



P.O. BOX 213, Vashon WA 98070

www.vashonhealthcare.org

REGULAR MEETING MINUTES

Date: February 19, 2025

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 7:00 p.m.

1. Consent Agenda - the following was approved as part of the consent agenda without objection:

- Meeting Agenda
- Meeting Minutes for January 15, 2024 Regular Meeting.
- The following Vouchers, Payroll, and Electronic/Digital Payments:

Vouchers:		
<u>2025-1</u> : Dispatch Health Management LLC	Quarterly Services Payment	\$140,000.00
<u>2025-02</u> : Kaiser Foundation Health Plan of WA	Monthly Premium	\$1,100.32
<u>2025-03</u> : Landing@Bank, % Kitsap Bank	Monthly Offices Rent	\$1,750.00
<u>2025-04</u> : Lake Kennedy McCulloch CPA	Prior Month Accounting Services	\$2,049.00
<u>2025-05</u> : Sunrise Ridge Health Services	Monthly Clinic Rent	\$7,828.39
<u>2025-06</u> : The DOVE Project	Monthly Services Payment	\$5,398.92
Payroll:		
January 1-15:	Direct Deposits:	\$4,621.24
	Total Taxes:	\$1,653.88
	Total Debit:	\$6,275.12
January 16-31:	Direct Deposits:	\$4,643.90
	Total Taxes:	\$1,651.77
	Total Debit:	\$6,295.67
Electronic & Digital Payments:		
Credit Card: <u>12/13/2024</u> : Shameless Promotions	Website Services	\$42.50
<u>12/13/2024</u> : Sound Publishing	Monthly Subscription	\$6.50
<u>12/16/2024</u> : Adobe	Additional Subscription for Staff	\$27.18
<u>12/23/2024</u> : Vashon Print	Printing for DH Materials	\$369.21
<u>1/1/2025</u> : Google	Monthly Google Subscription	\$111.19
<u>1/6/2025</u> : Sound Publishing	Monthly Subscription	\$6.50
<u>1/8/2025</u> : Office Depot	Office Supplies	\$101.68
<u>1/11/2025</u> : MailChimp	Monthly Subscription	\$108.80

	<u>1/16/2025</u> : Adobe	Subscription add-on	\$27.18
	<u>1/19/2025</u> : Adobe	Annual Subscription Cost	\$782.84
	<u>2/1/2025</u> : Google	Monthly Google Subscription	\$156.67
	<u>2/3/2025</u> : Sound Publishing	Monthly Subscription	\$6.50
	<u>2/7/2025</u> : Shameless Promotions	Website Services	\$42.50
Electronic (Bank):	<u>12/3/2024</u> : Gusto	Monthly Subscription	\$63.10
	<u>12/16/2024</u> : Intuit	Monthly Subscription	\$97.92
	<u>1/14/2025</u> : Intuit	Monthly Subscription	\$63.10
	<u>1/17/2025</u> : Gusto	Monthly Subscription	\$97.92
Irregular Receipts (Bank): <u>12/19/2024</u> : PCG Operating Acct (AWPHD)		Medicaid Quality Improvement Program Incentive Funds	\$10,885.00

2. **First Public Comment Period** - no comments

3. **Superintendent Report** - Superintendent Johnson presented his report which was provided in full in the meeting packet, including:

