

VERDANT HEALTH COMMISSION
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
Regular Meeting
A G E N D A
November 18, 2015
8:00 AM to 9:50 AM

	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order			
Pledge of Allegiance	---	8:00	---
B. Approval of the Minutes			
a) October 28, 2015 Board Meeting	Action	8:01	1-6
C. Executive Committee Report	Information	8:04	---
D. Board Finance Committee Report			
a) Review financial statement and cash activity	Action	8:05	7-10
b) Authorization for payment of vouchers and payroll	Action	8:08	11
c) Resolution 2015:08 - Small Works Roster MRSC	Action	8:09	12-15
E. Program Oversight Committee Report & Recommendations			
a) Conflicts of interest	Action	8:11	---
b) Snohomish Health District grant proposal presentation	Information	8:12	---
c) Program investment recommendations	Action	8:27	16-20
d) VCWC update	Information	8:35	21-22
F. Marketing Report	Information	8:36	23
G. Indoor Recreation Facility presentation	Information	8:40	---
H. Commissioner Comments	Information	9:10	---
I. Superintendent's Report	Information	9:15	---
J. Public Comments (please limit to three minutes per speaker)	---	9:20	---
K. Executive Session			
a) To consider the legal risks of a proposed action of the district	---	9:30	---
L. Open Session	---	9:45	---
M. Adjournment	---	9:50	---

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

BOARD OF COMMISSIONERS
Regular Meeting
Verdant Community Wellness Center
October 28, 2015

Commissioners Present	Fred Langer, President Deana Knutsen, Secretary J. Bruce Williams, M.D., Commissioner Bob Knowles, Commissioner Karianna Wilson, Commissioner (8:05 a.m. arrival)
Others Present	Carl Zapora, Superintendent George Kosovich, Assistant Superintendent/Program Director Lisa King, Finance Director Jennifer Piplic, Marketing Director Sue Waldin, Community Wellness Program Manager Karen Goto, Executive Assistant Members of the community
Call to Order	The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:03 a.m. by President Langer.
Approval of Minutes	<i>Motion was made, seconded and passed unanimously to approve</i> the minutes of the regular meeting on September 23, 2015. <i>Motion was made, seconded and passed unanimously to approve</i> the minutes of the special meeting on September 29, 2015.
Executive Committee	President Langer reported that the Executive Committee met on October 22, 2015 in two sessions (one with President Langer & Superintendent Zapora and one with Commissioner Knutsen & Superintendent Zapora) to review and approve the October 28, 2015 board meeting agenda and to review an indoor sports facility plan.
Board Finance Committee	The committee met on October 20, 2015. Ms. King reviewed the financial statements and cash activity for September 2015 (E:65:15). Ms. King noted that \$4.5

million has been spent on programs in 2015. President Langer clarified that "spent" equals "invested."

**Authorization
for Payment of
Vouchers &
Payroll**

Ms. King called out the following items:

1. Warrant 11337 in the amount of \$33,416.10 to Healthcare Realty for oversight of construction repairs related to the flood claim in April 2015 at the Kruger Clinic. This amount will be reimbursed by the district's insurance company.
2. Payment in the amount of \$200,000 to Evergreen Recovery Centers for a detox facility.
3. Per the lease agreement, the Swedish Edmonds lease payment increased by 3% effective September 1, 2015.

Warrant Numbers 11306 through 11346 for September 2015 for payment in the amount of \$122,583.21 were presented for approval (E:66:15). ***Motion was made, seconded and passed unanimously to approve.***

President Langer opened the public hearing on the proposed 2015 budget and revenue at 8:10 a.m. to hear from people who have comments regarding the proposed budget. He announced that no debate is allowed and each speaker is given 3 minutes to speak. Speakers will go in the order of those who have signed up on the sign-in sheet to speak.

Ms. Rowena Miller, a resident of Edmonds, expressed that she and the League of Women Voters are interested in fair taxes and would like to see more detailed board meeting minutes. The tax increase is a burden to the poor in our community. She also asked about the wind turbine and solar language in Resolution 2015:06.

President Langer closed the budget hearing at 8:15 a.m.

President Langer moved the Public Comment Item I on the meeting agenda to item E before the Program Oversight committee report.

**Resolution
2015:06
Adopting 2016**

Motion was made, seconded and passed unanimously to approve Resolution 2015:06 approving the dollar amount and percentage increase in the District's regular property tax levy for calendar year 2015.

Property Tax Levy

Resolution 2016:07 Adopting the 2016 Budget

Commissioner Knowles noted that hospital districts are eligible for an automatic 1% levy increase each year as a way to keep up with inflation. In 2015, Snohomish County's rate of inflation was 0.251% and this is the maximum increase that the district can receive without passing an additional "substantial need" resolution. To lessen the burden on taxpayers, the district has decided to receive only the 0.251% with banked capacity of \$18,359.38.

Motion was made, seconded and passed unanimously to approve Resolution 2015:07 approving and adopting the District's budget for calendar year 2016.

