

VERDANT HEALTH COMMISSION  
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
Regular Meeting  
A G E N D A  
January 22, 2020  
8:00 a.m. to 9:20 a.m.

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	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order	---	8:00	---
B. Approval of the Minutes			
a) December 18, 2019 Board Meeting	Action	8:01	2-5
C. Superintendent/Marketing Report	Information	8:02	---
D. Executive Committee Report			
a) Onboarding of New Superintendent	Information	8:05	6-18
b) Strategic Collaboration Committee Charter revisions	Action	8:10	19
c) Executive Committee Charter revisions	Action	8:15	20
E. Finance Committee Report			
a) Review financial statements and cash activity	Information	8:20	21-25
b) Authorization for payment of vouchers and payroll	Action	8:25	26
c) Finance Committee Charter revisions	Action	8:27	27
F. Program Committee Report and Recommendations			
a) Compass Health presentation	Information	8:35	---
b) Conflicts of Interest	---	8:50	---
c) Program investment recommendations	Action	8:51	28-30
d) Program Oversight Committee Charter revisions	Action	9:00	31
e) Verdant Community Wellness Center activities update	Information	9:05	32-35
f) Verdant multicultural program update	Information	---	36
G. Public Comments (please limit to three minutes per speaker)	---	9:10	---
H. Commissioner Comments	---	9:15	---
I. Adjournment	---	9:20	---

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

***BOARD OF COMMISSIONERS***

***Regular Meeting***

***Verdant Community Wellness Center***

**December 18, 2019**

<b>Commissioners Present</b>	Deana Knutsen, President Karianna Wilson, Secretary (8:05 a.m. arrival) Bob Knowles, Commissioner Fred Langer, Commissioner Dr. Jim Distelhorst, Commissioner
<b>Staff</b>	Jennifer Piplic, Superintendent Sue Waldin, Community Wellness Program Manager Sandra Huber, Community Engagement Nancy Budd, Community Social Worker Karen Goto, Executive Assistant
<b>Guests</b>	Erica Ash, Ash Consulting
<b>Call to Order</b>	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 Knutsen.
<b>Oath of Office for Commissioner Bob Knowles</b>	Commissioner Langer administered the Oath of Office to Commissioner Knowles for his 6-year term.
<b>Approval of Minutes</b>	<b><i>Motion was made, seconded and passed unanimously to approve</i></b> the minutes of the regular board meeting on November 20, 2019. <b><i>Motion was made, seconded and passed unanimously to approve</i></b> the minutes of the special board meeting on December 6 to 7, 2019.
<b>Executive Committee Report</b>	The committee met on December 11, 2019 to review the agenda for the December 18, 2019 board meeting, the revised Verdant Mission, Vision & Values Statement, and the next steps in the Superintendent search. No action was taken.
<b>Approve Revised Verdant Mission, Vision &amp; Values Statement</b>	<b><i>Motion was made, seconded and passed unanimously to approve</i></b> incorporating the word “whole” before the word “community” in the statement (E:82:19).

**Resolution 2019:13  
2020 Monthly Board  
Meeting Schedule**

***Motion was made, seconded and passed unanimously to approve*** the 2020 regular board meeting schedule.

**Officers & Committees  
for 2020**

See Exhibit 83:19

**Selection of  
Superintendent Search  
Firm**

President Knutsen noted that all five commissioners participated in the interviews of four Superintendent search firms at the Board Retreat on December 6, 2019.

***Motion was made, seconded and passed unanimously to approve*** Herd Freed Hartz and Mr. Scott Rabinowitz as the lead on the search for the district Superintendent.

**Superintendent/  
Marketing Report**

Ms. Piplic reported on the following items:

1. Welcome to Mr. Scott Rabinowitz
2. Congratulations to Commissioners Knowles and Distelhorst for their election to the board
3. Commissioner committee appointments will begin in January 2020 and a schedule of meetings will be coming soon
4. Verdant program staff are working on programs for the month of January 2020

**Finance Committee  
Report**

Commissioner Langer stated that the committee met on December 16, 2019. Ms. Ash reviewed the financial statements and cash activity for November 2019 (E:84:19). Ms. Ash noted three warrants: one to CBRE for a 50% payment on the lease of a suite at the Kruger Clinic, another to Payden & Rygel for their advisory fee, and the third one to the State Auditor's Office for their work on the 2018 audit.

**Authorization for  
Payment of Vouchers &  
Payroll**

Warrant Numbers 13962 through 14003 for November 2019 for payment in the amount of \$88,826.04 were presented for approval (E:85:19) by Commissioner Langer. ***Motion was made, seconded and passed unanimously to approve.***

**Resolution 2019:12  
Fixed Asset Disposition**

Commissioner Langer presented Resolution 2019:12. ***Motion was made, seconded and passed unanimously to approve*** Resolution 2019:12

**Kruger Clinic Profit &  
Loss**

As requested by Commissioner Knowles at the November 20, 2019 board meeting, Ms. Ash provided a profit and loss statement from 2013 to 2019 for the Kruger Clinic(Exhibit 86:19).

**Program Committee  
Update**

The Program Committee met on December 12, 2019 and reviewed five renewal grant applications (E:87:19). Commissioner Knowles asked if there were any known or perceived conflicts of interest and none were reported by the commissioners. Ms. Piplic presented the renewal applications and Commissioner Knowles presented the program committee recommendations.

***Motion was made, seconded and passed unanimously to approve*** Lahai Health Mobile Medical Clinic in the amount of \$138,000 in Year 1, \$183,000 in Year 2, and \$188,000 in Year 3.

***Motion was made, seconded and passed unanimously to approve*** the Edmonds School District Student Support Advocates in the amount of \$450,000 in Year 1, \$450,000 in Year 2, and \$450,000 in Year 3.

***Motion was made, seconded and passed unanimously to approve*** South County Fire & Rescue Veterans in Prevention and Community Falls and Safety Program in the amount of \$97,500 in Year 1, \$92,260 in Year 2, and \$89,175 in Year 3.

***Motion was made, seconded and passed unanimously to approve*** ChildStrive Nurse-Family Partnership in the amount of \$288,400 in Year 1, \$297,052 in Year 2, and \$305,964 in Year 3.

***Motion was made, seconded and passed unanimously to approve*** Wonderland Child & Family Services Early Intervention Programs in the amount of \$150,000 in Year 1, \$150,000 in Year 2, and \$150,000 in Year 3.

**Verdant Community  
Wellness Center Update**

See Exhibit 88:19 for an update on programs in the Verdant Community Wellness Center in November 2019.

**Verdant Multicultural  
Program Update**

See Exhibit 89:19 on multicultural programs in the month of November 2019.

**Public Comments**

1. Mr. Larry Hadland of South County Fire & Rescue thanked the board for the grant and said that they are committed to doing an exemplary job in serving all veterans and are also committed to the health and wellness of all Public Hospital District #2 residents.
2. Mr. Tony Bollen of Lahai Health thanked the board for the funds for the expansion of their mobile medical clinic.

3. Ms. Trish Dauer of ChildStrive thanked the board for the funds for the Nurse-Family Partnership.
4. Ms. Michelle Stiller Bradley of Wonderland thanked the board for the funds which will allow the program to go to the next level.

**Commissioner  
Comments**

President Knutsen commented that her husband is a Vietnam veteran and that she has an adult child with disabilities and she thanked the organizations present for their work. President Knutsen also commented that she has had a great three years as board chair and that she will still be present for Verdant's work. Commissioner Distelhorst commented on two things:

1. The Snohomish Health District released its 2018 Community Health Needs Assessment, and the 8 indicators highlighted in the report closely align with Verdant's priority areas
2. An article in the Journal of the American Medical Association from December 3, 2019 talked about improved health outcomes in children experiencing homelessness once they were housed. This is good evidence that future Verdant programs that focus on homelessness in children might be beneficial.

Commissioner Langer thanked President Knutsen for her service as board chair.

**Adjournment**

The meeting was adjourned at 8:38 a.m.

