

VERDANT HEALTH COMMISSION
 PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
 Regular Meeting
 AGENDA
 January 24th, 2024
 8:00 a.m. to 10:00 a.m.

The public can participate in person at the Verdant Community Wellness Center or join via Zoom by visiting <https://us02web.zoom.us/j/89568322656> Meeting ID: 895 6832 2656 or the call-in number is 253-215-8782.

	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order	---	8:00am	---
B. Land & Enslaved People’s Acknowledgement	---	8:00am	3
C. Consent Agenda:	Action	8:08am	4-17
1. Approval of Minutes:			
a. December 20, 2023 Regular Board Meeting			
2. 2024 Officer and Committee Assignments			
3. Superintendent’s Discretionary Request: Therapeutic Health Services			
D. Public Comments (limit 3 minutes per speaker)	Information	8:10am	---
E. Executive Committee Report	---	8:19am	---
F. Verdant Internal Programs Presentation	Information	8:20am	---
G. Superintendent Report	Information	8:40am	---
1. Verdant Operations			
2. Community Outreach Update			
H. Program Committee Report	Information	8:50am	18
1. Conflicts of Interest			
2. Status of Spring 2024 Funding Cycle Timeline			
I. Finance Committee Report			
1. Review Financial Statements & Cash Activity	Information	9:00am	19-28
2. Authorization of Payments of Vouchers and Payroll	Action	9:15am	29
3. Correction to approved 2024 Salary Schedule	Action	9:20am	30
Regular Board Meeting			1/24/2024

J. Public Comments (limit 3 minutes per speaker)	Information	9:30am	---
K. Commissioner Comments	Information	9:40am	---
L. Adjournment	---	10:00am	---



– Land & Enslaved People’s Acknowledgment –

Public Hospital District #2, Snohomish County (the Verdant Health Commission), recognizes that we live and work on the ancestral homelands and traditional territories of Indigenous peoples who have been here since time immemorial.

We also recognize that many enslaved and contracted peoples were forced to dedicate their work to the construction of what is now the South Snohomish County area.

In recognition that this land is colonized Indigenous territory that has been designated through slaves and hired labor, it is our collective responsibility to critically interrogate the stories and later lives of these people, and to honor, protect and sustain this land.

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

BOARD OF COMMISSIONERS

Regular Meeting

Hybrid: In-Person at Verdant Community Wellness Center and via Zoom

December 20, 2023

8:00 a.m.-10:00 a.m.

**Commissioners
Present**

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

Staff

Dr. Lisa Edwards, Superintendent
Riene Simpson, Director of Finance
Ceil Erickson, Director of Community Impact
Kaysi Caballero, Executive Assistant/Office Manager
Nancy Budd, Community Social Worker
Annika Sahota, Community Engagement Specialist
Humaira Barlas, Fiscal Specialist

Guests

Mary Davis	Daniel Johnson
Luke Lonie	Elizabeth Zeller
Lahai Health	Michelle Reitan
Leah Hammon	

Call to Order

The regular meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:00 a.m. by President Distelhorst.

**Land and
Enslaved People's
Acknowledgement**

President Distelhorst read the acknowledgement.

Oath of Office(s)

Ms. Mary Davis, City of Lynnwood, read the Oath of Office for Commissioner Deana Knutsen's re-election for a 6-year term for Position 1.

Ms. Mary Davis, City of Lynnwood, read the Oath of Office for Commissioner Karianna Wilson's re-election for a 6-year term for Position 4.

President Distelhorst congratulated both Commissioners on their re-election and thanked Ms. Davis and Mr. Lonie for administering the Oaths.

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Consent Agenda ***Commissioner Knutsen made a motion to approve all items included on the consent agenda, Commissioner Brennan seconded. Motion passed.***

Consent Agenda (E:78:23)

1. Approval of Minutes:
 - a. November 15, 2023 Regular Board Meeting
2. RES 2023:10 Swedish Asset Disposal
3. Approval of 2024 Verdant Board Meeting Calendar

Public Comments None.

Executive Committee Report President Distelhorst reported that Executive Committee met on December 13th to approve the agenda for today’s meeting. No action was taken at the Executive Committee meeting.

2024 Officer & Committee Nominations President Distelhorst requested that nominations for 2024 officers and committees shall be made at this meeting. Current Committee and Board assignments will be in place through January 31, 2024 and the new committee assignments and Board President will take effect February 1, 2024.

Commissioner Knutsen nominated Commissioner Karianna Wilson for Board President, Commissioner Brennan seconded. All others voted aye, motion passed.

Commissioner Wilson nominated Commissioner Carolyn Brennan as Board Secretary, Commissioner Knutsen seconded. All others voted aye, motion passed.

Commissioner Knutsen nominated Commissioner Karianna Wilson as Chair of Executive Committee and Commissioner Carolyn Brennan as second officer. All others voted aye, motion passed.

Commissioner Distelhorst nominated Commissioner Deana Knutsen as Chair of Finance Committee. Commissioner Karianna Wilson nominated Commissioner Jim Distelhorst as second officer. All others voted aye, motion passed.

Commissioner Knutsen nominated Commissioner Bob Knowles as Chair of Program Committee. Commissioner Karianna Wilson nominated Commissioner Carolyn Brennan as second officer. All others voted aye, motion passed.

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Commissioner Distelhorst nominated Commissioner Karianna Wilson as Chair of Strategic Collaboration Committee and Commissioner Carolyn Brennan as second officer. All others voted aye, motion passed.

**Board Discussion:
2024 Community
Presentations and
Joint Study
Sessions**

Dr. Edwards asked that Commissioners discuss their desires to participate in community discussions and/or joint study sessions in 2024.