Public Comments

Mr. Dick Van Hollebeke, 580 Hemlock Way, Edmonds, is one of three co-founders of the Creative Age Festival in Edmonds (CAFÉ) and is seeking \$9,000 in funding for an event on April 15 to 16, 2016.

Mr. Van Hollebeke said that the festival is geared toward people at or near retirement. He said that studies have shown a correlation between older adults involvement in the arts and their health and longevity.

Program Oversight Committee Update

The Program Oversight Committee met on October 22, 2015 and reviewed a total of three application requests (E:67:15): two new requests and one renewal request. No conflicts of interest were reported by any of the commissioners.

New Funding Applications:

1. Snohomish Health District – Growing Healthy Together – a reworked application from a proposal submitted in October 2014. The request is for \$173,096 per year for three years to support low-income parents with a focus on nutrition, peer support and resources. The committee is recommending having the Snohomish Health District make a presentation to Verdant's board.
2. Creative Age Festival Edmonds (CAFÉ) – Edmonds Senior Center as fiscal sponsor. The one-time request is for \$9,000 to support an arts festival that will teach people to stay healthy

and engaged in the community. The event will take place over two days in April 2016 in Edmonds and will include 30 workshops on arts, exercise, nutrition, visual arts, travel, technology, and volunteerism. The committee is not recommending funding of the program at this time as there are not enough measureable health outcomes from the event to justify a \$9,000 investment from Verdant. President Langer noted that Verdant has fully supported numerous other senior programs in the past. The committee is open to the Superintendent considering use of his discretionary funds to support the event if he feels it is appropriate.

Renewal Request:

1. American Diabetes – Stop Diabetes Initiative – a renewal request for an education and support program for individuals living with diabetes. The program reached 50 people but fell short in terms of biometric screening numbers (goal was 35) and diabetes risk assessments (goal was 160).

Commissioner Williams stated that on average, there is a saving of \$4,000 per year for every unit of decline in A1C. He would like to ask American Diabetes for comparisons on what is going on around the country regarding this type of program. The board decided to table this request until American Diabetes can come to a board meeting to answer their questions and address concerns.

In an effort to ensure that the full board has the opportunity to be informed about Verdant's programs, the Program Committee is recommending that every other month, a different partner organization is scheduled for a presentation and discussion at the regular board meetings starting in January 2016.

**Verdant
Community
Wellness
Center
Activities**

Ms. Waldin presented the summary of programs held at the VCWC in October 2015 as well as a list of upcoming programs (Exhibit 68:15).

**Marketing
Report**

Ms. Piplic presented the report for October 2015 highlighting the Winter edition of The Canopy (E:70:15)

which was delivered to homes in mid-October 2015 and the draft agenda (E:69:15) for the 1st annual Verdant Healthier Community Conference on February 29, 2016 at the Lynnwood Convention Center. There will be 3 tracks of break-out sessions, a morning keynote speaker, a lunch-time keynote speaker and a wrap up in the afternoon. The cost is \$49 per person with scholarship opportunities. This conference is geared for anyone who lives or works in south Snohomish County.

Commissioner Williams asked why the date of Monday, February 29th was chosen instead of a Saturday. Ms. Piplic responded that Verdant is working with our partner organizations to promote the conference to their employees and constituents, so a weekday conference would best meet the needs of this base audience for the event. When looking into scheduling this event, availability of the convention center also had to be considered, which limited our options for days as well, she said.

**Commissioner
Comments**

Commissioner Williams attended the Swedish Strategic meeting and informed the board that Swedish expects a 12% increase in population in Snohomish County which is above the state average and that for age 65 plus, there is a projected 30% increase in the need for medical services in the next 10 years. Many people will go to Swedish in downtown Seattle but they are still projecting a 30% to 60% increase in volume of patients over the next 10 years in Snohomish County. Some practitioners have discussed the potential for a future Geriatric Center of Excellence at the Swedish Edmonds campus.

The hospital also received a Leap Frog score of A.

**Superintendent's
Report**

Superintendent Zapora reported on the following items:

1. He appreciates the board input and the program committee recommendation on the CAFÉ proposal and will consider funding from the Superintendent Discretionary Fund with a report to the board.
2. He has received positive feedback from partner organizations on the upcoming Verdant Healthier Community Conference on February 29, 2016.

3. Swedish Edmonds will hold a ribbon cutting ceremony for its new Emergency Department on November 7, 2015. The hospital lease directs Swedish Edmonds to do \$150 million in capital improvements over 10 years and this new Emergency Department is \$63 million of that amount.
4. The board is committed to build the district's reserves to \$40 million and the modest tax increase will help to get the district to that goal.

**Executive
Session**

President Langer recessed the regular meeting at 8:51 a.m. into Executive Session to discuss potential litigation.

President Langer stated that the board would reconvene in 30 minutes and no action would be taken in Executive Session.

Open Session

The board reconvened into Open Session at 9:15 a.m.

Adjourn

There being no further business to discuss, the meeting was adjourned at 9:20 a.m.

