



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

**REGULAR MEETING MINUTES**

Date: March 20, 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  
 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. **Consent Agenda** - The following consent agenda was approved unanimously (5-0):
  - a. **Approve Meeting Agenda**
  - b. **Approve Minutes for 3/6/2024 regular meeting**
  - c. **Approval of Vouchers, Payroll, and Electronic/Digital Payments:**

<b>Vouchers:</b>			
	<u>2024-10</u> : Landing at Bank	Monthly Office Rent (new space)	\$1,250.00
	<u>2024-11</u> : Kaiser Foundation	Monthly premium	\$927.10
	<u>2024-12</u> : Lake Kennedy McCulloch CPA	Monthly accounting services	\$1,191.00
	<u>2024-13</u> : Sunrise Ridge	Monthly Rent	\$7,828.39
<b>Payroll:</b>			
	<b>March 1-15:</b>	Direct Deposits:	\$3,313.35
		Reimbursements:	\$0.00
		Garnishments:	\$0.00
		Total Taxes:	\$1,150.69
		<b>Total Debit:</b>	<b>\$4,464.04</b>
<b>Electronic &amp; Digital Payments:</b>			
<b>Credit Card:</b>	March 4:	Google Workspace Subscriptions	\$137.63
	March 7:	SurveyMonkey (BH Survey)	\$356.10
<b>Electronic:</b>	March 6:	Gusto Subscription	\$56.52
	March 14:	Quickbooks Subscription	\$65.22
	Upcoming: March 24:	King County Election Costs	\$10,706.95

2. **First Public Comment Period** - None
3. **Superintendent Report** - Superintendent Johnson presented his report which was further detailed in the board packet, including:
  - a. **Strategic Planning**
    - This meeting will include a review of the strategic planning status and process and the draft document will be distributed in time for the following meeting.

- We will work on shifting from strategic planning as a larger separate activity in each meeting and adding educational and development opportunities to our main agenda.
- b. Consent Agenda Items** - There are a few items on the consent agenda that could use a bit of additional background:
- Monthly office space - We have begun paying the new rent figure, have a new one-year lease at that rate (ending February 28 of next year), and five years of options at 3% annual increase.
  - Google Workspace subscriptions - This is the monthly charge for our IT infrastructure, but the costs will be reduced when we switch to 1-year subscriptions and reduce the number of accounts.
  - Survey Monkey - We signed up for an annual subscription for this software, which we are using for the behavioral health survey.
  - Election charges - We had budgeted \$13,500 based on the estimated range of cost provided by KC Elections. We have received actual charges of \$10,706.95, which are automatically deducted from our account next week. There is no need to take any further action unless there are questions, concerns, or disagreement from the Board.
- c. SeaMar** - I had a phone conversation with Sea Mar, including the following topics:
- Sea Mar feels the granting of permits for demolition and construction on the Spinnaker site are imminent, as early as within the next week or two. Sub-contractors have been acquired for various specialties including electrical, mechanical, plumbing, and gas. The remainder of the project would be handled by Sea Mar's in-house construction company. There is still a 12-18 months expectation of timeframe. We will need to have some commitments by August in order to adequately notify Sunrise Ridge of the expected date that Sea Mar would vacate that site.
  - Sea Mar is prepared to engage in ongoing behavioral health and primary care discussions, including getting us some information regarding pediatric patient numbers and total patient usage, as well as discussions related to urgent care and collaborating with Island primary care providers.
  - Sea Mar will participate in the health fair in April.
  - Sea Mar is interviewing for another practitioner to replace Dr. Wesch on a permanent basis, and is continuing to include the consideration of prioritizing a female practitioner.
  - Sea Mar remains supportive of our effort to establish acute/after hours care.
- d. Office and Furniture** - We acquired, free of charge, a large walnut table for the office. It will need a little bit of surface work, but that should be far cheaper than a new table, and it works perfectly in the space. A set of chairs is next on my agenda, along with some filing and storage furniture and an area rug. We have a large screen for presentations, multiple white boards, and can comfortably accommodate 8 people for work sessions and a dozen or more if we need to.
- e. Governance Committee** - A decision on establishing this committee will be discussed at this meeting (details below).
- f. Chamber of Commerce and Ferries** - We are working with Amy Drayer at Vashon Chamber to set up a small meeting on the 2<sup>nd</sup> or 3<sup>rd</sup> week in April with VIFR, VHCD, SIHB, and Sea Mar to discuss advocacy about health-related ferry access as well as ways to inform the community of current priority boarding possibilities, and Commissioners are invited.