Commissioner Knutsen shared her concern after presenting at a couple community presentations in the last few months that the public does not know what a public hospital district does. She thinks it is very important to have these discussions in the community. She thinks it is not something that *all* commissioners have to do, just the ones that have time to make the presentations.

Commissioner Wilson agrees that we need to have these conversations to teach people about what we do. She does not think it is the best use of time for all five Commissioners to present at study sessions. She suggested Superintendent Edwards to set up a small meeting at the beginning of this school year with the Edmonds School District but not all Commissioners must participate. She does not feel Verdant should participate in joint study sessions with other municipalities as sometimes our priorities align and sometimes, they do not and Verdant should not mold our strategies to match with the Cities.

Commissioner Brennan agrees that Verdant needs to meet with some of the school district leaders to learn about their priorities. She added that it is difficult to schedule meetings with Cities.

Commissioner Knutsen spoke about the importance of going out in the community with the Superintendent to inform the public. There is a much wider group of people we should be communicating with, not just the school district.

Commissioner Knowles agreed to cancel the joint study session with the school district on August 27, 2024. He does not think these need to be formal conversations with entire boards and can be just a few key people.

**Community
Discussion: Warm
Meals**

Ms. Erickson introduced the topic and presenters for today’s discussion about warm meals in the community.

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Leah Hammon, Nutrition Director at Homage: She reported that 1 in 6 older adults face hunger. Food insecurity is a predictor in depression, disease, quality of life. Homage offers two major nutrition programs (1) Meals on Wheels to deliver food to elderly residents, which includes a wellness check by the delivery drivers who report back to Homage staff and (2) Community Table Dining Program is a hot meal program at 11 locations throughout Snohomish County. They provide the food, recipes, and anyone over age 60 can receive a nutritious hot meal free of charge and it also provides an opportunity for socialization. The two meal sites in south Snohomish County are Center for Healthy Living (Monday-Thursday and every other Friday) and Lake Ballinger Senior Center. Before COVID the Lake Ballinger Senior Center served 20-25 meals twice per week. During COVID they provided drive-up meals, served approximately 200 meals 3 days per week. Year-to-date in 2023 they have served 21,000 meals at these two sites in south Snohomish County. The challenges they face include funding, hiring a cook for the site, quality control for 11 different sites at different times and days of week, barriers to attendance, and meeting the growing dietary and cultural needs of the community. They hope to provide an additional day of service and provide an additional day per month for elderly Latino residents.

Elizabeth Zeller, Lake Ballinger Center: She said they started with 20 sack lunches on Thursdays during COVID. They partner with Homage, receive fruit and vegetable vouchers from Verdant, and get leftover food from food banks that they can distribute to their seniors. Finding a cook is challenging. The wellness checks they provided, even through the drive-up car windows as they distribute food, are invaluable. Now, after the pandemic, they are all in person congregate meals and the seniors are socializing again. The Verdant fruit and vegetable voucher program is helpful since fresh produce is often what people skip when they can't afford food, so they buy the cheaper shelf stable food instead. One of the challenges they face is staffing to recruit and retain volunteers to provide the lunches.

Daniel Johnson, CEO of Edmonds Waterfront Center: Among their 70+ programs, their lunch program is the most important. It has created socialization opportunities including a nutrition aspect. In 2019 when they demolished their building to rebuild the center, they continued to provide their meals programs offsite. During the pandemic they delivered meals seven days

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per week via volunteers. After the pandemic they switched to a community cafe model where the public could come and order food off a menu, but the seniors would have a subsidized lunch. Starting in January 2024 there will be a hot lunch for seniors five days per week. What they are trying to figure out is how to involve the community. Ms. Michelle Reitan talked about the struggle for seniors to eat nutritiously. Some factors that inhibit healthy eating include immobility to get to grocery store, inability to stand and prepare meals, conflicting diseases that counter the nutrition needs of the another disease. They do nutrition education with Sound Dietitians once per month and Verdant provides the fruit and vegetable vouchers to attendees. Puget Sound Kidney Center also comes in and does workshops and cooking demos.

Commissioner Knutsen asked Homage if they are closing the center? She has concerns about their ability to provide meals if the center is closed.

- Ms. Hammon answered there are no plans to close the center. The building is being vetted to see if it is viable for them to remain in the center. They still hope to provide an additional service day at Lake Ballinger Center.

Commissioner Knutsen asked Mr. Johnson to explain why the Edmonds Waterfront Center is not receiving any federal subsidized services.

- Mr. Johnson answered they are talking with Homage to continue the partnership to benefit from their federal subsidies.

Superintendent’s Report

Dr. Edwards reported in November Verdant staff volunteered at WA Kids in Transition, Kirk Mathis and Annika Sahota presented at Homage to their volunteers, Verdant hosted a south Snohomish County meeting with social workers to determine the needs of the clients they serve. At the Verdant Community Wellness Center, we hosted a meeting for the Black Leaders Collective and CEO Roundtable. This week Dr. Edwards attended Edmonds Civic Roundtable. Verdant received a certificate of appreciation from WA West African Center. She thanked Leslie Silverman for grant coaching she offered to eight organizations. We can see much stronger proposals with this current cycle of funding applications. In January 2024 Verdant will present a report of facility use at the wellness center and the number of organizations served, etc.

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**Program
Committee Report**

Conflicts of Interest None.

Spring 2024
Funding Cycle

Ms. Erickson reported the application period for Spring 2024 closed December 14th (E:79:23). There were 47 applications submitted for the Spring 2024 funding cycle. There were three brand new applicants and seven applicants who applied which have not been previously funded by Verdant. Right now, Verdant staff are working on their financial review of completeness. We will provide Commissioners with a bulk PDF of all applications received so they can begin reading through them before they are assigned for scoring.