ATTEST BY:

President

Secretary

Balance Sheet

As of October 31, 2015

	A	B	C	D
	Dec 31, 2014	Oct 31, 2015	\$ Change	Comments:
1 ASSETS				
2 Current Assets				
3 Cash Balance	2,840,919	1,358,247	(1,482,672)	
4 Other Current Assets	32,617,628	36,204,088	3,586,459	Includes Investments
5 Total Current Assets	35,458,547	37,562,335	2,103,788	
6 Total Long-term & Fixed Assets	47,374,208	45,534,439	(1,839,769)	Depreciation
7 TOTAL ASSETS	82,832,755	83,096,775	264,019	
8 LIABILITIES & EQUITY				
9 Liabilities				
10 Current Liabilities	2,480,364	1,345,891	(1,134,473)	
11 Long-term Liabilities	4,857,008	4,805,317	(51,691)	2012 LTGO Bonds
12 Total Liabilities	7,337,372	6,151,208	(1,186,164)	
13 Total Equity	75,495,383	76,945,566	1,450,183	Annual Net Income
14 TOTAL LIABILITIES & EQUITY	82,832,755	83,096,775	264,019	

Profit & Loss

Oct 2015

	A	B	C	D	E	F
	Oct Actual	Oct Budget	Fav/(Unfav)	YTD Actual	YTD Budget	Fav/(Unfav)
1 INCOME						
2 Ordinary Income	833,001	827,178	5,823	8,203,188	8,103,063	100,126
3 EXPENSES						
4 Operating Expenses	218,153	167,467	(50,686)	1,568,319	1,736,365	168,046
5 Depreciation Expense	183,516	212,133	28,617	2,223,528	2,246,660	23,132
6 Program Expenses	406,897	514,917	108,020	4,964,883	5,444,165	479,282
7 Total Expenses	808,567	894,518	85,951	8,756,730	9,427,190	670,460
8 OTHER INCOME/(EXPENSE)						
9 Total Other Income/(Expense)	181,085	212,096	(31,011)	2,003,726	2,120,960	(117,234)
10 NET INCOME	205,518	144,756	60,762	1,450,183	796,832	653,351

Monthly Highlights

Oct 2015

Verdant received dividends payments of \$39,998 and an unrealized loss of \$127,066 on our investment portfolio in October and closed with an ending market value of \$34,606,726.

Annual program commitments total \$6,461,888 and \$5,205,810 for 2015 and 2016, respectively. \$638,112 remains available to spend in 2015, of which \$79,958 is earmarked as Superintendent Discretionary. \$2,502,836 remains available to spend in 2016, of which \$50,000 is earmarked as Superintendent Discretionary.

Additional income of \$108,524 and expenses of \$45,437 from the Kruger Clinic were incurred, netting to an additional operating income of \$63,087 in October.

Public Hospital District #2

Warrant Number	Transaction Date	Payee	Amount	Purpose
Warrant Activity:				
11347	10/02/2015	Marketing Solutions	2,437.50	Board Retreat - Strategic Planning Consultant
11348	10/02/2015	US Postal Service	13,229.40	Postage for Canopy Newsletter
11349	10/02/2015	Waste Management	218.83	Garbage
11350	10/14/2015	AmeriFlex Business Solutions	17.25	FSA Administration
11351	10/14/2015	Armstrong Services	1,275.00	Janitorial
11352	10/14/2015	Ash Consulting	1,956.50	Accounting Consulting
11353	10/14/2015	Beth Rodriguez, LLC	355.76	Marketing Consulting for Conference
11354	10/14/2015	City of Lynnwood	1,649.50	Front Desk After-hours Support
11355	10/14/2015	Comcast	519.86	Telephone and Internet
11356	10/14/2015	Consolidated Landscape Maintenance, Inc.	295.65	Landscaping Maintenance
11357	10/14/2015	Electronic Business Machines	1,074.27	3Q15 Copy Machine Support
11358	10/14/2015	Healthcare Realty	6,180.64	Property Management
11359	10/14/2015	Jason Becker Creative	1,080.00	Marketing Support for Newsletter
11360	10/14/2015	Lowe Graham Jones PLLC	150.00	Legal Trademark Watch
11361	10/14/2015	Providence Health & Services	600.00	Programs - Pac Med Living Well Alliance Program
11362	10/14/2015	Sound Dietitians	550.58	VCWC Program Instructor
11363	10/14/2015	ThyssenKrupp Elevator Company	778.12	4Q15 Elevator Maintenance
11364	10/14/2015	Comcast	266.10	Telephone and Internet
11365	10/14/2015	Community Foundation of Snohomish County	200.00	VCWC Program Instructor
11366	10/14/2015	Dataworks	401.63	IT Support
11367	10/14/2015	WA Department of Revenue	21,016.26	3Q15 Leasehold Excise Tax
11368	10/14/2015	Bank of America - Trust	2,500.00	Annual Fee for Jon Smiley Trust
11369	10/21/2015	Bonewitz LLC	2,757.50	Project Management for KC TI
11370	10/21/2015	Feet First	1,045.80	Program - Neighborhood Walking Ambassador Summer Walk Series
11371	10/21/2015	Foster Pepper	1,581.10	March 2015 Legal
11372	10/21/2015	Lynnwood Convention Center	5,892.50	Downpayment for Conference Space
11373	10/21/2015	McKee Appraisal	4,300.00	Value Village Property Appraisal
11374	10/21/2015	Sound Publishing, Inc.	400.00	Advertising
11375	10/21/2015	Staples	76.93	Supplies
11376	10/21/2015	Sound Publishing, Inc.	44.80	Legal Notice
11377	10/21/2015	Premiera Blue Cross	3,808.62	Nov 2015 Employee Medical Insurance
11378	10/21/2015	Department of Labor and Industries	1,450.55	3Q15 Self Insurance Fund
11379	10/21/2015	Washington Alliance for Better Schools	2,980.00	Programs - Cooking Matters for Families
11380	10/28/2015	Moss Adams - Cost Report	6,269.00	SFY 2007 CPE revision
11381	10/28/2015	Parsi Properties LLC	1,500.00	Nov 2015 Parking Lot Lease
11382	10/28/2015	Principal Financial Group	982.60	Nov 2015 Employee Life Insurance
11383	10/28/2015	Snohomish County PUD	278.79	Electricity
11384	10/28/2015	Sound Publishing, Inc.	44.80	Legal Notice
11385	10/28/2015	Wells Fargo	3,167.37	Misc.
11386	10/28/2015	Wells Fargo	835.40	Misc.
11387	10/28/2015	Consolidated Landscape Maintenance, Inc.	133.59	Landscaping Maintenance
11388	10/28/2015	Platt Electric	72.16	Lightbulbs
11390	10/28/2015	Foster Pepper	1,804.10	April 2015 Legal

