

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

**BOARD SPECIAL MEETING
December 6 to 7, 2019
Tulalip Resort**

**Commissioners
Present**

Deana Knutsen, President
Karianna Wilson, Commissioner
Fred Langer, Commissioner
Jim Distelhorst, MD, Commissioner
Bob Knowles, Commissioner

Staff

Jennifer Piplic, Interim Superintendent
Sue Waldin, Community Wellness Program Manager
Sandra Huber, Community Engagement
Nancy Budd, Community Social Worker
Karen Goto, Executive Assistant

Guests

Margot Helphand, Facilitator
Erica Ash, Ash Consulting

Call to Order

On Friday, December 6 the Special Meeting of the Board of Commissioners was called to order at 12:15 p.m. by President Knutsen.

**Oath of Office for
Commissioner
Distelhorst**

Commissioner Langer administered the Oath of Office to Commissioner Distelhorst for his 2-year unexpired term. The board went into a planning discussion to prepare for the Superintendent search firm interviews.

**Interview
Superintendent Search
Firms**

The board and current superintendent conducted four interviews, two via video conference, one on the telephone, and one in person.

1. Scion
2. Korn Ferry
3. Reffett Associates
4. Herd Freed Hartz

No action was taken.

There being no further business to discuss, the meeting was recessed at 5:00 p.m.

A social gathering and dinner were held at 6:00 p.m. At 7 p.m., Ms. Margot Helphand facilitated a discussion with the board and staff on the retreat overview and expectations, confirming the vision, mission & values. Ms. Piplic shared the tools for impact with the board and staff

Verdant Health Commission
Meeting Summary
December 6 and 7, 2019

December 6, 2019
Dinner Session

Attended by:

Commissioners: Deanna Knutsen, President; Fred Langer, Bob Knowles, Karianna Wilson, Dr. Jim Distelhorst

Staff: Jennifer Piplic, Interim Superintendent; Sue Waldin, Sandra Huber, Nancy Budd, Karen Goto, Erica Ash, Ash Consulting

Facilitator: Margot Helphand

I. Meeting Goals

- Confirm Mission, Vision and Values
- Review and Confirm Priority Areas
- Interview and Select Search Firm
- Determine Hiring Scenario/s
- Identify Essential Qualities of the Next Superintendent
- Update on Value Village
- Select 2020 Officers and Committee Assignments
- Determine Next Steps/Assignments

II. Mission, Vision and Values Review

- Mission, Vision and values are still relevant
- Recommended the following revisions: include the word “whole” before the word community in the Mission Statement and the “Stewardship” value

III. Staff Presentations – Key Points

Staff presented

A. Jennifer – Overview

- Staff focuses supporting the mission of the organization by identifying gaps and creating programs, partnerships, and collaborations that might not be possible through the traditional grant process. Of the 6 Priority Areas identified by the Commissioners, some areas are more heavily targeted through grants than staff-driven initiatives, in particular youth obesity. Staff work to creatively identify opportunities to further the mission and support the administrative needs of the organization.

B. Sandra

- We are committed to serve everyone!
- Our services are not a “one size fits all”
- We strive to meet people where they are in the community
- While we are heavily invested in working with the Latino community we are working to connect with leaders in diverse communities (Korean, LGBTQ, disability, etc.)

C. Nancy

- Services include case management for individuals with difficult, complex issues
- This program meets the Verdant mission by serving one person at a time
- Brings providers together to support individuals
- Offers joint provider trainings on a variety of topics, most recently including nutrition and behavioral health with recovery

D. Sue

- Community wellness addresses all the priority areas except homelessness
- Programs have evolved from “one-offs” to comprehensive programs that focus on commitment to behavior change
- Programs support long-term change, e.g. Healthy Living Coaching Group
- Working with school district to on obesity prevention; Able to leverage work through schools with parents
- The teaching kitchen and nutrition programming is often a way to get people in the door at Verdant and then connect them to other program areas and services

E. Karen

- Supports staff and board
- Assists with facility use

F. Jennifer, Marketing

- Marketing, promotion, and branding work falls in line with the program areas identified by Commissioners, initiatives organized by Verdant, and the grants offered by partners. This work has been mostly focused on the 4 priority areas that have been in place for several years.
- Additional focus in 2019 was put on behavioral health work, with the mental health community event around stigma reduction and the elected listening session that took place in August focused on the needs of people in substance use recovery.

G. Erica, Acting CFO

- Normal transactional work
- Compliance
- Legal auditor role
- Work with auditors

IV. Going Forward Discussion Board and Staff

Going forward.....

