



P.O. BOX 213, Vashon WA 98070

www.vashonhealthcare.org

REGULAR MEETING AGENDA

Date: May 21, 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

Wendy Noble, Position 4, Secretary

Rebecca Chavez, 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 were approved as part of the consent agenda without objection:

- Approve Meeting Agenda
- Approve Meeting Minutes for April 16, 2025 Regular Meeting.
- Approval of Vouchers, Payroll, and Electronic/Digital Payments:

Vouchers:		
<u>2025-22</u> : Breffni McGeough, Landing at Bank	Monthly Offices Rent	\$1,750.00
<u>2025-23</u> : DispatchHealth Management LLC	Quarterly Payment	\$140,000.00
<u>2025-24</u> : Kaiser Foundation Health Plan of WA	Monthly Premium	\$1,100.32
<u>2025-25</u> : The DOVE Project	Monthly Payment	\$5,398.92
<u>2025-26</u> : Vashon Senior Center	Two Monthly Payments	\$12,150.00
<u>2025-27</u> : King County Treasury	2025 Property Fees & Taxes (1st Half)	\$2,179.75
<u>2025-28</u> : Lake Kennedy McCulloch CPA	Prior Month Accounting Services	\$1,147.00
<u>2025-29</u> : Sunrise Ridge Health Services	Monthly Clinic Rent	\$7,828.39
<u>2025-30</u> : Sarah Howard	Reimbursement for office supplies and printing costs	\$178.96
<u>2025-31</u> : Tim Johnson	Reimbursement for laptop & technology purchases for Comm's Coordinator	\$1,500.84
Payroll:		
April 1-15:	Direct Deposits:	\$4,729.96
	Total Taxes:	\$1,702.18
	Total Debit:	\$6,432.14
April 16-30:	Direct Deposits:	\$5,072.97
	Total Taxes:	\$1,825.88
	Total Debit:	\$6,898.85
May 1-15:	Direct Deposits:	\$5,149.92
	Total Taxes:	\$1,891.04
	Total Debit:	\$7,040.96
Electronic & Digital Payments:		
Credit Card: <u>3/16/2025</u> : Adobe	Software Subscription	\$27.18
<u>3/22/2025</u> : Zoom Communications	Annual Subscription	\$196.81

<u>3/31/2025</u> : Sound Publishing	Monthly Subscription (online newspaper)	\$6.50
<u>4/1/2025</u> : Google	Google Workspace Subscription	\$156.67
<u>4/11/2025</u> : Calendly.com	Software Subscription	\$13.06
<u>4/11/2025</u> : MailChimp	Software Subscription	\$108.80
<u>4/16/2025</u> : Adobe	Software Subscription	\$27.18
<u>4/22/2025</u> : KC Water District 19	Bi-Monthly Water Utilities Payment	\$488.38
<u>4/22/2025</u> : Utility Payment Service	Water Bill Payment Processing Fee	\$14.65
<u>4/23/2025</u> : Lenovo	Laptop Repair Deposit	\$133.59
<u>4/28/2025</u> : Sound Publishing	Monthly Subscription (online newspaper)	\$6.50
<u>5/1/2025</u> : Google	Google Workspace Subscription	\$163.99
<u>5/11/2025</u> : MailChimp	Software Subscription	\$108.80
Electronic (Bank): <u>4/5/2025</u> : Gusto	Monthly Subscription	\$72.90
<u>4/14/2025</u> : Intuit Quickbooks	Monthly Subscription	\$107.71

2. **First Public Comment Period** - None

3. **Superintendent Report**

- A. **Sea Mar** - Sea Mar has (finally!) received their permit and begun demolition of the Spinnaker Building in preparation for beginning construction on their new clinic.
- B. **Emergency Management** - No significant changes to report. The Advisory Committee will assess next week as will the Finance Committee.
- C. **Commissioner Filing** - Superintendent Johnson provided a list of candidates who have filed for the 3 Position vacancies, including two full, six-year terms and Position 3, for the remaining two years.
- D. **Public Meetings, Records, & IT** - Included in the packet is a draft RFP for procurement of an Electronic Records Management System (ERMS). This is the next step necessary to receive proposals and quotes for review. Following discussion, Commissioners provided consent to move forward with the RFP process.
- E. **VIFR Meetings** - The two agencies have continued discussions, with DispatchHealth and VIFR having their first official joint meeting, and the Vulnerable Adult work group having a follow up meeting with VIFR. Updates in Committee Reports.
- F. **Unsolicited Funding Opportunities** - There are two unsolicited funding opportunity requests in the packet, one from Vashon Island Midwifery, and another from the Sam Yates Foundation. Also included is a copy of the Unscheduled/Unsolicited Funding Policy. The Sam Yates request is up for action in Unfinished Business.
- G. **Miscellaneous**
 - The Advisory Committee is scheduled to convene May 28.
 - There is a proposal for a Board Retreat included under Governance in Committee Reports.
 - There is a proposed procurement policy headed to the finance comm. included in packet.
 - The Health Fair was held on May 3rd and drew fewer attendees than last year, likely due to Federal immigration enforcement emphasis. Nonetheless, the Fair had an excellent vendor turnout, and performed its secondary purpose of an informal convention for the social service network and health related entities on the island.