Warrant Number	Transaction Date	Payee	Amount	Purpose
11389	10/28/2015	Camden Gardens	651.53	Downpayment for Planters for VCWC
		Total Warrants	96,829.99	
Wire/ACH Activity:				
	10/2/2015	Payroll	17,795.93	ACH payroll transfer
	10/2/2015	Department of Treasury	6,451.19	Payroll taxes for 9/26/15 pay period ending
	10/2/2015	Valic	2,752.72	Payroll 401(a)/457 Deposit
	10/2/2015	Paychex	96.65	Fee for payroll processing
	10/16/2015	Payroll	17,651.20	ACH payroll transfer
	10/16/2015	Department of Treasury	6,432.78	Payroll taxes for 10/10/15 pay period ending
	10/16/2015	Valic	2,722.55	Payroll 401(a)/457 Deposit
	10/16/2015	Paychex	118.15	Fee for payroll processing
	10/30/2015	Payroll	17,794.86	ACH payroll transfer
	10/30/2015	Department of Treasury	6,444.50	Payroll taxes for 10/24/15 pay period ending
	10/30/2015	Valic	2,733.13	Payroll 401(a)/457 Deposit
	10/30/2015	Paychex	96.65	Fee for payroll processing
	10/10/2015	Wells Fargo	226.61	Sept 2015 Client Analysis Bank Fee / Merchant Account
	10/15/2015	Mary Porter, RDN	1,440.00	Program Payment
	10/15/2015	Alzheimer's Association Western & Central	7,209.16	Program Payment
	10/15/2015	American Diabetes Association	4,166.67	Program Payment
	10/15/2015	American Red Cross	2,500.00	Program Payment
	10/15/2015	Boys & Girls Club of Snohomish County	12,833.33	Program Payment
	10/15/2015	CampFire	4,166.67	Program Payment
	10/15/2015	Cascade Bicycle Club Education Foundation	2,666.67	Program Payment
	10/15/2015	Center for Human Services	13,523.67	Program Payment
	10/15/2015	ChildStrive	23,113.25	Program Payment
	10/15/2015	City of Lynnwood	15,165.66	Program Payment
	10/15/2015	Community Health Center of Snohomish Co	27,083.33	Program Payment
	10/15/2015	Domestic Violence Services Snohomish Co	1,855.50	Program Payment
	10/15/2015	Edmonds Community College	4,974.50	Program Payment
	10/15/2015	Edmonds Community College Foundation	4,396.33	Program Payment
	10/15/2015	Edmonds School District No. 15	68,533.25	Program Payment
	10/15/2015	Edmonds Senior Center	9,166.67	Program Payment
	10/15/2015	Kinderling	7,500.00	Program Payment
	10/15/2015	Korean Women's Association	5,000.00	Program Payment
	10/15/2015	Prescription Drug Assistance Foundation	4,166.67	Program Payment
	10/15/2015	Program for Early Parent Support	2,987.50	Program Payment
	10/15/2015	Project Access Northwest	7,500.00	Program Payment
	10/15/2015	Puget Sound Christian Clinic	9,583.33	Program Payment
	10/15/2015	Puget Sound Kidney Centers Foundation	5,833.33	Program Payment
	10/15/2015	Senior Services of Snohomish County	57,936.67	Program Payment
	10/15/2015	Snohomish County Fire District 1	12,035.50	Program Payment
	10/15/2015	Snohomish County Music Project	2,416.67	Program Payment
	10/15/2015	Therapeutic Health Services	16,666.67	Program Payment
	10/15/2015	Volunteers of America Western WA	6,362.92	Program Payment
	10/15/2015	Wonderland Development Center	11,250.00	Program Payment
	10/15/2015	YWCA of Seattle, King and Snohomish Co	4,166.66	Program Payment

