



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

REGULAR MEETING MINUTES

Date: February 7, 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 pm.

1. **Consent Agenda** - The consent portion of the agenda was approved unanimously (5-0):

a. **Meeting Agenda**

b. **Minutes for 1/17/2024 Regular Meeting**

c. **Vouchers, Payroll, and Electronic/Digital Payments:**

Vouchers:		
2024-1: Landing at Bank	Monthly Office Rent	\$750.00
2024-2: Kaiser Foundation	Monthly Insurance Premium	\$927.10
2024-3: Sunrise Ridge	Monthly Rent	\$7,674.89
Payroll:		
January 15-31:	Direct Deposits:	\$3,516.94
	Reimbursements:	\$0.00
	Garnishments:	\$0.00
	Total Taxes:	\$1,190.01
	Total Debit:	\$4,706.95
Electronic & Digital Payments:		
Electronic: Dec. 6: Gusto	Monthly Subscription	\$55.44

2. **First Public Comment Period** - none

3. **Superintendent Report** - Superintendent Johnson presented his report which was provided in detail in the board packet:

- a. **Strategic Planning:** This meeting, we will continue discussing our procedure for addressing unsolicited funding opportunities. An updated policy draft was provided. Key concerns are:
- Allocation of resources that is meaningful but does not encourage a “grant rush”
 - Encourage dialogue and collaborative opportunity but not create “available money pot”
 - Process is transparent, well-organized, and fair

Joe Kunkel is working on an initial draft of the strategic plan document, including some work on this year's planning process, and he will return next meeting to review that and our wind-up plan for facilitation. Our current strategic planning schedule is as follows:

- February 7—Regular Meeting—strategic plan document update and continuation of unsolicited funding opportunities discussion.
- Feb 13—Outreach committee meeting
- February 14—Behavioral Health and Urgent Care work group meetings
- February 21—Regular Meeting—strategic planning update and schedule

b. **Social Service Network Meeting:** The SSN met this week and the following was raised:

- The services navigation app is now available at the app store for Apple products, with Android and web based coming soon. The SSN has a few ipads that they will convert to kiosks for placement at selected locations. Current categories, which are not yet fully populated, include: family, housing, safety, mental health, senior services, health care, education, youth, food, and transportation.
- Vashon Household has opened their housing wait list for the first time since 2021.
- A work group is developing the basis of a collective community needs survey and format.
- On March 23, there will be a nonprofit leadership round table and nonprofit fair put on by the Chamber of Commerce.
- There were 149 homeless people estimated in the count accomplished by IFCH and VYFS.
- The SSN is working on the concept of "community centric" fundraising, where fundraising is by community project rather than individual organization.

c. **Office and Furniture:** I met with the landlord to discuss moving to the larger corner office. The purpose of the move is to bring suitable conference space into the office for committee and work group meetings of 6-8 people, supported by white boards and Zoom capability and a screen. After multiple consultations, the landlord offered the larger space at a rent of \$1,250 per month, same terms as the smaller office. I have consulted with the finance committee and received their recommendation to make the move and to acquire suitable furniture. I am asking the full Board for permission to acquire the larger office space at the \$500 per month increase in rent. Action requested.

ACTION: Commissioner Aman moved to approve moving forward with a lease for the new office space at the increased rent amount of \$1,250; Second by Commissioner Langland; following discussion, the motion passed unanimously (5-0).

d. **Educational and Development Opportunities:**

- Dr. Archambault is working on an agenda for the February 28th retreat, along with some homework for commissioners. I should have a draft by next meeting.
- Commissioner Aman and I will continue to work together and with AWPHD on resources for board self-assessment. I have reached out and am communicating with AWPHD about available resources.
- I will continue to look for educational opportunities related to our current efforts, and am open to suggestions should anyone find useful resources.

e. **Chamber of Commerce and Ferries:** I have responded to a request from the Executive Director of the Chamber of Commerce, Amy Drayer, for an opportunity to discuss harmonization of activities with the board at a future meeting, as well as working individually with her. I am awaiting her schedule availability. The goal is to make sure that all voices coordinate, with health-related stakeholders augmenting the work led by the Chamber.

f. Computers and IT:

- The transition to Google Workspace is complete, including migration of old emails, and despite some difficulties, we have nearly completed setup and implementation.
- Patrick will be working individually with each of you, with Micheal O'Donnell's help as necessary, as we move forward to make sure your individual computers are fully functional and you are aware of how to use the shared Drive and shared Calendar.
- Some web site updates related to our new commissioners have been accomplished. Additionally, links to recent press have been placed in the news section.

g. Miscellaneous

- I have begun the conversion of the agenda to a more streamlined format, including a consent agenda for routine matters, so we can spend more of our time reviewing the committees and work groups, and conserve time for other topics..
- I met with VIFR Chief Vinci and discussed the status of the Mobile Integrated Health program. VIFR has hired a nurse and contracted for a medical director, is establishing its protocols and schedule, and should begin service in late February.
- 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 meeting to update us on the voucher program and potential impacts.
- The final assessed value and levy certification documents have been sent to me from the County Assessor's office, and are included in your packet.