4. Committee Reports

a. Finance Committee

- The Finance Committee met and reviewed the following items:
 - Emergency Planning reporting preparation
 - 2024 Accounting Year Close
 - 2025 Annual Report to Sec of State
- There are year-end 2024 financial reports in the packet for your review.
- Our accountant has prepared the annual report due May 30th. You may approve the report or delegate that approval to the Finance Committee at your discretion. Action Requested.

ACTION: Commissioner Noble moved to approve the Finance Committee to proceed with and finalize the submission of the annual report; which was seconded by Commissioner Chavez; and approved unanimously (3-0).

b. Behavioral Health Work Group - The Behavioral Health Work Group continues to focus on full implementation of the Youth Behavioral project. It has begun integrating Commissioner Chavez and has the following next steps underway:

- Review and restructure of Social Worker Job Description.
- Review of the proposed administrative support position.
- Work on developing a MOU and/or interlocal agreements in a Master Service Agreement for the proper and legal sharing of client information among organizations.

c. Urgent Care Work Group

- The April numbers are in the packet, and represent lower than average performance for the last 4 months, but typical seasonal activity levels.
- Some additional materials are available in the April review, including: YTD and Totals since Inception numbers; X-ray numbers; and a Seasonal comparison to DH norms by month.
- DH and VIFR had a successful and productive first joint meeting, and are working toward collaboration opportunities and procedures. Special thanks to Chief Davidson and MIH Coordinator Corroon for putting emphasis on this integration of services.

d. Vulnerable Adults Work Group

- Vulnerable adults currently has five projects underway or under consideration, and is onboarding Commissioner Chavez
- The medical voucher program is up for annual review in June.
- The Senior Center Social Worker is currently supplying service to clients, and Commissioner Chavez is scheduled to be read in on the program this week.
- The compassionate care agreement has had no participation in April. Review of status and outreach opportunities is underway.
- The work group has followed the establishment of a dementia home-care respite program, and is reviewing opportunities to support the implementation of the program.
- The work group had its first official meeting with VIFR on the 16th of May, and there is a desire to move forward with efforts to expand VIFR MIH services.
- VIFR invited VHCD and DispatchHealth to share space in the upcoming Strawberry Festival.

e. Strategic Planning Committee of the Whole - Work continues on assessment of funding shortfall potentials, which will guide recommended further actions.

f. **Outreach Committee**

- Outreach Committee met April 22 to schedule summer tabling and review outreach materials (signage, displays, paperweights).
- Messaging for tabling will shift focus from DispatchHealth to other health initiatives and collecting community feedback.
- Vashon Spring Health Fair took place May 3 at United Methodist Church with screenings, vaccinations, dental van, and 14 health partners.
- Promotion included a VOV radio appearance with Superintendent Tim Johnson on April 29. Fall fair planning begins May 27.
- No April social media posts about DispatchHealth or insurance issues. Kaiser Permanente shared a message (now on social media, newsletter, and website) noting PPO members can access DispatchHealth and administrative issues are being addressed.
- Updated 5-Part Continuum of Care document will appear in the May 15 VashonBePrepared newsletter and be shared online and in print.
- April newsletter sent in two versions due to title typo, reaching 3,521 inboxes with 84.1% open rate and 3.4% click rate; now accessible via the website.

g. **Governance Committee (of the whole)** - The ad hoc Governance subcommittee, comprised of Commissioners Langland and Day met and discussed ongoing opportunities:

- The Superintendent has received a proposal from Kevin Joyce for a two-day retreat in mid-late June. It is in the packet. **Action Requested.**
- The subcommittee requests all Commissioners to submit requests for areas of education that the Commissioners feel would be beneficial. The subcommittee will review and advise opportunities for Board prioritization and scheduling.

ACTION: Commissioner Langland moved to approve the scheduling and contracting with the retreat proposal; which was seconded by Commissioner Noble; and approved unanimously (3-0).

5. **Unfinished Business** -

● **Unsolicited Funding Opportunities**

- Sam Yates Foundation - seeking funding for 2 ECG machines; The full proposal was included in the packet; Superintendent Johnson provided updates and summarized the utility of having the equipment on hand to allow flexibility and more regular screenings; he recommended authorizing up to the amount to be reimbursed after purchased; Following discussion, action was taken:

ACTION: Commissioner Langland moved to approve funding for the Sam Yates Foundation proposal for up to \$5,000 for two (2) ECG machines for the foundation to own and operate; which was seconded by Commissioner Noble; and approved unanimously (3-0).

- Vashon Island Midwifery - consideration for this proposal was held over until a future meeting for more information

6. **New Business**

- **Special Meeting / Swearing in Ceremony** - Notice of a special meeting will be issued so that

Commissioners may attend a formal swearing in ceremony for Commissioner Chavez to be performed by Theresa Mosqueda.

7. **Second Public Comment Period** - The following persons provided comment:
 - Lydia Aguilar Kirschner supported collaboration with VIFR and SeaMar and made suggestions for outreach to the Latino community.
 - Marcie Driscoll expressed thanks.
 - Debby Jackson suggested a community roundtable similar to a recent event of the Community Council.
8. **Adjournment** - Following a motion by Commissioner Noble; and second by Commissioner Chavez; the meeting was adjourned at 8:45 p.m. by unanimous approval (3-0).

Next Meeting: June 18, 2025 Regular Meeting

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