



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

REGULAR MEETING MINUTES

Date: December 18, 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

Bill Hamilton, Position 1

Sarah Day, Position 2

Wendy Noble, Position 4

Tim Johnson, Superintendent

Call to order - Commissioner Langland called the meeting to order at 7:02 p.m.

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

- Approve Meeting Agenda
- Approve Meeting Minutes for October 16, 2024 Regular Meeting; and November 20, 2024 Regular Meeting (Minutes for the November 25, 2024 Special Meeting were removed from the consent agenda for possible amendments)
- Approval of Vouchers, Payroll, and Electronic/Digital Payments:

Vouchers:		
<u>2024-72</u> : Breffni McGeough	Monthly Office Rent	\$1,750.00
<u>2024-73</u> : Foster Garvey	Legal services in October	\$1,701.00
<u>2024-74</u> : Kaiser Foundation	Monthly Premium	\$1,100.32
<u>2024-75</u> : Lake, Kennedy, McCulloch CPA	Accounting Services	\$543.00
<u>2024-76</u> : Sarah Howard	Reimbursement for Printing Costs	\$897.22
<u>2024-77</u> : Sunrise Ridge	Monthly Clinic Rent	\$7,828.39
<u>2024-78</u> : The DOVE Project	Monthly Invoice	\$5,398.92
<u>2024-79</u> : Tim Johnson	Reimbursement for expenses paid on personal credit card	\$1,922.32
<u>2024-80</u> : Voice of Vashon (VOV)	Q4 Services Contract	\$3,750.00
<u>2024-81</u> : Water District 19	Bi-monthly Water Utilities	\$488.38
Payroll:		
November 16-30:	Direct Deposits:	\$4,358.42
	Total Taxes:	\$1,465.73
	Total Debit:	\$5,824.15
December 1-15:	Direct Deposits:	\$4,903.46
	Total Taxes:	\$1,630.36
	Total Debit:	\$6,533.82
Electronic & Digital Payments:		
Credit Card:	<i>*To be updated after issues with</i>	

Electronic:	October:	<i>statements are resolved</i>	
		Gusto Monthly Subscription	\$56.58
		Quickbooks Monthly Subscription	\$97.92
	November:	Gusto Monthly Subscription	\$56.58
		Quickbooks Monthly Subscription	\$97.92

2. **First Public Comment Period** - Public comment was provided by Barb Jensen and Ron Smothermon.
3. **Superintendent Report** - Superintendent Johnson presented his report, which was provided with additional detail in the board packet:
 - a. **Strategic Planning** - This meeting we will discuss Strategic dashboard(s) and 2025 schedule.
 - b. **Consent Agenda Items**
 - i. Meeting minutes from various meetings are included for approval because different Commissioners have been absent and there was no quorum to approve.
 - ii. Tim Johnson and Sarah Howard are being reimbursed primarily for expenses related to the Outreach Committee.
 - iii. Legal bills due Foster Garvey relate to advice and counsel on matters related to DispatchHealth.
 - c. **Budget and Levy Schedule** -The budget and levy documents have been filed.
 - d. **Compassionate Care**
 - i. The following items were approved October 16th regular meeting:
 - The DispatchHealth portion of the agreement
 - Fund limits for q4 2024 of \$11,407 per month payable the following month with unused funds rolling forward
 - Superintendent to complete and sign and implement subsidiary agreements
 - Placement of the Compassionate Care program into the Vulnerable Adults WG
 - ii. After meeting with the Finance Committee, a VHCD Board policy draft has been included in the packet to harmonize previously agreed-upon details with the input from both Vulnerable Adults Work Group and Finance Committee.
 - e. **Board Officer and Committee Positions** - In January, officer positions will be elected for the Board (President, Secretary, and Auditor) and committee assignments will be confirmed.
 - f. **Board Committee/Work Group Policy** - Superintendent Johnson provided some definitions and information explaining the differences between ‘Committees’ and ‘Work Groups’. The terms are generally interchangeable, but the name ‘Committee’ has tended to apply to groups whose area of responsibility constitutes a permanent, ongoing (standing) obligation of the District (Finance, Outreach, Governance, Strategic Planning), while the term ‘Work Group’ applies to a group that is tasked in an area of a designated discretionary priority or group of priorities by the Board (Urgent Care, Behavioral Health, Vulnerable Adults). He also presented his research regarding the segregation of duties, responsibilities, and decision making authorities for the Committees, Work Groups, Board and Commissioners, and Superintendent, as well as some differences between nonprofits and special districts. These items were further detailed in the written report.
 - g. **Miscellaneous**
 - Commissioner Noble, Sarah Howard, and Superintendent Johnson attended the

ribbon-cutting of the new Vashon Household project on 186th street. This will provide needed shelter for up to 40 of our most economically vulnerable neighbors, and open up opportunities for collaboration in providing other services.

