

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
December 21, 2022
8:00 a.m.-10:00 a.m.**

**Commissioners
Present**

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

**Bob Knowles, Commissioner (excused absence)*

Staff

Dr. Lisa Edwards, Superintendent
Riene Simpson, CPA, Director of Finance
Sandra Huber, Community Engagement Manager
Leslie Silverman, Interim Director of Community Impact & Grantmaking
Kaysi Caballero, Executive Assistant/Office Manager
Nancy Budd, Community Social Worker
Kirk Mathis, Digital Communications & Marketing Manager
Monika Star, Wellness Center Assistant

Guests

Pam Hurst

Call to Order

The regular meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:02 a.m. by President Distelhorst.

**Consent Agenda:
Approval of
Minutes**

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

(E:150:22)

1. Approval of Minutes:
 - a. November 15, 2022 Special Board Meeting
 - b. November 16, 2022 Regular Board Meeting
 - c. December 6, 2022 Special Board Meeting
 - d. December 7, 2022 Special Board Meeting
 - e. December 13, 2022 Special Board Meeting
2. Approval of Superintendent's Discretionary Requests
 - a. South County Fire for Emergency Cold Weather Warming Kits
 - b. South Snohomish Cold Weather Shelter for shelter support + blankets

Public Comment

None.

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**Program
Committee
Report:**

**Conflicts of
Interest** None.

**Spring 2023
Funding Cycle
Update**

Ms. Silverman provided a summary of the number of applications and amounts requested for our Spring 2023 grant funding cycle (E:151:22). She explained that Commissioners are now assigned their applications for scoring, and will be working through them between now and January 16th. Verdant will make its grant award decisions at a special meeting on Monday, January 30th.

Dr. Edwards thanked the staff for their heavy lift in this new grantmaking process.

**Executive
Committee Report**

President Distelhorst reported the Executive Committee met on December 14, 2022 date to finalize the agenda for today's meeting. No action was taken at this time.

**Officer
Nominations &
Committee
Assignments for
2023**

Commissioners made the following nominations for committee assignments, committee chairs, and Board executive roles for 2023 (E:152:22). These nominations will guide scheduling of 2023 meetings at this time but will not be officially voted on until the January 25, 2023 regular Board meeting.

President: Jim Distelhorst

Secretary: Karianna Wilson

Executive Committee: Jim Distelhorst (Chair), Karianna Wilson

Finance Committee: Bob Knowles (Chair), Karianna Wilson

Program Committee: Deana Knutsen (Chair), Carolyn Brennan

Strategic Collaboration Committee: Jim Distelhorst (Chair), Karianna Wilson

President Distelhorst urged Commissioners to review the proposed 2023 meeting calendar closely and commit to these dates. The Board will work to fill in committee meeting absences throughout the year instead of rescheduling these meetings.

Commissioner Knutsen asked when Commissioner Wilson's term is up. Both Knutsen and Wilson will be running for re-election in 2023. Commissioner Knutsen commented that if Commissioner Wilson gets re-elected in 2023, typically the Secretary would step up to become Board President after they have served as Secretary.

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**Annual Board Self
Evaluation & Staff
Feedback**

Dr. Edwards will ask Verdant's HR Consultant, Kara Turner, to attend our January board meeting to discuss the process of the annual board evaluation by Verdant staff. At this time, the plan would be that Ms. Turner distributes the survey to staff in January-February and would present the findings at the March Board meeting. Dr. Edwards is working with Ms. Turner now to design the survey.

**Approval of
Monthly Board
Meeting Calendar**

Commissioners reviewed the proposed monthly Board meeting calendar for 2023 (E:153:22). They opted to revise the annual Board retreat dates to remove any Saturday meetings during summer and would hold the retreat in the evenings on Tuesday, 9/19/23 and Thursday, 9/21/23 from 5:00-9:00pm.

Ms. Caballero corrected the January special meeting date to 1/30 which is what is currently scheduled on our calendars.