**ATTEST BY:**

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President

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Secretary

**AMENDED AND RESTATED BYLAWS  
OF  
PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON  
d/b/a VERDANT HEALTH COMMISSION**

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**AMENDED AND RESTATED BYLAWS**  
**OF**  
**PUBLIC HOSPITAL DISTRICT NO. 2**  
**SNOHOMISH COUNTY, WASHINGTON**

**ARTICLE I**  
**FORMATION AND PURPOSE**

This public hospital district (the "District"), a municipal corporation, was created in 1962 to provide hospital and health care services for the residents of the District and other persons. The activities of the District shall be conducted in conformity with the Constitution and laws of the State of Washington, including Chapter 70.44 RCW, as now in effect or hereafter amended. These Bylaws are adopted in furtherance of the lawful purposes of the District including the providing of health care services appropriate to the needs of the population served.

**ARTICLE II**  
**BOARD OF COMMISSIONERS**

Section 1. Qualification and Election. No person shall be eligible to be elected to the office of public hospital district commissioner unless he or she is a registered voter within the boundaries of the District. All District commissioners shall be elected and serve in the manner and for the term prescribed by law.

Section 2. Organization and Officers of the Board of Commissioners. The five-member Board of Commissioners (the "Board" or the "Commission") shall at its first regular meeting in each calendar year organize by election from its own members, a President and Secretary. Such election shall be by a majority vote of the commissioners in each case. The terms of both officers shall be for one year.

2.1. The President shall act as the presiding officer at meetings of the Board and shall execute on behalf of the District all contracts, agreements and other documents and papers duly authorized by the Board that may require his or her signature.

2.2. The Secretary shall prepare, or cause to be prepared, minutes of all regular and special meetings of the Board, shall sign the same and shall keep them in a proper book for that purpose. The Secretary shall have charge of the official seal of the District and shall affix or cause to be affixed such seal to any documents requiring it, attesting the same. In the absence of the President, the Secretary shall preside at Board meetings.

2.3. If a vacancy occurs in the office of either the President or the Secretary, an election of officers shall take place at the next regular meeting of the Board to fill the unexpired term created by the vacancy. All members of the Board, whether elected or appointed, shall be required to take an oath of office in the form prescribed by the laws of the State of Washington relating to public officials.



2.4. A vacant commissioner position may be filled by the Board appointing a new member in the manner prescribed by law.

Section 3. Meetings of the Board or Commission.

3.1. Regular meetings. The dates, times and locations for the regular meetings of the Board shall be established from time to time by resolution adopted by the Board.

3.2. Special meetings

a. A special meeting may be called at any time by the presiding officer of the Board or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Written notice shall be deemed waived in the following circumstances: (1) a commissioner submits a written waiver of notice to the secretary of the Board at or prior to the time the meeting convenes, which may be given by telegram, fax, or electronic mail; or (2) a commissioner is actually present at the time the meeting convenes.

b. Notice of a special meeting called under subsection (a) of this section shall be: (1) delivered to each local newspaper of general circulation and local radio or television station that has on file with the Board a written request to be notified of such special meeting or of all special meetings; (2) posted on the District's web site. The District shall not be required to post a special meeting notice on its web site if it (i) does not have a web site; (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and (3) prominently displayed at the main entrance of the District's principal location and the meeting site if it is not held at the agency's principal location. Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

c. The call and notices required under subsections (a) and (b) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Board.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

3.3. The order of business at meetings of the Commission shall be as follows:

a. Regular Meetings

(i) Call to order

(ii) Reading and approval of minutes of the last regular meeting and any intervening special meeting and approval of any other matters on the consent agenda

(iii) Reports

(iv) Consideration of items on the agenda or other matters properly before the Board and action thereon

(v) Adjournment

b. Special Meetings

(i) Call to order

(ii) Reading of the notice calling the meeting

(iii) Consideration of matters stated in the notice and action thereon

(iv) Adjournment

3.4. Attendance From Remote Location

a. The Board, recognizing the benefits of fullest practicable attendance and participation by its commissioners, allows for attendance from remote location(s) through the use of electronic means including but not limited to such two-way communication methods as speakerphone, Skype, or other media that provide full audio or audio and visual capacity.

b. For purposes of voting by a commissioner (or commissioners) of the Board, such attendance from remote location(s) shall be considered the equal of being physically present at the meeting site. In the case of executive sessions, the Board may permit participation from remote location(s) by the above alternative means only when the Board on a case-by-case basis considers such participation to be necessary and the Board is confident in the security of such remote communications.

c. Any communications systems utilized by the Board for such remote attendance shall reliably permit all persons attending to be clearly heard by all others and to clearly hear all audio content of the meeting; and where applicable by the Board's determination, be clearly seen by all others and clearly see all visual content that is determined by the Board to be crucial to the understanding of matters discussed. Systems used in the course of executive sessions shall be reasonably secure from unauthorized access.

d. Audio and video recordings of proceedings involving attendance by commissioner(s) from remote locations shall be maintained for the public record as required by law.

e. Commissioners are encouraged to attend meetings in-person and attendance from remote location(s) is intended to be an alternative method for participation by commissioners.

### 3.5. Procedure For Remote Attendance

a. In all meetings involving remote attendance, the Superintendent or his or her designee shall be present at the meeting place and shall inform all present at the meeting place of the intent to initiate a remote communication. The Superintendent or his or her designee shall ensure that the equipment necessary for such remote attendance is present in the meeting place.

b. The Superintendent or his or her designee shall confirm and announce to all that all present at the meeting place and in the remote location(s) that all parties can clearly hear all other parties and (as appropriate) clearly see visual content as will be presented. Such confirmation shall be recorded in the Minutes.

c. With such confirmation, commissioners—whether they are at the meeting site or at remote location(s)—constituting a majority may approve the use of the remote communication for the entirety of the meeting or for a specified portion thereof.

d. Before convening in executive session with participants from a remote location, the Presiding Officer shall instruct the Superintendent or his or her designee to verify that the public has been excluded from the meeting place.

e. In the event that the remote communication link is broken or significantly degraded such that it no longer meets the full requirements of Sections 3.4 and 3.5, the presiding officer shall confirm the loss of service and announce the close of the remote attendance.

Section 4. Action by the Board. As used herein, “action” means the transaction of the official business of the District by the Board including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. “Final action” means a collective positive or negative decision, or an actual vote by a majority of the members of the Board when sitting as a body or entity, upon a motion, proposal or resolution.

All final action taken by the Board shall be by motion or resolution recorded in a book or books kept for such purposes. Minutes of all regular and special meetings, except executive sessions thereof, shall be promptly recorded and shall be open to public inspection.

All meetings at which action is taken by the Board shall be open and public and all persons shall be permitted to attend any meeting of the Board, except as otherwise provided in this section or by law. The Board shall never adopt any motion or resolution, except in a meeting open to the public and then only at a regular meeting, duly convened at the prescribed time and place, or at a special meeting of which notice has been given according to the provisions of the foregoing section. Any action taken at meetings failing to comply with the provisions of this section shall be null and void.

Nothing in this section shall be construed to prevent the Board from holding executive sessions during a regular or special meeting to consider:

- (i) To consider matters affecting national security;

(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

(iii) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(iv) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

(v) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(vi) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(vii) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by the Board of salaries, wages, and other conditions of employment to be generally applied within the District shall occur in a meeting open to the public, and when the Board elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(viii) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(ix) To discuss with legal counsel representing the District matters relating to agency enforcement actions, or to discuss with legal counsel representing the District litigation or potential litigation to which the District, the Board, or a member of the Board acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the District. This subsection

(viii) does not permit the Board to hold an executive session solely because an attorney representing the District is present. For purposes of this subsection (viii), “potential litigation” means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

(A) Litigation that has been specifically threatened to which the District, the Board, or a member of the Board acting in an official capacity is, or is likely to become, a party;

(B) Litigation that the District reasonably believes may be commenced by or against the District agency, the Board, or a member of the Board acting in an official capacity; or

(C) Litigation or legal risks of a proposed action or current practice that the District has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the District;

(x) To consider the granting, denial, reduction, termination or suspension of clinical privileges, or the medical staff membership of a physician or “other health care provider,” as that term is defined in RCW 7.70.020, as now in effect or hereafter amended, if other health care providers in the discretion of the Board are determined eligible to be considered for such privileges or membership.