4. Committee Reports

a. Finance Committee:

- The committee met earlier in the week, and welcomed Commissioner Hamilton as a new member. The transition to the new auditor is ongoing, with a few items left to put in place. Going forward balance sheet accounts will be included in monthly reporting, to show cash and reserve balances. A financial schedule will be developed, including long range planning.

ACTION: Commissioner Aman introduced and moved to approve Resolution 24-01 Appointing of Auditing Officer(s) for the Purpose of Authorizing the Issuance of Warrants and Electronic Transactions Prior to Board of Commissioners Approval. The resolution is required by King County and appoints Commissioners Langland and Aman as the auditing officers. The motion was seconded by Commissioner Hamilton and approved unanimously (5-0). The resolution as adopted will be posted on the website.

b. Outreach Committee: The outreach committee met on 1-23-24. Topics discussed were:

- Discussions with VashonBePrepared and VOV regarding potential partnership. Superintendent Johnson to work with VBP/VOV on potential agreement points for review.
- Office hours. Discussed the concept of rotating once per month office hour availability, recruiting commissioners and members of the committee and staff.
- Looked at preliminary idea of some standard notifications for use in newspaper ads.
- Talking points/ communication plan. Began 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
- Health fair. Discussed the current status of health fair (set at April 27)

c. **Behavioral Health Work Group:**

- Commissioners Day and Noble and Superintendent Johnson met with Dove Project via Zoom on January 22 to discuss the details of a partial youth behavioral health grant received by Dove from King County, and potential opportunities to collaborate.
- The BH work group met on 1/24. The group discussed the formulation of a youth survey beginning draft by Rich Hazzard of Journeymen. Currently the group is preparing to distribute draft to key stakeholders later this week.
- Some next steps discussed were:
 - Meeting with school officials (Commissioner Day).
 - Scheduling meeting of part of the BH task force to discuss roll out of youth survey.
 - Continued vetting and development of survey.

d. **Urgent Care Work Group:** Commissioners Noble & Day

- The anticipated meeting with MultiCare has now been scheduled for the next week.
- In response to a question by Commissioner Langland, Superintendent Johnson said that a wider net had been cast for potential partners, by both the UC Work Group as well as the Advisory Committee and that it was found that there just were not many or any other potential partners available. Commissioner Aman requested that a summary of potential partners who have been explored be presented at the next meeting.
- Commissioner Aman also expressed that there is time pressure to present some sort of update to the island and from his experience there are other non-'brick-and-mortar' organizations that may be options.
- Commissioner Langland added that even if a program is developed with Dispatch Health it may be one component or an initial attempt to address Urgent Care needs.

e. **Strategic Planning Committee of the Whole:**

- A draft document summarizing the strategic planning process to date and next steps will be presented in the near future.
- Unsolicited Funding Opportunities - Superintendent Johnson presented his revised policy document that was updated following the discussion at the last meeting;
 - The revised version does not include a specific limit on the discretionary funding;
 - Commissioner Langland said he felt comfortable with the draft as long as all were in agreement with the general philosophical points in the first section;
 - Commissioner Noble raised a lingering question of the difference between funding 'one-time' vs 'ongoing' or regular grants and also the difference between these requests and our 'programming'.
 - Commissioner Aman reiterated the need to remain disciplined to the agreed upon core strategic priorities; and the only reason he raised the idea of a limit is for non-related requests, but is also fine at not having a set amount;
 - During discussion some minor adjustments were recommended by Commissioners and the draft document will be updated and presented for the next meeting;

5. **Unfinished Business:**

- Governance Education and Board Development (Aman) - Commissioner Aman stated that the Board discusses a number of issues and priorities for which it may benefit from additional education. He proposes to invite some speakers to provide presentations on various topics. Sea Mar may be a good source of experts to attend and provide talks. Commissioner Langland requested that Commissioners provide topics of interest for consideration to pursue.

6. **New Business** - None
7. **Second Public Comment Period** - None
8. **Adjournment** - Following a motion by Commissioner Day, and second by Commissioner Noble, the meeting was adjourned at by unanimous approval (5-0).

Next Meeting: February 21, 2024 Regular Meeting

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