- a. **Committee Reports:** due to a technical issue, the committee reports are consolidated this month.
- b. **Consent Agenda:** There are no significant issues to report.
- c. **Emergency Management:** There is a memo in the packet to consider regarding a recommendation to implement an emergency planning task force to plan for potential funding disruptions to the District and other stakeholders. There was no objection to continuing development of the framework.
- d. **Commissioner Vacancy:** The District has begun a statutory process that has a ninety-day clock in which to resolve the new Commissioner vacancy.
 - The recently updated procedures for replacing a resigned Commissioner were detailed in the packet and summarized:
 - o The Board needs to officially accept the nomination of one or more candidates to fill the position to begin the official process.
 - o Announcements must be placed in at least 3 public places (including our web site) announcing the vacancy, nomination(s), and call for other candidates to be nominated. The period of public opportunity for nomination must be at least 15 days in length.
 - o The Board must meet to consider the nominations. It can do this in regular meetings or special meetings as needed.
 - o The board must officially select a candidate to fill the position on or before April 15, and this must take place in a public meeting.
 - o The appointed candidate (who must accept) will serve until the results of the next election (held on November 4 this year) are certified.
 - o The appointed candidate and/or anyone else eligible may run for the position in November, and the winner of the election will begin serving immediately, and will finish former Commissioner Aman's original term (through 2027). The deadline for filing for this November's election will be in May.
 - Action is requested in New Business to nominate a Candidate.

- e. **Superintendent Compensation:** *RESOLUTION 2025-01, MODIFYING SUPERINTENDENT COMPENSATION AND EMPLOYMENT AGREEMENT* approved in December, approved the compensation of the Superintendent. A revised resolution is being introduced to correct a couple minor pieces of information and replace that Resolution, without adjustment to the compensation amount. The changes include a change in the year listed, addition of \$0.32 to the monthly benefit amount, and to specify that the compensation is based upon an expectation of the position being equivalent to .70 FTE. Action is requested.

ACTION: Commissioner Hamilton moved to approve *RESOLUTION 2025-01, MODIFYING SUPERINTENDENT COMPENSATION AND EMPLOYMENT AGREEMENT*, which was seconded by Commissioner. Following discussion, the resolution was approved unanimously (4-0).

- f. **Interlocal Agreement:** A draft resolution is included in the meeting packet authorizing the Superintendent to enter into an interlocal agreement with Vashon Park District to utilize their small work roster. This would allow the District to complete demolition of the buildings on the District property utilizing a well-maintained small works roster that we do not need to create or maintain. We do not anticipate significant need for future uses of such a roster, so the setup of the Park District agreement would be significantly less time consuming and thereby less expensive than setting up our own roster, and less cumbersome than doing a full bid process. Additionally, the District would be able to make future use(s) of the roster should it become necessary without further work to maintain a separate roster. Elaine Ott, the Executive Director of the Vashon Park District, has agreed to the terms listed in the resolution for an interlocal agreement, and is seeking approval from her Board as well. **Action Requested.**

ACTION: Commissioner Hamilton moved to approve *RESOLUTION 2025-02, AUTHORIZING THE SUPERINTENDENT TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE VASHON PARK DISTRICT FOR UTILIZATION OF A SHARED SMALL WORKS ROSTER*, which was seconded by Commissioner Noble. Following discussion, the resolution was approved unanimously (4-0).

- g. **Work Group Assignments:** The following committee and work group assignments for Commissioners were approved without objection:
- **Finance**—Commissioner Langland as temporary auditor and Commissioner Hamilton to remain. Future membership to reflect the appointment of a permanent auditor.
 - **Behavioral Health**—Commissioner Day
 - **Urgent Care**—Commissioners Noble & Day (informally)
 - **Vulnerable Adults**—Commissioners Langland and Noble
 - **Outreach**—Commissioner Hamilton
 - **Governance and Strategic Planning**—Committees of the whole
- h. **Conflict of Interest & Waiver of Compensation Forms:** These forms will be circulated for completion by all Commissioners.
- i. **Meeting Procedure:** Superintendent Johnson reiterated his suggestions and intentions regarding the various regular agenda items and proper procedures, which were further detailed in his written report.
- j. **Miscellaneous**
- The advisory group will meet soon to take up planning for a potential health care summit and other current events.

- We will be doing another round of reviewing technology. If you are having any issues, please let staff know. Commissioners are reminded of the requirement to retain all emails and documents per public record requirements.