- Sea Mar reports they are waiting on review of another “final” issue with permitting, in this case a surface water drainage plan revision. They remain ready and waiting to begin demolition and construction.
- Contracts are still pending for Neighborcare and VYFS for the Youth Behavioral Health project, as well as the MSA for all parties.
- Contracts are still pending for the Compassionate Care Agreement with DispatchHealth and subsidiary contract for VYFS.

4. Committee Reports

a. **Finance Committee** - Commissioner Aman provided the Finance Committee report:

- The Committee met on November 26th. Agenda items included accounting costs and procedures, consulting agreements, compassionate care agreements, audit requirements, the Sea Mar agreement, the district’s reserve policy, and staff wages.
- Commissioner Aman asked that the Quarter 3 financial reports be included in the board packet, and those will be provided in the next meeting packet.
- A draft agreement for compassionate care is provided in the packet, as well as comments provided by Commissioner Aman on the Sea Mar Agreement and Primary Care Reserve policy. (to be addressed in unfinished business). Commissioner Aman requested comment on the ‘Primary Care Strategy Report’ provided in the board packet
- The Committee recommended an additional allocation of \$500,000 to the capital reserve allocation. The funds are unobligated and available due primarily to underspending of funds budgeted for programming in 2024. This action would not affect the 2025 budget.

ACTION: Commissioner Aman moved to place \$500,000 of unused funds budgeted for 2024 programming to reserves; which was seconded by Commissioner Langland. Following an opportunity for discussion, the motion was approved unanimously (5-0).

b. **Behavioral Health Work Group** - Commissioner Day and Superintendent Johnson presented the report which was further detailed in the board packet. The focus is on implementation rather than further program development. The work group has been involved in the implementation of the Youth Behavioral Health initiative, including a Master Service Agreement, final individual contracts with partners, and related hiring.

c. **Urgent Care Work Group** - Superintendent Johnson presented the latest numbers from DispatchHealth through November and other urgent care updates, which were further detailed in the board packet.

- November numbers included: 101 patients seen (more than 3 per day); A single day high of 7 patients; 99 Net Promoter Score; 8 days with 5 or more visits; Average patient age of 54 (tracking ever closer to Vashon Median Age)
- Early December visits were elevated even from November’s averages (4.5 visits per day)
- Rollout is considerably ahead of initial targets.
- Staff and a commissioner and a community volunteer provided Thanksgiving dinner to the DispatchHealth crew.
- Work continues on Molina Medicaid and Kaiser authorization procedures.

d. **Vulnerable Adults Work Group** - Commissioner Langland provided comments about how the

work group fits into the District's strategic plan and responses to some comments regarding 'mission creep'. The work group's November meeting included: Moving forward with the Senior Social Worker proposal and a Compassionate Care agreement (to be addressed in Unfinished Business).

- e. **Strategic Planning Committee of the Whole** - The dashboard(s) and 2025 schedule will be taken up at a future meeting.
 - f. **Outreach Committee** - Superintendent Johnson provided an update on the activities of the committee to accompany the report in the board packet.
 - Outreach has been very busy spreading the word and collecting feedback regarding DispatchHealth. Feedback has been very positive.
 - He also provided updates on community outreach activities including tabling, printed materials, email outreach, and an upcoming mailing.
 - Commissioner Langland added that money spent currently is part of the role of the district to educate the public on a new program and that costs will not continue.
 - Commissioner Noble stated that she has been receiving suggestions to do additional promotion activities.
 - Superintendent Johnson will distribute the Communications Plan again for possible action.
 - g. **Governance Committee** - Commissioners Langland & Aman provided an update. The Committee is prioritizing board education, meeting management, staff & board relations and segregation of duties, and decision making. An in-depth session is targeted for the first Wednesday of February.
5. **Unfinished Business** - There were two items of unfinished business:
- a. **Superintendent Compensation/Contract** - Commissioners Aman and Langland presented differing perspectives on compensation information in comparable positions and geographic areas and shared their proposed compensation levels. Following detailed discussion, Commissioner Langland moved to adopt *Resolution 2024-05* with a yes vote adopting the resolution, and a no vote adopting Commissioner Aman's proposed compensation.

ACTION: Resolution 2024-05 approved with 3 Commissioners voting in favor, Commissioner Aman voting against, and Commissioner Noble abstaining.
 - b. **Compassionate Care Policy** - Matter tabled to January Regular Meeting
6. **New Business** - none
7. **Second Public Comment Period** - Public Comment provided by Ron Smotherman
8. **Adjournment** - Following a motion and second, the meeting was adjourned at approximately 9:24 by unanimous approval.

Next Meeting: January 15, 2025 Regular Meeting

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