

VERDANT HEALTH COMMISSION
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
Regular Meeting
A G E N D A
September 26, 2020
9:00 a.m. to 9:55 a.m.

Due to the Governor's Proclamation 20-28 that temporarily waives and suspends sections of the Open Public Meetings Act, the September 26, 2020 Board of Commissioners regular and special meetings are NOT being held in person and will be held by remote participation only. The public can join via Zoom by visiting <https://us02web.zoom.us/j/83625293939> Meeting ID: 836 2529 3939 Passcode: 322348 or the call-in number is 1-253-215-8782, Meeting ID is 836 2529 3939, Passcode 322348

A. Call to Order	---	9:00	---
B. Approval of the Minutes			
a) August 26, 2020 Board Meeting	Action	9:01	3-7
C. Superintendent Report	Information	9:03	---
a) Verdant Operations update			
b) Community Outreach update			
D. Executive Committee Report	Information	9:08	---
E. Finance Committee Report			
a) Review financial statements and cash activity	Information	9:10	8-12
b) Authorization for payment of vouchers and payroll	Action	9:15	13
c) Resolution 2020:05 Remove Linda Hunt and Appoint Erica Ash as Auditor	Action	9:20	14-15
d) Resolution 2020:06 – Appoint Zoe Reese as Treasurer	Action	9:23	16-18
F. Program Committee Report			
a) Conflicts of Interest	---	9:25	
b) Program investment recommendations	Action	9:30	19-43
c) Status of Verdant grants + COVID-19	Information	9:40	
d) Verdant Program & Marketing Highlights	Information	---	44-45
G. Public Comments (please limit to three minutes per speaker)	---	9:45	---
H. Commissioner Comments	---	9:51	---
I. Adjournment	---	9:55	
Break		9:55 to 10:10 a.m.	

VERDANT HEALTH COMMISSION
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
Special Meeting
A G E N D A
September 26, 2020
10:10 a.m. to 4:00 p.m.

Due to the Governor's Proclamation 20-28 that temporarily waives and suspends sections of the Open Public Meetings Act, the September 26, 2020 Board of Commissioners regular and special meetings are NOT being held in person and will be held by remote participation only. The public can join via Zoom by visiting <https://us02web.zoom.us/j/83625293939> Meeting ID: 836 2529 3939 Passcode: 322348 or the call-in number is 1-253-215-8782, Meeting ID is 836 2529 3939, Passcode 322348

1.	Call to Order	President Knowles	10:10 AM
2.	Major Accomplishments	All	10:10 AM
3.	Strategic Priorities: <ul style="list-style-type: none"> • Current grant obligations for 2021 • Current investments • Overview of 2021 Budget • Unmet Community Needs • 2021 Priorities 	All	10:20 AM
4.	Lunch	All	12:30 PM
5.	Finalize 2021 funding priorities	All	1:00 PM
6.	Grantmaking Update	All	1:30 PM
7.	Break	All	2:00 PM
8.	Value Village Scenarios	All	2:15 PM
9.	Major Tasks Through 2020 <ul style="list-style-type: none"> • Schedule a subsequent strategic planning & board succession discussion 	All	3:30 PM
10.	Wrap Up and Reflection	All	3:40 PM
11.	Adjourn	President Knowles	4:00 PM

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

BOARD OF COMMISSIONERS

Regular Meeting

Remote Meeting & Verdant Community Wellness Center

August 26, 2020

Commissioners Present	Bob Knowles, President (via Zoom) Karianna Wilson, Secretary (via Zoom) Deana Knutsen, Commissioner (via Zoom) Fred Langer, Commissioner (via Zoom) Dr. Jim Distelhorst, Commissioner (via Zoom)
Staff	Lisa Edwards, EdD, Superintendent Jennifer Piplic, Marketing Director Sue Waldin, Community Wellness Program Manager (via Zoom) Sandra Huber, Community Engagement Manager (via Zoom) Nancy Budd, Community Social Worker (via Zoom) Karen Goto, Executive Assistant Erica Ash, Ash Consulting
Guests	Brad Berg, Foster Garvey (via Zoom) Howard Thomas, Consultant (via Zoom) Members of the Community (via Zoom)
Call to Order	The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:07 a.m. by Secretary Wilson.
Approval of Minutes	<p><i>Motion was made, seconded and passed unanimously to approve</i> the minutes of the regular board meeting on July 22, 2020.</p> <p><i>Motion was made, seconded and passed unanimously to approve</i> the minutes of the special board meeting on August 6, 2020.</p>
Superintendent Report	Dr. Edwards reported on the following items: <ol style="list-style-type: none"> Verdant Operations update: PSSL/Time Off and Telecommute policies have been updated. Staff will have the option to telecommute from September 1 to December 31, 2020 due to COVID-19. Dr. Edwards will

meet individually with each staff member about their needs. Commissioner Wilson stated that the previous telecommute policy was outdated and needed to be standardized. The grant modification team, comprised of Sue Waldin, Jennifer Piplic, Karen Goto and Dr. Edwards, is working to update over 40 grants that need modifications due to COVID-19. Two technology audits in the building have started and an update will be provided to commissioners at the end of September 2020. Interviews for the Community Impact Director and Finance & Operations Director are being conducted. Staff will interview the final candidates for the Community Impact Director on August 31, 2020.

2. Community Outreach update:
Meetings with partners are ongoing and good relationships are being formed.

Executive Committee Report

President Knowles noted that the committee met on August 19, 2020 to review the agenda for the August 26, 2020 board meeting. No action was taken.

Resolution 2020:04 Approve Revised Board Meeting Schedule for 2020

Motion was made, seconded and passed unanimously to approve Resolution 2020:04 which revises the board meeting schedule for 2020.

Finance Committee Report

Commissioner Langer noted that the committee met on August 19, 2020. Ms. Ash reviewed the financial statements and cash activity for July 2020 (E:45:20) and noted that investments continue to increase.

Authorization for Payment of Vouchers & Payroll

Warrant Numbers 14348 through 14392 for July 2020 for payment in the amount of \$229,843.37 were presented for approval (E:46:20) by Commissioner Langer. ***Motion was made, seconded and passed unanimously to approve.***

Program Committee Update

The Program Committee met on August 20, 2020. Dr. Distelhorst indicated that there are three renewal applications, one modification, and three Superintendent Discretionary Fund programs

(E:47:20).

No conflicts of interest were reported by the commissioners.

Ms. Piplic presented the renewal applications for approval.

Renewal applications: Lahai Health Dental Program serving uninsured/underinsured patients. Original request was for \$461,000 per year for three years but was revised to \$131,300 for four months (September to December 2020).

Update since 8.24.2020 – UW Geriatric dental clinic was a part of this dental program grant but had ceased operations due to COVID-19. Lahai reports they are now ready to return. This will add to the numbers of patients and also increases the grant award by \$19,065 for a new total of \$150,365 for the 4-month grant award.

Motion was made, seconded and passed

unanimously to approve up to \$150,365 to Lahai Health for four months with the stipulation that the Program Committee and staff work closely with Lahai to monitor their goals.

Motion was made, seconded and passed

unanimously to approve the Latino Educational Training Institute Health & Wellness Coordinator at \$65,000 in Year 1, \$43,000 in Year 2, and \$22,000 in Year 3.

Motion was made, seconded and passed

unanimously to approve Vaxpoint LLC dba Seattle Visiting Nurse Association uninsured immunization partnership in the amount of up to \$40,000 in Year 1. Clinics will begin in October 2020 with a drive-through model.

Status of Verdant Grants and COVID-19

Modifications to Contracts:

The City of Lynnwood Move 60 Teens program contract ends December 2020. They cannot offer a virtual model of the program, it was decided to cancel the contract and return unspent funds. Commissioner Langer inquired if all contract modifications are approved at the Program Committee level only or should go to the full board. Superintendent Edwards will investigate this.

Currently, they are approved by the Program Committee and then recommended to the full board for approval.

Superintendent's Discretionary Fund:

Due to the increase in unemployment and the strain on meal and food programs, \$30,000 will be given to the Lynnwood Food Bank, \$30,000 will be given to the Edmonds Food Bank, both for 3 months (August to October 2020) and \$25,000 will be given to the Korean Women's Association for a nutrition access program for five months (August to December 2020).

Verdant Program Highlights

See Exhibit 48:20 for updates on activities at the Verdant Community Wellness Center, Multicultural Program and Outreach, Community Social Worker, and Marketing highlights for July 2020.

Public Comments

None

Commissioner Comments

Commissioner Knutsen noted that Verdant will need to pay attention to what is happening in the community with the end of many government assistance programs that were created for COVID-19. Commissioner Distelhorst reminded everyone that both influenza and COVID-19 are coming at the same time this fall and vaccines will need to be promoted in the community. President Knowles inquired about the \$5,000 given to Leadership Snohomish County and Superintendent Edwards said that the funds were used for the annual Step Up for Racial Equity conference which most of the Verdant staff attended in July 2020.