Dr. Edwards explained that, quarterly, Verdant Commissioners and staff will have dinner ahead of the evening Board meetings scheduled for 5:00-7:30pm. She also added we have two soft holds on Commissioners' calendars for additional special meetings in January, should they need more time to discuss grant scoring ahead of making final approval.

Commissioner Knutsen made a motion to approve the 2023 monthly Board meeting calendar, as revised, Commissioner Brennan seconded. Motion passed.

**Resolution
2022:14
Approving
Amendment to
Superintendent's
Compensation**

President Distelhorst presented RES 2022:14 to amend Superintendent Dr. Edwards' compensation and vacation days effective 1/1/2023. ***Commissioner Wilson made a motion to approve RES 2022:14, Commissioner Knowles seconded. Motion passed.***

**Superintendent
Report**

Dr. Edwards reported that Verdant has been very busy this year with additional Board meeting for our strategic planning and working on our Fall networking event.

Marketing Report

Verdant's Digital Marketing & Communications Manager, Kirk Mathis, shared a quick 2022 video recap to highlight all that Verdant did this past year in the community. He thanked the team for their hard work to pull these events together and hopes to make 2023 even better.

Dr. Edwards will have Mr. Mathis create our strategic plan in a brochure layout for printing, that we can share in the community as needed. He will present further marketing updates at the January 2023 regular Board meeting.

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Finance Report

Ms. Simpson gave special thanks to Ms. Boehm and Ms. Silverman for the new resources they have provided the team to assist with scoring all the Spring 2023 grant applications.

She presented Commissioners with the November 2022 financials (E:154:22), explaining any instances of significant gain or loss. November 2022 actual net income had a positive variance against the budget. There was additional revenue from the CAM offset by Kruger Clinic tenants. Any overspend or underspend of the actual versus budget is noted in the footnotes.

Authorization of Payments of Vouchers and Payroll

Authorization for payment of vouchers and payroll: Warrant numbers 15844 through 15884 and references B-C for November 2022 for payment in the amount of \$293,511.50 were presented for approval (E:155:22). ***Motion was made by Commissioner Wilson, seconded by Commissioner Brennan and passed unanimously to approve the warrants.***

Property Updates

Ms. Simpson presented a change order for JPC Architects for the revised renovation costs for Kruger Clinic for the new doors, windows, siding, and canopy (E:156:22). This change order results in an additional \$113,000 expense for the Kruger Clinic refresh project, which will not affect the Profit and Loss statement or the budget. ***Motion was made by Commissioner Wilson, seconded by Commissioner Brennan and passed unanimously to approve the JPC Architects change order.***

Approval of 2023 Compensation System and COLA

Dr. Edwards presented the revised 2023 salary ranges to Commissioners, including the 4% COLA adjustments effective 1/1/2023 (E:156:22). ***Motion was made by Commissioner Knutsen, seconded by Commissioner Wilson and passed unanimously to approve the 2023 compensation system.***

Public Comments

Pam Hurst: Lynnwood resident. She requested at the start of each Board meeting Verdant should introduce each staff member and Commissioner, like the Lynnwood City Council does at their meetings. She asked why nobody has their videos on and encouraged everyone to turn them on for meetings.

Commissioner Comments

Commissioner Distelhorst thanked Verdant staff for their work and wished everyone happy holidays.

Commissioner Brennan has enjoyed working with Commissioner Wilson on the Finance Committee and appreciates everything she has taught her. She looks forward to working with Commissioner Knutsen on the Program Committee in 2023. She thanked Verdant staff for their work.

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Commissioner Wilson thanked Verdant staff and the other Commissioners for their hard work this year and encourages everyone to take time off and enjoy the holidays.

Commissioner Knutsen said Verdant had a fantastic year and it was a lot of work. She appreciates how the staff stepped up and the Commissioners banded together to make these strategic decisions.

Adjournment

The meeting was adjourned at 9:08 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