Commissioner Wilson asked how many applications we had received in Spring 2023. She would also like to know how much we funded last year at this time. She reiterated that the Board’s priority is to the hospital district and there may be some difficult decisions made about grant funding.

Dr. Edwards encouraged Commissioners to keep in mind that they heard from other funders at the November Community Health Networking Lunch that they are receiving a record number of grant applications. The cost of everything is going up and organizations are working on getting more funding from many places. She added that Verdant should discuss fine tuning its funding philosophy, not just our strategic priorities.

Commissioner Brennan asked how Verdant can deploy their resources and encourage organizations to apply for federal or other government programs for things like food security.

- Dr. Edwards answered that Verdant’s grantwriting consultant, Leslie Silverman, does walk organizations through these other federal funding opportunities when she works with them.

Finance Report

Review Financial
Statements & Cash
Activity

Ms. Simpson presented the financial reports for November 2023 (E:80:23), noting any transactions out of the ordinary, compared to prior month periods.

Authorization of
Payments of
Vouchers and
Payroll

Authorization for payment of vouchers and payroll:
Warrant numbers 16286 through 16332 and J2337 through J2366 for November 2023 for total warrant payments in the amount of \$260,600.70 were presented for approval (E:81:23).

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Motion was made by Commissioner Knowles, seconded by Commissioner Wilson and passed unanimously to approve the warrants.

Approval of 2024
Salary Schedule

Dr. Edwards presented the proposed 2024 salary schedule for Verdant staff (E:82:23). This is adjusted for 3% cost of living adjustment.

Motion was made by Commissioner Knutsen, seconded by Commissioner Brennan and passed unanimously to approve the 2024 salary schedule.

Public Comments

None.

Executive Session

President Distelhorst closed the meeting for executive session to begin at 9:25am after a short 2-minute break, and will continue through 9:58am. This executive session is to review and consider proposed sale of real estate and to review the performance of a public employee.

Executive session was extended to 10:15am.

Open Session

President Distelhorst reopened the public meeting at 10:15am. He presented Resolution 2023:11 to fix the compensation for Superintendent Edwards. Effective January 1, 2024, annual compensation for Verdant’s Superintendent will be \$204,514.

Commissioner Knutsen made a motion to approve RES 2023:11, Commissioner Wilson seconded, Motion passed.

President Distelhorst and Commissioner Wilson will review the annual performance notes with Dr. Edwards sometime after the holidays.

**Commissioner
Comments**

Commissioner Knutsen wished everyone happy holidays.

Commissioner Brennan thanked President Distelhorst and Commissioner Wilson for their leadership over the past two years and looks forward to continuing to work with everyone in 2024. She congratulated the Verdant staff for a great year.

President Distelhorst wished everyone happy holidays. He congratulated Commissioners Wilson and Knutsen for re-election.

Adjournment

The meeting was adjourned at 10:19 a.m. by President Distelhorst.

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ATTEST BY:

President

Secretary



2024 Officers & Committee Assignments

- President – Karianna Wilson
- Secretary – Carolyn Brennan
- Executive Committee – Karianna Wilson (Chair), Carolyn Brennan
- Finance Committee – Deana Knutsen (Chair), Jim Distelhorst
- Program Committee – Bob Knowles (Chair), Carolyn Brennan
- Strategic Collaboration Committee – Karianna Wilson (Chair), Carolyn Brennan



DISCRETIONARY FUNDING REQUEST

ORGANIZATION NAME:	Therapeutic Health Services	EIN or tax status:	91-0882971
PROJECT TITLE:	Integrated Cognitive Therapies Program	REQUEST AMOUNT:	\$81,999
Completed by:	Kara Key, LICSW, SUDP ICTP Manager	Date:	12/18/2023
Point of Contact Email:	KaraK@ths-wa.org Cc: PatriciaEQ@ths-wa.org, Patricia Edmond Quinn, CEO	Phone:	206-502-9792
Proposed Start Date:	01/1/2024	Proposed End Date:	03/31/2024

PRIORITY AREA

1. Mental Health
2. Healthcare Access

OVERVIEW

1. **Organization Background and Alignment with Verdant Strategic Priorities:**

Briefly describe the organization’s background and how its program(s) align with one or more of Verdant's priority areas (see also Verdant website for more priorities):

- Food Security
- Healthcare Access
- Mental Health

Therapeutic Health Services is a nonprofit community behavioral health organization that has over 50 years of experience providing evidence-based mental health and substance use disorder treatment. The Integrated Cognitive Therapies Program (ICTP) is an evidence-based treatment model for co-occurring mental health and substance use disorders in adolescents. ICTP was originally developed at THS’ Youth and Family Seattle branch in conjunction with researchers from the University of Colorado’s Encompass program to provide care with measurable outcomes to youth in a community mental health setting. Our school-based programs in Snohomish County are an outgrowth of the original ICTP and have been adapted to make co-occurring services available to students most in need, with a focus on maintaining the quality of services delivered in our office-based settings.

The ICTP is directly aligned with Verdant's priority areas of Mental Health and Healthcare Access and shares the value that all residents of our community should have access to affordable and equitable care. The THS ICTP delivers critically needed clinical supports to South Snohomish County students at school where they spend much of their time. This removes traditional barriers like transportation, cost, and parent/guardian consent for youth hesitant to disclose struggles. By working within the education system, we strive to promote help-seeking behaviors and foster resilience among our community’s most vulnerable populations.