Executive Session

President Knowles recessed the regular meeting at 8:52 a.m. to a short break and then into Executive Session at 8:55 a.m. to consider the legal risks of a proposed action of the district and to evaluate the qualifications of an applicant for public employment. President Knowles stated that the board would reconvene in 30 minutes and no action would be taken in Executive Session. Mr. Berg and Mr. Thomas participated in the Executive Session.

Open Session

The board reconvened into Open Session at 9:26 a.m.

Adjournment

The meeting was adjourned at 9:30 a.m.

ATTEST BY:

President

Secretary

Balance Sheet
As of August 31, 2020

	A	B	C	D
	Dec 31, 2019	Aug 31, 2020	\$ Change	Comments:
1 ASSETS				
2 Current Assets				
3 Cash Balance	1,642,443	1,301,040	(341,403)	
4 Other Current Assets	53,930,005	56,033,880	2,103,875	Includes Investments
5 Total Current Assets	55,572,448	57,334,920	1,762,472	
6 Total Long-term & Fixed Assets	43,968,619	42,973,848	(994,771)	Includes Depreciation
7 TOTAL ASSETS	99,541,067	100,308,768	767,701	
8 LIABILITIES & EQUITY				
9 Liabilities				
10 Current Liabilities	2,585,729	1,399,476	(1,186,253)	
11 Long-term Liabilities	-	-	-	Bonds moved to current
12 Total Liabilities	2,585,729	1,399,476	(1,186,253)	
13 Total Equity	96,955,338	98,909,292	1,953,954	Annual Net Income/(Loss)
14 TOTAL LIABILITIES & EQUITY	99,541,067	100,308,768	767,701	

Profit & Loss
August 31, 2020

	A	B	C	D	E	F
	Aug Actual	Aug Budget	Fav/(Unfav)	YTD Actual	YTD Budget	Fav/(Unfav)
1 INCOME						
2 Ordinary Income	949,301	928,550	20,751	7,308,253	7,455,841	(147,588)
3 EXPENSES						
4 Operating Expenses	181,134	202,708	21,574	1,420,822	1,669,789	248,967
5 Depreciation Expense	132,993	132,655	(338)	1,076,565	1,074,157	(2,408)
6 Program Expenses	458,116	763,108	304,992	6,253,167	6,157,913	(95,254)
7 Total Expenses	772,243	1,098,471	326,228	8,750,554	8,901,859	151,305
8 OTHER INCOME/(EXPENSE)						
9 Total Other Income/(Expense)	200,954	243,750	(42,796)	3,396,255	1,950,000	1,446,255
10 NET INCOME/(LOSS)	378,012	73,829	304,183	1,953,954	503,982	1,449,972

Monthly Highlights
August 31, 2020

Verdant received dividend payments of \$41,514, a realized gain of \$27,946 and an unrealized loss of (\$67,797) on our investment portfolio in August which closed with an ending market value of \$55,586,112.

Program grant commitments total \$6,670,394 for 2020 excluding BHCF. Additional 2020 funding for COVID 19 programs total \$730,453.

Revenue of \$124,824 and expenses of \$81,887 from the Kruger Clinic were incurred, netting to an additional operating income of \$42,937 in August.

Public Hospital District #2

Warrant Number	Transaction Date	Payee	Amount	Purpose
Warrant Activity:				
14393	08/05/2020	Armstrong Services	1,280.00	Monthly Janitorial
14394	08/05/2020	Ash Consulting	29,241.50	July Services
14395	08/05/2020	Awards Service Inc	39.78	Name Plate for Lisa Edwards
14396	08/05/2020	Cascade Security Corporation	565.90	August 2020 Parking Lot Security
14397	08/05/2020	Comcast	428.74	Telephone/Internet
14398	08/05/2020	Consolidated Landscape Maintenance, Inc.	440.90	August 2020 Landscaping
14399	08/05/2020	ELTEC Systems, LLC	291.27	August 2020 Elevator Maintenance
14400	08/05/2020	Herd Freed Hartz, Inc.	10,000.00	Payment 1 of 3 for Finance and Program Director Searches
14401	08/05/2020	JAG Construction	136.75	Final payment for Office Reconfigure wiring
14402	08/05/2020	Primal Media LLC	3,300.00	WC 319 - Spanish video creation surrounding face coverings - 50% deposit
14403	08/05/2020	Puget Sound Energy	49.19	Natural Gas
14404	08/05/2020	Snohomish County PUD	995.07	Electricity
14412	08/01/2020	Stephanie Cooper	30.00	Partial refund of Diabetes Prevention Class
14413	08/01/2020	Dean Larson	30.00	Partial refund of Diabetes Prevention Class
14414	08/01/2020	Wilma Oneill	30.00	Partial refund of Diabetes Prevention Class
14415	08/01/2020	Carol Patterson	30.00	Partial refund of Diabetes Prevention Class
14416	08/01/2020	Lily Summers	30.00	Partial refund of Diabetes Prevention Class
14418	08/01/2020	Karen Solbeck	30.00	Partial refund of Diabetes Prevention Class
14405	08/17/2020	AmeriFlex Business Solutions	23.00	August 2020 FSA Administration
14406	08/17/2020	Comcast	542.21	Telephone/Internet
14407	08/17/2020	Enduris	63,510.00	Annual Insurance Renewal
14408	08/17/2020	Sound Dietitians LLC	2,013.38	WC 291 - Healthy Living Coaching Group & WC 292 - Nutrition Consulting - July Services
14409	08/17/2020	Sound Publishing, Inc.	47.60	Legal Notice 8/6/20 Special Meeting
14410	08/17/2020	Thomas & Associates Consulting, LLC	8,250.00	Consulting February 2020 - July 2020
14411	08/17/2020	Verizon	112.96	August 2 - September 1, 2020
14417	08/17/2020	Margaret Pepin-Donat	30.00	Partial refund of Diabetes Prevention Class
14419	08/25/2020	All Things HR	3,011.50	HR Services
14420	08/25/2020	ArlenRose Frazier	814.50	C-WC 317 - Covid 19 Counseling
14421	08/25/2020	Dataworks Consulting	973.67	IT support
14422	08/25/2020	Lowe Graham Jones PLLC	74.50	Declarations Support
14423	08/25/2020	Parsi Properties LLC	2,786.00	Sept 2020 - Parking lot lease
14424	08/25/2020	Payden & Rygel	9,246.00	7/1 - 7/31/2020 Investment Advisory Services
14425	08/25/2020	Principal Life Insurance Co.	1,297.67	EE Life Support
14426	08/25/2020	Quadient Finance USA Inc.	155.11	Postage and Equipment Rental
14427	08/25/2020	Safeway	1,440.00	Food Insecurity Nutrition Incentive - July 2020
14428	08/25/2020	YMCA of Greater Seattle.	880.00	Award 284c - 2017-2020 Drowning Prevention Program
14429	08/31/2020	ArlenRose Frazier	2,000.00	WC 318 - Understanding Anxiety & Depression 6/23/20 - 8/11/20
14430	08/31/2020	Electronic Business Machines	274.63	Copy Machine Charges - Monthly and overages
14431	08/31/2020	Jason Becker	180.00	Design for Suicide Prevention Flyer

	Transaction Date	Payee	Amount	Purpose
Warrant Activity (continued):				
14432	08/31/2020	Puget Sound Energy	48.19	Natural Gas
14433	08/31/2020	Regence Blueshield	5,781.47	September 2020 Medical & Dental Insurance
14434	08/31/2020	Snohomish County PUD	941.90	Electricity - Acct number 205299316
14435	08/31/2020	Sound Publishing, Inc.	42.00	Legal Notice 8/26/20 Board Meeting
14436	08/31/2020	Wells Fargo	3,887.78	Credit Card Payments (4)
		Total Warrants	155,313.17	

	Transaction Date	Payee	Amount	Purpose
Wire/ACH Activity:				
	08/03/2020	AmeriFlex Business Solutions	28.06	EE FSA Payments
	08/07/2020	ADP	81.75	Payroll Fees
	08/11/2020	Valic	3,018.41	Payroll 401(a)/457 Deposit
	08/11/2020	Wells Fargo	352.43	Service Charge
	08/12/2020	Wells Fargo Merchant Services	70.00	Service Charge
	08/14/2020	ADP	9,227.72	ACH payroll tax transfer
	08/14/2020	ADP	21,595.75	ACH payroll transfer
	08/17/2020	AmeriFlex Business Solutions	417.00	EE FSA Payments
	08/19/2020	Superior Press, Inc.	64.14	Envelopes for check mailing
	08/21/2020	ADP	93.73	Payroll Fees
	08/25/2020	Valic	2,223.14	Payroll 401(a)/457 Deposit
	08/25/2020	WA Department of Revenue	802.84	B&O/Retailing Sales Tax for July 2020
	08/28/2020	ADP	55.15	Payroll Fees
	08/28/2020	ADP	6,007.63	ACH payroll tax transfer
	08/28/2020	ADP	15,546.53	ACH payroll transfer

