



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

REGULAR MEETING MINUTES

Date: August 21, 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. Commissioner Langland provided an opening statement regarding the plan for discussing the urgent care agenda item, followed by a round of introductions of VHCD Commissioners and staff, as well as VIFR Commissioners and staff who were also in attendance.

1. Consent Agenda - The following was approved as part of the consent agenda:

- Meeting Agenda & Minutes for 7/17/2024 regular meeting
- Approval of Vouchers, Payroll, and Electronic/Digital Payments:

Vouchers:			
July:	<u>2024-30:</u> Breffni McGeough	Monthly Office Rent (August)	\$1,250.00
	<u>2024-31:</u> Copper Consulting	Group Communication Workshop	\$4,000.00
	<u>2024-32:</u> Kaiser Foundation	Monthly Premium (August)	\$1,100.32
	<u>2024-33:</u> Lake, Kennedy, McCulloch	Accounting Services (May & June)	\$2,805.00
	<u>2024-34:</u> Patrick Hurley	Reimbursement for P.O. Box Renewal	\$182.00
	<u>2024-35:</u> Sunrise Ridge	Monthly Clinic Rent	\$7,828.39
	<u>2024-36:</u> Tara Morgan (C'mon Barber)	Barber Services for Health Fair	\$200.00
	<u>2024-37:</u> Healthcare Collaborative Group	Mar-Apr Consulting Services	\$3,654.00
	<u>2024-38:</u> Water District 19	Bi-Monthly Water Bill	\$495.88
	<u>2024-39:</u> Enduris Washington	Annual Insurance	\$4,460.00
	<u>2024-40:</u> Healthcare Collaborative Group	Consulting Invoices (Dec-Feb)	\$3,654.00
	<u>2024-41:</u> Vashon Presbyterian Church	Annual Fee for Meeting Space	\$1,000.00
August:	<u>2024-42:</u> Breffni McGeough	Monthly Office Rent (Sept)	\$1,250.00
	<u>2024-43:</u> Danny's Tractor Service	Field Mowing Service for Land	\$516.32
	<u>2024-44:</u> Kaiser Foundation	Monthly Premium (Sept)	\$1,100.32
	<u>2024-45:</u> Lake, Kennedy, McCulloch	Accounting Services (July)	\$616.00
	<u>2024-46:</u> Sunrise Ridge	Monthly Clinic Rent	\$7,828.39
	<u>2024-47:</u> Water District 19	Bi-Monthly Water Bill	\$495.88
Payroll:			
	July 15-31, 2024:	Direct Deposits:	\$3,415.13
		Reimbursements / Garnishments:	\$0.00
		Total Taxes:	\$1,170.37
		Total Debit:	\$4,585.50

August 1-15, 2024:		Direct Deposits:	\$3,529.65
		Reimbursements / Garnishments:	\$0.00
		Total Taxes:	\$1,192.49
		Total Debit:	\$4,722.14
Electronic & Digital Payments:			
Credit Card:	July 19:	Island Home Center (Poster Printing)	\$47.44
	July 31:	Facebook (Festival Promotion)	\$15.00
	August 1:	Google (monthly Subscription)	\$141.00
Electronic:	July 2:	Gusto Subscription per month	\$56.58
	July 15:	Quickbooks Subscription per month	\$97.92

2. **Urgent Care:** Commissioner Langland provided opening remarks and background on the process and persons involved in the urgent care work group developing the current proposal as well as the rules proposed for the meeting and order of discussion, with no objection.
- Superintendent Johnson provided a summary of the work of the District since the change in relationship with Sea Mar in 2022, the prioritization of providing urgent care on Vashon, creation of the the urgent care work group and the work behind the development of the current proposal, including discussions with Vashon Island Fire & Rescue (VIFR).
 - Commissioners Noble and Day who lead the Urgent Care work group introduced themselves and their background and the work of the group to develop the proposal and business plan related to Dispatchhealth.
 - Commissioner Wendy Noble, one of the two Commissioners leading the Urgent Care work group, shared her personal background working as a medical professional in various urgent care settings and the reasons behind supporting DispatchHealth as the urgent care provider on Vashon & Maury Island, including their medical expertise, familiarity working with numerous systems, and established systems and technology.
 - Commissioner Sarah Day, the second Commissioner leading the Urgent Care work group, expressed appreciation for the VIFR model, the similar MIH model in North Mason county, and the arguments for developing a program locally. Her primary concern at this point is the program is not yet ready to roll out to the community, and that working with DispatchHealth in the short term can lead to further development of a more local MIH program.
 - Commissioner Langland opened the floor to the other VHCD commissioners who are not on the urgent care work group, beginning with his reasons why he is supportive of working with the DispatchHealth in the short term while also appreciative of the VIFR MIH model and looks forward to the potential of working with them going forward as well.
 - Commissioner Bill Hamilton thanked the work group, Superintendent Johnson, and the collaborative discussions with stakeholders, for all of the work that went into the development of this proposal. He also thanked previous Commissioner Eric Pryne for his prior work and input.
 - Commissioner Aman stated that he was interested in more information about the MIH program as it has been requested at numerous meetings. While the DispatchHealth model appears strong, there is a lot more due diligence to be conducted for both the DispatchHealth and MIH models. He also expressed a need for the Finance Committee to do a more in depth analysis of the financials for both proposals.
 - The floor was opened to VIFR Commissioners and staff who were in attendance, who individually shared their personal background and the valuable work of VIFR, including the provision of emergency medical services and the new MIH referral program. The MIH program is seeking to expand in the near future and speakers generally advocated for the District to work with MIH rather than DispatchHealth for providing urgent care on the