ICTP Therapists are trained to utilize Motivational Enhancement Therapy, Cognitive-Behavioral Therapy, and Contingency Management in a school setting. Services include a two-part assessment with a biopsychosocial or psychiatric evaluation followed by a series of standardized assessment tools intended to clarify diagnoses and direct care. Participants work with their therapist to set goals they want to accomplish in their 10-16 session episode of care, and review their symptoms and goals every 5th session. This gives the participant and therapist the chance to monitor progress and ensure that their most difficult symptoms are being addressed. Follow up sessions and repeated episodes of care are available when clinically indicated. Quality is managed through the use of outcome analysis as well as the review of audio recordings of sessions to verify that the therapist is adhering to the model as well as to provide feedback regarding use of motivational interviewing and CBT interventions.

Since 2015, the THS ICTP has received support from the Verdant Health Commission to deliver on-site services in Edmonds School District high schools, regardless of the student’s insurance status or ability to pay for care. This support significantly reduces common barriers this population faces in accessing care, including transportation limitations, cost concerns, and privacy fears about involving parents. By embedding master’s level therapists onsite at schools, the program reaches adolescents who may not otherwise seek or receive needed mental health services.

A significant barrier to sustaining consistent on-campus mental health services is that commercial insurance companies do not cover therapy conducted in school settings, unless the service takes place in a student health clinic. Without the ability to bill for school-based therapy sessions, we must rely on external funding sources to retain our team of master’s level clinicians with expertise caring for adolescents. We will continue to partner with CHC of Snohomish County as they develop School-Based Health Centers in the ESD, as this could alleviate funding pressures over time. Currently external funding from partners like Verdant Health Commission serves as the financial backbone enabling us to pay competitive wages while delivering treatments unencumbered by insurance restrictions on location.

2. Project Scope (the “what” and “how”)

Briefly describe the scope of the project for which funds are requested, how the funds will be applied, and capacity in place to ensure the successful implementation of the project.

The requested funding will support continued operation of on-site ICTP services in the Edmonds School District. The program is staffed by masters prepared therapists licensed at the level of LMHC-A, LICSW-A or independently licensed as LMHC or LICSW.

We currently have 3 therapists to serving the 4 Edmonds SD high schools, plus Scriber Lake Alternative HS, and youth from South Snohomish County who are involved with the Juvenile Justice System. The therapist serving Scriber Lake HS will also have a minimum of 2 days of in-office availability for Juvenile Justice referrals or others who prefer appointments outside of school. Therapy sessions are typically in person, though HIPPA compliant telehealth visits are available depending on the best accessibility for each individual and the desire for either privacy or parental involvement.

The preponderance of the funds requested for this program will be directed to support the staffing necessary to provide and manage the services youth will receive. The direct project expenses are to fund necessary supplies and services such as laptop and cell phone access for

therapists, assessment tools and contingency management supplies, as well as mileage between sites.

THS is continuing to develop the infrastructure to bill Medicaid and the NSBHO for on-site school services as a means of creating greater sustainability and defraying expenses to this grant. A significant barrier to sustaining on-campus mental health services is that commercial insurance companies do not cover therapy conducted in school settings, unless the service is provided within a school health clinic. Without the ability to bill for school-based therapy sessions, we must rely on external funding sources to retain our team of master's level clinicians with expertise caring for adolescents. We will continue to partner with CHC of Snohomish County as they develop School-Based Health Centers in the ESD, as this could alleviate funding pressures over time. Currently, external funding from partners like Verdant Health Commission serves as the financial backbone enabling us to pay competitive wages while delivering treatments unencumbered by insurance restrictions on location.

THS has the capacity to support the staff in this program through the direct supervision of an LICSW, SUDP Program Manager and consultation with our Director of Psychiatry, who has extensive experience with adolescent behavioral health. The team meets weekly for group consultation and development, and receives intensive clinical supervision to ensure fidelity to evidence-based interventions and modalities. The organization has the support of administration for IT, finance and human resources.

3. Population Beneficiaries (the “who”)

Briefly describe the population benefiting from the proposed activities or services and estimate the percentage residing in [Verdant Service Area](#). Verdant funding is required to support residents in the Verdant Service Area.

The individuals served by this program are South Snohomish County adolescents and the adults serving/caring for them. The youth targeted for this program are young people living in South Snohomish County, identified as evidencing symptoms of mental health or substance use difficulties or who self-identify as needing support or intervention to better cope with emotional distress, substance use, or a combination.

Recruitment of participants occurs through a variety of mechanisms, but primarily through direct collaboration with our Edmonds School District liaison and Family Resource Advocates (FRA). Referrals can be initiated by anyone in the school and the FRA serves as an initial screening point to help determine eligibility and appropriateness for ICTP services. Parents and guardians can make a request for services by calling their student's school counselor, FRA, or reaching out to our office directly. The option for office-based care is also available to students who would prefer to have services outside of the school day. In the 2022-2023 school year we developed an option for medical providers at the CHC School-Based Health Centers to directly refer students to ICTP, while maintaining collaboration with the FRA team and school counselors as needed. Information and education about ICTP services is also disseminated through the schools through presentations in health classes, collaboration with counselors and FRAs to educate students about symptoms, and how to seek help. Students can self-identify for services as well and make a request for screening by talking to their school counselor, FRA, or the on-site ICTP therapist.

At all stages of treatment, we encourage the participant to include parents or caregivers in their treatment and support them in addressing any concerns or hesitations. The option for parents to receive 4-6 individual or group coaching sessions is available to promote healthy

communication, safety in the home, and support youth mental health outcomes with education about adolescent development and co-occurring disorders.

The staff working on this project only take referrals from outside the Verdant service area when caseloads and referrals are low. Due to the current demand for behavioral health services in our area, we anticipate this being less than 5% of the population served.