Before convening in executive session, the presiding officer of the Board shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

Section 5. Quorum. A majority of the persons holding the office of District commissioner shall constitute a quorum of the Board for the transaction of business, but no resolution shall be adopted or other final action taken without a majority vote of the whole Commission. Attendance by commissioners from a remote location pursuant to Section 3.4 shall be considered the equal of being physically present at the meeting site.

Section 6. Committees. The Board may from time to time act as a committee of the whole or appoint such other committees as it may deem necessary or advisable in the conduct of its affairs or for other purposes it may specify. The activities of any committees so appointed shall be conducted lawfully and be recorded in written minutes. Chairpersons of such committees shall be appointed by the Board to serve for terms not to exceed one year, subject both to removal at the will of the Board and to reappointment in the sole discretion of the Board.

Section 7. Powers and Duties of the Board or Commission. The Board shall be the governing body of the District and the superintendent appointed by the Board as specified in Article III, Section 1, shall be responsible to the Board for the efficient administration of all affairs of the District. While the authority of the Board may be delegated to the superintendent

as specified in Article III, Section 1, and Article IV, respectively, or by resolution, any delegation of authority by the Board may be rescinded in its sole discretion.

All of the powers authorized in Chapter 70.44 RCW or other applicable statute may be exercised by the Board in the performance of its duties prescribed therein. Among other things, the Board shall strive to:

(i) Determine the policies and the purposes of the District in proper relation to community needs;

(ii) Provide services, facilities, equipment and personnel to meet the needs of residents within the purposes of the District, and consistent with present and future community needs;

(iii) Assure that an appropriate standard of professional care is maintained with due regard for quality of care and effective quality assurance mechanisms, and assuring that personnel possess appropriate current qualifications, and determining in its discretion which kinds of programs shall be considered;

(iv) Promote planning and coordinate services with administrative, financial and community needs, the policies of the District, and the purposes of the District;

(v) Provide for the sound administration and application of public funds, adopting annual budgets for the District at the times and in the manner required by law;

(vi) Maintain accurate records of District finances and all related activities;

(vii) Exercise proper care and judgment in the selection of a qualified superintendent who shall be responsible for implementing policies adopted by the Board; and

(viii) Evaluate its own performance.

**Section 8. Avoidance of Conflicts of Interest.** District commissioners, being aware of the fiduciary nature of their positions, shall avoid actions and relationships which could result in a conflict between their private financial interests and their public responsibilities. Commissioners shall not violate the conflict-of-interest provisions of these Bylaws, Chapters 42.20 and 42.23 RCW, or any other applicable statute.

Recognizing that even the appearance of impropriety should be avoided, no commissioner shall:

(i) Be beneficially interested in or otherwise expect to profit from, directly or indirectly, any contract, sale, lease or purchase made by the

District, except as specifically permitted under RCW 42.23.030, as now in effect or hereafter amended, or under other applicable law;

(ii) Accept, directly or indirectly, any compensation, gratuity, favor or award from any party seeking to do business with the District, or in connection with any contract made by the District, other than (a) compensation and reimbursement for expenses as provided by law, or (b) compensation in connection with contracts permitted under RCW 42.23.030, as now in effect or hereafter amended, or under other applicable law;

(iii) Employ, use or appropriate any District employee, money or property for his or her private benefit;

(iv) Hold any office, engage in any employment or occupy any position, public or private, which could create conflicts between the duties, interests and opportunities inherent in such office, employment or position and the commissioner's public responsibilities as a member of the Board;

(v) Reveal or divulge to any other party, unless authorized by the Board, any confidential information received in the performance of his or her duties as a commissioner, nor use such information for personal gain.

Any commissioner, upon discovering or suspecting that he or she has or may have a conflict of interest contrary to the policies and standards set forth in this section, shall promptly report the same to the Board.

### **ARTICLE III OTHER OFFICERS**

#### **Section 1. Superintendent.**

1.1. Appointment. The Board shall select and appoint as superintendent a competent and experienced chief executive officer who shall be its direct representative in the management of the District. The superintendent shall be appointed for an indefinite term, removable at the will of the Board, and shall receive such compensation as the Board shall establish by resolution. The appointment or removal of the superintendent shall be by resolution, introduced at a regular meeting and adopted at the same or a subsequent regular meeting by a majority vote of the Board.

1.2. Powers and Duties. The superintendent shall be the chief executive and administrative officer of the District. As representative of the Board, and subject to its policies, the superintendent shall be responsible for the efficient administration of all affairs of the District and shall be in direct charge with full authority to act.

In the performance of his or her duties prescribed by law, all of which shall be faithfully discharged, and not by way of limitation of his or her authority, the superintendent shall:

(i) Perfect and submit to the Board for approval a plan of organization for the personnel concerned with the operation of the District, which shall be periodically reviewed;

(ii) Prepare annually a budget or budgets showing anticipated receipts and expenditures for the ensuing fiscal year which shall be submitted to the Board to allow timely filing and hearing thereon before adoption as required by law;

(iii) Select, employ, control and discharge all employees authorized by the applicable budget, assuring that they are competent to perform their duties and establishing appropriate quality assurance mechanisms;

(iv) Assure that all buildings, equipment and other facilities are maintained in good repair;

(v) Furnish periodic recommendations to the Board with respect to the acquisition, development and extension of desirable facilities, equipment and services;

(vi) Supervise through the treasurer and auditor all business affairs including the disbursement of funds, recording of financial transactions, collection of accounts and purchase and issue of supplies;

(vii) Cooperate with staff and secure like cooperation on the part of all those concerned with rendering professional services;

(viii) Submit regularly to the Board reports regarding the services and financial activities of the District along with any special reports that may be requested by the Board;

(ix) Prepare agenda for and attend all meetings of the Board at which he or she may participate in the discussion of matters being considered;

(x) Execute on behalf of the District all such contracts, agreements and other documents and papers as he or she may deem appropriate within the scope of his or her authority or be authorized by resolution of the Board to sign; and

(xi) Undertake on his or her own initiative the performance of such other duties, consistent with law and the policies of the Board, as may be in the best interest of the District.

Section 2. Auditor. The Board shall appoint as auditor of the District a person experienced in accounting and business practices.



The auditor shall report in the performance of his or her duties directly to the superintendent. The auditor shall draw, sign and issue all warrants for the disbursement of funds of the District upon the orders of, or vouchers approved by, the Commission; and shall perform such other duties relating to business affairs of the District including the recording of financial transactions, collection of accounts, and the routine purchase and issue of supplies, as are assigned by the superintendent.

Section 3. Treasurer. The Commission by resolution shall appoint and designate a person having experience in financial and fiscal matters as treasurer, subject to the requirement of an adequate bond with an authorized surety company.

The treasurer shall receive, deposit and disburse all funds of the District in the manner provided by law under the supervision of the superintendent and as directed by resolutions of the Board to the extent of its lawful discretion.

#### **ARTICLE IV INDEMNIFICATION AND INSURANCE**

Section 1. Indemnification. The District shall indemnify and hold harmless to the full extent permitted by applicable law each person who was or is made a party to or is threatened to be made a party to, or is involved (including, without limitation, as a witness) in an actual or threatened action, suit or other proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was a commissioner, officer, employee or agent of the District, or having been such a commissioner, officer, employee or agent, he or she is or was serving at the request of the District as a director, officer, employee, agent, trustee or in any other capacity of another corporation or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans, whether the basis of such proceeding is alleged action or omission in an official capacity or in any other capacity while serving as a commissioner, officer, employee, agent, trustee or any other capacity, against all expense, liability, and loss (including, without limitation, attorneys' fees, judgments, fines, ERISA excise taxes or penalties in amounts to be paid in settlement) actually or reasonably incurred or suffered by such person in connection therewith. Such indemnification may continue as to a person who has ceased to be a commissioner, officer, employee or agent of the District and shall inure to the benefit of his or her heirs, and personal representatives.

Section 2. Insurance. The District may purchase and maintain insurance, at its expense, to protect itself and any commissioner, officer, employee, agent or trustee of the District or another corporation, partnership, joint venture, trust or other enterprise against any expense, liability or loss to the full extent permitted by applicable law.

#### **ARTICLE V CONSTRUCTION, INTERPRETATION AND CONVENTIONS**

Section 1. Gender and Number. As used in these Bylaws, personal pronouns shall be interpreted to refer to persons of either gender and relative words whenever applicable to more than one person shall be read as if written in the plural.