island.

- Following the initial statements by those in attendance, the floor was opened for additional interagency discussion, including representatives of DispatchHealth who were attending by zoom.
- The DispatchHealth representatives provided a summary of the services they provide and responded to some questions raised by previous speakers. They said the services of DispatchHealth are the same as those provided in a 'brick and mortar' setting, but not all appointments are for urgent needs. It was clarified during discussion that the goal is to not provide competing services already provided by VIFR and to work together with the MIH program.
- Interagency discussion also included questions and answers for all three entities, the MIH program and proposed expansion, and DispatchHealth. One issue that was discussed was the different ways both programs work with insurance companies as well as their financial models.
- Commissioner Langland opened the floor for public comment from attendees in the meeting room as well as online. Numerous speakers shared their views, opinions about how the District should proceed with urgent care, and asked questions. Speakers included Carol Ireland-McLean, Dr. Steve Noorse, Mr. Kirschner, Ron Smothermon, Cathy Desmet, Eric Pryne, Debby Jackson, Candy McCollough, and Jim Whitney.
- Various key documents were provided in the board packet and were publicly available prior to the meeting. Some key documents are available on the VHCD website.
- Following all discussion and comments, Commissioner Langland opened the floor for VHCD Commissioners to decide whether to take action on the urgent care proposal with DispatchHealth. With four Commissioners in favor of taking action on the proposal, Commissioner Langland introduced a draft resolution, which was read aloud:

ACTION: Adoption of Resolution No. 2024-02: Commissioner Hamilton made a motion to adopt resolution No. 2024-02 'approving and adopting the DispatchHealth Agreement and further collaborative planning and partnership with the Vashon Fire District (VIFR). Commissioner Day seconded the motion. There was no further discussion and the motion was successful by a vote of 4 to 1 (Commissioner Aman voted against).

Adjournment & Re-Adjournment of Meeting:

- *As the meeting had surpassed the allotted time, Commissioner Day moved to temporarily adjourn the meeting and resume the following week, on August 28, at the usual time and location. Commissioner Hamilton seconded the adjournment, and the meeting was adjourned at 9:17 p.m. by unanimous approval.*
- *In accordance with RCW 42.30.090, due to the lack of an available quorum on August 28, Commissioner Noble called to order and re-adjourned the regular meeting of August 21 to the following Wednesday, September 4th, at the usual time and location.*

Call to Order - September 4, 2024: The meeting was called to order and resumed at 7:00 p.m. on September 4, 2024. Commissioner Langland presented the remainder of the agenda from August 21.

3. **Superintendent Report** - Superintendent Johnson provided a description of the rules regarding re-adjournment of meetings and steps taken since the last meeting to follow the relevant RCW's.
 - A. **Strategic Planning** - This meeting we will present a strategic planning initiative dashboard in preparation for an annual strategic plan review in September. This coming month, I will be asking the committees and work groups to report on 2025 strategic objectives. We will re-look at our

existing priorities and the secondary priorities we established last year. Additionally, in September, I will be asking to charter a Vulnerable Adults work group and proposing a scope of work for that group.