Warrant Number	Transaction Date	Payee	Amount	Purpose
Wire/ACH Activity:				
	10/15/2015	Medical Teams International	11,000.00	Program Payment
	10/15/2015	Mountlake Terrace Senior Center	2,600.00	Program Payment
	10/15/2015	Senior Services of Snohomish County	29,780.00	Program Payment
	10/6/2015	AmeriFlex Business Solutions	217.99	FSA Payments
	10/15/2015	AmeriFlex Business Solutions	135.00	FSA Payments
	10/19/2015	AmeriFlex Business Solutions	178.46	FSA Payments
	10/18/2015	AmeriFlex Business Solutions	30.00	FSA Payments
	10/30/2015	AmeriFlex Business Solutions	10.00	FSA Payments
	10/20/2015	Department of Labor and Industries	348.29	3Q15 L&I - State Fund
	10/28/2015	WA Department of Revenue	751.39	B&O tax
		Total Wires/ACH Transactions	482,568.63	
Kruger Clinic Activity:				
383-403	Oct 2015	Various Claimants/Vendors	26,888.06	Administered by Healthcare Realty
Workers Compensation Claims Activity:				
305256-268	Oct 2015	Various Claimants/Vendors	9,831.59	Administered by Eberle Vivian
		Total Disbursements	\$ 616,118.27	
	Transaction Date	Payer	Amount	Purpose
Deposits:				
	10/1/2015	Swedish/Edmonds	754,825.56	Monthly lease
	10/1/2015	Value Village	24,428.45	Monthly lease
	10/1/2015	Brian Tagaki, MD	75.00	Kruger Clinic monthly lease
	10/1/2015	John Headley MD PS	18,949.07	Kruger Clinic monthly lease
	10/5/2015	Raymond Liu, D.D.S.	3,394.37	Kruger Clinic monthly lease
	10/7/2015	Puget Sound Gastro	26,843.75	Kruger Clinic monthly lease
	10/2/2015	Eliana Haffner	200.00	Deposit for VCWC Use
	10/10/2015	Snohomish County	32,763.78	Levy
	10/12/2015	Enduris Insurance Recovery	417,897.78	Insurance recovery Kruger Clinic flood
	10/15/2015	Quality Reimbursement Services	28,287.00	Refund for overpayment
	10/15/2015	CARES	100.00	Deposit for VCWC Use
	10/16/2015	Community Health Center of Snohomish Co	7,762.33	Refund for unused grant funds
	10/15/2015	Edmonds Family Medicine Clinic	200.00	Deposit for VCWC Use
	10/19/2015	Sound Steppers Volkssports Club	100.00	Deposit for VCWC Use
	10/20/2015	Stilly Senior Center	200.00	Deposit for VCWC Use
	10/26/2015	Swedish - Misc Receivables	59,244.00	CPE SFY 2006 & 2008
	10/27/2015	Healthcare Realty Services, Inc.	4,663.72	Monthly ground lease
	10/26/2015	Edmonds School District 15	200.00	Deposit for VCWC Use
		Total Deposits	\$ 1,380,134.81	

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 11347 through 11390 have been issued for payment in the amount of \$96,829.99. These warrants are hereby approved.

Attest:

Lisa M. King

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Warrants Processed:	10-1-15 – 10-31-15		\$96,829.99
Work Comp Claims Pd:	10-1-15 – 10-31-15		9,831.59
Kruger Clinic Processed:	10-1-15 – 10-31-15		26,888.06
Payroll:	9-13-15 – 9-26-15	17,795.93	
	9-27-15 – 10-10-15	17,651.20	
	10-11-15 – 10-24-15	<u>17,794.86</u>	
			53,241.99
Electronic Payments:	Payroll Taxes	19,328.47	
	Paychex	311.45	
	Valic Retirement	8,208.40	
	AmeriFlex FSA	571.45	
	Bank Fees	266.61	
	WA State Dept Revenue	751.39	
	Dept of L&I	348.29	
	Program Expenditures	<u>399,580.58</u>	
			<u>429,326.64</u>
	Grand Total		<u>\$616,118.27</u>

PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2015-08

A resolution of the commission of Public Hospital District 2, Snohomish County, Washington, on the subjects of establishing a small public works roster process to award public works contracts.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, in order to be able to implement small works roster processes, the District is required by law to adopt a resolution establishing specific procedures;

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; NOW, THEREFORE,

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

Section 1. MRSC Rosters. The District wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for District use for small public works contracts and consulting services, developed and maintained by MRSC through MRSC Rosters and authorizes the Superintendent of the District to sign that contract.

Section 2. Small Public Works Roster. The following small works roster procedures are established for use by the District pursuant to RCW 39.04.155:

1. Cost. The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material sales, or use taxes as applicable. Instead, the District may use the Small Public Works Roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. Publication. At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any

time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

3. Telephone, Written, or Electronic Quotations. The District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The District may establish supplementary bidder criteria under RCW 39.04.350(2) to be considered in the process of awarding a contract.

