



P.O. BOX 213, Vashon WA 98070

www.vashonhealthcare.org

REGULAR MEETING MINUTES

Date: November 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

Sarah Day, Position 2

Alan Aman, Position 3

Tim Johnson, Superintendent

Call to order - Commissioner Langland called the meeting to order at 7:01 p.m.

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

- Approve Meeting Agenda & November 13, 2024 Special Meeting Minutes
- Approval of Vouchers, Payroll, and Electronic/Digital Payments:

Vouchers:			
October:	<u>2024-60:</u> The DOVE Project	Monthly Invoice	\$5,398.92
November:	<u>2024-61:</u> Foster Garvey	Legal services (document review)	\$945.00
	<u>2024-62:</u> Kaiser Foundation	Monthly Premium	\$1,100.32
	<u>2024-63:</u> Sound Publishing	Newspaper Ads	\$497.75
	<u>2024-64:</u> Tim Johnson	Reimbursement for expenses	\$546.66
	<u>2024-65:</u> Breffni McGeough	Monthly Office Rent	\$1,750.00
	<u>2024-66:</u> Breffni McGeough	Supplemental Office Rent for October	\$500.00
	<u>2024-67:</u> Lake, Kennedy, McCulloch CPA	Accounting Services	\$488.38
	<u>2024-68:</u> Sunrise Ridge	Monthly Clinic Rent	\$7,828.39
	<u>2024-68:</u> The DOVE Project	Monthly Invoice	\$5,398.92
	<u>2024-68:</u> Healthcare Collaborative Group	Consulting Services, July-Sept	\$4,131.05
	<u>2024-68:</u> Tim Johnson	Reimbursement for expenses	\$491.79
Payroll:			
	October 1-15:	Direct Deposits:	\$3,606.00
		Total Taxes:	\$1,199.57
		Total Debit:	\$5,269.12
	October 16-31:	Direct Deposits:	\$3,644.18
		Total Taxes:	\$1,204.96
		Total Debit:	\$4,849.14
	New Hire Payroll for October 21-31:	Direct Deposits:	\$285.27
		Total Taxes:	\$56.22
		Total Debit:	\$341.49
	November 1-15:	Direct Deposits:	\$4,101.83
		Total Taxes:	\$1,344.59
		Total Debit:	\$5,446.42

2. **First Public Comment Period** - Public commenters included: Maggie Aspland.
3. **Superintendent Report** -Superintendent Johnson presented his report which was further detailed in the board packet:
 - a. **Strategic Planning** - This meeting we will review our Strategic Planning Overview and discuss Strategic dashboard(s).
 - b. **Consent Agenda Items** - There are minutes for the October 16 regular meeting as well as the November 13 budget and levy hearing. We cannot approve the October 16 minutes since only 2 of the 3 commissioners present at this meeting were present on October 16, so they are submitted for your review. We can approve the November 13 minutes if all 3 present commissioners agree, so they have been placed in the consent agenda.
 - c. **Budget and Levy Schedule** - As a reminder, we are on a statute-mandated schedule with our annual budget and levy, and have gotten through the budget proposal and public hearing stage. We do not have a full complement of Commissioners at our regular meeting, so we will discuss the budget but not adopt it. A special meeting is set for Monday, November 25 at 7 PM (at the usual location) to officially take up the budget and levy adoption.
 - d. **Compassionate Care:**
 - The following items were approved last regular meeting:
 - Approval of the DispatchHealth portion of the agreement.
 - Approval of fund limits for Q4 2024 of \$11,407 per month payable the following month with unused funds rolling forward.
 - Authorization for Superintendent to complete and sign and implement subsidiary agreements.
 - Placement of the Compassionate Care program into the Vulnerable Adults work group.
 - Also included in the packet is a subsidiary agreement framework for VYFS that has been sent to VYFS and the Vulnerable Adults work group. Next steps are to complete that framework, as well as present it to the Finance Committee for evaluation. Next year's funding allocations are part of the annual budget we will consider on Monday the 25th.
 - e. **Admin Positions** - We have hired a Communication Coordinator for the balance of the year. I would also like to increase the hourly compensation of our Admin assistant to \$32 per hour. These numbers reflect changes for this fiscal year. They are already included in the proposed budget for 2025. Approval requested regarding the admin assistant pay increase.
 - f. **Health Care Summit** - I have met with the advisory committee, and have asked them to participate in organizing an All-Island Health Care Summit, tentatively planned for March 2025 or later. The major goals of the summit are:
 - Gather stakeholders to discuss current health care situation and recommend an ongoing process.
 - Organize a taskforce and schedule to address ongoing process.
 - g. **Special Meeting** - Per the request of the chair, I have prepared the necessary arrangements to call a special meeting at 7PM on Monday, November 25, at our usual location at the Presbyterian Church.

