting points and there is always the option of adjustment.

- **Proposal of 'Vulnerable Adults' work group:** Superintendent Johnson introduced his proposal for this new work group. Following discussion, Superintendent Johnson offered to provide a one-pager explaining the purpose and role of the new group, which will be presented prior to proceeding.
- **Governance Committee:** Commissioner Aman presented his reasons for the establishment of a Governance Committee; Superintendent Johnson will send an updated version of the points provided by Commissioner Aman, which were updated. Commissioner Hamilton would prefer to do more study on good governance on the various types of boards, factoring in size, sector (corporate vs nonprofit vs public district), etc. This will be included as unfinished business at the next meeting.

- **Strategic Plan Document** - Superintendent Johnson introduced the strategic document that was included in the board packet, and feedback is welcomed.

7. Unfinished Business

- Governance Education and Board Development - Commissioner Aman explained the importance of self-assessment and asked about the AWPHD tool under development and his wish to use it. Following discussion, he and Superintendent Johnson will partner to follow up with AWPHD. Commissioners Noble and Hamilton expressed support for discussing this topic as part of the upcoming retreat. Superintendent Johnson offered to explore what the consultant and AWPHD could offer and discuss whether alternative options are available.

8. New Business

- Officer Election - Commissioner Langland provided an overview of the Secretary position and proposed to follow the tradition of the longest-standing Commissioner playing that role, which is now Commissioner Noble.

ACTION: Commissioner Hamilton moved to elect Commissioner Noble as Secretary, which was seconded by Commissioner Day, and approved unanimously (5-0).

9. Second Public Comment Period - None

10. Adjournment - Following a motion by Commissioner Aman and second by Commissioner Hamilton, the meeting was adjourned by unanimous approval.

Next Meeting: January 17, 2024 Regular Meeting

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