Transaction Date	Payee	Amount	Purpose
08/06/2020	Lynnwood Food Bank	30,000.00	Award C-S372 COVID 19 Response Food Access
08/06/2020	Edmonds Food Bank	30,000.00	Award C-S374 COVID 19 Response Food Access
08/14/2020	Boys & Girls Club of Snohomish County	24,583.33	Program Payment
08/14/2020	Cascade Bicycle Club Education Foundation	2,666.67	Program Payment
08/14/2020	Center for Human Services	36,553.66	Program Payment
08/14/2020	ChildStrive	50,850.16	Program Payment
08/14/2020	City of Lynnwood	8,718.33	Program Payment
08/14/2020	Community Health Center of Snohomish Co	9,912.40	Program Payment
08/14/2020	Compass Health	29,289.58	Program Payment
08/14/2020	Concern for Neighbors Food Bank	200.00	Program Payment
08/14/2020	Domestic Violence Services Snohomish Co	8,000.00	Program Payment
08/14/2020	Edmonds School District No. 15	118,372.08	Program Payment
08/14/2020	Edmonds Senior Center	9,666.67	Program Payment
08/14/2020	Homage Senior Services	62,436.52	Program Payment
08/14/2020	Kinderling	12,218.58	Program Payment
08/14/2020	Korean Women's Association	10,000.00	Program Payment
08/14/2020	Latino Educational Training Institute	5,416.66	Program Payment
08/14/2020	Lynnwood Food Bank	839.58	Program Payment
08/14/2020	Medical Teams International	8,100.00	Program Payment
08/14/2020	Prescription Drug Assistance Foundation	4,583.33	Program Payment
08/14/2020	Project Access Northwest	10,416.67	Program Payment
08/14/2020	Puget Sound Christian Clinic	50,245.50	Program Payment
08/14/2020	South Snohomish County Fire & Rescue	26,875.00	Program Payment
08/14/2020	Therapeutic Health Services	20,833.33	Program Payment
08/14/2020	Wonderland Development Center	27,239.33	Program Payment
Total Wires/ACH Transactions		657,601.66	

Transaction Date		Payee	Amount	Purpose
Kruger Clinic Activity:				
1408-1420	misc	Various Claimants/Vendors	35,677.20	Administered by Azose
Work Comp Activity:				
305457-305460	misc	Various Claimants/Vendors	652.24	Administered by Eberle Vivian
Total Disbursements			849,244.27	

Transaction Date		Payer	Amount	Purpose
Deposits:				
08/03/2020		Value Village	32,217.23	Monthly Rent - with payment 3 of 12 for April/May Rent Deferral
08/03/2020		Edmonds Medical Clinic	2,285.10	Monthly Rent
08/03/2020		Consolidated Press	30.00	Return of overpayment for the Canopy mailings
08/03/2020		Allied Dermatology Partners	7,517.38	Monthly Rent - UNDERPAID by April/May/June Rent Deferral
08/03/2020		Puget Sound Gastro	36,818.94	Monthly Rent - with payment 2 of 12 for April/May/June Rent Deferral
08/06/2020		Raymond Liu, D.D.S.	3,925.13	Monthly Rent and payment of missed CAM adjustment from March
08/10/2020		Snohomish County	19,811.47	Levy
08/13/2020		Healthcare Realty	4,663.72	Ground Lease - still owes leasehold excise tax from 1/1/20
08/13/2020		Swedish Childrens Clinic	172.22	Payment of additional repairs
08/24/2020		City of Lynnwood	156,134.83	Return of unspent BHCF monies
Total Deposits			263,576.02	

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 14393 through 14436 have been issued for payment in the amount of \$155,313.17. These warrants are hereby approved.

Attest:

Linda Hunt

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Warrants Processed:	08-01-2020 – 08-31-2020	\$155,313.17
Work Comp Claims Pd:	08-01-2020 – 08-31-2020	652.24
Kruger Clinic Processed:	08-01-2020 – 08-31-2020	35,677.20
Payroll:	07-26-2020 – 08-08-2020	21,595.75
	08-09-2020 – 08-22-2020	<u>15,546.53</u>
		37,142.28

Electronic Payments/	Payroll Taxes	15,235.35
Adjustments:	Payroll Processing	230.63
	Valic Retirement	5,241.55
	FSA Payments	445.06
	Bank Fees and Supplies	486.57
	WA State Dept Revenue	802.84
	Program Expenditures	<u>598,017.38</u>

620,459.38

Grand Total

\$849,244.27

PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2020 - 05

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington, appointing and designating Erica Ash as Hospital District Auditor and removing Linda Hunt as Hospital District Auditor.

BE IT RESOLVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, as follows:

Section 1. Erica Ash is found to be a person experienced in accounting and business practices, and is hereby appointed and designated Hospital District Auditor as of September 26, 2020, to perform under the direction of the Superintendent the duties set forth in Article III, Section 2, of the Bylaws of the District, a municipal corporation.

Section 2. Linda Hunt is hereby removed as the Hospital District Auditor effective as of September 26, 2020. The Superintendent is authorized and directed to notify all applicable institutions in writing that Linda Hunt has been removed as Hospital District Auditor.

ADOPTED and APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof this 26th day of September 2020, the following Commissioners being present and voting in favor of the resolution.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

CERTIFICATION

I, the undersigned, Secretary of Public Hospital District No. 2, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 2020-05 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Commission of the District held at the regular meeting place thereof on September 26, 2020, as that Resolution appears on the minute book of the District; and

2. A quorum of the members of the Commission of the District was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of September 2020.

PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON

Karianna Wilson, Secretary of the District

PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2020-06

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the "District"), appointing and designating Zoe Reese as the treasurer of the District and authorizing Wells Fargo, N.A., to honor her facsimile signature in that capacity; specifying the terms of the necessary surety bond; providing for payment by the District of the premium on such bond; and removing the current treasurer.

WHEREAS, pursuant to RCW 70.44.171 and Article III, Section 3, of the Amended and Restated Bylaws of the District (the "Bylaws"), the Commission is required to designate some person having experience in financial and fiscal matters as the treasurer of the District (the "Treasurer") subject to the requirement of an adequate surety bond with an authorized surety company; and

WHEREAS, by Resolution 2020-02, adopted February 26, 2020, Erica Ash was designated Treasurer; and

WHEREAS, the Commission desires to appoint a new Treasurer; NOW, THEREFORE,

BE IT RESOLVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, as follows:

Section 1. Zoe Reese, who is found to possess the necessary experience in financial and fiscal matters, is designated Treasurer to perform under the direction of the District's superintendent the duties set forth in Article III, Section 3, of the Bylaws with respect to all funds of the District, effective September 26, 2020, provided that such designee shall have by then obtained an adequate surety bond with a surety company authorized to do business in the State of Washington.

Section 2. Wells Fargo, N.A. (the "Bank"), as a designated depository of this municipal corporation, and its correspondent banks are hereby requested, authorized and directed to honor all checks and warrants drawn in the District's name on its respective accounts with the Bank (including those drawn to the individual order of any person or persons whose names appear thereon as signer or signers thereof) when bearing or purporting to bear the facsimile signature of the following:

ZOE REESE, Treasurer,

and the Bank (including its correspondent banks) shall be entitled to honor and to charge this municipal corporation for all such checks and warrants regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens from time to time filed

with the Bank by the Secretary or other authorized officer of the District; and further that all previous authorizations for the signing and honoring of such checks and warrants for the payment of the money drawn on the Bank by the District are continued in full force and effect as amplified hereby; that this authority shall continue in force until notice in writing of its revocation shall have been given to and received by the Bank; and that all transactions aforesaid which previously have taken place are hereby confirmed and ratified.

Section 3. The surety bond referred to in Section 1 assuring that the Treasurer shall faithfully perform the duties of those offices, shall be deemed adequate if it is payable to the District in the amount of at least \$250,000, which the Commission finds will protect the District against loss. The premium on such bond shall be paid by the District as provided by RCW 70.44.171.

Section 4. Erica Ash is hereby removed as Treasurer of the District effective September 26, 2020. The Superintendent is authorized and directed to notify the Bank and other financial institutions in writing that Erica Ash has been removed as Treasurer of the District.

ADOPTED and APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof this 26th day of September, 2020, the following Commissioners being present and voting.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

CERTIFICATION

I, the undersigned, Secretary of Public Hospital District No. 2, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 2020-06 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Commission of the District held at the regular meeting place thereof on September 26, 2020, as that Resolution appears on the minute book of the District; and

2. A quorum of the members of the Commission of the District was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of September, 2020.

PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON

Karianna Wilson, Secretary of the District

Program Oversight Committee – September 2020

I. Grant Requests

1. Volunteers of America & Edmonds College		Request for October 2020 – December 2021
		\$95,500
A request to place a bilingual English/Spanish 2-1-1 Community Resource Advocate at Edmonds College with flexibility to visit other locations in South County to provide services. This replaces the 2-1-1 Community Resource Advocate located at Verdant.		
Expected Results	The program will track: <ul style="list-style-type: none"> - Unduplicated residents served monthly (n=30) - Unduplicated Edmonds College students served monthly (n=20) - Unduplicated individuals directly provided with basic needs monthly (n=4) 	

Program Committee Recommendations:

VOAWW and Edmonds College: Recommend funding as requested.

II. Modifications to Contracts

Organization	Project/Program	Time Period	Total Funding	Recommendation
City of Edmonds	Physical Activity Program & Park Improvements	5/19-12/31/23	\$170,000 total	Reallocate \$70,000 to Civic Park project and update outcomes
Center for Human Services	Youth Counseling	9/1/19-9/1/21	\$540,000 (2 years)	Update outcomes
Center for Human Services	Behavioral Health Integration at VM-EFM	3/1/20-2/28/23	\$301,195 (3 years)	Update outcomes
Homage	Care Coordination	1/1/20-12/31/22	\$430,970 (3 years)	Update outcomes
Parent Trust for Washington Children	Stress Management & Relaxation Training Program	9/1/18 – 9/1/21	\$60,000 (3 years)	Update outcomes
Medical Teams International	Mobile Dental Program	9/1/18 – 9/30/21	\$299,700 (3 years)	Update outcomes
Medical Teams International	New Mobile Dental Fuse Vans	7/9/19 – 12/31/22	\$358,917	Update outcomes
Greater Seattle YMCA	Drowning Prevention (Swim Lessons)	12/15/17 – 12/30/20	Invoiced for services	Extend grant period to end 12/30/21
Total			\$2,160,782	

III. Superintendent's Discretionary Report

Newly Funded

Item	Organization	Project	Time Period	Cost
A.	Jean Kim Foundation	Hygiene Center	July-October 2020	\$56,420
B.	LETI	Back to School Success During COVID Pandemic	3 months (TBD)	\$16,500
C.	Foundation for Edmonds School District	Nutrition Access Program – Fall 2020	September-December 2020	\$18,830
D.	Parent Trust for WA Children	SMART (Stress Management and Relaxation Training) Parent Online Classes	3 months (Oct-Dec 2020)	\$850 total
E.	Kinderling	Monthly Parent Support Group and Individual Sessions	3 months (TBD)	\$2,700
F.	Wonderland	Weekly Parent Support virtual classes (2 separate 8-week groups)	TBD	\$4,400
Total				\$99,700



PUBLIC HOSPITAL DISTRICT NO. 2, SNOHOMISH COUNTY, WASHINGTON
d/b/a VERDANT HEALTH COMMISSION

GRANT AGREEMENT NO. A380

This Agreement (the “Agreement”) is entered into this 1st day of October, 2020, by and between Public Hospital District No. 2, Snohomish County, Washington, d/b/a Verdant Health Commission (“Verdant”) and Volunteers of America, Western Washington and Edmonds College (the “Contractors”). In consideration of the covenants and agreements included herein, Verdant and Contractor agree as follows:

Agreement Summary:

Name of Contractors:

Volunteers of America (VOA)
Project Fiscal Agent
PO Box 839,
Everett, WA, 98026

Edmonds College
Community Resource Advocate Host
20000- 68th Ave W
Lynnwood, WA 98036

Agreement Start Date: October 1, 2020

Agreement End Date: December 31, 2021

Project Grant Amount: \$95,500

1. Authority

1.1 Verdant is authorized under RCW 70.44.240 to “contract” with any “legal entity” to “provide any hospital or other health care facilities or other health care services to be used by individuals, districts, hospitals, or others, including providing health care maintenance services.” RCW 70.44.007 defines “other health care services” to include “services that promote health, wellness, and prevention of illness and injury.”

1.2 Contractors are established to serve people and communities in need and create opportunities for people to thrive.

2. Term

This Agreement shall commence on the start and end date outlined above, unless terminated earlier, pursuant to the terms and conditions of the Agreement. Such period shall be referred to as the “Term.”

3. Scope of Work and Incorporation of Exhibits

The Contractor shall provide services set forth in the Contractor's project application as accepted by Verdant (hereinafter, the "Project") and attached hereto as Exhibit A and incorporated herein by this reference. The Contractor shall comply with the requirements set forth in the following exhibits, which are incorporated herein by reference:

Exhibit A: Project Summary

Exhibit B: Budget Narrative

Exhibit C: Monthly/Quarterly Report

Exhibits D-1 & D-2: 6-month Progress & Budget Reports

Exhibit E-1, E-2 & E-3: Annual Performance, Demographic & Budget Reports

Exhibit F: Grant Modification Request

4. Renewals

Pending positive grantee performance and attainment of measurable outcomes, grantees may be eligible to renew this project two times for a total of three years.

5. Termination

5.1 Subject to Section 15 (Corrective Action), Verdant may terminate or suspend this Contract, in whole or in part, upon seven (7) days advance written notice to Contractor in the event that: (1) the Contractor materially breaches any duty, obligation or service required pursuant to this Contract, or (2) the duties, obligations or services required herein become impossible, illegal or not feasible.

5.2 If the termination results from any act or omission of the Contractor, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Contractor shall return to Verdant any funds, misappropriated and/or unexpended, which have been paid to the Contractor by Verdant. Contractor shall return such funds within ten (10) business days of receipt of notice of termination and request for return of funds. Funds shall be returned to Verdant by wire, certified check, or business check.

6. Compensation, Method of Payment, and Budget vs. Actual Expense

6.1 Verdant shall provide funding to the Contractor- VOA in the amount specified above for the Project. Funds are payable in two payments. The first payment, \$50,933 for October 2020 through May 2021, will be issued the later of: (1) the first week of October 2020 or (2) within 7 days of receipt and approval by Verdant of the fully signed and executed Contract. The second payment, \$44,567 for June through December 2021, will be issued on or before Jun 15, 2021 if project deliverables are on track.

6.2 The Contractor shall apply the funds received from Verdant under this Contract in accordance with the budget in Exhibit B. All grants funds must be expended by the end of the contract term and any unexpended funds must be returned to Verdant within 60 days of contract end date.

6.3 The Contractor must receive prior approval from Verdant for an amendment to Exhibit B when the cumulative amount of transfers across all budget line items is expected to exceed 10% of the total contract amount by submitting a grant modification request in Exhibit F. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment.

6.4 Verdant shall have the sole and exclusive discretion to approve any requested changes and any such approved changes must be set forth in an amendment to this Contract. Verdant will not accept changes to the budget and/or project summary in the fourth quarter of the Term. Smaller budget variations not exceeding the cumulative 10% rule must still be explained in bi-annual budget reports.

6.5 If travel costs are contained in Exhibit B, the mileage rate allowed by Verdant shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. Please reference the federal website for current rates: www.gsa.gov.

7. Internal Control and Accounting System

7.1 The Contractors shall establish and maintain a system of accounting and internal controls which complies with generally accepted accounting principles promulgated by the Financial Accounting Standards Board (FASB), the Government Accounting Standards Board (GASB), or both as applicable to the Contractor's form of incorporation.

7.2 Contractors will provide reasonable stewardship of grant funds, ensuring that they are used for the purposes, and in the ways set forth, in this Agreement.

7.3 Verdant seeks to work with organizations and individuals who perform at the highest levels and who share our commitment to ethical conduct and practices. Contractor represents and agrees that:

- A. Contractors aspire to provide a tolerant and civil workplace that fully encourages equal employment opportunities for underrepresented groups allowable under applicable law and is free of discrimination, harassment, and misconduct.
- B. Contractors have in place, and enforce in accordance with their terms, policies, procedures, and practices that help ensure a tolerant and civil workplace, including, but not limited to, staff training regarding workplace misconduct, mechanisms for complaints to be made to an impartial person, fair processes for investigation and adjudication, and prohibitions of retaliation against persons making good faith complaints. If Verdant asks, you will provide copies of such policies and procedures as then in effect.
- C. Contractors will provide reasonable stewardship of the grant funds, ensuring that they are used for the purposes, and in the ways set forth, in this Agreement.
- D. Contractors have in place and will maintain a system of internal accounting controls and systems sufficient to a) provide reasonable assurance regarding the reliability of financial reporting and the preparation and fair presentation of financial statements in accordance with generally accepted accounting principles and b) satisfy the financial responsibilities under this Agreement.

8. Debarment and Suspension Certification

Contractors, by signature of this Contract, certifies that the Contractors are not presently debarred, suspended or proposed for debarment by any governmental entity. The Contractor agrees to notify Verdant in the event it, or a subcontractor, is debarred, suspended or proposed for debarment by any governmental entity.

