

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

April 27, 2022

8:00 a.m.-10:00 a.m.

Commissioners Present	Jim Distelhorst, MD, President Karianna Wilson, Secretary Deana Knutsen, Commissioner Carolyn Brennan, Commissioner Bob Knowles, Commissioner (<i>excused from the meeting at 9:25am</i>)
Staff	Dr. Lisa Edwards, Superintendent Nancy Budd, MSW, Community Social Worker Riene Simpson, Director of Finance Zoe Reese, MPA, Director of Community Impact & Grantmaking Kaysi Kelly, Executive Assistant/Office Manager Maggie Konstanski, Grants Manager Kirk Mathis, Digital Marketing & Communications Manager Monika Star, Wellness Center Assistant
Guests	Eric Lowell, MRSC
Call to Order	The regular meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:00 a.m. by President Distelhorst.
Welcome New Verdant Team Members	Dr. Edwards provided a brief welcome of Verdant's two new staff members, Kirk Mathis, Digital Marketing & Communications Manager, and Maggie Konstanski, Grants Manager. They joined the Verdant team in mid-April.
Approval of Minutes	<i>Motion was made by Commissioner Brennan, seconded by Commissioner Wilson and passed unanimously to approve</i> the minutes of the regular Board Meeting on, March 23, 2022. (E:33:22)
Public Comments	None.
Superintendent Report: Verdant Operations Update	Dr. Edwards provided an update on Verdant operations and outreach. The team is working through some of the technical aspects of utilizing a hybrid class setup going forward in June.

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Allowing a hybrid meeting option will be a required component of monthly Board meetings starting in June. Saturdays in May are already booked up at the Verdant Community Wellness Center

Community Outreach Update

Ms. Reese, MPA, and Ms. Konstanski are working on a diversity, equity, and inclusion workshop series to provide training opportunities for some of our partners on how to better deliver their services to an increasingly diverse population. Verdant's Community Social Worker, Ms. Nancy Budd, MSW, is offering multiple behavioral health trainings for providers in the coming months.

Presentation: Sandra Huber, Community Engagement Manager of Verdant

Ms. Huber provided a brief presentation of her efforts in the community to provide services to diverse populations. (E:34:22) She showed a few graphics from the U.S. Census Bureau and Kaiser Permanente's recently completed Health assessment data which broke down the racial and ethnic populations and healthcare disparities in Snohomish County. Commissioner Brennan asked about the model for the Mental Health Matters peer navigators. Commissioner Knutsen thanked Ms. Huber for her work navigating the changing needs of the community.

Executive Committee Report

President Distelhorst reported that the Executive Committee met on Monday, April 11, 2022 to review the agenda for the April 27, 2022 board meeting. No action was taken at this time.

Finance Committee Report:

The Finance Committee met on April 14, 2022 to review warrants and resolutions for the April 27th board meeting.

Presentation: Eric Lowell, MRSC

Mr. Lowell provided his list of eight recommendations to the Board to increase efficiency of Verdant's financial operations and better meet the needs of a public agency. (E: 35:22) From these eight recommendations, Mr. Lowell further detailed four priority areas Verdant should consider, which included (1) addressing payroll issues, (2) restructuring QuickBooks, (3) requiring two signatures for checks, and (4) adding a Finance Specialist position. The Finance Committee will put together a prioritization and timeline of the priority areas and bring to the May Board meeting.

Commissioner Knutsen asked if Verdant should consider switching from the QuickBooks software and use another service. Mr. Lowell explained that switching accounting software would be around \$100k to implement. Ms. Simpson, CPA, recommended that before switching to a new accounting

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software, she would like to be able to scrub QuickBooks and see how Verdant can better utilize the software already in use. Commissioner Brennan agrees that Verdant should review the internal financial systems before we transition to a new accounting software.

Commissioner Knutsen expressed concern about switching from GAAP to cash accounting principles since we still own the hospital and could potentially take over hospital operations again sometime in the future. Ms. Simpson, CPA, is comfortable using GAAP accounting while we get better systems in place.

Commissioner Wilson reminded the Board that they have always utilized a Treasurer who is outside of the internal accounting department. She is not in favor of the idea of using Snohomish County Treasurer. Commissioner Knowles agreed and is not in favor also. Commissioner Wilson asked Verdant to bring a third option for the Treasurer role to the Board for further consideration.

Commissioner Knutsen asked the Verdant team to provide a list of consultants and the services they provide, along with their rate of compensation. This will be provided at the May board meeting.

**Review of
Financial
Statements**

Ms. Simpson reviewed the financial statement and cash activity for March 2022 and noted any transactions out of the ordinary from the warrants payment list. (E:36:22) She explained to the Board that the large fluctuations in expenses compared to the previous period is due to approximately \$40k in payroll and payroll tax expenses which are due to be refunded back to Verdant because of a payroll error.

**Authorization for
payment of
vouchers and
payroll**

Authorization for payment of vouchers and payroll: Warrant references A-C for payment in March 2022 in the amount of \$166,805.44, were presented for approval. (E:37:22)

Motion was made by Commissioner Wilson, seconded by Commissioner Brennan and passed unanimously to approve the March warrants.

**Resolution
2022:06 -
Disposition of
surplus assets
from Swedish
hospital**

(R:2022:06) ***Motion was made by Commissioner Wilson, seconded by Commissioner Brennan and passed unanimously to approve Resolution 2022:06.***

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Program Committee Report Ms. Reese, MPA, provided an overview of program activity and grantmaking for March 2022. (E:38:22)

Conflict of Interest None.

Approval of Budget Renewal Guidelines Ms. Reese, MPA, presented a draft of revised budget guidelines for year 2 and year 3 grant renewal instructions.
Motion was made by Commissioner Knutsen, seconded by Commissioner Wilson and passed unanimously to accept the draft language as written.

