



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

**REGULAR MEETING MINUTES**

Date: March 6, 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 7:00 p.m.

**1. Consent Agenda** - The following consent agenda was approved unanimously (4-0):

- a. Approve Meeting Agenda
- b. Approve Minutes for 2/21/24 Regular Meeting & 2/28/24 Special Meeting (Retreat)
- c. Approval of Vouchers, Payroll, and Electronic/Digital Payments:

| <b>Vouchers:</b>                             |                                       |                         |                   |
|--|---------------------------------------|-------------------------|-------------------|
| <u>2024-4</u> : Landing at Bank              | Monthly Office Rent (new space)       |                         | \$1,250.00        |
| <u>2024-5</u> : Kaiser Foundation            | Monthly premium                       |                         | \$927.10          |
| <u>2024-6</u> : Sunrise Ridge                | Monthly Rent plus outstanding balance |                         | \$7,981.89        |
| <u>2024-7</u> : Lake, Kennedy, McCulloch     | Accounting Services                   |                         | \$437.00          |
| <u>2024-8</u> : SoundComp, Michael O'Donnell | IT & Computer Services                |                         | \$1,528.66        |
| <u>2024-9</u> : Water District 19            | Bi-Monthly Water Utilities            |                         | \$495.88          |
| <b>Payroll:</b>                              |                                       |                         |                   |
| <b>February 16-29:</b>                       |                                       | Direct Deposits:        | \$3,345.16        |
|  |                                       | Reimbursements:         | \$0.00            |
|  |                                       | Garnishments:           | \$0.00            |
|  |                                       | Total Taxes:            | \$1,156.83        |
|  |                                       | <b>Total Debit:</b>     | <b>\$4,501.99</b> |
| <b>Electronic &amp; Digital Payments:</b>    |                                       |                         |                   |
| <b>Credit Card:</b>                          | Feb. 7                                | Adobe Software          | \$185.94          |
|  | Feb. 2                                | Google Workspace        | \$73.70           |
|  | Jan. 22                               | Adobe Software (2)      | \$391.06          |
|  | Jan. 17                               | MRSC Training           | \$40.00           |
|  | Jan. 9                                | Bluehost.com Migration  | \$99.00           |
|  | Dec. 21                               | Bluehost.com Hosting    | \$14.12           |
| <b>Electronic:</b>                           | Feb. 14                               | Quickbooks Subscription | \$65.22           |
|  | Feb. 6                                | Gusto Subscription      | \$56.52           |
|  | Jan. 14                               | Quickbooks Subscription | \$65.22           |
|  | Jan. 6                                | Gusto Subscription      | \$56.52           |
|  | Dec. 14, 2023                         | Quickbooks Subscription | \$65.22           |
|  | Dec. 6, 2023                          | Gusto Subscription      | \$56.52           |

## 2. **First Public Comment Period**

- **Jeni Johnson, Vashon Youth & Family Services (VYFS)** - Ms. Johnson attended to provide an update on VYFS and its funding forecast and its services. VYFS has received about \$50,000 per year from Grannies and is currently applying for an increased amount of \$64,000. They are waiting to hear if that is successful, but she anticipates the need for services and funding to be beyond what they can provide in the coming year. She wanted to notify the Commissioners at this time because VYFS may be looking for additional support.

## 3. **Superintendent Report** - Superintendent Johnson presented his report which was further detailed in the board packet, including:

- Strategic Planning** - This meeting will include discussion of our roadmap going forward, our special meeting, and how it relates to our communication plan.
- Office and Furniture** - We are still awaiting finalization on lease update, but we have moved into the new space and are defining furniture needs. The space will allow comfortable meetings of 6-8 and reasonable accommodation of a dozen or so.
- Educational and Development Opportunities** - Commissioner Aman and I have been working on the concept of providing regular 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.

Commissioners were asked for feedback and suggestions. Commissioner Hamilton suggested urgent care, particularly in rural communities. Commissioner Noble said there was some literature about 'healthy communities' and would like to better understand what makes a 'healthy community'; Commissioner Aman suggested urgent care and behavioral health should be the priorities at this time, and also suggested the topics of how health of a community is determined as well as social determinants of health.

- Chamber of Commerce and Ferries** - Superintendent Johnson provided an update on joint efforts with the Chamber as well as efforts of Councilperson Mosqueda to increase water taxi service and potential shuttle service on Vashon Island.

Commissioner Aman expressed that efforts to address ferry issues have been largely successful considering these advances; He expressed that ferry travel related to medical needs still needs to be specifically considered as ferry transportation options are expanded and gaps addressed, as well as information sharing regarding priority loading.