9. Maintenance of Records

9.1 The Contactor shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by Verdant for six (6) years to ensure proper accounting for all contract funds and compliance with this Contract. Medical records shall be maintained and preserved by the Contractor in accordance with state and federal medical records statutes, and standard medical records practice. If the Contractor ceases operations under this Contract, the Contractor shall be responsible for the disposition and maintenance of such medical records. Contractor acknowledges that records may be subject to disclosure under the Public Records Act, Chapter 42.56 RCW.

9.2 Any grant funds that have not been used for, or committed to, the project upon expiration or termination of this Agreement must be returned promptly to Verdant.

10. Reporting and Evaluation

10.1 *Monthly Reports (Exhibit C):* Contractor-VOA shall submit a narrative progress report of up to 5,000 characters to Verdant on the 10th day of the month, starting on November 10, 2020, until the Agreement ends, or the project is complete.

10.2 *Six-month Progress & Budget Reports (Exhibits D-1 & D-2):* Contractor shall submit six-month progress and budget reports by April 10, 2021 that explains how grant funds have been used in the project.

10.3 *Annual Performance, Demographic & Budget Reports (Exhibits E-1, E-2 & E-3):* Contractor shall submit annual performance, demographic, and budget reports to Verdant. The reports are due within one month of the end of the project term. If the contractor completes the project before the end of the contract term, the reports are due within one month of the completion of the project.

10.4 *Grant Modification Request (Exhibit F):* The Contractor may submit a grant modification request to amend the project and deliverables of the grant agreement until 30 days before the contract end date using the form in Exhibit F.

10.5 *Other:* Contractor shall comply with requests for any additional information or reports relevant to the Contract or provision of funded services that may be requested at any time by Verdant during the Term.

CONDITION	FORMAT	DUE DATE
Contract Period Begins	1 st Grant payment sent by Verdant	October 8, 2020
Certificate of Insurance	Submitted via Email	October 1, 2020
6-month Progress Report	Submitted via Email	April 10, 2021
Contract Reviewed	2nd Grant payment sent by Verdant if deliverables are on track	June 17, 2021
Annual Performance, Demographic & Budget Reports (Exhibits E-1, E-2 & E-3)	Submitted via Email	January 31, 2022

11. Site Visits and Monitoring

11.1 The Contractors shall host, at a mutually agreeable date, a virtual or in-person site visit/monitoring review during the Term. The site visit may include any combination of a review of fiscal, administrative, and programmatic components. Key personnel involved in implementation of the Project should be available. If requested by Verdant, Contractor shall prepare a corrective action plan, implement corrective measures, and establish agreed timelines for addressing Verdant concerns.

11.2 Verdant reserves the right to audit all supporting financial documentation of grant fund expenditures. If any expenses are found to be unallowable or without justification or documentation, as determined in Verdant's sole discretion and with reference to the attached budget, Verdant reserves the right to terminate the Contract pursuant to Section 3 of this Contract and/or to require that the Contractor return to Verdant the funds issued.

12. Participation in Verdant Grantee Meetings and Technical Assistance Workshops

Verdant is dedicated to the success of each grantee. Verdant intends to convene at least one grantee meeting and one technical assistance workshops during the Term. The Contractors agree to send at least one representative to each meeting. Verdant will provide meeting notice at least one month in advance.

13. Publicity and Materials

Contractors shall acknowledge in all promotional, informational, and educational materials developed under this grant that funding was received from Verdant. Additionally, Contractors will acknowledge in any publicity given to this grant that funding was received from Verdant. Contractors shall enclose copies of any publicity or reports with its Quarterly reports to Verdant.

14. Compliance with the Health Insurance Portability and Accountability Act (HIPAA)

Neither party to this Contract shall use protected health information created or shared under this Contract in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions.

15. Audits

If the Contractor has an external audit, financial review, and/or OMB Circular A-133 audit during the term, Contractor must submit the audit, including any management letters, to Verdant within two weeks of issue.

16. Corrective Action

If Verdant determines a breach of this Contract has occurred, that is, the Contractors have failed to comply with any terms or conditions of this Contract or the Contractors had failed to provide in any manner the work or services agreed to herein, and if Verdant, in its sole discretion, deems said breach to warrant corrective action, the following sequential procedure will apply:

- A. Verdant will notify the Contractors in writing of the nature of the breach. The Contractors shall reply within three (3) working days of its receipt of such notification and shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Contract into compliance, which shall be no more than ten (10) days from the date of the Contractor's response, unless Verdant, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;

- B. Verdant will notify the Contractor in writing of Verdant's determination as to the sufficiency of the Contractor's corrective action plan. The determination of sufficiency of the Contractor's action plan shall be at the sole discretion of Verdant; and
- C. In the event the Contractor does not respond within the appropriate time with a corrective action plan, or the Contractor's corrective action plan is determined by Verdant to be insufficient, Verdant may commence termination pursuant to Section 4 of this Contract.

Dispute Resolution

The parties shall use good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Contract. Without limiting Verdant's rights hereunder, both parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Contract while attempting to resolve any dispute.

17. Independent Contractor; Indemnification; Insurance

17.1 Contractors are independent Contractors, and neither it nor its officers, agents, or employees shall be considered for any reason to be employees of Verdant for any purpose. The Contractors shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services. Verdant assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Contractors, their employees, and/or others by reason of this Contract.

17.2 Contractors shall, at its cost and expense, protect, defend, indemnify, and hold harmless Verdant Health Commission, its directors, officers, employees, and agents, from and against any and all demands, liabilities, causes of action, costs and expenses (including attorneys' fees), claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of each Contractor, its directors, officers, employees, or agents, relating in any way to the Contractor's performance under the Contract. These indemnification obligations shall survive the termination of the Contract.

17.3 The Contractors further agree that they are financially responsible for and will repay Verdant all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Contract by each Contractor, its officers, employees, agents, and/or representatives. This duty to repay Verdant shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Term or Termination section.

17.4 By the first date of the Term, Contractor shall procure at its own expense and agree to maintain, for the duration of the Term, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work by Contractor, its agents, representatives, employees and/or subcontractors. Copies of certificates of insurance shall be provided to Verdant prior to contract execution. Minimum insurance includes general liability, professional liability, errors and omissions, automobile liability and workers' compensation in amounts reasonably acceptable to Verdant as determined based on the Contract. Failure by the Contractor, its agents, employees, officers, subcontractors, providers, and/or provider subcontractors to comply with the insurance requirement shall constitute a material breach of this Contract.

17.5 A copy of the Contractor's Certificate of Insurance shall be submitted to Verdant at the beginning of the Term.

18. Credentialing of Independent Health Care Practitioners and Allied Health Professionals

18.1 Verdant recognizes that the provision of health care and health-related services encompasses a wide variety of providers, including licensed medical providers, community health workers, interpreters, outreach workers, etc. These individuals may be paid or contract staff and/or volunteers.

18.2 Contractors shall ensure appropriate licensure and/or credentialing exists for all health providers defined by the State of Washington as independent health care practitioners (IHCPs) and Allied Health Professionals (AHPs). IHCPs are those health care providers who, within the scope of their training, licensure, and experience, independently diagnose, initiate, alter or terminate health care treatment. IHCP providers include, but are not limited to, physicians, pathologists, dentists, nurse midwives, nurse practitioners, chiropractors and naturopaths.

AHPs are health services personnel who are required to maintain a WA State license to satisfy their job requirements (e.g., pharmacists, paramedics, counselors, LPNs, social workers, and acupuncturists). Contractor must conduct appropriate background checks for any non-credentialed personnel providing services under this Contract.

19. Subcontracting

19.1 The Contractors shall not assign or subcontract any portion of this Contract without the written consent of Verdant. Said consent must be sought in writing by the Contractors not less than fifteen (15) days prior to the date of any proposed assignment.

19.2 Any subcontracted entity performing work under this Contract is subject to all the provisions and requirements of the Contract. Subcontracted entities are accountable to Contractors regarding fiscal record keeping and Project activities. Contractor must enter into a formal subcontract agreement with any subcontractor and such agreement must specify what services are to be provided, to whom and over what time, the line item breakdown of each cost associated with the subcontract, reimbursement provisions, and language which addresses compliance with all applicable regulations related to this funding source. A copy of each sub-contract agreement must be submitted to Verdant within thirty (30) days of the proposed subcontracted activities. A subcontract is not required for procurement of goods and one-time or infrequent services. Contractors should contact Verdant with any questions related to this term.

19.3 The following language must be included in all subcontracts: Subcontractor acknowledges that the contract for subcontractor's services relates to a contract between the Contractors and Verdant Health Commission. Subcontractor shall, at its sole cost and expense, protect, defend, indemnify, and hold harmless Verdant Health Commission, its commissioners, officers, employees, and agents, from any and all demands, liabilities, causes of action, costs and expenses (including attorneys' fees), claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of the subcontractor, its directors, officers, employees, or agents, relating in any way to the subcontractor's performance as it relates to the contracted matter. These indemnification obligations shall survive the termination of the contract. Subcontractors expressly agree and understand that the Verdant Health Commission is a third-party beneficiary to the contract between Contractors and subcontractor and shall have the right to bring an action against the Subcontractor to enforce the provisions of this paragraph.

