

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

BOARD OF COMMISSIONERS

**Regular Meeting
via Zoom**

**January 26, 2022
8:00 a.m.-10:00 a.m.**

**Commissioners
Present**

Bob Knowles, President (via Zoom)
Jim Distelhorst, MD, 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)
Nancy Budd, MSW, Community Social Worker (via Zoom)
Zoe Reese, MPA, Director of Community Impact (via Zoom)
Tammy Keuser, Interim Director of Finance (via Zoom)
Kaysi Kelly, Executive Assistant/Office Manager (via Zoom)
Thea Walker, Intern (via Zoom)
Debbie Beaman, Interim Executive Assistant/Office Manager
(via Zoom)
Monika Star, Wellness Center Assistant (via Zoom)

Guests

Brad Berg, Principal, Foster Garvey PC
Kara Turner, Turner HR Services, Inc.
Michel Melseaux, Audit Lead, State Auditor's Office
Kristina Baylor, Program Manager, State Auditor's Office
Luke Lonie, Deputy City Clerk, City of Lynnwood

Call to Order

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:01 a.m. by President Knowles.

**James Distelhorst,
MD Oath of Office**

Luke Lonie read Commissioner Distelhorst his Oath of Office to be sworn in as a Commissioner for a 6-year term.

**Approval of
Minutes**

Motion was made by Commissioner Distelhorst, seconded by Commissioner Knutsen and passed unanimously to approve the minutes of the Board Meeting on, December 15, 2021. (E:01:22)

**Superintendent
Report:**

**Verdant
Operations
Update**

- We have had a handful of community meetings regarding the Afghan refugees coming into our area. Ms. Edwards, EdD, provided thanks to Zoe Reese, MPA.

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- Ms. Edwards, EdD, provided thanks to Nancy Budd, MSW for spearheading the three Narcan trainings held virtually for the community. Each participant will receive a free two-dose kit of Narcan.

**Community
Outreach Update**

- Verdant is a distribution hub for at-home COVID-19 test kits for our community partners. We have received 1,500 test kits to distribute.
- Class registration is going well at the Community Wellness Center due to increased marketing from our Marketing team. We are tracking analytics of our social and website pages to monitor engagement.
- Ms. Edwards, EdD, provided thanks to the front office team at Verdant for keeping the facility safe and clean during the pandemic.

**Executive
Committee Report**

Commissioner Knowles reported that the Executive Committee met on Thursday, January 20, 2022 to review the agenda for the January 26, 2022 board meeting. No action was taken at this time.

**Officers &
Committees for
2022**

Commissioner Distelhorst was elected as President and Commissioner Wilson was elected as Secretary for 2022. Commissioner Knowles requested to change the committee assignments for 2022. It was discussed that Commissioner Knowles would switch from the Finance Committee to Programs Committee and Commissioner Wilson would take his place on the Finance Committee. As amended, the 2022 Finance Committee will consist of Commissioner Wilson (Chair) and Commissioner Brennan. The 2022 Programs Committee will consist of Commissioner Knutsen (Chair) and Commissioner Knowles. (E:02:22)

Motion was made by Commissioner Wilson, seconded by Commissioner Distelhorst and passed unanimously to approve the 2022 Board officer and committee assignments as amended.

**Finance
Committee
Report:**

The Finance Committee met on January 18, 2022.

**State Auditor's
Report: Michel
Melseaux and
Kristina Baylor**

Michel presented the findings of the state audit for fiscal year 2020. There were no significant areas of development which means this was a clean audit and Verdant is doing a good job of safeguarding public dollars. An internal audit from Moss Adams also concluded that there were no significant areas of development. There were two housekeeping items found which are ongoing process improvements and not considered significant findings. (E:03:22)

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Michel provided thanks to Lisa Edwards, EdD, and the District staff for accommodating all the audit requests. The next accountability audit is in Fall 2022.

The State Auditor's Office (SAO) Accountability Audit Report for 2020 will be posted on the Verdant website under "Public Meetings & Reports."

