

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

BOARD OF COMMISSIONERS

Special Meeting

**Hybrid: In-Person at Verdant Community Wellness Center and via Zoom
October 5, 2022
5:00 p.m.-8:00 p.m.**

**Commissioners
Present**

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

Staff

Dr. Lisa Edwards, Superintendent
Riene Simpson, CPA, Director of Finance
Maggie Konstanski, Grants Manager
Kaysi Kelly, Executive Assistant/Office Manager
Nancy Budd, Community Social Worker
Kirk Mathis, Digital Communications & Marketing Manager

Guests

None.

Call to Order

The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 5:00 p.m. by President Distelhorst.

**Land and
Enslaved People's
Acknowledgement**

President Distelhorst read the acknowledgement.

**Resolution
2022:09 Banking
Authorization**

Ms. Simpson, CPA, explained the need for Commissioners to update authorized individuals on the District bank accounts.
Commissioner Brennan made a motion to approve RES 2022:09, Commissioner Wilson seconded, motion passed.

**Resolution
2022:10 District
Deputy Auditor**

Dr. Edwards requested to add a second Resolution to the meeting agenda. This revised agenda will be posted on the Verdant website right now before the meeting today begins.

Ms. Simpson, CPA, explained the reasoning for adding Superintendent, Dr. Lisa Edwards, as Deputy District Auditor.
Commissioner Brennan made a motion to approve RES 2022:10, Commissioner Wilson seconded, motion passed.

Commissioner Wilson commented that Verdant has received a lot of different guidance on the Auditor and Treasurer duties and appointment over the years from our attorneys. She is surprised to see this as an option for the first time and asked if

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other Public Hospital Districts have their executive staff as deputy auditors. Ms. Simpson, CPA, confirmed yes, they do.

**Grantmaking
Guidelines,
Definitions, and
Policies**

Dr. Edwards explained the purpose of pages 6-9 in the meeting packet which includes eleven follow up items needed for decision-making from the Board (E:97:22). By setting up acknowledgement screens throughout the grant application process, we hope this will create transparency for our applicants about our policy and guidelines for decision-making.

1. Tax Status 501c3: Commissioners agreed to not require 501c3 status.
2. Award Acceptance within 30 days: Commissioners agreed to add language to this acknowledgement that funding will be prorated monthly for the additional time the organization takes to sign (i.e., they will receive 90% of their award if they take an extra month to accept the contract).
 - Commissioner Wilson asked why a partner would need 30 days to sign the contract. Dr. Edwards answered that some partners have their own internal processes with executive level review and legal team which need to review contracts, and this can cause a delay of several weeks. Ms. Konstanski added that sometimes the delay is on Verdant's end when we ask them to revise a program or we have to amend the proposal, and these changes also take time to input in Fluxx.
 - Commissioner Knowles wants to make sure that the acceptance deadline covers those who might take longer than 30 days so we can stay within our guideline.
 - Dr. Edwards suggested adding a sample contract to the website so organizations can vet it through legal ahead of acceptance which can cut down time.
 - Commissioner Brennan asked what happens if a partner cannot sign within 30 days? Dr. Edwards answered that we have not had an acceptance deadline before, so we have not exercised when someone doesn't sign.
3. Promoting Verdant funding once awarded: Commissioners agreed that this requirement just needs to be enforced going forward, as it is already included in the current grant contract.
 - Commissioner Wilson asked if it has to just be media postings (for example a sign on a building or field we funded).

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- Verdant will add a page on their website with the media style guide for funders to use and to contact the Digital Marketing & Communications Manager, Kirk Mathis, for any additional support.
4. Annual award limit up to \$X per organization: Commissioners agreed not to put a maximum funding limit on an organization at this time.
- Commissioner Wilson is hesitant to put a max limit on an organization since we could lose our flexibility in funding a program which is above it but relevant and much needed in our community. She is concerned that if we don't limit the funding for organizations and they get \$1MM, for example, then this could limit our available funding for new programs.
 - Commissioner Brennan agrees we should try to limit the number of individual *programs* we fund for an organization so they can consolidate programs.
 - Ms. Konstanski added that Verdant provides a general guideline of what we typically fund (for example "generally an average of \$100,000, with some award higher or lower, etc.").
5. Statement of financial need for applicants with over \$2MM income per year: Commissioners agreed they would like to see more details about other funding an organization receives. Dr. Edwards suggested we could add language to include *financial and other support of the program*, such as the level of volunteer hours and matching.
- Commissioner Wilson asked how we came up with \$2MM income/year. Ms. Konstanski added that we had a specific question about income of \$2MM which prompted adding this guideline. Dr. Edwards suggested we could reduce this to \$1MM. Commissioner Knutsen is against reducing this much from \$2MM since \$2MM income is a *healthy* organization, not necessarily a wealthy organization.
 - Ms. Konstanski added that there is a space within the current grant application to note co-funding, but it is not something Verdant has explicitly asked applicants to outline. Dr. Edwards proposed we add a brief text field in the application to explain the *financial* need, not just the community need, which is what our current application entails.