20. Nondiscrimination and Equal Employment Opportunity

20.1 The Contractors shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this section.

20.2 During performance of this Contract, the Contractors agree that it will not discriminate against any employee, applicant for employment, or client seeking services, because of the employee, applicant, or client's sex, race, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, veteran status, or age except by minimum age and retirement provisions, unless based upon a bonafide occupational qualification. The Contractors will make equal employment opportunity efforts to ensure that applicants, employees, and clients are treated equally, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, veteran status, or age. Contractors will have and enforce in accordance with their terms, policies, procedures, and practices that help ensure a tolerant and civil workplace, including but not limited to: staff training regarding workplace misconduct; mechanisms for complaints to be made to an impartial person; fair processes for investigation and adjudication; and prohibitions of retaliation against persons making good faith complaints. If Verdant asks, contractor will provide Verdant with copies of such policies and procedures then in effect.

21. Conflict of Interest

The Contractor agrees to abide by generally accepted conflict of interest standards in the areas of hiring, promotion, and subcontracting.

22. Political Activity and Lobbying Prohibited

No funds, materials, property, or services provided directly or indirectly under this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for public office. Costs associated with lobbying at the federal, state, or local levels are not allowed under this Contract. Definitions of unallowable lobbying activities/costs are detailed in applicable OMB circulars and Chapter 42.17A RCW and all applicable Public Disclosure Commission materials.

23. Future Support

Verdant makes no commitment to support the Project contracted for herein and assumes no obligation for future support of the Project except as expressly set forth in this Contract.

24. Entire Contract/Waiver of Default

The parties agree that this Contract is the complete expression of the terms hereto and any oral or written representations or understanding not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Contract. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to be such through written approval by Verdant, which shall be attached to the original Contract.

25. Grant Modification

This Contract may not be amended or modified unless the parties agree in a separate writing, signed by both parties, and the amendment is incorporated by reference as an additional attachment to this Contract as Exhibit E.

26. Project Delivered in Accordance with Law and Rule and Regulation

The Contractor agrees and will require any subcontractor to agree abide by the laws of the state of Washington, rules and regulations promulgated thereunder.

27. Prohibited Uses & Repayment

If any grant funds are used in ways this Agreement does not permit and that Verdant has not otherwise agreed to, contractor will notify Verdant immediately. Verdant may choose to terminate the grant pursuant to Section 5 if grant funds are used for purposes that are not considered charitable, contractor will immediately repay those funds plus, if applicable, any additional amounts necessary for Verdant to correct taxable expenditures. In addition, if Verdant terminates the grant because of contractor's failure to hold the grant funds in a separate fund as required by Section 7, contractor will promptly repay all grant funds received under this Agreement, even if those funds have been expended or committed.

28. Notice

Any and all notices or other communications required or permitted to be given under any of the provisions of this Contract shall be in writing and shall be deemed to have been duly given (a) upon receipt when personally delivered, (b) sent by overnight courier or two days after deposit in the United States mail if by first class, certified or registered mail, return receipt requested; or (c) by electronic mail transmission on or before 5:00 p.m. on a business day, provided that notice sent by one of the above methods is also given that same day. All notices shall be addressed to the Parties at the addresses set forth below or at such other addresses as a Party may specify by notice to the other Party and given as provided herein:

If to Verdant:

Zoe Reese
 Director of Community Impact
 zoe.reese@verdanthealth.org
 Verdant Health Commission 4710 196th St. SW
 Lynnwood, WA 98036

If to Contractors:

Volunteers of America (VOA)
 Lisa Hull
 lhull@voaww.org
 PO Box 839,
 Everett, WA, 98026

Edmonds College
 Christina Castorena
 christina.castorena@edcc.edu
 20000- 68th Ave W
 Lynnwood, WA 98036

29. Governing Law

This Contract and all amendments thereof shall be governed by and construed in accordance with the laws of the State of Washington applicable to contracts made and to be performed therein, without giving effect to its conflicts of law rules or choice of law provisions. Each provision of this Agreement must be interpreted in a way that is enforceable under applicable law. If any provision is held unenforceable, the rest of the Agreement will remain in effect.

30. No Third-Party Beneficiaries

This Contract is made only to and for the benefit of the parties hereto and shall not create any rights in any other person or entity.

31. Counterparts

This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same original agreement.

Verdant Health Commission

Signed: _____

Lisa Edwards, Superintendent

Volunteers of America, Western Washington

Signed: _____

Steve Corsi, CEO

Printed Name: _____

Title: _____

Edmonds College,

Signed: _____

Amit Singh, President

Printed Name: _____

Title: _____

EXHIBIT A

PROJECT DESCRIPTION

The 2-1-1 Community Resource Advocate (CRA) plays an important role in connecting South Snohomish County Citizens to vital resources as a single point of contact. Volunteers of America will provide a full time (40 hours per week) bilingual Spanish/English speaking 2-1-1 Community Resource Advocate to serve the residents of South Snohomish County. Edmonds College will provide office space and a computer at the Lynnwood Campus (when campus reopens) as the primary workstation for the 2-1-1 Community Resource Advocate. The CRA will conduct outreach to community-based organizations and provide referral to case management services available at PHD2. The CRA will also work to identify new health and wellness resources in South Snohomish County and make connections with health and wellness providers to become an established community resource for constituents. The CRA will make him or herself available by telephone, voicemail and/or email.

Project partners will review and approve the 2-1-1 Bilingual Spanish/English speaking Community Resource Advocate proposed by VOA for this project. This individual will be responsible for working with project partners and providing a monthly status report of outreach activities and the number of individuals served. For every encounter, the CRA will track the client's name and services offered and any resources provided. All receipts for purchases will be retained and kept on file.

OBLIGATIONS OF VOA: VOA will hire, supervise and train a full time (40 hours per week) bilingual 2-1-1 Community Resource Advocate who will be a single point of contact for community members to learn about various resources and receive assistance via phone and 1 x 1 meetings. The Community Resource Advocate will assess a person's needs and develop an action plan that will connect people with the resources that they need. When the 2-1-1 CRA is not available the calls will be answered at the VOA call center. For both calls and in-person meetings, the CRA will track the nature of each interaction and services offered. VOA will be the employer of record for the CRA and fiscal agent for the project and complete all financial and performance reports that are submitted to Verdant.

OBLIGATIONS OF EDMONDS COLLEGE: Edmonds College will provide 300 sq. feet of confidential office space and a computer for the CRA to use to meet and 1 x 1 with constituents. Edmonds College will promote the CRA as an on-campus resource to students and the surrounding community.

Activities	Measurable Outcome	Number to be Served
Conduct outreach and connect community residents to resources	CRA will engage with at least 2 individuals everyday	At least 30 unduplicated people engaged every month
The CRA will offer basic and essential needs to eligible clients (e.g. basic hygiene supplies bus passes)	CRA will provide up to \$200 a month to support basic needs of constituents (maximum of \$50 per person.)	At least 4 persons will be provided resources to support their basic needs every month.
The CRA will identify and support individuals who are enrolled at Edmonds College or in pre-enrollment programs at community-based organizations leading to Edmonds College	CRA will actively engage with Edmonds College Students and community members seeking to enroll at Edmonds College	At least 20 students will be supported every month.

EXHIBIT B
BUDGET NARRATIVE

Personnel Expenses Full Time bilingual Spanish/English CRA with benefits	\$77,500
Direct Project Expenses Basic Needs resources for clients (\$200 a month x 15 mos.)	\$3,000
Administrative Expenses VOA Project Administration: monthly data collection and reporting	\$15,000
SUBTOTAL	\$95,500
Contractor Expenses Computer provided by Edmonds College Office Space provided by Edmonds College Cellphone provided by VOA HR Oversight provided by VOA	\$900 \$5,000 \$900 \$1,500
TOTAL	\$103,800

EXHIBIT C
MONTHLY/QUARTERLY REPORT FORM
(Sample Template)

Monthly/Quarterly Reports

Add columns if you are reporting monthly

Metric	Full Term Goal	--/-- /20-- to --/--/20-- Actual	--/--/20-- to --/--/20-- Actual	--/--/20-- to --/--/20-- Actual	--/-- /20-- to --/--/20-- Actual	Total Actual	% of Goal
Total unduplicated clients across all services (Please fill out total year-to-date for each report submitted)							

Monthly/Quarterly Report Questions:

1. Describe major program accomplishments during this time period.
2. Discuss any challenges or setbacks to the program.
3. Explain any changes that have been made to the program or activities since the grant application was submitted.
4. Do you expect to meet your goals on the reported metrics? For any metrics for which you do not expect to meet the goal, please provide an explanation or comments on the cause.
5. Have your definitions or collection methods changed for any of the reported methods? Please provide an explanation for any changes.
6. For closing grants only: For grantees completing their final year of Verdant funding, please tell us what you learned during all Verdant funding for this project, including trends in service delivery, client utilization, etc.