Review of Financial Statements

Ms. Keuser provided clarity on the -\$2,474,674 variance shown on the Profit & Loss report that the actual variance is only -\$535,012 due to the 2021 budget amendment approved at the end of 2021. The only change on the Balance Sheet was moving Prepaid Rent expense down to a liability. (E:04:22) Ms. Keuser presented a pie chart of the District's YTD expenses for December 2021 (E:05:22)

Authorization for payment of vouchers and payroll

Ms. Keuser reviewed the financial statement and cash activity for December 2021 and noted any transactions over \$5,000 in payment from the warrants.

Authorization for payment of vouchers and payroll:
Warrant numbers 15233 through 15280 for December 2021 for payment in the amount of \$114,077.20 were presented for approval by Commissioner Wilson (E:06:22) ***Motion was made, seconded and passed unanimously to approve the December warrants.***

Resolution 2022:01- Amendment to Superintendent Compensation

(R:2022:01) ***Motion was made by Commissioner Distelhorst, seconded by Commissioner Wilson and passed unanimously to approve Resolution 2022:01.***

Resolution 2022:02 Paychex Agreement Regarding Insurance Premiums

(R:2022:02) ***Motion was made by Commissioner Distelhorst, seconded by Commissioner Wilson and passed unanimously to approve Resolution 2022:02.***

Program Committee Report

Mrs. Reese, MPA, provided an overview of program activity and grants for January 2022. (E:07:22)

Conflict of Interest

No conflicts of interest reported.

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Grant Modification Requests

I. Modifications to Contracts-for Review

Agency	Program	Total Budget	Contract Expiration Date	Recommendation
Brain Energy Support Team	Cognitively Appropriate COVID-19 resources	\$25,200	12/31/2021	Extend end date to 3/31/2022 and reallocate \$5,000 of contract budget to support video creation.
Trinity Lutheran Church as fiscal sponsor for South County Cold Weather Shelter	Cold Weather Shelter	\$4,300	12/31/2021	Extend end date to 3/31/2022 and add additional \$3,000 available for invoicing for COVID cleaning.
Volunteers of America	Emergency Motel/Shelter Program	Invoice up to \$20,000	12/31/2021	Extend end date to 12/31/2022.
	Total	\$49,500		

Motion was made by Commissioner Knowles, seconded by Commissioner Wilson and passed unanimously to approve all modification to contracts.

COVID-19 Grant Requests

III. COVID Grant Requests

Agency	Program	Contract Duration	Amount Requested	Description	Recommendation
Refugee Immigrant Services NW	Afghan Navigator	1/1-3/31	\$15,000	Would continue the work started 11/2020 while they complete a Q1 multiyear application for their navigator program.	Fund as requested. Previously funded \$15,000 in 2021.
Washington Kids in Transition	Emergency Housing	1/1-12/31	\$100,000	Funds would support emergency motel vouchers, rental deposits, rental assistance, and utility assistance to ESD McKinney-Vento families and those at risk of homelessness. See an ongoing need for this COVID-related resource.	Fund at \$50,000 for 6 months. Previously funded at \$50,000 in 2021.
		Total	\$115,000		\$65,000

IV. Superintendent's Discretionary Newly Funded:

Superintendent's Discretionary

Agency	Program	Contract Duration	Amount	Status
Parent Trust	SMART	1/1-3/31	\$10,000	In process
		Total	\$10,000	

Public Comments

None.

Commissioner Comments

Commissioner Knutsen honored the late Commissioner Fred Langer and his 23 years of service.

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Commissioner Brennan takes her seat on the board very seriously as she filled in Commissioner Fred Langer's seat. She looks forward to honoring him throughout the years.

Commissioner Distelhorst thanked Commissioner Knowles for his service as President.

Executive Session Commissioner Knowles recessed the meeting at 8:57 a.m. for a short break and said Executive Session would begin at 9:00 a.m. to discuss:

- Discussion of qualifications of an applicant for public employment
- To review and consider proposed sale of real estate

Open Session The public meeting reconvened at 10:06 a.m. Commissioner Distelhorst stated that there was no action taken in Executive Session.

Adjournment The meeting was adjourned at 10:09 a.m. by Commissioner Distelhorst.

ATTEST BY:

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JSDistelhorst
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President

DocuSigned by:
Karianna Wilson
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Secretary