4. Desired Outcomes

Briefly describe realistic outputs and/or outcomes over the proposed performance period.

Number of individuals served: 60**

- Includes all referrals received and screened
- Youth that received brief/one-time interventions at school
- Adults/caregivers provided coaching and consultation

Number of youth enrolled in treatment*: 30**

- Requires completion of an intake assessment and participation in development of a treatment plan

Symptom Improvement*: 23**

- Includes number of enrolled youth that experienced a clinically significant reduction in mental health or substance use symptoms (as measured by CDRS, MASC, PCL-5 intake and exit scores, substance use severity codes and/or remission status)

***Metrics have been changed to reflect those being tracked for 2024-forward**

****Referrals and enrollments are typically lowest in Q1 as students referred in Q4 have not yet completed treatment. These numbers reflect what is expected only in Q1 2024.**

5. Key Partners

If the project's implementation involves other partner agencies, briefly provide the organization name(s) and their role.

Edmonds School District provides facilities, referrals, and collaboration regarding school-based treatment options. Snohomish County Juvenile Justice refers youth involved in legal system. Both partners are critical for program implementation. We are also working more closely with the CHC Student Health Center staff at Meadowdale HS and developing ways to create better continuity of care with student health centers.

6. Project Budget

Provide an activity-based budget to describe how requested funds will be allocated to support the scope described in question 2.

The budget for this period was determined based on ¼ of the costs for this program in 2024.

Personnel Costs: Wages, Health Insurance, Payroll Taxes, Workers Compensation Insurance	Jan 2024-Mar 2024 Projected Costs
0.3 FTE Program Manager	8,593.81
0.7 FTE Clinical Supervisor/Lead Therapist	16,595.82
1.0 FTE Licensed MH Clinician	20,808.52
1.0 FTE MH Clinician with 2 years' experience	20,814.00
0.1 FTE Administrative Assistant/Front Desk	1,686.92
TOTAL PERSONNEL COSTS	68,499.08

Other Costs: (Equipment, cell phone service, hiring advertisements, employer paid training/license fees, mileage, assessment tools, general supplies)	7,425.92
ADMIN FEE (8%)	6,074.00
TOTAL PROJECTED QUARTERLY EXPENSE	81,999.00

7. ADDITIONAL COMMENTS

Verdant Health Commission
 Funding Opportunity: Spring 2024 Timeline

	Grant Cycle Spring 2024	November to May	
	FLUXX revisions to applications and workflow for 11/1 launch		October
	Verdant-hosted webinar on Funding Guidelines Q&A for Prospective Applicants (60 minutes each session)	11/14 2:00pm	
	Verdant-hosted webinar on Funding Guidelines Q&A for Prospective Applicants (60 minutes each session)	12/7 10:00am	
	Host on-site or virtual tech assistance for submitting applications and uploading attachments	11/30 10:00am – 2:00pm 12/12 1:00pm – 5:00pm	
	Accept Applications	11/1	12/14
	Compliance and Staff Review	12/18	1/5
	Commissioner assignments and list of ineligible applicants	1/8	
	Send link to applications to commissioners for reading	1/8	
	Program Committee Review Period	1/8	2/6
	Finance and Executive Committee Review Period	1/8	2/9
	Committee Meetings: Review and Consensus (1.5-2 hours/committee)	Program 2/8 Finance 2/13 Executive 2/14	
	Special Board Mtg: Discuss / Finalize Decisions (2 hours)	2/21	
	Monthly Board Mtg (20 min agenda item)	2/28 W	
	Applicants Notified: Emails sent out, Modifications and Contracts	2/29	3/29
	Grant Term Begins	4/1/24	