Grant Modification Requests Ms. Reese, MPA, presented two grant contract modifications for Board approval.

I. Modifications to Contracts-for Review

Agency	Program	Current Grant terms	Modification Request	Staff Recommendation
Cities of Edmonds, Lynnwood, MLT and YMCA and Cascade Swim Club.	3 rd Grade Drowning Prevention Program	12/2017-12/2022, invoice-based.	Transferring operation of Yost Pool from YMCA to Cascade Swim Club and including Dale Turner as an eligible site for voucher use.	Approve modification and new contracted partner as requested.
LETI	LETI Café	\$50,000 10/1/21-9/30/22	Move \$16,000 of awarded funds from personnel to subcontracting to support the contracted business development training outcome.	Approve modification as requested

Motion was made by Commissioner Wilson, seconded by Commissioner Brennan and passed unanimously to approve the grant modification request for the 3rd Grade Drowning Program.

Motion was made by Commissioner Knutsen, seconded by Commissioner Knowles and passed unanimously to approve the grant modification request for the LETI Cafe Program.

Re-Submitted Grant Materials

Ms. Reese, MPA, had provided a supplemental handout to Commissioners regarding the three grant requests below, in preparation of the Board meeting discussion.

a. Edmonds School District – Move 60!

As part of the Q1 grant application review, Program Committee requested additional budget scenarios from Move60! that outlined several levels of funding and associated programmatic outcomes that would be supported. Edmonds School District provided four

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scenarios. Program Committee reviewed the scenarios and wanted full Board discussion. The Board reviewed all scenarios and discussed longevity of funding provided to-date, impact on ability to support other applications given the overall award size, and concern that Verdant had remained the sole funder of the program. Commissioner Knutsen voiced support for Scenario 4 if it included summer programming. Commissioner Wilson voiced support for Scenario 4 and was less concerned with summer programming but wanted to maintain core before/after school programming and voiced concern about the staffing model given the high administrative salary costs and wanting to see additional funders supporting the program. Commissioner Wilson made a motion to support Scenario 4 in the amount of \$388,075. A majority of the Board approved this funding. Commissioner Brennan voted nay, saying that she did not think any funding should be provided to the program. Commissioner Knowles was not present for the vote.

**COVID-19 Grant
Requests**

COVID Grant Requests

Agency	Program	Contract Duration	Amount Requested	Description	Staff Recommendation
Brain Energy Support Team (BEST)	Cognitive-Friendly Professional Trainings	4/1/22-12/23/22	\$30,000	BEST seeks \$30,000 from the Verdant Health Commission to continue to build on the work done under previous funding through sharing consistent and cognitive-friendly messages about long COVID, self-care, mask recommendations, and all updates to mandates, vaccinations, and public activities/behaviors on our website, social media platforms, and general outreach activities.	Fund as requested
Helping Hands Project Organization	ESD Crisis Support	4/1/22-6/30/22	\$69,000	This program will serve student at the Edmonds School District who are experiencing housing insecurity, healthcare, and economic relief and are not eligible for other existing programs, usually due to family immigration status. 10 families to be provided rapid rehousing with a turnaround time of 90 days to get them permanently re-housed. This service will be provided in addition to food and medical. This is a pilot project, and its success would determine continuity. Received \$45,000 from Snohomish County to start program.	Fund as requested, if successful encourage multi-year proposal in July as well as connecting with other county funders.
		Total	\$99,000		

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b. Brain Energy Support Team (BEST) –
Cognitive-Friendly Professional Trainings

The Board understands this grant request of \$30k is to update their website but doesn't include details about additional outreach. **Motion was made by Commissioner Knutsen to vote, Commissioners opposed unanimously. Commissioner Knowles was not present for the vote.**

c. Helping Hands Project – ESD Crisis Support

Motion was made by Commissioner Knutsen, seconded by Commissioner Wilson and passed unanimously to approve. Commissioner Knowles was not present for the vote.

**Superintendent's
Discretionary**

Ms. Reese, MPA, presented a new funding request from the Superintendent's discretionary budget. This program to engage culturally appropriate community partners to assist Verdant in gathering responses for a community needs survey will run from May-September 2022. The goal is to utilize these community partners to engage with their communities so we can capture unique responses from groups who might otherwise not respond to a community needs survey. Commissioner Brennan asked if we could have representation from non-funded partners to assist with the survey responses.

Agency	Program	Contract Duration	Amount	Status
Various	Community Feedback Sessions	May-August 2022	Up to \$15,000	In process: As part of our 2022 Review of Community Need, we plan to contract with a subset of community partners to provide funding for them to facilitate culturally appropriate conversations and outreach to support diverse responses to our community survey
		Total	\$15,000	

Motion was made by Commissioner Knutsen, seconded by Commissioner Wilson and passed unanimously to approve. Commissioner Knowles was not present for the vote.

Executive Session

1. To consider the legal risks of a proposed action of the district.

2. Consider the legal risks of potential litigation.

Executive Session was extended 5 minutes to 10:40am.

Open Session

1. Authorization to award contract for Kruger Clinic roof Replacement

Motion was made by Commissioner Wilson, seconded by Commissioner Brennan and passed unanimously to approve. Commissioner Knowles was not present for the vote.

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**Commissioner
Comments**

President Distelhorst spoke about how great it was to meet in person again and appreciates the staff's hard work. Commissioner Knutsen reiterated the well-done for the Verdant staff.

Adjournment

The meeting was adjourned at 10:43 a.m. by President Distelhorst.

ATTEST BY:

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JSDistelhorst
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President

DocuSigned by:
Karianna Wilson
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Secretary