4. **Committee Reports:**

- a. **Finance Committee:** The finance committee is working on the following items:
 - Updating procedures and policies, including those regarding the Auditor position.
 - Closing 2024 financials.
 - Preparing for the 2024 annual report.
 - Beginning the pre-work for the requested emergency planning task force obligations.
 - Next scheduled meeting is February 25
- b. **Behavioral Health Work Group:** The work group has met with members of the youth BH partnership, and a formal meeting will be upcoming. The following items are of interest:
 - VYFS has added another part-time social worker to complete the FTE requirement.
 - The group is identifying whether or not there will be a change in the organization providing the .5 FTE elementary school counselor position.
 - The data position and the need for some triage/admin services is under discussion.
 - Contracts will be amended per resolution of above.
- c. **Urgent Care Work Group:** The monthly report for January is in your packet. Visits decreased slightly from the holiday season rush, and amounted to 129 for the month (more than 4 per day).
 - The group is working with Outreach and DispatchHealth personnel on continued messaging to address insurance and billing questions.
 - There has been progress made in both the Kaiser and Molina contracting. We have been asked not to make official forecasts of times, but we are hopeful for positive resolutions.
- d. **Vulnerable Adults Work Group:** The work group has had a busy month, including:
 - The signing of Compassionate Care agreements with DispatchHealth and VYFS. Compassionate Care started Monday, and outreach is underway.
 - Robyn Stover has been contracted by the Vashon Senior Center as a senior Social Worker under an agreement signed with the VHCD. Commissioner Noble shared additional background information and a progress update. She started January 28th and has had many meetings and follow-ups with seniors in need of support and services.
 - Health fair planning is underway, with security and safety measures of paramount concern.
- e. **Strategic Planning Committee of the Whole:** No new reporting; currently focused on emergency strategic planning and awaiting the new Commissioner to come aboard.
- f. **Outreach Committee:**
 - The committee met on January 14 & 28. The next meeting is February 25th.
 - Our **monthly newsletter** for January was sent to 3,551 inboxes with a 62.2% open rate. Click-through rate was up from December and un-subscriptions were lower.

- Last month on **social media**, we began to implement our plan of sharing health tips with collaboration with commissioner, Wendy Noble and Sarah Day. We have also added [Bluesky](#) to our social media presence. We are continuing to see positive feedback on Facebook public group pages, though still some confusion on why some insurance policies do not cover DispatchHealth. A Beachcomber article also focused on these issues. Users are encouraged to reach out via email for help navigating any issues on a case-by-case basis. The Superintendent personally reached out to several residents in January to help answer questions and correct issues.
 - In a Voice of Vashon **radio interview** with Susan McCabe ('Vashon Minute') in early January, Superintendent Johnson discussed the Behavioral Health initiative, DispatchHealth, and the growing healthcare options on Vashon
- g. **Governance Committee:** The governance committee is being converted to a committee of the whole, and there will be activity in the near future.

5. **Unfinished Business**

6. **New Business**

- **RESOLUTION 2025-03, NOMINATION OF REPLACEMENT COMMISSIONER** - Superintendent Johnson explained the revised RCW rules regarding the replacement of a Commissioner, including the proposed process and timeline. Following a reading of the proposed resolution, and a nomination for Eric Pryne to serve as Commissioner, action was requested.
- Eric Pryne, who was in attendance, expressed his willingness to serve as Commissioner but only through the certification of the November election and welcomed others to serve and to run for election in the upcoming and/or future cycle.

ACTION: Commissioner Hamilton moved to approve resolution *RESOLUTION 2025-03*, to nominate Commissioner Pryne as a replacement Commissioner, which was seconded by Commissioner Day. Following discussion, the resolution was approved unanimously (4-0).

7. **Second Public Comment Period:** Public comment was provided by Eric Pryne regarding outreach regarding DispatchHealth.
8. **Adjournment:** Following a motion by Commissioner Noble and second by Commissioner Day, the meeting was adjourned with unanimous approval at 8:44 p.m.

Next Meeting: March 19, 2025 Regular Meeting

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