Balance Sheet
As of December 31, 2022 and December 31, 2023
Preliminary 1/15/24*

	12/31/2022	Final	12/31/2023 Preliminary	Change from 12/31/22	Comments:
ASSETS					
1 Current Assets					
2 Cash Balance		4,470,365	4,162,448	(307,917)	Operating cash accounts; reflects transfers to investment accounts for reserve funding.
3 Accounts Receivable		5,991	1,703	(4,288)	
4 Other Current Assets					
5 Clearing Account			4,050	4,050	Receivable from Wells Fargo
6 Investments		54,137,810	59,954,822	5,817,011	Reflects 2022 reserve funding of \$1.2MM transferred in 2023; plus 2023 reserve funding of \$2.073MM funded in monthly installments. PLUS Net inv return for 2023 of \$2.5MM. Note: entire investment portfolio balance is reported in current section of balance sheet, maturities are >1 year to 5 years.
7 Prepaid Expenses & Others		61,733	176,852	115,119	Prepaid Prop & Casualty Insurances-Increased for 2023/2024; other Prepays added Landlord Lease Commissions \$32k, and Tenant PPD lease commission \$44k (for PSG 5 year lease renewal) new in 2023.
8 M&O Tax Levy Receivable		35,134	27,305	(7,829)	12 months rev at \$215k less payments received through 12/31/2023. Levy 2023 \$2,574,000
9 Short Term Lease Receivable		3,609,874	3,609,874	-	denotes accounts impacted by GASB 87 implementation retroactive to 1/1/2021. Does not yet reflect 2023 adjustment
10 Subtotal Other Current Assets		57,844,550	63,772,903	5,928,352	
11 Total Current Assets		62,320,906	67,937,053	5,616,147	
12 Long Term Assets					
13 Fixed Assets-Net of Depreciation		21,758,626	21,223,820	(534,806)	Hosp, Kruger, VCWC, VV 2023: Tracking Kruger Refresh Costs in CIP: Total at 12/31/23 \$544k JPC Architects & all related consulting & progress billings, FSI as built drawings, Permits, JSH construction management. Will reclass to FA category as each project is completed.
14 TI-Net		181,009	120,577	(60,432)	Balance in unamortized tenant improvement allowances; \$120k at 12/31/23 reported this line is net unamortized tenant TI's
15 Lease Receivables-LT Lease and Interest Receivable		259,319,798	259,319,798	-	New GASB 87- LT Portion Lease Receivable \$258MM Interest \$710k; does not yet reflect 2023 adjustment
16 TOTAL ASSETS		343,580,339	348,601,248	5,020,909	No interim adjustments are being made to the financial statements for the GASB 87 impacts on lease and interest revenue. All adjustments will be made at year end December 31. Does not yet reflect 2023 adjustment
LIABILITIES & NET POSITION					
17 Liabilities					
18 Current Liabilities					
19 Accounts Payable & Unclaimed Property		30,538	190,019	159,482	12/31/23 Accounts Payable increase is due to Election Costs and SAO audit fees totaling \$103k. Unclaimed Property Balance is \$21k.
20 Credit Cards		894	(109)	(1,003)	
21 Tenant Prepaid Rents		956,915	990,242	33,327	Swedish Hospital and Clinics Jan rents paid in December
22 Other Payables & Accruals		259,061	159,985	(99,075)	Business Taxes, Accrued Operating Expenses, Tenant Security Deposits-- 12/31/22 balance included year end Grants Payable of \$67k--no such accrual at 12/31/23
23 Accrued Salary & Benefits		39,868	46,313	6,445	
24 Estimated Self-Insured Reserve		125,000	125,000	-	Contingency reserve for self funded L&I claims and pension adjustments. Set at \$125k.
25 Total Current Liabilities		1,412,276	1,511,451	99,175	
26 Long Term Liabilities					
27 Deferred Inflow of Resources		255,392,457	255,491,632	99,175	GASB 87 LT Lease Liability through 12/31/22 impact; does not yet reflect 2023 adjustment
28 Total Long Term Liabilities		255,392,457	255,491,632	99,175	
29 TOTAL LIABILITIES		255,392,457	255,491,632	99,175	
30 EQUITY		88,187,882	93,109,616	4,921,734	Includes Equity Adjustment for GASB 87 2021 2022
31 TOTAL LIABILITIES & NET POSITION		343,580,339	348,601,248	5,020,909	

*Preliminary results; these statements do not include the 2023 GASB lease accounting adjustments (material) and certain miscellaneous accrual and prepaid adjustments for year end (immaterial)

Denotes accounts impacted by GASB 87 Lease Standard Implementation

Statement of Income
Months Ending Nov 30, 2023 and Dec 31, 2023
Preliminary 1/15/2024*

	Month of November 2023	Month of December 2023	Month Change Inc/(dec)	Comments:
1 Operating Revenue				
2 Cash Lease Revenues (Base, CAM, Taxes)	1,032,716	1,035,450	2,734	
3 Deferred Rent Adjustments			-	
4 Grant Repayments			-	
5 Total Operating Revenue	1,032,716	1,035,450	2,734	
6 Program Funding and Operating Expenses				
7 Programs				
8 Total Program Funding	748,233	753,405	5,172	Includes All Program Payments, External Awards & Internal program costs. Fall 23 Award payments began 10/1/2023
9 Operating Expenses				
10 Salaries, Benefits & Contracted Staff	95,958	105,401	9,442	Increase due to PTO accrual true up
11 Professional Development/Planning	1,000	-	(1,000)	
12 Professional Services	36,926	68,091	31,165	December includes accrual for SAO 2 year audit of \$24,000 and additional legal expenses for contract reviews and property matters
13 Purchased Services	35,305	39,014	3,709	Regular recurring services for properties; Added VV security patrols. Additional weather related services in December.
14 Supplies, Postage, Dues, Other	4,528	9,747	5,219	
15 Repairs, Maintenance & Insurance	25,933	25,142	(790)	
16 Utilities	26,674	11,568	(15,106)	November utility costs overstated--water/storm drains duplicated in accrual, reversed in December.
17 Business Taxes	5,901	5,530	(370)	
18 Marketing	8,144	739	(7,405)	Fall Canopy printing paid in November
19 Election Fee		79,000	79,000	Dec-\$79k estimate for November 2023 Election services-County Auditor
19 Depreciation	94,105	90,312	(3,794)	
20 Amortization	5,036	5,036	-	
21 Total Operating Expenses	339,510	439,581	100,070	
22 Total Program and Operating Expenses	1,087,744	1,192,985	105,242	
23 Net Operating Income (Loss)	(55,028)	(157,536)	(102,508)	Net Operating Loss Month of December 2023 (\$157,536)
24 Other Income (Expense)				
25 Other Income		197	197	
26 Self Funded L&I Reimbursements			-	
27 Self Funded L&I Expenses	(943)	(928)	15	
28 Levy Income	215,000	215,000	-	
29 Net Income (Loss) after Levy Income	159,029	56,734	(102,296)	Net Income after Levy and Self Funded L&I Month of December 2023 \$56,734
30 Investment Income-Net of Unrealized Gains (Losses)	499,448	536,914	37,466	December Interest \$175,301 Realized Loss (\$14,103) Unrealized Gain \$375,716
31 Net Income (Loss)	658,478	593,648	(64,830)	Net Income Month of December 2023 \$593,648

*Preliminary results; these statements do not include the 2023 GASB lease accounting adjustments (material) and certain miscellaneous accrual and prepaid adjustments for year end (immaterial)

Statement of Income-Actual v Budget
Month and YTD Ending December 31, 2023
Preliminary 1/15/24*

