

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**

**June 20, 2023**

**4:00 p.m.-5:30 p.m.**

**Commissioners Present**

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

**Staff**

Dr. Lisa Edwards, Superintendent  
Leslie Silverman, Interim Director of Community Impact & Grantmaking  
Erin Boehm, Interim Grants Manager  
Riene Simpson, Director of Finance  
Kaysi Kelly, Executive Assistant/Office Manager

**Call to Order**

The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 4:06 p.m. by President Distelhorst.

**Land and Enslaved People's Acknowledgement**

President Distelhorst read the acknowledgement.

**Summary Snapshot and Timetable**

Ms. Silverman reported as of the close of this funding cycle on Friday, June 16<sup>th</sup>, there were 32 applications submitted (E:39:23). Of the 32, eleven of these are *new* partners Verdant has not funded before. The 32 applications equal \$5.9 Million in requests. Since Commissioners under-funded the Spring 2023 cycle, there is leftover money from that cycle that will roll over to this Fall 2023 cycle as it is in the same fiscal budget year.

Ms. Silverman walked Commissioners through the timeline of workflow for the Fall 2023 funding cycle (see E:39:23, slide 8).

**Avoiding Conflict of Interest and Understanding Bias**

Dr. Edwards presented slides about conflict of interest to remind Commissioners of our requirement to disclose a potential conflict and abstain from scoring a particular grant application if needed (see E:39:23, slides 9-14).

Ms. Silverman provided a reminder to Commissioners about biases and how to recognize them and be aware of how they may be swaying your decision as you review these grant applications. There are five main types of biases which impact decision-making (see E:39:23 slides 15-21).

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She asked staff and Commissioners to share examples of a tool they have used to try and reduce bias?

- Commissioner Knutsen was involved with a group who would pass out the plastic glasses and mustache-noses to wear as their "racial bias glasses" before they would enter a discussion about a particular topic.
- Commissioner Brennan reads a grant application multiple times before scoring, which can lead to different opinions of an application based on different times that you reviewed it.
- Commissioner Knowles added that there is no way we can fully eliminate bias. You could have a sign up on the wall that says "BIAS" just to constantly remind yourself to check in with your biases to see if it is influencing you.
- Commissioner Brennan commented that she gives pause in thinking about the diversity of our Board is, and that is something we need to be aware of.

Ms. Silverman shared a slide showing the key barriers to organizations in securing resources (see E:39:23, slide 22). Each organization comes from a different place and is at different stages in their development. It is important to remember this as we review the funding requests.

**Best Practices and Reviewers Toolbox**

Ms. Silverman provided a reminder to Commissioners about the tools you should utilize as your review these applications (see E:39:23, slides 23-26).

**Reviewer Roles and Next Steps**

Ms. Silverman reminded Commissioners about the timeline of this funding cycle, outlining the different roles of staff and Commissioners leading up to the final decision-making Special Board meeting in late August (see E:39:23, slides 27, 31-32).

**Fluxx Demo**

Ms. Boehm walked Commissioners through the steps to access grant applications for scoring, when Commissioners will have access starting July 7<sup>th</sup>. Verdant staff will be providing a PDF file of all applications to Commissioners on 6/21. This PDF is where they can see *all* applications and Fluxx will show only the applications that are assigned to them.

Commissioner Brennan asked how staff will assign applications to Commissioners.

- Dr. Edwards reminded Commissioners about our process last cycle having each committee score a specific priority area.
- Commissioner Wilson said having applications assigned to Committees by priority area would work, like they did for Spring 2023.
- President Distelhorst would prefer to have a mixture of each priority area. He added that having the Secretary on multiple committees means that she had to review twice as many applications.

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- Commissioner Knowles agrees that how Commissioners split the applications last time, by priority area, worked for him.

Ms. Boehm will create a reviewer packet with FAQs and link it in Fluxx for Commissioners to access.

**Commissioner  
Comments**

Commissioner Wilson asked how many applications we received for the Spring 2023 cycle.

- Dr. Edwards answered 45 applications.

Commissioner Wilson asked how much money was granted for the Spring 2023 cycle.

- Ms. Boehm answered the total requested was \$7,520,250.50 and Commissioners awarded \$4,350,522.50.

Commissioner Knutsen asked if we will receive a summary of what the budget allows for funding for this Fall 2023 cycle, so that Commissioners know how much money is available to award.

- Dr. Edwards answered yes, we will provide clarity on what the budget allows for funding, showing what is rolled over from the prior funding cycle and available for funding in this current cycle.

Commissioner Brennan commented that she recently met with the Masters of Public Health intern, Dominique, and believes it will be great to be able to see the dashboard when it is ready.

**Adjournment**

The meeting was adjourned at 5:06 p.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