



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

REGULAR MEETING MINUTES

Date: February 21, 2024
Time: 7:00 p.m.
Place: Vashon Presbyterian Church, 17708 Vashon Hwy SW, via ZOOM: <https://zoom.us/j/82699377083>
Present: Wendy Noble, Position 4, Secretary
Bill Hamilton, Position 1
Sarah Day, Position 2
Alan Aman, Position 3
Tim Johnson, Superintendent

Call to order - Commissioner Noble called the meeting to order at 7:05 p.m.

- 1. **Consent Agenda** - The following consent agenda was approved unanimously (4-0).
 - a. **Approve Meeting Agenda**
 - b. **Approve Minutes for 2/7/2024 Regular Meeting**
 - c. **Approval of Vouchers, Payroll, and Electronic/Digital Payments:**

Vouchers:		
Payroll:		
February 1-15:	Direct Deposits:	\$3,491.48
	Reimbursements:	\$0.00
	Garnishments:	\$0.00
	Total Taxes:	\$1,185.11
	Total Debit:	\$4,676.59
Electronic & Digital Payments:		

2. **First Public Comment Period:**

- Wendy Aman expressed thanks for participating in the group letter sent to Washington State Ferries regarding ferry issues; There is now a related House bill under consideration; She will communicate with Tim about a letter that may be sent to the Senate

3. **Superintendent Report**

Superintendent Johnson

- a. **Strategic Planning** - This meeting, we will discuss and hopefully approve the Unscheduled Funding Opportunity Policy, with the following edit to the criteria:

Duration of opportunity (one-time or ongoing) - Joe Kunkel and I have sent you an initial draft of the strategic plan document, including some work on this year’s planning process, and Joe will facilitate a discussion of that and next steps for schedule, including setting the deadlines for our ongoing review process and establishing an overarching strategic Dashboard to accompany our summary. Our current strategic planning schedule is as follows:

- Feb 27—Outreach and Finance committee meeting.
 - February 28—Behavioral Health and Urgent Care work group meetings
 - February 28—Board Retreat
 - February 21—Regular Meeting—strategic planning update and schedule
- b. **Note on Reporting** - With much of our activity switching to committee and project work, much of my reporting will move into that format, and this report will likely shorten and/or change a bit in format.
- c. **Office and Furniture** - The landlord is preparing the updated lease for the new space, and we are beginning the process of moving. I am currently searching for furniture.
- d. **Educational and Development Opportunities** - Materials for the retreat will be sent. Commissioner Aman and I have been working on the concept of providing regular (bi-monthly, monthly, quarterly, not determined yet) educational opportunities with speakers and presentations from areas of current activity and interest. Commissioner Aman started a list of potential areas of presentation, included in the packet. Please review the list and provide feedback or other recommendations.
- e. **Chamber of Commerce and Ferries** - I have responded to a request from the Executive Director of the Chamber of Commerce, Amy Drayer, and we are currently working to convene a stakeholder roundtable on the subject of Ferries and relationship to health care. We are currently working to add this to an existing VHCD meeting in March, and invite other attendees, including VIFR and VashonBePrepared.
- f. **Sam Yates Foundation** - In your packet you will find a report from the Sam Yates Foundation regarding their partial use of our allocated funds for the cardiac screening event. As you are aware, we allocated the funds on a “last in” basis, and this meeting, I am asking for any discussion and/or objections regarding the acceptance of the report and return of the unused funds per our agreement.
- g. **Miscellaneous**
- Included in your packet is the latest Sea Mar Patient Satisfaction survey.
 - I want to remind and keep you aware that VYFS has indicated that their funding from Granny’s Attic for their medical voucher program has transitioned from an annual budgeted program to a semi-annual granting opportunity, starting at the end of quarter 1, 2024. I have invited them to a March general meeting to update us on the voucher program and potential impacts, along with a check-in on current activities.
 - We continue to integrate all commissioners with the new equipment and software, and assistance will be available around meetings, or at other times at your request.

4. Committee Reports

- a. **Finance Committee** - The finance committee did not meet during this time period. The committee undertook modification of its charter, which is included in the board packet and approval is requested. The next meeting will be February 27.