	Dec-23	December 2023 Budget-Month	Month Fav (Unfav) Variance		December 2023 YTD Actual	December 2023 YTD Budget	YTD Fav (Unfav) Variance	Notes
1 Income								
2 Operating Revenue-	1,035,450	1,002,423	33,027	F	12,299,000	11,820,435	478,565	F 1/2
3 Expenses								
4 Program Expenses-All Categories	753,405	718,524	(34,880)	U	8,066,950	8,822,700	755,750	F 3
5 Operating Expenses	344,233	263,747	(80,487)	U	3,231,752	3,344,959	113,207	F 4
6 Depreciation & Amortization	95,348	112,138	16,791	F	1,207,298	1,345,662	138,364	
7 Total Expenses	1,192,985	1,094,409	(98,576)	F	12,506,000	13,513,321	1,007,321	F
8 Operating Income (Loss)	(157,536)	(91,986)	(65,549)	F	(207,000)	(1,692,886)	1,485,886	F
9 Levy and Other Non Operating Income (Expense)								
10 Other Income	-	-	-		15,597	-	15,597	F
11 Levy Income	215,000	215,000	-		2,581,829	2,580,000	1,829	F
12 Investment Income-Net of Unrealized Gains (Losses)	536,914	100,000	436,914	F	2,543,385	1,200,000	1,343,385	F 1.A
13 Self Funded L&I Reimbursements	-	-	-		-	-	-	
14 Self Funded L&I Expenses	(908)	(2,182)	1,274	F	(12,078)	(26,182)	14,104	F
15 Fees, Penalty and Interest	-	-	-		-	-	-	
16 Net Income (Loss) After Other Income	593,471	220,832	372,639	F	4,921,733	2,060,932	2,860,801	F
			<i>Reference 2022</i>		<i>3,437,522</i>	<i>4,209</i>	<i>3,433,313</i>	<i>GASB 87 adjustments; investment return; grant payments</i>

*Preliminary results; these statements do not include the 2023 GASB lease accounting adjustments (material) and certain miscellaneous accrual and prepaid adjustments for year end (immaterial)

1. Revenues-

Rental Income-Two suites are still vacant at Kruger Clinic. (#110; 2025 SF & 270; 1945 SF). Repair and refresh has been completed and suites are being actively marketed. Estimated revenue loss from vacancy is ~\$100k rent and ~\$65K in CAM . Value Village lot lease terminated 7.31.23. New lot lease in process @ \$2500 per month effective 12/1/2023. Deferred rent adjustments have been eliminated with the application of GASB 87 accounting for leases. Estimates for deferred rents were budgeted for 2023. There will be a month and year to date variance on revenue line through 2023 as a result. GASB 87 adjustments for lease and interest income are not being recorded on an interim basis. These adjustments will be made at year end only. See note 2 below.

Grant Repayments-\$84k YTD January 23 & Oct 23 \$84k Project Access-x 2 separate years.

--Operating revenue is trending favorably due to grant repayment, VV lot rental and the deferred rent adjustments in budgeted figure.

Levy Income-2023 Rate of \$215k per month

1. A-Investment Income-Year to Date Investment Income Net is \$ 2.543MM v Budget of \$1.2MM Actual Includes Interest \$1.630MM Realized Loss \$80k; Unrealized Gain \$994k Interest only is budgeted;

2. GASB 87 Lease and Interest Income-

All entries to apply the impact of the standard for 2021 and 2022 were recorded retroactively at 12/31/22. Impact was reviewed at the November 2022 finance and board meetings and with the 2022 audit report. 2023 revenue (lease and interest) entries related to the GASB 87 implementation **are not being recorded on an interim basis** to the internal management use financials so as not to distort the interim financials and budget reviews. These entries will be recorded annually at each calendar year end. **These 12/31/2023 preliminary statements do not yet reflect the 2023 lease adjustments.**

3. Expenses-Program:

Overall program spending below budget \$755k at 12/31/2023. Community grant payments under budget at 11/30/23 by \$653k - \$8.1MM total budget. Explanation: Lower than budgeted awards last 2 cycles. Fall award payments began 10/1/23. CHART lower than budget is timing only; shifted to calendar year payment cycle in 2023. VOA lower than budget due to vacancy in CRA position. Contract revised no funding Jan to April 2023. Internal programs slight underspend for 2023. \$16k

4. Expenses-Operating:

YTD operating expenses underbudget by \$113k as of this preliminary report. Anticipate overall to be slightly below budget for the year from a variety of sources. Primarily the underbudget election costs (budgeted for primary and final).

Unbudgeted expenses incurred to date (but covered by contingency budget): Increase in insurance premiums due to property valuation adjustment; Accounting contractor fees due to delayed recruitment (partially offset by staff vacancy--position was budgeted in wage line). Grant Admin contractors--partially offset by staff vacancy. Wellness Center and VV Security patrols were added in 2023. Janitorial, Landscaping and utilities are higher than budget due to added patrols at WC and VV and additional services. Deicing and sanding services to parking lots were underbudgeted by ~\$20k--new more responsive vendor with more frequent servicing. Marketing costs more budget--due to addition of event and higher than budgeted Canopy costs . Kruger RFP and Hospital RFQ consulting costs in professional services were approved expenses not in the original 2023 budget.