- a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials to be furnished. However, detailed plans and specifications need not be included in the invitation.
- b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the District may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. Determining Lowest Responsible Bidder. The Commission shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Commission may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the District under RCW 39.04.350.
6. Award. All of the bids or quotations shall be collected by the Superintendent or his designee. The Superintendent or his designee shall then present all bids or quotations and their recommendation for award of the contract to the Commission. The Commission shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at an open public meeting thereof, held this 18th day of November, 2015.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

November 2015 Program Summary

Presentation from Snohomish Health District: Growing Healthy Together: a revised application from a proposal originally submitted in October 2014. The request is for \$173,096 per year for three years. The program would support low-income parents with a focus on nutrition, peer support and other resources. Funds would be used for a team including a part-time dietician, program assistant, and manager, and to pay rent at a church adjacent to the Lynnwood Foodbank. The goal of the program would be to link participants to a medical home, increase social supports, increase positive parenting and consumption of healthier meals.

Questions SHD was asked to address in their presentation:

1. The purpose of the Growing Healthy Together Program is to reduce health disparities impacting maternal, child and family health. A focus of the program appears to be on food preparation skills and healthy eating. Could you explain how the nutrition focus addresses health disparities for the families?
2. Your enrollment goal for the program is 300+ individuals. How do you plan to engage so many families at the food bank and through other partners? We understand that education programs can be hard to recruit in environments like foodbanks without some other program incentives or mandates.

Programs for Review in November

Eight application requests are up for discussion:

- Three new requests
- Five renewal requests

New Program Requests

1. **Snohomish Health District – Russian Speakers Community Meeting:** a request to support a community forum to engage Russian-speaking families and provide information about vaccines. The event would be held at the Verdant Community Wellness Center, and the purpose of the forum is to overcome lower rates of vaccinations among Russian-speaking residents. **The program committee is recommending funding the request in full for \$2,660 on a one-time basis.**
2. **Washington Alliance for Better Schools (WABS):** a two-year program that would use school "Natural Leaders" to educate immigrant and refugee parents about health issues. The goal of the project would be to equip parent leaders with tools to understand the social determinants of health and increase knowledge of health issues. The project would serve 80 individuals over the two-year period. Verdant funds would be used for meeting expenses, materials, participant incentives, grad student stipends and a portion of the program manager's salary.

The program committee is not recommending funding at this time. The committee felt like the health outcomes needed to be stronger to justify \$60,000 in funding from Verdant.

3. **Snohomish County Medical Reserve Corps – MRC Training Program:** a one-time request of \$10,100 to fund First Aid/CPR and BLS classes in South Snohomish County for Medical Reserve Corps volunteers, as well as to provide psychological first aid training. Verdant funds would primarily be used to pay for instructor costs and class materials, and the goal would be to recruit 20 new volunteers from South Snohomish County.

The program committee did not reach consensus on this proposal and is bringing the project forward to the full board for discussion.

Renewal Requests

1. **ChildStrive – Nurse Family Partnership:** an evidence-based home visiting program for first-time young mothers. In the most recent year, the program served 60 families in South Snohomish County has met or exceeded goals including for measures like breastfeeding, immunization rates, and pre-term deliveries. **The program committee is recommending renewing the program for an additional three years at \$280,000 per year.**
2. **Puget Sound Christian Clinic – Mobile Medical Clinic:** a renewal request to support the mobile medical clinic held in Lynnwood (previously Edmonds). The clinic served 260 individuals in the most recent year with a focus on supporting patients with chronic health conditions including diabetes and hypertension. Demand for services following health reform has continued and the clinic primarily serves immigrants/refugees, the homeless, and people who are unable to afford out of pocket costs associated with their insurance. **The program committee is recommending renewing funding at \$99,300 per year for two additional years.**
3. **Snohomish County Fire District 1 – Community Paramedic Program:** a renewal request for community paramedic program that would include Lynnwood Fire program integrated into the project. The goal of the program is to reduce 911 calls, hospital visits, and to connect community members to the resources they need. Verdant funds would be used to support two community paramedics; one from the Fire District and a second employed by Lynnwood Fire, along with a 0.5 FTE administrative staffer. Fire District 1 and Lynnwood would be providing \$140k of in kind staffing and resources, including supervision, physician oversight, IT, and equipment. Results from the first two years of the FD1 community paramedic position can be seen in the table below. **The program committee is recommending fully funding the renewal request at \$344,000 per year for three years.**

	2014	2015 YTD
Number of participants	202	222
Reduction in total 911 calls post CP intervention	36%*	50.5%*
Reduction in total ED visits post CP intervention	11.9%*	43.2%*

*Results for patients with 3 months pre and post data for evaluation

4. **Cascade Bicycle Club Education Foundation - Advanced Basics of Bicycling Program:** a program that provides hands-on bicycle education for middle school students in the Edmonds School District during and after school. The program served 2,700 students in the most recent year and tracks measures like passing post-tests on riding and safety.

The program committee is recommending renewing funding at the program's current level of \$32,000 per year for three years.

