

PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON  
**VERDANT HEALTH COMMISSION**

**BOARD OF COMMISSIONERS**

**Regular Meeting  
via Zoom**

**November 24, 2021  
8:00 a.m.-10:00 a.m.**

**Commissioners  
Present**

Bob Knowles, President (via Zoom)  
Dr. Jim Distelhorst, Secretary (via Zoom)  
Deana Knutsen, Commissioner (via Zoom)  
Karianna Wilson, Commissioner (via Zoom)  
Carolyn Brennan, Commissioner (Via Zoom)

**Staff**

Lisa Edwards, EdD, Superintendent (via Zoom)  
Jennifer Piplic, Marketing Director (via Zoom)  
Nancy Budd, Community Social Worker (via Zoom)  
Zoe Reese, Director of Community Impact (via Zoom)  
Tammy Keuser, Director of Finance and Operations (via Zoom)  
Sandra Huber, Community Engagement Manager (Via Zoom)  
Mary Jo Jacobs, Interim Director of Finance and Operations (Via Zoom)  
Debbie Beaman, Interim Executive Assistant/Office Manager (via Zoom)  
Thea Walker, Community Impact and Grant Making Intern (via Zoom)  
Tina Sypaphay, Marketing intern (via Zoom)

**Guests**

Luke Lonie, Deputy City Clerk, City of Lynnwood (via Zoom)  
Barb Nystrom, Coast Property Mgmt (via Zoom)

**Call to Order**

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:07 a.m. by President Knowles.

**Swear in Newly  
appointed  
Commissioner**

Mr. Lonie read Oath of office to Swear in Carolyn Brennan as newly elected Commissioner position #2.

**Approval of  
Minutes**

***Motion was made, seconded, and passed unanimously to approve*** the minutes of the October 27, 2021, Board Meeting (E:88:21)

**Superintendent  
Report**

Dr. Edwards reported on the following items:

- Introduced Tina Sypaphay Social Media intern.
- Recognize and Thank Jennifer Piplic who will be leaving Verdant in December.
- Introduce Mary Jo Jacobs as Interim Finance Director and thank you Tammy Keuser for her work.


Commissioners Meeting  
December 15, 2021

<b>Executive Committee Report</b>	President Knowles reported that the Executive Committee met on Monday November 15, 2021, to review the agenda for the November 24, 2021, board meeting. No action was taken.
<b>Finance Committee Report</b>	The Finance Committee met on November 17, 2021. Ms. Keuser reviewed the financial statement and cash activity for October 2021 (E: 89:21) and noted anything over \$5,000 in payment from Verdant.
<b>Authorization for Payment of Voucher and Payroll</b>	Authorization for payment of vouchers and payroll: Warrant numbers 15147 through 15191 for October 2021 for payment in the amount of \$127,762.89 were presented for approval by Commissioner Wilson. (E: 90:21) <b>Motion was made, seconded, and passed unanimously to approve.</b>
<b>YTD Expenses for November 2021</b>	Ms. Keuser presented a pie chart representing YTD expenses as of October 2021. (E: 91:21)
<b>Resolution 2021-06</b>	<b>Motion was made, seconded, and passed unanimously to approve</b> the fixed asset disposition (R:2021-06).
<b>Resolution 2021 07</b>	<b>Motion was made, seconded, and passed unanimously to approve</b> Maryjo Jacobs as auditor. (R:2021-07)
<b>Barb Nystrom Coast Property Mgmt.</b>	Shared Budget Repair Estimates for Kruger clinic. Going for bids immediately once approved. (E: 92:21)
<b>Program Committee Update</b>	Commissioner Knutsen reported that the Program Committee met on November 17, 2021.
<b>Conflicts of Interest</b>	No Conflicts of interest reported.
<b>Expiring Contracts</b>	All grantees with contracts expiring before 3/1/2022 have been notified to apply for renewal during the November 8-19 <sup>th</sup> application cycle.
<b>Superintendent's Discretionary Funds</b>	Refugee & Immigration Services NW, Afghan Community Navigator total funding \$15,000. (E: 93:21) <b>Motion was made, seconded, and passed unanimously to approve.</b>
<b>Grantee Highlights</b>	Ms. Reese gave a brief update on grant funded partners. Evergreen Recovery Center and Millennia Ministries

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- Non-renewal Guidelines** Ms. Reese Presented a first draft of the Non-Renewal Guidelines. Discussion on reaching a decision on appropriate amount funded for transitioning for those programs and is need still the same. Not wanting to leave anyone in a bad spot. Commissioner Knowles suggested more discussion on timing of transition, percentage, and having a cap with expectation of continuing as written. Would like to further discuss priorities and being completely transparent on those decisions when planning. Continue discussion with program Committee in December and present to Commissioners at the December 15<sup>th</sup> board meeting.
- Review of 2021 and 2022 Budget Forecasting** Ms. Keuser presented the Committed Program Funding schedule Ms. Reese showed Committed Funding and year over year through 2021. Showed trending graph and Program Committee funding by organization and graph on actuals Jan-Oct 2019,2020 and 2021. (E: 94:21)
- Fluxx** Ms. Reese showed video on scoring on Fluxx. Commissioners appreciate being able to have the data available.
- Verdant Program and Marketing Highlights** See exhibit (E: 95:21) for updates on program staff and marketing highlights.
- Public Comments** None
- Commissioner Comments** Commissioners would like to congratulate Jim and Carolyn on elections. Thank you to Jennifer and Tammy for all you do. Thank you, Jennifer, and Tammy, for your service. Commissioner Brennan is thrilled to be part of high functioning team.
- Executive Session** President Knowles recessed the regular meeting at 9:29a.m. into Executive Session to review and consider proposed sale of real estate and to evaluate the qualifications of an applicant for Public Employment. President Knowles announced that Executive Session would last until 10:00a.m. and no action would be taken.
- Open Session** The board reconvened into Open Session at 10:00 a.m.
- Adjournment** The meeting was adjourned at 10:00 a.m. by President Knowles.

**ATTEST BY:**

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President

Commissioners Meeting  
December 15, 2021

DocuSigned by:  
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Secretary

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