Exhibit D-1

6-Month Progress Report

(Sample Template)

Use this template to complete the 6-month progress and budget report.

Organization Name:

Primary Contact Name:

Primary Contact Email:

Grant #

Project Name

Performance Period for 6-month Report:

Narrative Questions:

1. Summarize the main proposed activities and the target for how many would be served during this period.
2. What is the progress so far in implementing these activities and how many people have been served?
3. Is the project on target or behind where you planned to be at this point in the grant? If behind, please explain why and how you plan to get back on track.
4. Summarize key factors that have aided in your success and the challenges that you encountered. Share any course corrections made and lessons learned.
5. Have there been any significant changes to the original budget? If so, what were they?
6. Share a brief story that illustrates the impact of this project.

EXHIBIT D-2
6-MONTH BUDGET REPORT
 (Sample Template)

Go to www.verdanthealth.org to download **Exhibit D-2, 6-month budget v actual report form** and complete.

6 Month Budget v. Actual

Agency:
 Project:
 Start Date:
 End Date:
 Total Grant:

Percent of Project Funded by VERDANT	Budget	Actual
	0.00%	0.00%

Tab	Item	Funded by this Grant: Budget	Funded by this Grant: Actual	Difference	Percent of Budget Expended
Personnel Expenses		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
Direct Project Expense	Total Personnel	\$ -	\$ -	\$ -	0.00%
	Travel/mileage	\$ -	\$ -	\$ -	0.00%
	Equipment	\$ -	\$ -	\$ -	0.00%
	Supplies	\$ -	\$ -	\$ -	0.00%
	Telecommunications	\$ -	\$ -	\$ -	0.00%
	Mail/postage	\$ -	\$ -	\$ -	0.00%
Administrative Expenses		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
Subcontractual Expenses		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
Total		\$ -	\$ -	\$ -	0.00%

EXHIBIT E-1
Year-End Evaluation Report
(Sample Template)

Exhibit E-1 may be revised after a conversation with Verdant staff during the first quarter of your grant term.

Year-End Evaluation Report Due:

For each benchmark agreed on by the Contractor and Verdant, answer the following:

Benchmark 1 Outcome Title

- Performance/Outcome (Percent)
- Numerator (Number of clients who met the performance benchmark)
(Character limit: 10)
- Denominator (Number of clients sampled)
(Character limit: 10)
- How did you measure this outcome?
(Character limit: 5000)
- To what factors do you attribute your performance level?
(Character limit: 5000)
- Plan for improvement (if applicable)
(Character limit: 5000)

Benchmark 2 Outcome Title

- Performance/Outcome (Percent)
- Numerator (Number of clients who met the performance benchmark)
(Character limit: 10)
- Denominator (Number of clients sampled)
(Character limit: 10)
- How did you measure this outcome?
(Character limit: 5000)
- To what factors do you attribute your performance level?
(Character limit: 5000)
- Plan for improvement (if applicable)
(Character limit: 5000)

Benchmark 3 Outcome Title

- Performance/Outcome (Percent)
- Numerator (Number of clients who met the performance benchmark)
(Character limit: 10)
- Denominator (Number of clients sampled)

- (Character limit: 10)
- How did you measure this outcome?
(Character limit: 5000)
- To what factors do you attribute your performance level?
(Character limit: 5000)
- Plan for improvement (if applicable)
(Character limit: 5000)

Benchmark 4 Outcome Title

- Performance/Outcome (Percent)
- Numerator (Number of clients who met the performance benchmark)
(Character limit: 10)
- Denominator (Number of clients sampled)
(Character limit: 10)
- How did you measure this outcome?
(Character limit: 5000)
- To what factors do you attribute your performance level?
(Character limit: 5000)
- Plan for improvement (if applicable)
(Character limit: 5000)

Benchmark 5 Outcome Title

- Performance/Outcome (Percent)
- Numerator (Number of clients who met the performance benchmark)
(Character limit: 10)
- Denominator (Number of clients sampled)
(Character limit: 10)
- How did you measure this outcome?
(Character limit: 5000)
- To what factors do you attribute your performance level?
(Character limit: 5000)
- Plan for improvement (if applicable)
(Character limit: 5000)

How do you plan to use the results of this evaluation to improve and/or sustain your project?

Other Information (optional, 2 pages max): You may use this space to provide Verdant with any other information (such as qualitative evaluation, short case studies, etc.) that will offer additional insight into your program's performance during the year.

EXHIBIT E-2

CLIENT DEMOGRAPHIC REPORT

(Sample Template)

Go to www.verdanthhealth.org to download **Exhibit E-2, Client Demographic Report** and complete.

Instructions: Enter the demographic information into the appropriate cells. Completing the "Total number of (unduplicated) clients" is critical, as that figure will calculate the percentages automatically. For each section, if there are a large number of clients listed as "Unknown/Not Tracked," please include comments in your narrative report to describe why those clients are unknown or how your data categories differ from ours.

The "Total number of (unduplicated) clients" that you report should represent the total number of discreet individuals to whom you provided services during the contract year. You should only count a client once, regardless of how often they used your service or how many different types of services they used. In other words, if John Smith attended seven medical appointments, he would only be counted once toward your unduplicated client count. If Jane Smith had a mental health visit and attended a support group, she would only be counted once toward your unduplicated client count.

Agency Name Project Name					
	Annual Goal		Results (completed at end of year)		Comments
Total number of (unduplicated) clients	100				
Gender	Annual Goal	%	Results (completed at end of year)	%	Comments
Female		0%		0%	
Male		0%		0%	
Transgender: Male to Female		0%		0%	
Transgender: Female to Male		0%		0%	
Gender Nonconforming		0%		0%	
Other gender identity not listed above		0%		0%	
Gender Unknown/Not Tracked		0%		0%	
Total	0	0%	0	0%	
Age	Annual Goal	%	Results (completed at end of year)	%	Comments
Infants (Birth to 3)		0%		0%	
Children (Age 4-12)		0%		0%	
Youth (Age 13-24)		0%		0%	
Adults (Age 25-64)		0%		0%	
Seniors (Age 65+)		0%		0%	
Unknown/Not Tracked		0%		0%	
Total	0	0%	0	0%	
Race/Ethnicity	Annual Goal	%	Results (completed at end of year)	%	Comments
African		0%		0%	
African-America/Black		0%		0%	
Asian		0%		0%	
Pacific Islander		0%		0%	
Caucasian		0%		0%	
Latino/Latina		0%		0%	
American Indian/Alaska Native		0%		0%	
Arab/Middle Eastern		0%		0%	
Multiracial		0%		0%	
Unknown/Not tracked		0%		0%	
Total	0	0%	0	0%	
Birth Nationality	Annual Goal	%	Results (completed at end of year)	%	Comments
Born outside the United States		0%		0%	
Born inside the United States		0%		0%	
Unknown/Not tracked		0%		0%	
Total	0	0%	0	0%	
Primary Language	Annual Goal	%	Results (completed at end of year)	%	Comments
Use the blank spaces to list the other top 10 languages spoken by the clients you served. For all languages in the "Other" section, include a full list of languages in the narrative or as an attachment.					
English		0%		0%	
Spanish		0%		0%	
Chinese, Mandarin, and Cantonese		0%		0%	
Korean		0%		0%	
Arabic		0%		0%	
Russian and Ukrainian		0%		0%	
		0%		0%	
		0%		0%	
		0%		0%	
Unknown/Not tracked		0%		0%	
Total	0	0%	0	0%	

Health Insurance Status	Annual Goal	%	Results (completed at end of year)	%	Comments
Uninsured		0%		0%	
Medicaid (Apple Health)		0%		0%	
Medicare		0%		0%	
Dually Eligible (Medicaid & Medicare)		0%		0%	
Private Insurance		0%		0%	
Unknown	100	100%		0%	
Total	100	100%	0	0%	
Homeless or Had Unstable Housing Within the Last 12 Months	Annual Goal	%	Results (completed at end of year)	%	Comments
Yes		0%		0%	
No		0%		0%	
Unknown	100	100%		0%	
Total	100	100%	0	0%	
Percent of Federal Poverty Level (see table at right for FPL data)	Annual Goal	%	Results (completed at end of year)	%	Comments
Below 133%		0%		0%	
133% - 199%		0%		0%	
200% - 299%		0%		0%	
300% - 399%		0%		0%	
400% or more		0%		0%	
Unknown Income/Not Tracked		0%		0%	
Total	0	0%	0	0%	
Participants by Zip Code	Annual Goal	%	Results (completed at end of year)	%	Comments
In Verdant's district: 98012		0%		0%	
In Verdant's district: 98020		0%		0%	
In Verdant's district: 98021		0%		0%	
In Verdant's district: 98026		0%		0%	
In Verdant's district: 98036		0%		0%	
In Verdant's district: 98037		0%		0%	
In Verdant's district: 98043		0%		0%	
In Verdant's district: 98046		0%		0%	
In Verdant's district: 98087		0%		0%	
Elsewhere in Snohomish County		0%		0%	
Outside of Snohomish County		0%		0%	
Unknown/Not tracked		0%		0%	
Total	0	0%	0	0%	