Section 2. Titles, Headings and Captions. The titles, headings and captions appearing in these Bylaws are used and intended for convenience of description or reference only and shall not be construed or interpreted to limit, restrict or define the scope or effect of any provision.

Section 3. Severability. If any provision of these Bylaws, or its application to any person or circumstance, is held invalid by a court of competent jurisdiction, the remainder of these Bylaws, or the application of the provision to other persons or circumstances, shall not be affected.

## **ARTICLE VI REVIEW AND AMENDMENT**

These Bylaws shall be reviewed by the Board on an annual basis at its regular meeting in December. These Bylaws may be amended at any time by resolution of the Board introduced at a regular meeting and adopted at a subsequent regular meeting.

ADOPTED this 20<sup>th</sup> day of November, 2019.

  
\_\_\_\_\_  
President and Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Secretary and Commissioner

# Swedish/District Strategic Collaboration Committee

## Committee Charter

Approved: 04/11/11

Updated: 01/17/2013

### Committee Purpose:

The purpose of the Strategic Collaboration Committee (the “Committee”) is to provide the District and Swedish with a formal venue to exchange ideas and discuss projects of common purpose. The agenda of the Committee will include, but not be limited to development and review of Swedish’s strategic plan and its operating and capital budgets for the Hospital and other Leased Assets. The Committee shall assist with strategic planning of the Hospital and other Leased Assets and shall not have a formal role in the governance of this Lease. The specific duties of the Committee will include, but not be limited to the following:

- ⇒ To proactively address any issues that may arise during the term of the Lease;
- ⇒ To review and provide input to Swedish’s strategic plans and annual operating and capital budgets relating to the Leased Assets; review reports of capital expenditures by Swedish pursuant to this Lease
- ⇒ To review and provide input to the District’s strategic plans and its annual operating and capital budgets; review reports of capital expenditures by District;
- ⇒ To advise regarding expenditure of the District Reinvestment Funds;
- ⇒ To advise regarding strategic investments in the Leased Assets and the Hospital Primary Service Area; and
- ⇒ To review and make recommendations regarding new services, programs and facilities for the Hospital Primary Service Area, as well as the termination of such services, programs and facilities.

### Membership and Structure:

- ⇒ **Members:** The Committee shall consist of representatives representing Swedish and representing the District, which representatives shall be appointed as determined by Swedish and the District each in their sole discretion.
  - Swedish: ~~David Jaffe (Chief Administrative Officer), Sarah Zabel (VP, facility operations and strategy)~~ Swedish Edmonds Chief Operating Officer
  - District: Board President, Board Member, Superintendent
- ⇒ **Chair:** The District Superintendent and the Swedish Edmonds Chief ~~Administrative~~ Operating Officer shall be co-chairs.
- ⇒ **Authority:** The Committee has no legal authority to bind either entity. Any decisions shall be made by the entity properly entitled to act and in accordance with the provisions of the Lease Agreements. The District and Swedish shall each have one (1) vote on matters before the committee. In the event of a tie vote, the parties have agreed to proceed, or not to proceed, based upon the terms of the Lease Agreements.

### Meeting Frequency:

The Committee shall meet at least quarterly during the first three (3) years of the Lease Term, and shall thereafter meet at least annually. The first meeting of the Committee will take place no less than six (6) months following the Commencement Date.

## **PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY**

### **BOARD EXECUTIVE/GOVERNANCE COMMITTEE**

#### **CHARTER**

**Role:** The role of the Executive/Governance Committee is to transact the business of the Board of Commissioners in the interim between meetings of the full Board to 1) recommend policies and processes to the Board, and to 2) monitor the results of these policies and processes to assure the self-management of the Board and effective governance of the District.

#### **Responsibilities:**

1. Act on matters that cannot reasonably wait action by the full Board of Commissioners
2. Act on other matters delegated to the Executive Committee by the Board of Commissioners
3. Report actions at the next meeting of the Board of Commissioners for ratification
4. Function as an advisor to the District Superintendent on sensitive topics
5. Provide input into the content and structuring of the Board meeting agenda
6. Develop a statement of the responsibilities of the Board, a Board member and the Board chair
7. Develop a process for identifying potential Board members
8. Develop a description of the skills and areas of knowledge needed on the Board
9. Develop an orientation program for new Commissioners
10. Identify and provide continuing education opportunities for the Board
11. Review and update Board policies and processes including Bylaws and core Board documents
- ~~12. Prepare and recommend annual Board goals and objectives for approval~~
- ~~13. Prepare and implement a process for an annual Board evaluation~~
- ~~14.~~12. Prepare and implement a process for the annual evaluation of the District Superintendent

**Membership:** The Executive/Governance Committee shall consist of the officers of the Board. The District Superintendent shall be an ex-officio member without vote. The chair of the Board appoints committee members annually, to coincide with the election of officers.

**Balance Sheet**  
As of December 31, 2019

	A	B	C	D
	Dec 31, 2018	Dec 31, 2019	\$ Change	Comments:
<b>1 ASSETS</b>				
<b>2 Current Assets</b>				
<b>3 Cash Balance</b>	2,863,276	1,642,326	(1,220,950)	Moved \$1.5 million to Investments in Dec
<b>4 Other Current Assets</b>	47,865,697	53,938,427	6,072,730	Includes Investments
<b>5 Total Current Assets</b>	50,728,973	55,580,753	4,851,780	
<b>6 Total Long-term &amp; Fixed Assets</b>	44,873,691	44,018,801	(854,890)	Includes Depreciation
<b>7 TOTAL ASSETS</b>	<u>95,602,664</u>	<u>99,599,554</u>	<u>3,996,890</u>	
<b>8 LIABILITIES &amp; EQUITY</b>				
<b>9 Liabilities</b>				
<b>10 Current Liabilities</b>	2,176,026	2,417,118	241,092	
<b>11 Long-term Liabilities</b>	1,073,890	-	(1,073,890)	Bonds moved to current
<b>12 Total Liabilities</b>	3,249,916	2,417,118	(832,798)	
<b>13 Total Equity</b>	92,352,748	97,182,436	4,829,688	Annual Net Income/(Loss)
<b>14 TOTAL LIABILITIES &amp; EQUITY</b>	<u>95,602,664</u>	<u>99,599,554</u>	<u>3,996,890</u>	

**Profit & Loss**  
December 31, 2019

	A	B	C	D	E	F
	Dec Actual	Dec Budget	Fav/(Unfav)	YTD Actual	YTD Budget	Fav/(Unfav)
<b>1 INCOME</b>						
<b>2 Ordinary Income</b>	1,772,422	1,771,279	1,143	11,785,086	11,763,311	21,775
<b>3 EXPENSES</b>						
<b>4 Operating Expenses</b>	172,118	185,823	13,704	2,209,936	2,353,959	144,023
<b>5 Depreciation Expense</b>	141,396	140,910	(486)	1,755,967	1,753,560	(2,408)
<b>6 Program Expenses</b>	589,841	2,890,660	2,300,820	7,306,589	11,434,355	4,127,766
<b>7 Total Expenses</b>	903,355	3,217,393	2,314,038	11,272,492	15,541,874	4,269,382
<b>8 OTHER INCOME/(EXPENSE)</b>						
<b>9 Total Other Income/(Expense)</b>	441,974	241,828	200,146	4,317,093	2,901,932	1,415,161
<b>10 NET INCOME/(LOSS)</b>	<u>1,311,041</u>	<u>(1,204,287)</u>	<u>2,515,327</u>	<u>4,829,688</u>	<u>(876,631)</u>	<u>5,706,319</u>

**Monthly Highlights**  
December 31, 2019

Verdant received dividend payments of \$89,242, a realized gain of \$40,509 and an unrealized loss of \$31,501 on our investment portfolio in December which closed with an ending market value of \$53,841,016. In addition, \$1,500,000 was moved to the investment portfolio during the month.

Program grant commitments total \$6,508,707 for 2019 and \$4,647,004 for 2020 excluding BHCF.

Revenue of \$95,110 and expenses of \$72,865 from the Kruger Clinic were incurred, netting to an additional operating income of \$22,245 in December. This result excludes a non-operating insurance recovery of \$111,823.