1. Are our priorities still on target? - Yes!
2. Are there any transformations we should consider?
 - May play a more active role in homelessness
 - More partnerships with providers
 - Expand outreach to diverse communities
3. What do these priorities say about what attributes we should seek in our next superintendent?
 - A background in health
 - An understanding of broad, big systems

- Background in government, e.g. understanding of public meetings and records laws
- Well-developed relationship-building skills
- Experience working with coalitions
- Experience building a cohesive team – (not a micro-manager)
- Excellent communication skills (to the board, public settings, etc.)

December 7, 2019

AM Session

Attended by: Commissioners: Deanna Knutsen, President; Fred Langer, Bob Knowles, Karianna Wilson, Dr. Jim Distelhorst

Staff: Jennifer Piplic, Interim Superintendent; Erica Ash

Facilitator: Margot Helphand

V. Environmental Analysis

A. What's ahead – Major work

- Value Village
- New staff
- Bond decision 2020
- Healthy Communities Capital Fund – 20-21
- Strategic Grant Allocation process
- Board succession
- Swedish

B. What's in place

- Strong program and admin staff
- Strong operational foundation
- Strong brand reputation
- Grants and grants process in place
- Growing partnerships
- Strong, committed board

VI. Hiring Scenario/s

The board reviewed options for filling the three vacant staff positions, Superintendent, Program Director and Finance Director. The following hiring scenario was agreed to:

- Superintendent search: immediately initiate search for new superintendent
- HR: Begin development of contract to outsource HR functions
- Finance/Operations Director: Develop job description for this position and initiate search
- Hold hiring of Program Director until Superintendent is hired

Depending on progress of the superintendent process, revisit this scenario.

VII. Superintendent Desired Attributes and Key functions

A. Attributes:

- Ability to supervise staff and build a team
- Ability to work with a public board; Communicate clearly with the board; work with consensus (Board has a responsibility “to speak with one voice” after vote)
- Demonstrate professional confidence
- Develop strong working relationships with partners and stakeholders
- Ability to advance our mission

B. Key Functions

- Implement board policies
- Oversee the accomplishment of the mission
- Supervise staff
- Report to public board

VIII. Value Village Update

- Milestones highlighted in the Sept. 2019 study session will be pushed back by a few months while the Superintendent search takes place. Jennifer will review lease terms and confirm any notification requirements.

IX. Officers and Committee Assignments

A. Officers: President – Bob; Secretary – Karianna

B. Committees

- Finance: Fred (Chair), Karianna
- Program: Jim (Chair), Deana
- Strategic Collaboration: Deana (chair), Bob

All committees will review their charters and work plans and present to board for approval.

X. Work Plan - Next Steps:

1. Hire Superintendent

Finalize search firm selection Karianna will do reference checks and communicate a thumbs up or down to the board with #1 choice If thumbs up Board will act at 12/18, meeting If thumbs down Karianna will continue reference checking with #2 choice	Karianna	12/19
Authorize interim superintendent to enter contract with selected search firm	Board	12/19
Complete contract	Jennifer	12/19

2. Develop contract to Outsource HR Functions

Craft options for HR contract - Report to superintendent with dotted line to board	Erica	1/20
Review options for HR contract	Finance Committee	1/20
Present recommendation to the board	Finance Committee	1/20

3. Develop Job Description for Finance/Operations Manager to prepare for search

Review/revise job description; .5 accounting; property management, public records request, IT liaison, contract oversight	Finance Committee/Erica	1/20
---	-------------------------	------

• A go getter with a business degree; knowledge of accounting		
Present job description to the full board *Board to receive draft job description one week prior to the board meeting	Finance Comm	1/20
Begin search	Jennifer	

4. Revise Mission, Vision and Values

Add word “whole” before “community” in Mission and in “Stewardship” in Values	Jennifer	12/19
Board approve changes	Board	12/19

5. Develop Onboarding Process

Develop onboarding process	Executive Committee	By 2/20
Present process to the board	Board President	2/20

6. Explore Board Policies

Send sample policies to Board President	Margot	12/19
Discuss implementation of Board policies	Executive Committee	By 3/20

members presented brief notes on how they work to support the mission in a high-level way.

Call to Order

On Saturday, December 7 the Special Meeting of the Board of Commissioners was called to order at 8:10 a.m. by President Knutsen.

Ms. Margot Helphand facilitated a discussion with the board and current Superintendent on hiring strategy, qualities for the next Superintendent, update on Value Village next steps and timeline, and a key decision roadmap.


Board Leadership & Committees

The board selected officers and committee assignments for 2020 and reviewed the 2020 board meeting schedule (E:81:19).

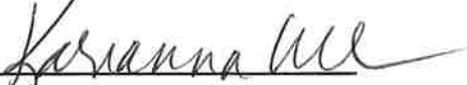
Adjourn

There being no further business to discuss, the meeting was adjourned at 12:05 p.m.

ATTEST BY:



President



Secretary