**g. Special Meeting Follow Up** - Documents from the special retreat were included in the meeting packet for discussion about the use of Dr. Archembault's time remaining. Following discussion, she will be invited to attend and observe a future meeting and to conduct individual meetings.

**h. 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, as explained briefly by Executive Director Jeni Johnson at the last meeting. She is invited to the April 3 regular meeting to update us on the voucher program and potential impacts, and current activities.
- The Eagles club has approached the District about use of our property for overflow parking during a fair they will be holding in August. They are willing to provide liability coverage for the period of use. Tim will meet with them and discuss an agreement.
- New options are being explored for demolition of structures at the property site.

**4. Committee Reports**

**a. Finance Committee** - Commissioner Aman

- The finance committee did not meet since the last general meeting.
- Next meeting is March 26th and the committee will continue following up with the 2023 year-end review, including the annual filing and reviewing the chart of accounts going forward. The committee will also review contracts and the use of the reserve accounts.
- The budget vs actual report for the 1st quarter will be completed and shared a couple meetings after the quarter ends on March 31.

**b. Outreach Committee** - Commissioners Langland & Hamilton:

- The committee is working on a communications plan as well as an agreement with VoV and VBP. An outline of the agreement was provided in the board packet for feedback. The agreement would be aimed at improving distribution of the district's messaging. VoV/VBP would also provide guidance in developing a general communications plan.
- The Committee is also continuing to explore office hours and working on the health fair and other events.

**c. Behavioral Health Work Group** - Commissioners Day & Noble:

- The BH survey was launched for Youth and Parents and very preliminary feedback was shared with the group.
- To date, the feedback is primarily focused on the limited availability of services.
- As previously reported, 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)
  - Supplementary/ lead-in services such as social work and case management

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

- The group met on 3/13. Discussion was related to scheduling of the next Dispatch meeting and further discussion of materials provided by Dispatch.
- The group also discussed timing of addressing stakeholders including:
  - VIFR (Superintendent working on schedule for next update)
  - Sea Mar (Superintendent has updated)
  - SIHB (re-engagement with new COO underway)
  - Vashon Natural Medicine

- Kaiser Permanente
- The next meeting with Dispatch will focus on a more detailed prospectus, and bringing in more stakeholders.

e. **Strategic Planning Committee of the Whole** - Langland/Johnson:

- The strategic planning document and outline of the process going forward was introduced for preliminary discussion. Mr. Kunkel was unable to attend this meeting and we expect a finished draft document for the next meeting. One intention going forward is to shift from a strategic planning agenda item in each meeting to regular educational & development items.

5. **Unfinished Business**

a. Governance Education and Board Development:

- Commissioner Aman proposed establishing a Governance Committee, with the proposed scope, with Commissioners Langland & Aman as Commissioner-members. The proposed scope included:
  - 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.
- During discussion, the sentiment of some Commissioners was the need for more clarity and detail on the scope of the Committee prior to making a decision and the role of the Committee vs. the full Board.
- A charter document will be drafted further defining the scope of the proposed Committee around the bullet points above, which will be presented for consideration.

6. **New Business** - None

7. **Second Public Comment Period**

- Debby Jackson expressed support for the idea of a governance committee to spread out the work while allowing a few Commissioners to take the lead on these issues so that others can focus on what they do; She also supports the proposed partnership and agreement with VoV and VBP due to their capacity and effectiveness.

8. **Adjournment** - Following a motion by Commissioner Noble and second by Commissioner Day, the meeting was adjourned at 8:52 p.m. by unanimous approval (5-0).

**Next Meeting: April 3, 2024 Regular Meeting**

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

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