- Special Meeting Recap** - Documents from the special meeting (retreat) were provided and an initial discussion was had regarding how to build upon and proceed with those discussions. Commissioners generally supported further discussion and possible formalization of a decision making process in addition to a communications plan as well as governance. Additional discussion will be had when Commissioner Langland is present and the idea of inviting the consultant to attend and observe meetings and provide feedback will be pursued.

## f. **Miscellaneous**

- 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. Jeni Johnson provided an update at this meeting and is invited to provide regular updates as needed.

- The Social Service Network met on March 5th and issues of focus included: VSSN Community Needs Assessment Update; Convener trainings; VSSN Resource App update; Warming Center Work Group; Youth Strawberry Festival Event Update.

#### 4. Committee Reports

##### a. Finance Committee - Commissioners Aman & Hamilton

- Recent meetings have focused on end of year financials (still in progress); auditor role transition, chart of account review; updating and clarifying agreements and invoices with vendors, and reserve balances. A quarterly financial report will be available in April for the first quarter of 2024. Next meeting will be March 26.

**ACTION** - Commissioner Aman made a motion to formally approve recording initial reserve amounts recommended by the committee, including \$562,500 in the Primary Care Reserve, \$375,000 in the Capital Expenditure Reserve, and \$25,000 for the Admin Contingency Reserve. The motion was seconded by Commissioner Day, and approved unanimously (4-0, with Commissioner Langland absent).

##### b. Outreach Committee - Hamilton/Johnson

- The committee again met with VBP & VOV about a potential partnership between those organizations and VHCD; proposals are being developed around an agreement on collaboration, primarily related to expanding communication plans and platforms for VHCD.
- They are also discussing talking points for communicating with the community, as well as planning for the upcoming Health Fair, a general communications plan; and strawberry festival participation.
- Talking points will be drafted and brought to the board in the coming weeks.

##### c. Behavioral Health Work Group - Commissioners Noble & Day

- A summary of their meeting from the prior week was provided, most notably the completion of a survey for youth and parents. The survey to identify gaps and collect information will be circulated in the coming days through posters and online.
- In the coming weeks the group will narrow its focus around two areas of exploration with a goal of a definable project or projects by the end of April:
  - Core BH services (including potential for more provider hours)
  - Supplementary/ lead-in services such as social work and case management

##### d. Urgent Care Work Group - Commissioners Noble & Day

- The work group previously met with MultiCare; the meeting was successful and subsequently the group met with Dispatch Health, specifically persons involved in expansion to new locations nationwide.
- One lesson learned is that care is increasingly provided at one's home and is more successful in multiple ways. They treat a wide array of situations, but x-rays are not likely.
- They also explained the structure of Dispatch and its capabilities. Clients in other communities skew towards senior patients.
- They also preliminarily discussed an outline of financial parameters and they will further discuss at a next meeting in a couple of weeks.
- A key takeaway is that they are interested in continuing discussions and indicated an interest in moving pretty quickly. The slideshow they presented will be circulated.
- For the next meeting it was requested that they ask for information on what percentage is on-demand care vs. planned, follow-up care to see people at home.

e. **Strategic Planning Committee of the Whole** - Noble/Johnson/Kunkel

- Documentation is being developed to describe the prior year's efforts and plans for the future.
- Mr. Kunkel commended the Board on how far it has come since the process began and was intrigued by the discussion about dispatch health considering the importance it places on data and it seemed like a way to acquire data that it wants.
- Mr. Kunkel and Superintendent Johnson have been focused on feedback loops and how to provide updates and monitor progress and implementing them into the planning and operating cycle.
- Commissioner Aman supported the need for developing targets and how to measure and track metrics. He also indicated that it might be the right time to review the need of a community needs assessment, which Mr. Kunkel supported.
- Commissioner Noble expressed it would be useful to have a proposed activity as an example that can inform the development of a dashboard for tracking metrics and progress, and also welcomed Mr. Kunkel's suggestion of periodically reviewing the Vision, Mission, and Values.
- A full document draft is intended for the next meeting; will be on next meeting agenda.

5. **Unfinished Business**

- Governance Education and Board Development (Aman) - this item will be tabled until the next meeting when all commissioners are present;

6. **New Business** - none

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

8. **Adjournment** - Commissioner Hamilton moved to adjourn at 8:35 p.m., which was seconded by Commissioner Day, and approved unanimously (4-0).

**Next Meeting: March 20, 2024 Regular Meeting**

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

---