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6. Provide list of other grants received: Commissioners agreed they would like to see more details about other funding an organization receives for their program.
7. Provide list of other funding intending to apply for in next 12-18 months: Commissioners agreed that they would like to see more details about other funding an organization is applying for in addition to what they are requesting from Verdant.
8. Minor capital expenses: Commissioners agreed to limit to \$5,000 or less.
9. Liability Insurance: Commissioners agreed to revise the grant contract to take out the \$1MM amount of liability coverage and keep it broader language about just having liability coverage without a specific amount.
10. Demonstrated alignment with grant guidelines and one priority area: Commissioners agreed to have applicants specify a primary and secondary priority area when applying. Dr. Edwards added this will make reporting much easier if applicants aren't allowed to select four different priority areas, so Verdant can easily see where their program best aligns.
11. Required Attachments: Commissioners agreed to add the fifth bullet, with the revision of "key funders" instead of "all funders" so grant applicants only provide their primary funding, and not an exhaustive list of any funding they have received for their program.

**Commissioner
Discussion**

Dr. Edwards proposed that after Spring 2023 funding cycle, we can communicate that we will accept one application per organization, per year.

Commissioner Wilson wants to discuss how long we will fund an organization?

- Commissioner Knutsen doesn't want to limit funding by years so that we can focus on the actual program and the need. Commissioners need to be able to continue funding a program based on the need for that program in the community, not just cutting them off after X years because that is our policy.
- President Distelhorst suggested we add a section to the grant application or posted somewhere on our website about the need for organizations to continually look for other funding so as not to become dependent on Verdant for the long term.

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- Commissioner Knutsen reminded the Board that we have the budget as a guidepost for our funding decisions. It is up to the Board to stay within our budget, and this might mean saying yes or no but if we can stay within the budget that is the goal.
- Commissioner Knowles agrees with Commissioner Knutsen about not being too rigid with our guidelines. Something like not fitting within our priorities is an easier conversation to say 'no' but having a time limit on funding is harder to apply.

Dr. Edwards inquired as to how we should communicate with the organizations that clearly do not align with our new priority areas? Do we give them a heads up now or wait for them to apply before we say 'no'?

- Commissioner Knowles answered we don't owe these organizations an explanation ahead of time and once we communicate the changes, it is up to them to make themselves fit in the new priorities or not.
- Ms. Konstanski added that our goal is to limit partiality and personal preferences on programs so that we are scoring all applicants fairly.

BREAK

6:53-7:00pm

Grantmaking Guidelines, Definitions, and Policies Continued...

Dr. Edwards walked Commissioners through the 2023 funding cycles including the application period, staff scoring, commissioner scoring, decision-making at Board meetings, then notification period of two months prior to contract start date.

Dr. Edwards asked for Commissioner thoughts about how to split applicants for Commissioner scoring. She recommends having two Commissioners pair up to score one priority so that they can see all applications within a priority area and be able to score them in relation to others which can help decide which ones to fund. Ms. Konstanski suggested we could get all requests, divide them by *primary* priority area, then determine what percentage of the budget we can approve within that primary priority area. This would help us determine what funding is offered within the budget.

Commissioner Comments

Commissioner Wilson was disconcerted that Dr. Rebecca Miner of the Edmonds School District did not want Verdant to share the Healthy Youth survey data with the public when asked at the September 28th Board meeting. This survey is posted by OSPI and is public domain so we can find the link and share it on our website if we would like.

Commissioner Knutsen was confused what public commenter Elizabeth Lunsford's concern was at the September 28th Board

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meeting and if Verdant was able to follow up with her. Dr. Edwards clarified that Verdant was cited very early on with the Superintendent at that time showing support of the Community Justice Center with Lynnwood Police. Since then, there has been dialogue that Verdant is a supporter of the Criminal Justice Center and adding beds for prisoners, etc.

Commissioner Knutsen thanked Ms. Konstanski for preparing this additional BIPOC report and wants to get that out in the community if we can.

Other Updates

Dr. Edwards spoke about the Community Networking Lunch event Verdant is hosting on November 4th with a goal of eight funders and at least 40 of our community partners to "speed date" with other groups and funders.

Adjournment

The meeting was adjourned at 7:30 p.m. by President Distelhorst.

ATTEST BY:

DocuSigned by:
JSDistelhorst
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President

DocuSigned by:
Karianna Wilson
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Secretary