**Public Hospital District #2**

<b>Warrant Number</b>	<b>Transaction Date</b>	<b>Payee</b>	<b>Amount</b>	<b>Purpose</b>
<b>Warrant Activity:</b>				
14004	12/03/2019	Azose	3,240.00	Property Management for Kruger Clinic
14005	12/03/2019	Dataworks	1,855.30	IT support
14006	12/03/2019	Guardian Security Systems, Inc.	265.20	Elevator Security Monitoring
14007	12/03/2019	Lani Miller	333.67	WC 228 - Instructor reimbursement Nutrition Program 11/24/19
14008	12/03/2019	PeopleSpace	5,859.96	Progress Billing for VCWC office reconfiguration
14009	12/03/2019	Regence Blueshield	4,250.22	December 2019 Health Insurance
14010	12/03/2019	Safeway	6,659.83	Food Insecurity Nutrition Incentive - 2018 - October 2019
14011	12/03/2019	TGB Architects	2,328.65	Kruger Clinic Suite Separation
14012	12/03/2019	Wells Fargo	187.62	Superintendent Credit Card Payment
14013	12/03/2019	Wells Fargo	627.14	Executive Assistance Credit Card Payment
14014	12/03/2019	Wells Fargo	471.90	Social Worker Credit Card Payment
14015	12/10/2019	Fischer Plumbing	18,207.29	Kruger Clinic November Flood - water damage mitigation
14016	12/19/2019	City of Lynnwood	2,829.00	October and November 2019 Staffing
14017	12/19/2019	JAG Construction	244.48	Deposit for VCWC office reconfiguration wiring
14018	12/10/2019	Yasaura Carvajal	97.50	WC 263 - Childcare 10/22,11/12,11/19
14019	12/10/2019	Waste Management	375.24	Garbage
14020	12/10/2019	Tulalip Resort Casino	1,848.31	Board Retreat - Final Settlement
14021	12/10/2019	Susana Flores	202.50	WC 262 - Childcare 8/10,8/17,10/25,11/12
14022	12/10/2019	Sound Publishing, Inc.	42.00	Legal Notice 12/6 and 12/7 Special Board Meeting
14023	12/10/2019	Sound Dietitians	3,782.53	WC 222 - Nutrition Consulting and WC 223 Diabetes Series
14024	12/10/2019	Snohomish County PUD	1,187.70	Electricity
14025	12/10/2019	Sara Prato, RD	394.25	WC 224 - Mediterranean for Life
14026	12/10/2019	Safeway	890.00	Food Insecurity Nutrition Incentive - November 2019
14027	12/10/2019	Puget Sound Energy	54.56	Natural Gas
14028	12/10/2019	Moss Adams - Audit	730.38	2019 Financial Statement Audit
14029	12/10/2019	Laura Miramontes	52.50	WC 261 - Childcare 10/22,11/19
14030	12/10/2019	Lani Miller	1,746.36	WC 264 - Holiday Dishes and Self Care Workshops and WC 264 - Cancer Prevention
14031	12/10/2019	Fischer Plumbing	50,492.22	Kruger Clinic November 2019 Flood Repair - 50%
14032	12/10/2019	ELTEC Systems, LLC	277.92	December 2019 Elevator Maintenance
14033	12/10/2019	Eberle Vivian	4,521.60	1Q20 Self Insurance Work Comp Claims Administration
14034	12/10/2019	Dynamic Language	144.06	ASL Interpreter for EBT Cooking Demo Class
14035	12/10/2019	Dataworks	1,081.29	IT support
14036	12/10/2019	Daniella Valeska Ochoa	600.00	WC 267 - Diabetes Education Classes - 10/19 and 10/21
14037	12/10/2019	Consolidated Landscape Maintenance, Inc.	440.90	December 2019 Landscaping maintenance
14038	12/10/2019	Connie Nelson, RN	540.00	WC 286 - Gentle Yoga with Tune Up Therapy Balls
14039	12/10/2019	Cascade Security Corporation	512.00	December 2019 Parking Lot Security
14040	12/10/2019	Aukema & Associates	281.25	Sept - November 2019 Website maintenance and support
14041	12/10/2019	Ash Consulting	21,811.50	November Accounting/Consulting services
14042	12/10/2019	Armstrong Maintenance, LLC	1,110.00	Janitorial
14043	12/10/2019	Arlen Rose Frazier	3,750.00	WC 237 - PMAD Disorder Info Session
14044	12/10/2019	AmeriFlex Business Solutions	11.50	December 2019 FSA Administration
14045	12/19/2019	Comcast	860.59	Telephone/Internet

Warrant Number	Transaction Date	Payee	Amount	Purpose
<b>Warrant Activity:</b>				
14046	12/19/2019	Edmonds Public Facilities District	683.00	Supplies and Staffing for Mental Health Community Event on 11/9/19
14047	12/19/2019	Lani Miller	359.25	WC 228 - Nutrition & Activity Programs 12/16/19
14048	12/19/2019	Laura Miramontes	22.50	WC 261 - Childcare 12/17
14049	12/19/2019	Luz E Diaz	250.00	WC 268 - Planning and curriculum development for series for Latina Health
14050	12/19/2019	Margot Helphand	3,638.05	Facilitator for Board Retreat
14051	12/19/2019	Parsi Properties LLC	2,718.00	January 2020 - Parking lot lease
14052	12/19/2019	Payden & Rygel	8,707.00	November 2019 Investment Advisory Services
14053	12/19/2019	Principal	1,092.16	EE Life Support
14054	12/19/2019	State Auditor's Office	4,579.88	Progress Billing for 2018 State Audit
14055	12/19/2019	Susana Flores	22.50	WC 262 - Childcare 12/17
14056	12/19/2019	TGB Architects	70.00	Kruger Clinic Suite Separation
14057	12/19/2019	Verizon	112.64	Cell Phone
14058	12/19/2019	Yasaura Carvajal	76.50	WC 293 - Promotora Lead Work
Total Warrants			167,530.40	

	Transaction Date	Payee	Amount	Purpose
<b>Wire/ACH Activity:</b>				
	12/02/2019	AmeriFlex Business Solutions	230.87	EE FSA Payments
	12/06/2019	ADP	13,948.15	ACH payroll transfer
	12/06/2019	ADP	4,960.90	Payroll taxes for 12/6/19 payday
	12/06/2019	ADP	63.32	Fee for payroll processing
	12/05/2019	Valic	1,903.18	Payroll 401(a)/457 Deposit
	12/09/2019	AmeriFlex Business Solutions	87.96	EE FSA Payments
	12/13/2019	ADP	79.74	Fee for payroll processing
	12/11/2019	Wells Fargo Merchant Services	153.64	Merchant Services
	12/16/2019	AmeriFlex Business Solutions	304.61	EE FSA Payments
	12/17/2019	Valic	1,917.85	Payroll 401(a)/457 Deposit
	12/11/2019	Wells Fargo	253.19	Service Charge
	12/27/2019	ADP	89.74	Fee for payroll processing
	12/26/2019	WA Department of Revenue	805.66	B&O/Retailing Sales Tax for Nov 2019
	12/20/2019	ADP	14,711.48	ACH payroll transfer
	12/20/2019	ADP	5,094.41	Payroll taxes for 12/20/19 payday
	12/31/2019	Valic	1,853.69	Payroll 401(a)/457 Deposit
	12/30/2019	AmeriFlex Business Solutions	192.25	EE FSA Payments
	12/30/2019	Payden & Rygel	1,500,000.00	Transfer cash to Investments

