



P.O. BOX 213, Vashon WA 98070  
[www.vashonhealthcare.org](http://www.vashonhealthcare.org)

## REGULAR MEETING MINUTES

Date: December 6, 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** - The meeting was called to order by Commissioner Langland at 7:00 p.m.

1. **Approve Meeting Agenda** - Commissioner Wolczko moved to approve the minutes, which was seconded by Commissioner Pryne, and approved unanimously (5-0).
2. **Approve Minutes for 11/14 special meeting** - Commissioner Pryne moved to approve the minutes, which was seconded by Commissioner Noble, and approved unanimously (5-0).
3. **First Public Comment Period** - None
4. **Superintendent Report** - Superintendent Johnson presented his report from the board packet:
  - a. **Strategic Planning**
    - This meeting, we will be discussing project committee/ work group structure, governance, operation, and Commissioner assignments. We will also begin discussing the high level goals of our 2024 Strategic Planning Process.
    - The project teams have begun bi-weekly meetings, and the BH group has a stakeholder roundtable coming up next week at the VIFR Penny Farcy Building.
    - Our current strategic planning schedule is as follows:
      - December 11—Finance Committee
      - December 13—BH and Urgent Care Work Group Meetings
      - December 14—BH Stakeholder Round Table
      - December 20—2024 priorities and Committee/Work Group follow up.
  - b. **New Commissioners** - New Commissioners Day and Hamilton will attend a small onboarding training session at 11 AM on Friday, December 15, learning about tax assessment and levy setting, as well as a checklist of other items needed. If any other commissioners want to sit in, let me know. Steps are being taken to complete their required PRA/OPMA training, and for their swearing in.
  - c. **Budget** - At the Regular Meeting on November 1, per RCW 70.44.060, I presented a proposed budget and levy amount for the calendar year 2024. On November 14, also in accordance with RCW 70.44.060, a public hearing was held on both the 2024 proposed budget and the 2024

proposed levy amount. On November 15, the Board approved the budget with minor amendments as noted in the minutes, passing resolutions 23-03 and 23-04. The following week, I submitted those resolutions with all other necessary documentation to the King County Council Clerk and the King County Assessor's office prior to the November 30 deadline.

- d. **Sam Yates Foundation Request** - The Sam Yates Foundation/Nick of Time Foundation Cardiac Screening event was completed earlier in the day. I am told roughly 350 people signed up. The value of 350 people having AED/CPR training alone makes this a nice endeavor and two (2) children were found to have problems that needed follow ups.
- e. **Community Partnership On Dysregulation** - Commissioner Noble and I have met with members of the Social Service Network to help an individual in a dysregulation crisis, and along the way, Commissioner Noble and others have put together a community guide for dealing with this. Commissioner Noble requests that our logo be attached to the flier.

**ACTION:** Commissioner Langland moved to approve the use of the District logo on the community guide flier, which was seconded by Commissioner Pryne, and approved unanimously (5-0).

- f. **Finance Committee** - Next regular meeting, we will be proposing a resolution to change the auditor/secretary position for the new year. We will be doing some upcoming training on December 11.
- g. **Unsolicited Funding Requests Policy** - Discussions on the proposed policy will resume in January.
- h. **Computers** - We have purchased new computers and cases for each Commissioner and the staff. The set up process is ongoing but we will be meeting with each of you to swap out old for new.
- i. **Miscellaneous**
  - The Social Service Network is beginning work on a Community Needs Survey and we will work to be part of that process.
  - I am reviewing initial educational offerings from AWPHD and the MRSC for next year.
  - I am working on a proposal for a Winter Board Retreat to focus on our business and communication process, and how we might enhance our interaction.
  - We will be reviewing our bylaws in the December 20 Meeting.

- Commissioner Aman requested that the latest auditor report be posted on the website.
- Commissioner Aman asked about follow up discussions with the Chamber of Commerce about the ferry problems. Superintendent Johnson has not yet been able to follow up due to illness.
- Commissioner Aman asked about any response or replies related to an article posted online by *The Loop*. Superintendent Johnson reported that a couple emails have been received and he has clarified some of the points, namely the confusion around affordable housing. Commissioner Aman and others agreed that there was a lot of positive commentary and included some suggestions worth pursuing, most notably communicating more often with the community.

## 5. Committee reports

- a. **Outreach Committee** - Commissioner Pryne provided an update on the prior week's meeting with Voice of Vashon and Vashon Be Prepared. They will meet again to further discuss a collaboration that would allow VHCD to distribute communications and updates through the VoV & VBP platforms and audiences. VoV & VBP has a similar relationship with VIFR related to VIFR

communications. A proposal may be provided by the end of January. Commissioner Aman supports a more formal communications plan for 2024.

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

- Cash fund balance: \$1,218,048.06 as of today.
- Commissioner Wolczko summarized and moved to approve the following expenses and payments, which was seconded by Commissioner Aman, and approved unanimously (5-0):

<b>Vouchers:</b>		
<u>2023-50</u> : Landing at Bank	Monthly Office Rent	\$750.00
<u>2023-51</u> : Kaiser Foundation	Monthly Insurance Premium	\$927.10
<u>2023-52</u> : Sunrise Ridge Health Services	Monthly Clinic Rent	\$7,674.89
<u>2023-53</u> : Samuel Yates Community Foundation	Nick of Time Program Support	\$4,000.00
<u>2023-54</u> : Tim Johnson	Laptop Purchase Reimbursement	\$8,444.07
<b>Payroll:</b>		
<b>November 1-15:</b>	Direct Deposits:	\$3,433.66
	Reimbursements:	\$0.00
	Garnishments:	\$0.00
	Total Taxes:	\$1,187.45
	<b>Total Debit:</b>	<b>\$4,621.11</b>
<b>November 15-30:</b>	Direct Deposits:	\$3,230.17
	Reimbursements:	\$0.00
	Garnishments:	\$0.00
	Total Taxes:	\$1,187.45
	<b>Total Debit:</b>	<b>\$4,378.25</b>
<b>Electronic &amp; Digital Payments:</b>		
	None	

- There will be a meeting on the transition of the auditor role on December 11 and a resolution will be presented at the next regular meeting to replace the position.

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

- Mr. Kunkel provided a slide presentation providing options and considerations for the structure, governance, and composition of standing committees and work groups.
- The governance of the groups, namely whether there should be a specific Chairperson and that person’s qualifications, was discussed at length. Due to time, further discussion of governance was put on hold.
- Superintendent Johnson is seeking a more formal process for committee assignments. He provided his recommendations and proposals for committee assignments, particularly the Commissioner-members of those groups. Commissioner Aman suggested this issue be considered as part of the bylaws review at the next meeting and to allow more time to reflect. Assignments will be on the agenda in upcoming meetings.
- The 2024 strategic planning activities will also be part of the upcoming agendas.

6. **Unfinished Business** - Commissioner Langland

- Superintendent Job Description - The previous job description, created in 2019, is outdated and Commissioner Langland presented an updated draft, including feedback received from other Commissioners. He will send it out again for discussion at the next meeting.

7. **New Business** - None
8. **Second Public Comment Period** - None
9. **Adjournment** - Following a motion by Commissioner Pryne, and second by Commissioner Noble, the meeting was adjourned at 9:00 p.m. by unanimous approval.

**Next Meeting: December 20, 2023 Regular Meeting**

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

---