- B. Consent Agenda Items** - Having moved to a monthly regular meeting format, the financial portion of the consent agenda is larger than past meetings.
- C. Press Communication** - The Superintendent and Board chair conducted an interview for the BeachComber regarding urgent care and the proposed agreement with DispatchHealth. In part, we communicated the following key points:
- Urgent care is both a strategic priority of the VHCD and a core component of its formation.
 - The urgent care work group nor the VHCD board had ruled out the engagement of DispatchHealth nor partnering with the VIFR MIH program as they aren't mutually exclusive
 - The commitment of the work group, chair, and board to collaborate broadly and deeply with local organizations.
 - The time taken to involve other groups in the VHCD's urgent care priority, and the need for decisions and direction.
- D. Agenda and Committee Reports** - Urgent Care is prioritized at the top of the agenda and committee reports are presented mostly in quick review format for the sake of time. Along with Urgent Care, there are some noteworthy items for action.
- E. Board, Committee, and Staff Information Sharing Policy and Procedure** - In light of the increased amount of program activity, I am asking the board to consider adopting formal policies in the following areas:
- Internal information requests. Currently, I am dealing with multiple requests for information, and endeavor to handle it according to the following hierarchy:
 - The law, particularly OPMA and PRA
 - Directives of the VHCD Board
 - Work group policy, directives, and consensus
 - Professional courtesy, time constraints, and priority
 - External communication.
 - Board and staff work assignments.
- Some of this is being considered by the governance committee.
- F. Advisory Committee** - A portion of our advisory committee met on August 7. Present were Drs. Miller, Koch, and Aguilar as well as the Superintendent. The committee received a brief on the activities of the last few months, and in particular the Urgent Care priority activities. The committee agreed to continue quarterly meetings and discuss the role of the committee regarding the idea of commencing a "health care summit" with the following objectives:
- Convene a large group of community stakeholders to begin an ongoing planning process regarding Island Health Care needs and priorities.
 - Designate a work group to formalize and continue the process.
 - Develop a meeting schedule and ongoing goals of community-wide health planning.
- G. Work Schedule and Staffing** - At the halfway mark of the year, the Superintendent has been working an average of 33 hours per week, which exceeds the expected number of hours estimated by over 30%. Proposals for staffing increases and adjustments will be presented at the next meeting.

4. Committee Reports

- a. **Finance Committee** - Commissioners Aman & Hamilton
- A Finance committee report was provided in the board packet.
 - Revenues to date are exceeding budget estimates and expenses are less than budgeted. The Committee is requesting full board approval to record the following amounts to reserves at this time: \$187,500 to be added to the primary care reserve; and \$125,000 to be added to the capital expenditures reserve.

ACTION: Commissioner Aman made a motion to approve the above amounts being recorded to the respective reserves, which was seconded by Commissioner Langland, and approved unanimously.

- The Finance Committee also met on September 3, focused on the next budget and budgeting timeline. The Committee plans to receive any new proposals from Committees or Work Groups by the 4th week of September to be considered during the budget planning process.
 - In an upcoming meeting, the committee will be providing a report on its review of the Sea Mar agreement and the Dove Project agreement (a component of the behavioral health project approved).
- b. **Outreach Committee** - Commissioners Langland & Hamilton - In addition to the report provided in the packet, the committee has met to provide a press release and FAQ regarding the agreement with DispatchHealth. They are also working on website development & re-design to assist community members using the site. The agreement with Rick Wallace and VoV will be re-visited. Regular meetings will be held in advance of the urgent care rollout.
- c. **Behavioral Health Work Group** - Commissioners Day & Noble
- Superintendent Johnson provided an update on the work being done in small groups and the finalization of the BH project funded previously by the board. Recruitment is continuing for the funded positions.
 - The group is expecting some data and information from the summer months regarding services provided while school was out.
 - Board approval was requested to pay The DOVE Project for the first two invoices while the contract documents are being finalized.

ACTION: Commission Hamilton moved to approve payment for the first two invoices to the DOVE Project, which was seconded by Commissioner Noble, and approved unanimously.

- d. **Urgent Care Work Group** - Commissioners Noble & Day - The work group met with DispatchHealth earlier in the day for the first of scheduled weekly meetings to prepare the communications. They are preparing to roll out the urgent care program, including communications plans, engagement sessions, and general logistics. They have received good news regarding agreements with insurance providers as well as the availability of x-ray and ultrasound services. The committee will be presenting a proposal for engaging VIFR on urgent care planning going forward.
- e. **Strategic Planning Committee of the Whole** - Joe Kunkel presented an updated tool for tracking the status of strategic initiatives. It is meant to help refocus on strategic priorities going forward. Commissioner feedback was requested and received and an updated version would be provided. The previous version of the dashboard document may also be integrated.
- f. **Governance Committee** - Commissioners Aman & Langland provided an update on current

activities. Some priorities and items for discussion have been identified from the Commissioner surveys that were completed.

- They have identified five top priorities for focus in the near term and shared them with the board for confirmation or feedback, including:
 1. Superintendent Evaluation and board/staff relations
 2. Meeting management
 3. Governance functions and duties
 4. Vision
 5. Decision making
- They will be sending the Commissioners a survey for input to facilitate a performance review, employment agreement, and compensation plan. A report will be compiled and distributed. Commissioner Day asked for confirmation that compensation for extra time will be part of the compensation plan, which was confirmed.

5. **New Business** - None

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

7. **Adjournment** - Following a motion by Commissioner Day, and second by Commissioner Hamilton, the meeting was adjourned at 8:16 p.m.

Next Regular Meeting: September 18, 2024 Regular Meeting

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