Transaction Date	Payee	Amount	Purpose
12/16/2019	Alzheimer's Association Western & Central	7,500.00	Program Payment
12/16/2019	Boys & Girls Club of Snohomish County	24,583.33	Program Payment
12/16/2019	Cascade Bicycle Club Education Foundation	2,666.67	Program Payment
12/16/2019	Center for Human Services	36,029.16	Program Payment
12/16/2019	ChildStrive	50,150.16	Program Payment
12/16/2019	City of Lynnwood	8,718.33	Program Payment
12/16/2019	City of Mountlake Terrace	5,200.00	Program Payment
12/16/2019	Community Health Center of Snohomish Co	7,052.51	Program Payment
12/16/2019	Compass Health	25,179.00	Program Payment
12/16/2019	Domestic Violence Services Snohomish Co	8,000.00	Program Payment
12/16/2019	Edmonds School District No. 15	113,788.75	Program Payment
12/16/2019	Edmonds Senior Center	9,666.67	Program Payment
12/16/2019	Girls on the Run	18,750.00	Program Payment
12/16/2019	Homage Senior Services	60,586.67	Program Payment
12/16/2019	Kinderling	11,862.67	Program Payment
12/16/2019	Korean Women's Association	5,000.00	Program Payment
12/16/2019	Latino Educational Training Institute	5,416.66	Program Payment
12/16/2019	Lynnwood Food Bank	25,139.58	Program Payment
12/16/2019	Medical Teams International	8,100.00	Program Payment
12/16/2019	Parent Trust for WA Children	5,000.00	Program Payment
12/16/2019	Prescription Drug Assistance Foundation	4,583.33	Program Payment
12/16/2019	Project Access Northwest	10,416.67	Program Payment
12/16/2019	Puget Sound Christian Clinic	47,495.50	Program Payment
12/16/2019	South Snohomish County Fire & Rescue	28,666.67	Program Payment
12/16/2019	Therapeutic Health Services	20,833.33	Program Payment
12/16/2019	Volunteers of America Western WA	6,750.42	Program Payment
12/16/2019	Wonderland Development Center	28,839.58	Program Payment
Total Wires/ACH Transactions		<u>2,132,626.30</u>	



Transaction Date		Payee	Amount	Purpose
<b>Kruger Clinic Activity:</b>				
1282-1293	misc	Various Claimants/Vendors	34,035.42	Administered by Azose
<b>Work Comp Activity:</b>				
305435-305439	misc	Various Claimants/Vendors	25,024.19	Administered by Eberle Vivian
<b>Total Disbursements</b>			<b>\$ 2,359,216.31</b>	

Transaction Date		Payer	Amount	Purpose
<b>Deposits:</b>				
12/02/2019		Value Village	27,614.77	Monthly lease
12/02/2019		Puget Sound Gastro	28,333.29	Kruger Clinic monthly lease
12/02/2019		Brian Takagi, MD	84.63	Kruger Clinic monthly lease
12/02/2019		Healthcare Realty Services, Inc.	4,663.72	Ground Lease
12/09/2019		Raymond Liu, D.D.S.	3,830.67	Kruger Clinic monthly lease
12/10/2019		Valic	472.10	Refund of retirement contribution made in error
12/11/2019		Snohomish County	131,211.07	Levy
Various		VCWC Registration	712.50	Registration for VCWC Classes
12/12/2019		WA State Health Care Authority	31,640.00	NSACH
12/16/2019		Enduris	110,823.27	Insurance recovery for Kruger Clinic flood
12/18/2019		Allied Dermatology	7,355.79	Kruger Clinic monthly lease
12/23/2019		Swedish/Edmonds	782,863.91	Monthly hospital lease
12/23/2019		Swedish/Edmonds	70,278.31	Kruger Clinic monthly lease
12/25/2019		Ameriflex	45.00	Refund of FSA payment
12/26/2019		Brian Takagi, MD	84.63	Kruger Clinic monthly lease
12/26/2019		Raymond Liu, D.D.S.	3,830.67	Kruger Clinic monthly lease
12/26/2019		Healthcare Realty Services, Inc.	4,663.72	Ground Lease
12/27/2019		Holly Pullman	170.00	Charitable donation from Adult Children of Alcoholics
12/27/2019		Puget Sound Gastro	28,333.29	Kruger Clinic monthly lease
12/31/2019		Value Village	27,614.77	Monthly lease
<b>Total Deposits</b>			<b>\$ 1,264,626.11</b>	

VERDANT HEALTH COMMISSION  
PUBLIC HOSPITAL DISTRICT #2  
SNOHOMISH COUNTY, WASHINGTON

WARRANT APPROVAL

We, the undersigned Board of Commissioners of Public Hospital District #2 of Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that Warrant Numbers 14004 through 14058 have been issued for payment in the amount of \$167,530.40. These warrants are hereby approved.

Attest:

\_\_\_\_\_  
Erica Ash

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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Commissioner

\_\_\_\_\_  
Commissioner

Warrants Processed:	12-1-19 – 12-31-19	\$167,530.40
Work Comp Claims Pd:	12-1-19 – 12-31-19	25,024.19
Kruger Clinic Processed:	12-1-19 – 12-31-19	34,035.42
Payroll:	11-17-19 – 11-30-19	13,948.15
	12-01-19 – 12-14-19	<u>14,711.48</u>
		28,659.63

Electronic Payments/ Adjustments:	Payroll Taxes	10,055.31
	Payroll Processing	232.80
	Valic Retirement	5,674.72
	FSA Payments	815.69
	Bank Fees	406.83
	WA State Dept Revenue	805.66
	Transfer to Investments	1,500,000.00
	Program Expenditures	<u>585,975.66</u>

2,103,966.67

Grand Total	<u><u>\$2,359,216.31</u></u>
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**PUBLIC HOSPITAL DISTRICT NO 2 OF SNOHOMISH COUNTY  
BOARD FINANCE COMMITTEE  
CHARTER**

**Role:** The role of the Finance Committee of the Board of Commissioners is 1) to recommend financial policy plans to the Board of Commissioners, and 2) to monitor financial results in order to assure the long-term financial viability of the District.

**Responsibilities:**

1. Review and recommend financial policies, for example, approval levels for budgets and expenditures.
2. Establish the assumptions and parameters used to develop capital and expense budgets.
3. Annually recommend the capital, revenue and expense budgets.
4. Monitor financial indicators and present analyses and recommendations to the Board when indicators cross thresholds or otherwise warrant attention and action.
5. Recommend Board action on budget changes in accordance with Board policy guidelines.
6. Recommend financial auditor appointment to the Board and annually review the scope of the audit.
7. Receive and review financial auditor's report annually as well as any Washington State Auditor's office reports and recommend action to the Board as necessary.
8. Review and monitor all District revenue and investments, including leases, rental properties and new acquisitions.
9. Review ~~pensions and benefits~~personnel compensation and make recommendations to the Board as necessary.
10. Review and monitor District's long range financial plan.

**Membership:** The Finance Committee shall consist of two board members and may include as many as two community members. The ~~CEO is superintendent and finance director are an~~ ex-officio members without vote. The chair of the Board appoints committee members annually, to coincide with the election of officers.

## Program Oversight Committee Summary Report January 2020

- Two applications to review

1. Edmonds Food Bank	Request Year 1	Request Year 2
	\$30,000	\$20,000
<p><b>Program Name &amp; Description: Making Healthy Choices</b></p> <p>Verdant gave the Edmonds Food Bank an opportunity to submit a revised request in response to the RFP to local food banks. In this application, the food bank outlines a 3-part approach to expanding capacity and increasing programming. 1) Purchase and install a 4,000 cubic foot modular cooler and remove the existing 2,000 cubic foot cooler. 2) Increase the amount of produce purchased or accepted as donations by 20% (from under 5,000 pounds per week to more than 6,000 pounds). 3) Increase the number of educational programs in partnership with WSU Extension, creating new opportunities like monthly education/tasting options, and exploring ways to provide individualized/small group training.</p>		
<p><b>Expected Results</b></p>	<p>The program would serve 300 families weekly, and more than 1,100 individuals would have access to additional fruits and vegetables. The food bank will track outcomes including:</p> <ul style="list-style-type: none"> <li>- Poundage of produce received and distributed, reduction in waste of produce received</li> <li>- Educational program data including: number of programs delivered, number of participants in programs and program survey results</li> <li>- Customer survey feedback on additional food, services, and programs.</li> </ul>	
<p><b>Use of Funds &amp; Costs</b></p>	<p>Over the two-year period, the money budgeted will be used to purchase and install the modular cooler (\$25,000), purchase produce (\$1,000/month for 20 months) and provide training and supplies for educational programs and food demos (\$5,000).</p> <p>The total budget for this project is \$86,000 and the request of Verdant is \$50,000. The food bank will use other revenue sources to cover the additional costs of the project.</p>	

