

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

BOARD OF COMMISSIONERS

Regular Meeting

Hybrid: In-Person at Verdant Community Wellness Center and via Zoom

October 25, 2023

5:30 p.m.-7:30 p.m.

**Commissioners
Present**

Jim Distelhorst, MD, President
Karianna Wilson, Secretary
Deana Knutsen, Commissioner
Carolyn Brennan, Commissioner
Bob Knowles, Commissioner

Staff

Dr. Lisa Edwards, Superintendent
Ceil Erickson, Director of Community Impact
Kaysi Caballero, Executive Assistant/Office Manager
Nancy Budd, Community Social Worker
Kirk Mathis, Digital Marketing & Communications Manager
Annika Sahota, Community Engagement Specialist
Humaira Barlas, Fiscal Specialist

Guests

Call to Order

The regular meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 5:30 p.m. by President Distelhorst.

**Land and
Enslaved People's
Acknowledgement**

President Distelhorst read the acknowledgement.

Consent Agenda

Commissioner Knutsen made a motion to approve all items included on the consent agenda, Commissioner Brennan seconded. Motion passed.

Consent Agenda (E:66:23)

1. Approval of Minutes:
 - a. September 27, 2023 Regular Board Meeting
2. Approval of Committee Charter Revisions
3. Superintendent's Discretionary Requests
 - a. City of Edmonds
 - b. Seattle Visiting Nurses Association
 - c. Snohomish County Legal Services
 - d. South County Fire
 - e. Therapeutic Health Services

Public Comments

None.

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**Executive
Committee Report**

President Distelhorst reported that Executive Committee met on October 18th to approve the agenda for today's meeting and the October 19th special budget meeting. No action was taken at the Executive Committee meeting.

**Superintendent's
Report**

Dr. Edwards reported that the District has selected a general contractor for the Kruger/Langer clinic remodel project. The auditors have notified us they will begin their field work on December 12th. She welcomed Annika Sahota to the Verdant team as our new part-time Community Engagement Specialist. Ms. Sahota will help us meet with community organizations to learn about their food and nutrition needs as we revamp our fruit and vegetable vouchers program.

We are in negotiations with a car dealership to rent out the vacant Value Village parking lot for \$2,500/month. We just received a draft lease and will review it with the District attorney.

We are on track for the new digital reader board sign to be installed at the wellness center on December 18th.

At the CEO Roundtable that Dr. Edwards coordinates every other month, we heard from Swedish Edmonds executives about the use of their new security dog onsite, Blue, who has helped reduce the number of incidents at the hospital.

She and Ms. Erickson recently attended an award ceremony honoring Pa Joof of the WA West African Center and we will bring a concept paper to the board for Verdant to host its own community impact award.

At the annual WA State Hospital Association meeting in Renton last week, we learned there are some new benefits available to us including free marketing support.

She thanked the Verdant team for all they have done to prepare for these meetings and our recently approved 2024 budget.

**Program
Committee Report**

Conflicts of Interest None.

**Superintendent's
Discretionary Fun
Policy Review**

Ms. Erickson presented a copy of Verdant's Purchasing & Expenditure Policy so Commissioners could discuss the use of this fund and the process by which it is managed (E:67:23).

- Commissioners discussed whether the policy provides flexibility or not for what can be approved via Superintendent's Discretionary funding.
- Dr. Edwards summarized the current process in that we get a concept paper from an interested organization, take

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it to the Program Committee to review, then go back to the organization with any requested edits or clarifications, then take the final concept paper to the board to approve in the consent agenda. The programs that are awarded via this fund may not fit directly within one of our three strategic priorities, but it must still address an emergent health need.

- Commissioners agreed to edit the policy for section #6 to be as follows: "As part of the annual budget development process, the board of commissioners will set and approve the amount of funding that the Superintendent will be designated to expend at their discretion to fund programs that *support the health and well-being of our community* ~~have not been approved Board or provide additional funding for programs previously approved by the board~~ by December 31st. Expenditures shall be treated as expenditures within the Board approved budget for purposes of the approval authority requirements specified below for operating expenses but shall be reported at the monthly Finance Committee *and/or Program Committee* meeting and to the Board of Commissioners no later than their next regularly scheduled meeting."
- Commissioner Wilson summarized tonight's discussion that part of the policy will be edited as shown above. The superintendent will fund programs under \$25,000. In 2024 there will be two programs funded above \$25,000 and the limit will go back down in 2025. Commissioners agreed this fund should not be used to fund programs that missed the regular grant cycle application deadline.

Grant Coaching
Update

Ms. Erickson reported that to date we have received nine inquiries for grant coaching. We are focusing on smaller organizations with a health focus who do not have designated grantwriting staff.

On November 3rd, Verdant will host its second annual Community Health Networking Event which will have 110 people in attendance and seven funders who will each have a brief presentation about their services.

Finance Report

Review Financial
Statements & Cash
Activity

Ms. Barlas presented the financial reports for September 2023 (E:68:23), noting any transactions out of the ordinary, compared to prior month periods.

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Authorization of
Payments of
Vouchers and
Payroll

Authorization for payment of vouchers and payroll:
Warrant numbers 16218 through 16246 and J2268 through
J2300 for September 2023 for total warrant payments in the
amount of \$251,394.67 were presented for approval (E:69:23).
**Motion was made by Commissioner Knowles, seconded
by Commissioner Wilson and passed unanimously to
approve the warrants.**

Executive Session

President Distelhorst moved the meeting into executive session
at 6:52p.m. to review and consider proposed sale of real estate.
Executive session will end after 30 minutes at 7:22p.m. and no
action will be taken during this time.

Executive Session was extended until 7:29p.m.

Open Session

President Distelhorst returned the meeting back to open session
at 7:29 p.m. No action was taken.

**Commissioner Knutsen made a motion to begin a
contract with Restorical Research, Commissioner Wilson
seconded. Motion passed.**

**Commissioner Knutsen made a motion to enter into a
contract with Aspect, an environmental consultant,
Commissioner Wilson seconded. Motion Passed.**

Finance
Committee
Continued...

**Commissioner Wilson made a motion to approve
Resolution 2023:08 to approve the 2024 District budget
and levy, Commissioner Knutsen seconded. Motion
passed.**

Public Comments

None.

**Commissioner
Comments**

Commissioner Knutsen thanked Verdant staff for all their work.


Adjournment

The meeting was adjourned at 7:34 p.m. by President
Distelhorst.

ATTEST BY:

DocuSigned by:

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President

DocuSigned by:

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Secretary