2020 Federal Level Poverty Guidelines				
Household Size	133%	200%	300%	400%
1	\$16,971	\$25,520	\$38,280	\$51,040
2	\$22,929	\$34,480	\$51,720	\$68,960
3	\$28,888	\$43,440	\$65,160	\$86,880
4	\$34,846	\$52,400	\$78,600	\$104,800
5	\$40,804	\$61,360	\$92,040	\$122,720
6	\$46,763	\$70,320	\$105,480	\$140,640
7	\$52,721	\$79,280	\$118,920	\$158,560
8	\$58,680	\$88,240	\$132,360	\$176,480

EXHIBIT E-3
ANNUAL BUDGET REPORT
 (Sample Template)

Go to www.verdanthhealth.org to download **Exhibit E-3, Annual Budget Report** and complete.

Annual Budget v. Actual

Agency:
 Project:
 Start Date:
 End Date:
 Total Grant:

Percent of Project Funded by VERDANT	Budget	Actual
	0.00%	0.00%

Tab	Item	Funded by this Grant: Budget	Funded by this Grant: Actual	Difference	Percent of Budget Expended
Personnel Expenses		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
Direct Project Expense	Total Personnel	\$ -	\$ -	\$ -	0.00%
	Travel/mileage	\$ -	\$ -	\$ -	0.00%
	Equipment	\$ -	\$ -	\$ -	0.00%
	Supplies	\$ -	\$ -	\$ -	0.00%
	Telecommunications	\$ -	\$ -	\$ -	0.00%
	Mail/postage	\$ -	\$ -	\$ -	0.00%
Administrative Expenses		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
Subcontractual Expenses		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	0.00%
Total		\$ -	\$ -	\$ -	0.00%

EXHIBIT F

GRANT MODIFICATION REQUEST FORM

Use this form to proactively communicate with Verdant about changes to the grant period, scope, budget, and/or outcomes during the performance period. This form must be submitted to info@verdanthealth.org no later than 30 days before the current grant end date for consideration. Written approval from Verdant is required before any changes to the grant are implemented.

Organization: _____ Grant Title: _____
 Grant ID# (located in the lower left corner of the agreement): _____
 Point of Contact: _____ Email: _____ Phone: _____

Total Grant Amount: \$ _____ Grant Balance to date: \$ _____

Specify Grant Year for modification:

- ☐ Year 1 Dollar amount to be reallocated \$ _____
☐ Year 2 Dollar amount to be reallocated \$ _____
☐ Year 3 Dollar amount to be reallocated \$ _____

Total Amount of Grant Balance for which you are requesting reallocation: \$ _____

☐ **VERIFICATION**

This modification is being submitted by

Name: _____ Phone: _____ Date: _____

☐ **REQUEST TO EXTEND GRANT PERIOD**

Current grant end date: _____ Requested end date: _____
 Current balance of unspent funds: _____

Are you requesting a cost- extension where you plan to continue to incur until the requested end date?

☐ YES ☐ NO

Are you requesting a no-cost extension and you will continue with the approved project with no additional funding from the Verdant Health Commission? You will utilize the funding that has already been received and no further funding will be provided after _____(date).

☐ YES ☐ NO

Reason for extending the grant period:

Briefly describe the circumstances necessitating an extension.

☐ REQUEST TO PAUSE GRANT ACTIVITIES

What is the time period that you are requesting? From _____ to _____
Explain the request to pause grant activities:

☐ PROPOSE NEW DELIVERABLES FOR GRANT

Provide a written description of proposed activities and deliverables that you will undertake with the existing funding from Verdant.

ACTIVITY	MEASURABLE OUTCOME (EX: # SERVED)

☐ REQUEST REALLOCATION OF REMAINING GRANT FUNDS

Total Amount of Grant Balance for which you are requesting reallocation: \$
(this amount should match what is listed at the beginning of this form and be reflected in the chart below)

Complete the line items below by entering the original grant award and the change you are requesting.

PROJECT EXPENSES	VERDANT AWARD	AMOUNT EXPENDED	PROPOSED ALLOCATION OF REMAINING FUNDS
Salaries & Wages			
Consultants and professional services			
Office supplies and materials			
Equipment			
Postage and mailing			
Rent/Occupancy			
Indirect expenses			
Travel			
Other			
TOTAL			

Briefly describe the new use of funds and the reason for reallocation:

☐ REQUEST TO END GRANT

Will you have a balance of unspent grant funds?

☐ YES ☐ NO

What is the amount of unspent funds that you will be returning to the Verdant Health Commission?
\$

I attest that I am the authorized representative of my organization to complete and submit this grant modification request to the Verdant Health Commission.

Name:

Date:

If you have questions while completing this document, contact Verdant at (425) 582-8600 or info@verdanthealth.org.

Verdant Approval:

Date:

Notes:

Verdant Community Wellness Center Report: September 26, 2020

Addressing Food Insecurity during the economic crisis:

- Distributed 920 Fruit & Veg. Vouchers since April, 2020 to food insecure clients thru 7 partners
- Exploring partnering with SHAG on a food insecurity grant in 4 Housing Complexes in PHD#2
- Working with Edmonds & Lynnwood Foodbanks to expand food delivery programs

Modifying programming to serve vulnerable, at-risk populations virtually:

- Monthly Diabetes Support: 9/16/20 *Using Technology in Diabetes Self-management* - 28 registered
- Exploring partnering with PH#3 to co-sponsor quarterly 4-week Diabetes-friendly Living Series

Offering behavioral health resources for the community virtually:

- Free 8-week Support Group on “Grief & Loss” 9/1–10/20 - enough interest to offer a 2nd group
- Offering COVID telehealth counseling for residents experiencing heightened anxiety/depression
- Offering Free 8-week Support Group on “Managing Difficult Emotions” 10/21-Dec 16

Virtual Programming:

- October schedule includes 3 nutrition education classes, 1 behavioral health group, 2 diabetes education and support classes and 1 breast cancer awareness & prevention class
- Long term planning – continuing to develop “Healthy Living Academy” a 2021 series of virtual classes

Note: Sue Waldin is assisting with 10 grant modifications and working with 3 grantees on COVID funding

Verdant Community Social Worker Highlights: September 2020

- During this period several CHART clients have appeared. One ended up at Swedish Edmonds and was admitted due to sepsis from IV drug use; client treated and discharged. Another had been arrested and had a video court date, which I attended; this client was to be released from jail and connect with me for SUD treatment, per the judge. He was released, but unfortunately, he did not follow up with me for treatment options. I have not heard from either client, but it was an opportunity for clients to know I am still available for help, even during the pandemic.
- New case management client per a referral from South County Fire. High utilizer of EMS and hospitals. Spent many hours with this client over past month, in an attempt to coordinate her care with multiple providers, and find new providers to accept her as a patient. This has resulted in fewer hospital visits.
- Preparing for and coordinating some exciting new provider trainings. In October, I will be hosting a training on Solution-focused brief therapy. In December/January, I will be hosting a 4 part series on Equity and Social Justice. My group of south county behavioral health professionals will be receiving free CEs for these trainings.

August 2020 Multicultural Program & Outreach Report

- **Monthly Parent Support group:** This program has moved to weekly via Zoom with approx.. 24 participants weekly
- **Community Health Board Coalition:** we have moved from monthly meetings to weekly meetings to address communities emerging needs due to Covid-19. In collaboration with county officials, we are distributing disposable masks to community members. Approx. 16 different agencies)
- **Planning meeting with Latinx Health Board (weekly):** to support access to testing for populations at risk in collaboration with Lynnwood Food Bank ,Lynnwood City Council woman Julieta Crosby and University of WA. (approx. 21 members)
- **Parent Summit 2020:** We served 173 unduplicated families with topics such as: Early Intervention, Navigating Online Education, Mindfulness for dealing with Stress, for a total of 9 days with 9 presentations. Total participation was 213.

Marketing Report

Cloth Facial Covering Distribution: Branded cloth facial coverings were distributed at free community drive-thru events in the Verdant parking lot on Saturday, Sept. 12 from 11 a.m. – 12 p.m. and Thursday, Sept. 17 from 5-6 p.m. Thank you to Commissioners Knowles and Wilson for participating. We estimate providing 300+ masks during these two events and providing increased visibility to Verdant through media announcements and drive-by traffic. Working with partners, we will distribute the remainder of the masks in the coming weeks.