2. Center for Human Services	Request Year 1	Request Year 2	Request Year 3
	\$98,417	\$100,385	\$102,393
<p><b>Program Name &amp; Description: Primary Care &amp; Behavioral Health Integration at Virginia Mason - Edmonds Family Medicine</b></p> <p>A renewal request to support one full-time masters' level behavioral health clinician at Virginia Mason's Edmonds Family Medicine. The EFM personnel refer patients to the CHS provider after screening with tools like the PHQ-9 for depression and the GAD-7 for anxiety. EFM staff provides a warm hand-off to the CHS provider, who can screen the patient more thoroughly and provide brief interventions. The CHS provider follows empirically supported brief intervention models based on the nature of the presenting concern, including Cognitive Behavioral Therapy (CBT) and Solution Focused Brief Therapy (SFBT). If, at any time, the patient needs on-going behavioral health intervention rather than brief interventions, a referral is made by the clinician. However, because transportation is a common problem as well as a lack of adequate insurance (due to high deductibles), the patient may be seen for up to 6 months in this program.</p> <p>CHS noted that the key to the success with this program has been the collaboration between EFM and CHS. Centralized scheduling and CHS' use of EFM's electronic medical records reduces significant barriers to serve this population.</p>			
<b>Expected Results</b>	<p>The program anticipates serving 200 participants and tracks needs and outcomes as follows:</p> <ul style="list-style-type: none"> <li>- # referred to CHS clinician (n=200)</li> <li>- # who receive brief interventions through this program – minimum of 2 visits (n=75-100)</li> <li>- # who improve their behavioral health condition (n=50-75)</li> </ul> <p>In its most recent report, CHS met program goals with nearly 600 referrals from EFM providers and 109 individuals receiving brief interventions or longer term services.</p>		
<b>Use of Funds &amp; Costs</b>	<p>The current funding level has been \$95,550 per year for 3 years. The renewal request is for \$98,417 in Year 1, \$100,385 in Year 2, and \$102,393 in Year 3. The increase reflects a COLA for staff.</p>		

## Program Committee Recommendations (Commissioners Distelhorst and Knutsen)

### Recommended for Funding:

- **Edmonds Food Bank Making Healthy Choices:** The committee recommends funding the program in full. This program will increase capacity for years to come and aligns with Verdant's interest in making an impact with the food insecure residents of our community. With support of this application, Verdant will have agreements in place with each of the 3 area food banks to improve infrastructure needs and expand programming.
- **Center for Human Services Primary Care and Behavioral Health Integration Program at VM EFM:** The committee is recommending funding the program in full and believes the program aligns with the Verdant priority area to increase access to behavioral health.

With this request from Center for Human Services, the committee discussed sustainability as an ongoing issue and would like CHS to include ideas to make this program more sustainable in its annual reports. The committee sees value in discussing with the full board the balance between priorities and sustainability.

**PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY  
BOARD PROGRAM OVERSIGHT COMMITTEE  
CHARTER**

**Role:** The role of the Program Oversight Committee of the Board of Commissioners is to 1) recommend policies, plans, and processes for program development and investments to the Board of Commissioners, and 2) to monitor the results of these policies, plans and processes to assure that they are generating positive outcomes and are aligned with the district's mission and vision.

**Responsibilities:**

1. Review and recommend policies and plans for the development of health and wellness programs in the district.
2. Monitor the implementation of the policies and plans and review results.
3. Review and recommend proposals to the Board of Commissioners related to cooperative agreements, affiliations, or other types of partnerships. ~~If an investment request reviewed by the Program Oversight Committee is more than \$250K in any given year or \$500K in total, it should be referred to the full board for discussion and approval.~~ The Program Oversight Committee ~~will~~ may refer all additional investments decisions ~~or discussions~~ to the full board ~~at its discretion~~.
4. Monitor and surface potential conflicts of interest as they relate to program development and investments.
5. Monitor and advise the Board on issues and trends in health that impact the mission and vision of the district and review periodic needs assessments.
6. Create and recommend a draft strategic community investment road map for program investments.

**Membership:** The program committee shall consist of two board members. The superintendent, ~~and~~ director of programs and community investments, and community wellness program manager are ex-officio members without vote. The chair of the Board appoints committee members annually, to coincide with the election of officers.

**Verdant Community Wellness Center Summary**  
**January 2020**

**Completed Programs (December 2019/January 2020)**

<b>1. General Community and Provider Events</b>	<b>Attendance</b>
1. Cold Weather Shelter Board Meeting (12/16)	11
1. Monthly Hero's Café for Veterans (12/17; 1/28)	100+
2. Swedish Core Leadership Retreat (12/19)	30
3. Foster Parent/Caregiver Core Training (12/19)	12
4. Welcome to Medicare (12/20; 1/17)	15/session
5. Sea Mar Regional Staff Meeting (12/20)	18
6. Bloodworks Northwest Blood Drive (12/28)	Estimated-20
7. ARC Mothers of Children with Disabilities Monthly Support Network (1/4)	26
8. Family Caregiver Support Group (1/9)	5
9. Parkinson's Disease Support Group (1/6)	8-10
10. Tree House - Special Education Provider Training (1/6)	4
11. SHIBA Monthly Training (1/7)	20
12. MTI Dental Van – Root Canal Clinic (1/8)*	5
13. Snohomish County Early Intervention Program Providers Meeting (1/9)	16
14. Girls on the Run Coach Training (1/11, 22)*	19/session
15. Ongoing – Community Support for Prescription Assistance (weekly)*	Varies

<b>2. Nutrition and Healthy Behaviors</b>	<b>Attendance</b>
1. Cooking Demo: Making Holiday Sauces & Condiments (12/16)*	26
2. Navigating Diabetes Today Monthly Series: Stress Management (12/18)*	10
3. Final Cooking Demo for Adults on SNAP – DOH FINI Grant (12/19)*	23
4. Weekly Healthy Living Coaching Group (1/7; 14, 21, 28)*	6-12/session
5. DOH - Cooking Demo/Support for Chronic Conditions Group– (1/7)* Training	22
6. Mediterranean for Life 6-week Lifestyle Program (1/9 – 2/13)*	20/session
7. Getting to Goal Weight Reduction Program (1:1 Appts with an RDN)	Varies

<b>3. Behavioral Health &amp; Substance Use</b>	<b>Attendance</b>
1. NAMI Connections Mental Health Support Group (1/9; 1/23)	8/session
2. Student Support Advocates Parent Training on Drug Alcohol Prevention (1/16)*	Cancelled (snow)
3. Adult Children of Alcoholics Weekly Support Group (weekly)	10-14/session
4. Veterans Drop-In Support (weekly - Lynnwood & monthly - County)	Varies

<b>4. Other Programs</b>	<b>Attendance</b>
1. Play and Learn Group, Wonderland Development Center (weekly)*	20+/week



## **Verdant Community Wellness Center Summary**

### **January 2020**

#### **Upcoming Programs (January/February 2020)**

##### **A. General Community and Provider Events**

1. PEPS – weekly support for Parents with Infants 5-12 months (Jan 16 - March 26)\*
2. Resource Connectors Meeting (Jan 21)
3. South County Cold Weather Shelter Board Meeting (Jan 21)
4. Homage Family Caregiver Retreat (Jan 24)
5. ESD Health Services Retreat (Jan 27)
6. Monthly Hero's Café for Veterans (Jan 28; Feb 25)
7. Welcome to Medicare (Feb. 21)
8. ARC Mothers of Children with Disabilities Monthly Support Network (Feb 1)
9. Parkinson's Disease Support Group (Feb 3)
10. SHIBA Monthly Training (Feb 4)
11. Family Caregiver Support Group (Feb 6)
12. Girls on the Run Coach Training (Feb 8, 10, 12)\*
13. Special Education Parent Group (Feb 10)
14. Snohomish County Early Intervention Program Providers Meeting (Feb 13)
15. Foster Parent Training (Feb 15)
16. MTI Dental Van – Root Canal Clinic (Feb 19)\*
17. Opportunity Council Childcare Provider Training (Feb 22)
18. Ongoing – Community Support for Prescription Assistance (weekly)\*
19. Ongoing – Community Support for Health Insurance & Food Assistance Enrollment (weekly)