- The proposed agenda items are:
 - Adoption of 2025 VHCD Annual Budget and Levy
 - Executive session with the Superintendent to complete performance review.
 - Open session to address Superintendent contract and compensation.
- Action will be expected to be taken at this meeting.

h. Miscellaneous

- Contracts are completed for Vov, VYFS Voucher Agreement, Dove Project Youth Behavioral Health project.
- Contracts are pending for Neighborcare and VYFS for the Youth Behavioral Health project, as well as the MSA for all parties.
- Contracts are pending for the Compassionate Care Agreement with DispatchHealth and subsidiary contract for VYFS

4. Committee Reports

- a. **Finance Committee** - Commissioner Aman presented the report, which was in the board packet. The most recent meeting focused on the budget, VOV agreement, VYFS voucher agreement, and DispatchHealth Compassionate Care agreement. The next meeting is scheduled for November 26th.
- b. **Behavioral Health Work** - Commissioner Day provided an update:
- A Master Service Agreement (MSA) draft has been finalized which ties the individual agreements with partners together under one plan. It is currently awaiting a potential revision to the VYFS and Neighborcare Health agreements.
 - Dove contract is signed; VYFS and Neighborcare agreements await revisions.
 - Key positions remain unfilled; reassignment discussions may require MSA updates.
 - Next BH meetings: 11/21/24 and 11/27/24.
- c. **Urgent Care Work Group** - Superintendent Johnson provided an update in the absence of Commissioner Noble, including an overview of the data provided by DispatchHealth for the month of October, which has, by all accounts, been successful. Superintendent Johnson also provided a summary of outreach activities by the Outreach Committee as well as DispatchHealth staff directly. Other providers on island are receiving training on the DispatchHealth scheduling app.
- d. **Vulnerable Adults Work Group** - The work group met the prior week. Superintendent Johnson presented the Committee report which was provided in the board packet. Agreements are being developed with VYFS and the Senior Center as well as VYFS for compassionate care regarding DispatchHealth. Criteria for payment and authorizing payment are part of the agreement content, as well as the various processes for approval.
- Commissioner Aman stated that he expected that the Work Group was first going to prioritize gaps analysis prior to any proposals or agreements and Superintendent Johnson stated that an update would be provided for the meeting on December 18th.
 - Commissioner Aman also requested that the discussions and options in relation to the Mobile Integrated Health (MIH) program would be part of the discussion at the December 18th meeting.
- e. **Strategic Planning Committee of the Whole** - Superintendent Johnson provided an overview of efforts with Joe Kunkel to provide a path forward for Strategic Planning.

- f. **Outreach Committee** - Commissioner Langland presented the Committee report, the work and priorities of the new Communications Coordinator, and the status of the Communications Plan developed by the Committee; Superintendent Johnson expects the Communication Plan should be available soon, in an upcoming meeting.. He also provided an update on plans for publications and mailings as well as direct person-to-person outreach which had begun the week prior.
 - g. **Governance Committee** - Commissioners Langland & Aman provided an update on Committee efforts and priorities with a near term emphasis on the Superintendent evaluation and contracting, board self-assessments, and board capacity development through training.
- 5. **Unfinished Business** - none
 - 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 by unanimous approval (3-0).

Next Meetings: November 25th Special Meeting & December 18, 2024 Regular Meeting

Meeting minutes are posted on the Vashon Health Care District website after Board approval:
<https://vashonhealthcare.org/meeting-minutes/>