5. **Camp Fire Health Initiative:** a renewal request for a program that is designed to help children ages 5-18 in after school programs to make healthy choices. Through the program, children learn and practice nutrition and physical activities. The program is expected to reach 2,000 children in Verdant's service area this year, and the program tracks self-reported measures like improved commitment to health and decision making skills. Verdant has funded the program at \$50,000 per year on a one-time basis for each of the last two years.

The program committee did not reach consensus on this proposal and is bringing the project forward to the full board for discussion.

Verdant Health Commission Proposal Summary November 2015

	A	B	C	D	E	F
New Funding Requests			Request for funding			Priorities
#	Name	Description	Year 1	Year 2	Year 3	
1	Snohomish Health District - Russian Speakers Community Meeting	A request to support a one-time community forum to engage Russian-speaking families and provide information about vaccines. The event would be held at the Verdant Community Wellness Center. The purpose of the forum is to overcome lower rates of vaccinations among Russian speaking residents.	\$2,660			Prevention, Education & Empowerment, Access to Healthcare
2	Snohomish County Medical Reserve Corps - MRC Training Program	A one-time request to fund First Aid/CPR and BLS classes in South Snohomish County for Medical Reserve Corps volunteers, as well as psychological first aid. Verdant funds would primarily be used to pay for instructor costs and class materials.	\$10,100			Education & Empowerment
3	Washington Alliance for Better Schools (WABS) -	A two-year program that would use school "Natural Leaders" to educate immigrant and refugee parents about health issues. The goal of the project would be to equip Natural Leaders with tools to understand the social determinants of health and increase knowledge of health issues. The project would serve 80 individuals over the two year period (10 in first year, 70 in second). Verdant funds would be used for meeting expenses, materials, participant incentives, grad student stipends and a portion of the program manager's salary.	\$30,000	\$30,000		Education & Empowerment
Renewal Requests						
1	ChildStrive - Nurse Family Partnership	A home visiting program for first time young mothers. The renewal request would increase funding by 3% in 2016 and subsequent years. Verdant has funded for 4 years.	\$280,130	\$288,534	\$297,190	Prevention, Education & Empowerment
2	Puget Sound Christian Clinic - Mobile Medical Clinic	Renewal request for mobile medical clinic held in Lynnwood (formerly Edmonds). The clinic primarily services low-income families with chronic health conditions including diabetes and hypertension. Following health reform, the clinic primarily serves immigrants/refugees, the homeless, and people who are unable to afford out of pocket costs associated with their insurance.	\$102,600	\$96,000		Access to Healthcare

Verdant Health Commission Proposal Summary November 2015

#	Name	Description	Year 1	Year 2	Year 3	
3	Campfire - Healthy Initiatives	A renewal request for Camp Fire's "Healthy Initiative," which would help children ages 5-18 in after school programs to make healthy choices. Through the program, children will learn and practice nutrition and physical activities. The program would be expected to reach 2,000 children in Verdant's service area, and the program would track improved commitment to health and decision making skills.	\$50,000	\$50,000		Education & Empowerment
4	Fire District 1/Lynnwood Fire - Community Paramedic	Renewal request for community paramedic program that would include Lynnwood Fire program rolled into project. The program would expect to serve 300 residents per year and focus on reducing repeat 911 calls and hospitalizations.	\$344,000	\$344,000	\$344,000	Prevention, Access to Healthcare
5	Cascade Bicycle Club - Advanced Basics of Bicycling	Renewal request for Advanced Basics of Bicycling program that provides hands-on bicycle education for middle school students in the Edmonds School District during and after school.	\$45,000	\$45,000	\$45,000	Prevention, Education & Empowerment

Verdant Community Wellness Center Summary
November 2015

Completed Programs

A. General Community and Provider Events	Attendance
1. Basic Food Educational Forum (10/30)	40
2. Community Needs Assessment Focus Group (11/2)	12
3. Edmonds Family Medicine Training “Preventing Overtreatment” (11/3)	20
4. Winter Wellness with PacMed Physician (includes free flu shots) (11/4)	13/23 shots
5. Evergreen Home Health - Home Visiting Clinical Team Meetings (11/4,11/5)	50
6. Sno. County Assoc. for the Education of Young Children Board Mtg (11/5)	8
7. Mothers of Children with Disabilities Monthly Support Network (11/7)	16
8. SHIBA – Medicare Open Enrollment Event (11/12)	20
9. City of Lynnwood Healthy Communities Meeting (11/12)	32
10. Financial Educators Network Training with Social Service Providers (11/13)	36
11. WA Prescription Assistance Foundation Weekly Hours (ongoing)	Varies

B. Nutrition and Healthy Behaviors	Attendance
1. Spanish Language Cooking Matters for Families (10/26 – 11/30)*	36
2. Exotic Flavors Cooking Series (Singapore – 10/27)	28
3. Anti-Inflammatory Diet (11/2)*	59
4. Stop Diabetes Initiative Workshop (11/7)*	26
5. Teens in the Kitchen Hands-on Cooking Class (11/7)*	8
6. Fall Prevention for Parish Nurses*	12
7. Korean Women’s Association: Medicare Benefits in Vietnamese (11/14)*	45
8. Spanish Language Heart Health Training for Promotoras (11/14)*	22
9. Lifestyle Change Check-Ins (drop – in 1 st and 3 rd Tuesdays)*	6-10
10. Getting to Goal Program (Weight Management Consultations)*	15 clients