ACTION: Commissioner Hamilton moved to approve the Finance Committee Charter document, which was seconded by Commissioner Noble, and approved unanimously (4-0; Commissioner Langland absent)

- b. **Outreach Committee** - The outreach committee met on February 13th, including:
- Update on discussions with VashonBePrepared and VOV regarding potential partnership. Superintendent Johnson presented a draft of agreement points provided by VOV/VBP.

- VOV/VBP to attend the meeting.
 - Advertising format. Discussed potential ads and format as part of communication plan.
 - Talking points/ communication plan. Further discussion on development of some prospective talking points for use in office hours and everyday communication. Discussed the formation of a communication plan encompassing office hours, web site, email, social media, advertisements/press releases, and newsletter content. Members to prepare talking point examples for next meeting.
 - Health fair. Discussed the current status of health fair (set at April 27)
- c. **Behavioral Health Work Group** - The group met on Feb. 14th. The youth questionnaire was discussed at multiple meetings and re-drafted. The focus of the survey is on identifying gaps and priorities. The group is preparing to distribute a draft to key stakeholders later this week. The group has narrowed its initial focus to around two areas of exploration with a goal of a definable project or projects for action by April of 2024:
- Core BH services (including potential for more provider hours including summer hours)
 - Supplementary/ lead-in services such as social work and case management
- d. **Urgent Care Work Group** - The group met internally on February 14th, followed by a February 19th meeting with Multicare executives. Multicare discussions centered around feasibility and cost/operational constraints. Key constraints include: staffing; ferry/transit time; unknown demand, storage of supplies. The meeting concluded with the understanding that the VHCD is able to subsidize a venture, there is interest from both parties, and the next steps are to bring Dispatch development personnel into the discussion within the next two weeks.
- **Charter & Project Plan Review** - charter was sent out with the only comments from Commissioner Aman. Commissioner Aman encouraged the group to explore all types of options for service delivery, including telehealth as one example. He expressed that it will take more than Dispatch to serve the island to the extent possible and we have to consider whether Sea Mar can/will fill some of the gaps. Superintendent Johnson said that so far Sea Mar has shown no interest in any urgent care services and we are trying to engage others as well, including SIHB and VIFR. The group believes a large value of Dispatch is to acquire data to help identify longer term partners.
- e. **Strategic Planning Committee of the Whole** - Noble/Johnson/Kunkel:
- **Strategic Planning Document Review** - a draft document was circulated with the board packet. It is meant to share the structure and process of strategic planning with the community, including what has been done and intentions for the future. Commissioner Aman suggested further elaboration for 2024 and to include the vision statement prominently in the document.
 - **Unsolicited Funding Opportunities** - The revised draft was included in the packet, with one primary change in the language to consider whether requests are one-time or ongoing. During discussion, commissioners felt the document did adequately express that activities in the core priority areas would be the primary focus. Commissioner Aman clarified with commissioner concurrence that all requests presented will be referred to the formal strategic and/or budget process to the greatest possible extent.

ACTION: Commissioner Hamilton moved to approve the Unscheduled Funding Opportunities Policy as updated, which was seconded by Commissioner Day, and approved unanimously (4-0; Commissioner Langland absent).

5. **Unfinished Business**

- **Governance Education and Board Development (Aman)** - Commissioner Aman distributed a

document prior to the meeting and seeks approval for a committee with a scope that includes:

- Review/recommend bylaws changes
- Orientation of new commissioners
- Periodic board self-assessments
- Annual board educational planning
- Prepare board development sessions/retreats
- Superintendent position description, performance review
- Superintendent search and selection
- Conflict of interest
- Consultation on good governance practices.

ACTION: Commissioner Aman moved to approve the adoption of a committee and to memorialize its purpose with a charter; Commissioner Day seconded the motion; During discussion Commissioners Hamilton and Noble expressed that more discussion should be had on whether some elements of the proposed scope were better addressed in the full group or in a committee; Following discussion, the motion fails by a vote of 2-1 (Commissioner Noble abstains; Commissioner Langland absent)

6. **New Business** - None

7. **Second Public Comment Period** - None

8. **Adjournment** - Following a motion by Commissioner Day, and second by Commissioner Hamilton, the meeting was adjourned by unanimous approval (4-0).

Next Meeting: March 6, 2024 Regular Meeting

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