##### **B. Nutrition and Healthy Behaviors**

1. Mediterranean for Life 6-week Series (Jan 9 – Feb 13)\*
2. Weekly Healthy Living Coaching Group (Jan 21, 28; Feb 4, 11, 18, 25)\*
3. Navigating Diabetes Today Monthly Series: Diabetes Goals for 2020 (1/22)
4. Zumba 4-part Series (Jan 29 - Feb 19)\*
5. DOH - Cooking Demo/Support for Chronic Conditions Group (Feb 4)\*
6. Puget Sound Kidney Center Cooking Class (Feb 5)\*
7. Cooking Demo: A meal to impress without the stress (Feb 10)\*
8. PacMed Heart Health 3-part Series (Feb 12-26)\*
9. Plant-powered Whole Foods Challenge (Feb 12, 26, Mar 5)\*
10. Diabetes-friendly Living – 4-part Series (Feb 13 - March 5)\*
11. Navigating Diabetes Today: Heart Health in the Kitchen (Feb 19)\*
12. Cooking Demo: Low Sodium Recipes (Feb 20)\*
13. Core Strength Demonstration Class (Feb 24)\*
14. Cooking Demo: Make your own Pizza! (Feb 24)\*
15. Cooking Demo: Costa Rican Cuisine (Feb 27)\*
16. Teen Cooking Class (Feb 29)\*

##### **C. Behavioral Health & Substance Use Focus**

1. NAMI Connections Mental Health Support Group (Jan 23; Feb 13, 27)
2. Anxiety & Depression Support Group (Feb 25 – Mar 24)\*
3. Adult Children of Alcoholics Weekly Support Group (weekly)
4. Veterans Drop-In Support (weekly - Lynnwood & monthly - County)

**\* = Grant / Program Funded Partners**

State-funded Fruit & Vegetable Vouchers to  
Support Individuals Managing Chronic Conditions  
WA State Department of Health Special Project (January – June 2020)

**DOH Special Project:**

In 2019, state funding became available to continue the Fruit and Vegetable Prescription Program through June 2020 (or longer, pending additional funds). Along with this infusion of state dollars, the Department of Health is making some changes to the program to serve food insecure individuals and maximize potential public health impact. As of January 2020, the changes include:

- Eligible patients are those who screen positive for food insecurity and have, or are at-risk of developing a chronic disease; and
- Patients will receive vouchers for a 6-month period (January – June 2020)
  - equivalent of 1 voucher per week for households with 1-5 individuals;
  - equivalent of 2 vouchers per week for households with 6 or more individuals

Based on Verdant's successful participation as the Snohomish County Lead in the federal Food Insecurity and Nutrition Incentive (*FINI*) Grant, we were asked to participate in this new state-funded program in 2020. We were allotted vouchers to serve 75 households for a 6-month period. Operating with an MOU with the Department of Health, Verdant developed their own program to serve 25 households and gave the additional vouchers to 2 clinical partners from our FINI grant (CHC of Snohomish County and Puget Sound Kidney Center).

**Verdant's Program:**

Food insecure individuals were recruited from monthly *Stretching Your Food Dollars* cooking demos held at Verdant and the Mountlake Terrace Senior Center. Interested parties were invited to apply to participate in the 6-month Special Project which included weekly fruit and vegetable vouchers. The application assessed food insecurity using the Hunger Vital Signs screening tool (see page 2), and asked individuals to list health conditions they were being treated for by a medical professional. All applications were reviewed by Verdant's Nutrition Consultant and eligible individuals were invited to participate in 6 monthly education sessions.

The demographics of the final project group (n=22) are as follows:

Age in Years	Gender	Diabetes	High Blood Pressure	High Cholesterol	Kidney Disease	Obesity - Dr. Rec Weight Loss	Overweight (BMI)
18-24	1 F					1	
35-44	2 F					1	
45-54	1 F	1	1	1		1	
55-64	1 M/ 3F		1	2		4	
65 plus	14 F	7	9	8	1	6	4
<b>TOTALS</b>	<b>1 M / 21 F</b>	<b>8</b>	<b>11</b>	<b>11</b>	<b>1</b>	<b>13</b>	<b>4</b>

Monthly Project Sessions are 90-minutes and include:

- 30-minute Cooking Demo by a Registered Dietitian Nutritionist focused on strategies & simple recipes to incorporate economical fruits and vegetables into daily eating patterns
- 40-minute Informational Session on tips & strategies to better manage chronic condition/s. Class led by the Enhance Wellness RN & MSW who are trained Stanford Chronic Disease Self-Management Program facilitators.
- 20-minutes for participant socialization while eating samples from recipes featured in the cooking demo; completing the monthly survey about daily food choices, health & lifestyle habits; and collecting four \$10 Fruit and Vegetable Vouchers to be redeemed during the month at local Safeway stores.

## Hunger Vital Sign – 2 Question Validated Food Insecurity Screening Tool

1. Within the past 12 months I worried whether our food would run out before we got money to buy more.  
Often true      Sometimes True      Never True      Don't Know
2. Within the past 12 months the food I bought just didn't last and we didn't have money to get more.  
Often true      Sometimes True      Never True      Don't Know

### Additional Food Insecurity Question added by the Department of Health

3. Within the past 12 months the food I bought just didn't last and we didn't have money to get more.  
Often true      Sometimes True      Never True      Don't Know

## Sample Project Survey – Month 1

1. Over the last <b>month</b> , on average how many times per day did you eat fruit? Count any kind of plain fruit that was fresh, canned or frozen. Include fruit you ate at mealtimes and for snacks. Do not count any kind of fruit juices or fruit-flavored snacks, such as gummies.	<input type="checkbox"/> 0 times per day	<input type="checkbox"/> 3 times per day
	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> 4 times per day
	<input type="checkbox"/> 2 times per day	<input type="checkbox"/> 5 or more times per day
2. Over the last <b>month</b> , on average how many times per day did you eat vegetables? Count any kind of plain vegetables that were fresh, canned or frozen. Include vegetables you ate at mealtimes and for snacks.	<input type="checkbox"/> 0 times per day	<input type="checkbox"/> 3 times per day
	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> 4 times per day
	<input type="checkbox"/> 2 times per day	<input type="checkbox"/> 5 or more times per day

3. What percentage of the fruits and vegetables that you buy are **FRESH**?

☐ 0-25%    ☐ 25-50%    ☐ 50-75%    ☐ 75-100%

4. What percentage of the fruits and vegetables that you buy are **FROZEN**?

☐ 0-25%    ☐ 25-50%    ☐ 50-75%    ☐ 75-100%

5. What percentage of the fruits and vegetables that you buy are **CANNED**?

☐ 0-25%    ☐ 25-50%    ☐ 50-75%    ☐ 75-100%

6. How **MOTIVATED** are you to make positive changes for your health over the next 6 months? (circle a number)

1	2	3	4	5
Low				High
Motivation				Motivation

7. How **CONFIDENT** are you in making positive changes for your health over the next 6 months? (circle a number)

1	2	3	4	5
Low				High
Confidence				Confidence

## December 2019 Multicultural Program & Outreach Report

- **Latinx Executive Board Meeting 12/10/19 and 01/13/2020:** each month community leaders get together to discuss emerging as current health issues for the Latino community, creating opportunities to inform policy decisions in Washington State. As a member, I get to bring the voice of Snohomish County to the table
- **Monthly Women's support group:** Verdant is support the mental and emotional health of Latina women offering a place to meet, discover and move forward. Sometimes, women who are living through difficult experiences that increase their level of stress and impact their health, who seek to share the experiences, those who want to find a place of understanding meet at Verdant on the 3<sup>rd</sup> Tuesday of the month under the supervision of a certified mental health professional.
- **No more diets: Restarting your body for health in 2020 January 16<sup>th</sup>**  
(*rescheduled for January 27<sup>th</sup> due to inclement weather*): In this class participants will learn:
  - Why diets don't work
  - The difference between food and nutrition
  - The importance of our digestive system
  - How fermented products support health
  - How to have fun while eating healthy
- **Meeting among parents with children with disabilities:** an opportunity for families to gather to talk about issues facing them and how to work through them as a group.
- **King County Promotoras Network:** Meeting of the group in King County that supports the efforts of the work of CHW (Promotoras) in Snohomish County. The Promotora model is a culturally sensitive, lay health educator for the Latina community.