C. Behavioral Health & Substance Use	Attendance
1. Medical Reserve Corps Psychological First Aid (10/24)	12
2. For the Kid’s Sake - for Parents Going Through Divorce (10/29)	36
3. Survivors of Suicide Support Group (10/1 – 11/17)	6-8
4. Spanish Language Managing Stress with Yoga (10/2 – 11/6)*	6-10
5. YWCA Managing Difficult Emotions 2 nd Series (10/6 – 11/24)*	6-8
6. YWCA Reflective Parenting Series (10/6 – 11/24)*	6-10
7. Journey of Grief Support Group (10/7 – 11/18)	8
8. Family Voluntary Service Social Workers Summit (11/3)	43
9. YWCA Beating the Holiday Blues (11/6 – 1/6)*	6-8
10. YWCA Positive Discipline for Teens Workshops (11/7)*	9
11. National Alliance on Mental Illness “Connections” Support Group (11/12)	6-8
12. Parent-Child Wellness Workshop in Korean (11/13)	6
13. Snohomish County Caregiver & Kinship Support Groups (11/5)	8-12
14. Adult Children of Alcoholics Weekly Support Group (ongoing)	4-10

D. Other Programs	Attendance
1. Play and Learn Group, Wonderland Development Center (2X / month)*	15-30

Verdant Community Wellness Center Summary November 2015

Upcoming Programs

E. General Community and Provider Events

1. Spanish Language Financial Literacy for Promotoras (November 19)
2. Snohomish YMCA Staff Retreat (November 23)
3. SHIBA – Medicare Open Enrollment Event (December 1)
4. Advanced Care Planning Volunteer Training (December 2)
5. Mothers of Children with Disabilities Monthly Support Network (December 5)
6. PEPS Lecture – How Young Children Learn (December 7)
7. Verdant Resource Connectors (December 8)
8. Immigrants and the Health System 101 (December 9)*
9. Dental Access Coalition Legislative Forum (December 9)

F. Nutrition and Healthy Behaviors

1. Live Healthy 2020 Nutrition Workgroup (November 17)
2. Exotic Flavors Cooking Series (November 17 – French Provencal, December 8 Sweet & Savory)
3. Diabetes Prevention – Reducing your Risk (November 18)*
4. The Carb Conundrum with PacMed (November 19)*
5. Korean Women’s Association: Using Medicare Preventive Benefits in Korean (Nov 19)*
6. Better Blood Sugar Control Through the Holidays (December 2)*
7. Surviving the Season of Holiday Indulgence (December 3)*
8. Stop Diabetes Initiative – Continued Workshops*
9. Ongoing – Lifestyle Change Check-Ins (drop-in support 2x/month)*
10. Ongoing – Getting to Goal: Individual Weight Management Consulting with a Dietitian*

G. Behavioral Health & Substance Use Focus

1. Parent - Child Wellness Workshop in Korean (November 16, 20)
2. YWCA Beating the Holiday Blues (November 6 – January 6)*
3. Snohomish County Caregiver and Kinship Support Groups (November 17, 19, December 3, 17)
4. International Survivors of Suicide Day (November 21)
5. For the Kid’s Sake – for Parents Going Through Divorce (December 2, 16)
6. Understanding, Assessing & Working with the Mentally Ill in a Faith-based Setting (December 5)*
7. Hoarding Task Force (December 8)
8. National Alliance on Mental Illness “Connections” Support Group (December 10)
9. Youth Mental Health First Aid (December 19)*

*** = Grant/Program Funded Partner**

November 2015 Marketing Report

Verdant Healthier Community Conference

Time	Activity		
8-8:30 a.m.	Check In		
8:30-9:30 a.m.	Breakfast Keynote		
	Optional Interest Tracks		
	Healthier Me & My Family	Healthier Workplace & Group	Healthier Community
9:45-10:35 a.m.	How to Find Trusted Community Resources	How to Engage and Motivate People in Wellness	Part I: Building a Healthier Community to Support Health and Wellness
10:50-11:40 a.m.	Healthy Food Choices	Taboo Topics: Often Avoided, but Critical for Maintaining a Healthy Organization	Part II: Interactive Session: How Do We Improve Physical Environment and Policies?
11:55 a.m. - 1:10 p.m.	Lunch Keynote		
1:25-2:15 p.m.	Keeping Youth Healthy & Safe	Executive Tell-All	Medical and Social Services Working Together to Improve Health
2:30-3:20 p.m.	Increasing Individual's & Family's Physical Activity	Stress: How Do We Manage It?	Achieving Health Equity
3:35-4:15 p.m.	Wrap-up/Panel		

Upcoming Events

- International Survivors of Suicide Loss Day, Saturday, Nov. 21 at the Verdant Community Wellness Center from 10 a.m. – 1 p.m.