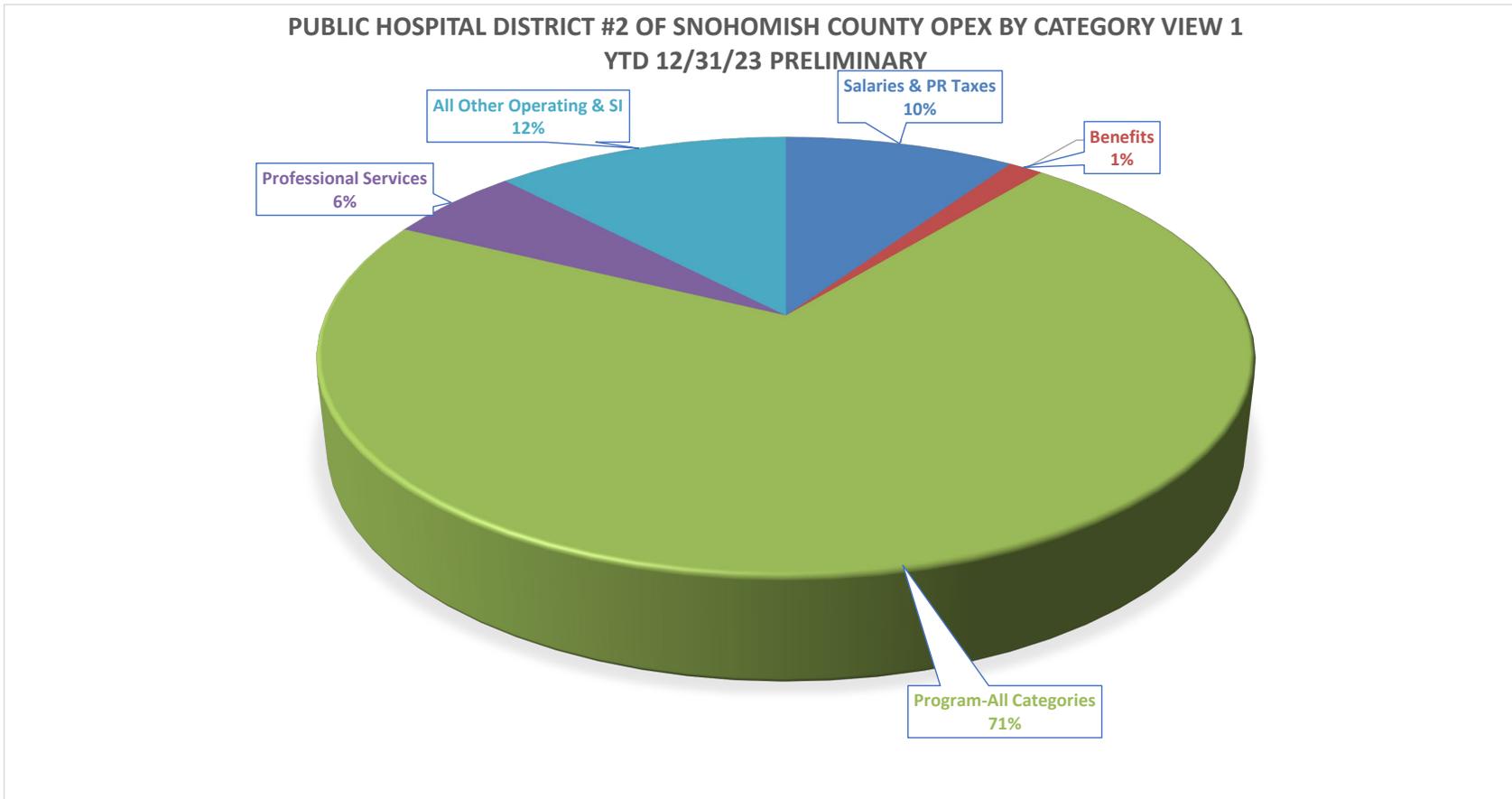
To the extent opex variances are CAM related costs, the expenses will be billed back to tenants and offset in revenue line for net zero impact to the District.

**2023 Program Spending v Total Budget
December 31, 2023 DRAFT**

1/15/2024 FC

		Jan - Dec 2023 Actual	% of Budget Incurred	Full Year 2023 Budget	Notes	Remaining Budget Available
	12/12		100.00%			
	Programmatic Work					
1	6000 · External Programs					
2	6011 · Community	7,446,641.47	91.93%	8,100,000.00	1	653,358.53
3	6014 · CHART	71,000.00	67.52%	105,150.00	2	34,150.00
4	6015 · VOA 211	58,080.00	52.80%	110,000.00	3	51,920.00
5	6017 · Superintendent Discretionary	200,000.00	100.00%	200,000.00	1	0.00
6	Total 6000 · External Programs	7,775,721.47	91.32%	8,515,150.00		739,428.53
7	6050 · Internal Programs					
8	6053 · Nutrition & Food Security	83,570.39	86.74%	96,350.00		12,779.61
9	6055 · Multicultural Health Programs	38,675.14	88.00%	43,950.00		5,274.86
10	6056 · Behavioral Health & Social Work	153,172.38	104.02%	147,250.00		-5,922.38
11	6058 · Partner Development & Education	15,812.02	79.06%	20,000.00		4,187.98
12	Total 6050 · Internal Programs	291,229.93	94.69%	307,550.00		16,320.07
13	Total Programmatic Work	8,066,951.40	91.43%	8,822,700.00		755,748.60

- 1 Commissioners reallocated \$100,000 from Community Grant line to Superintendent Discretionary at 8/23/23 Board Meeting.
Underbudget of \$653k is due to actual awards less than available at Fall 22 and Spring 2023 both impacting 2023 cash payments
- 2 CHART converting to calendar year contract budget variance is timing only based on payment schedule in 2023. 8 months expense only landed in 2023-4 month offset is in 2022.
- 3 VOA 211-final due to vacancy in position; contract amended to no payments during vacancy Jan to April 2023



View 1-Prof Services, Salaries and Benefits, All Other Operating, expressed as total of all expenses

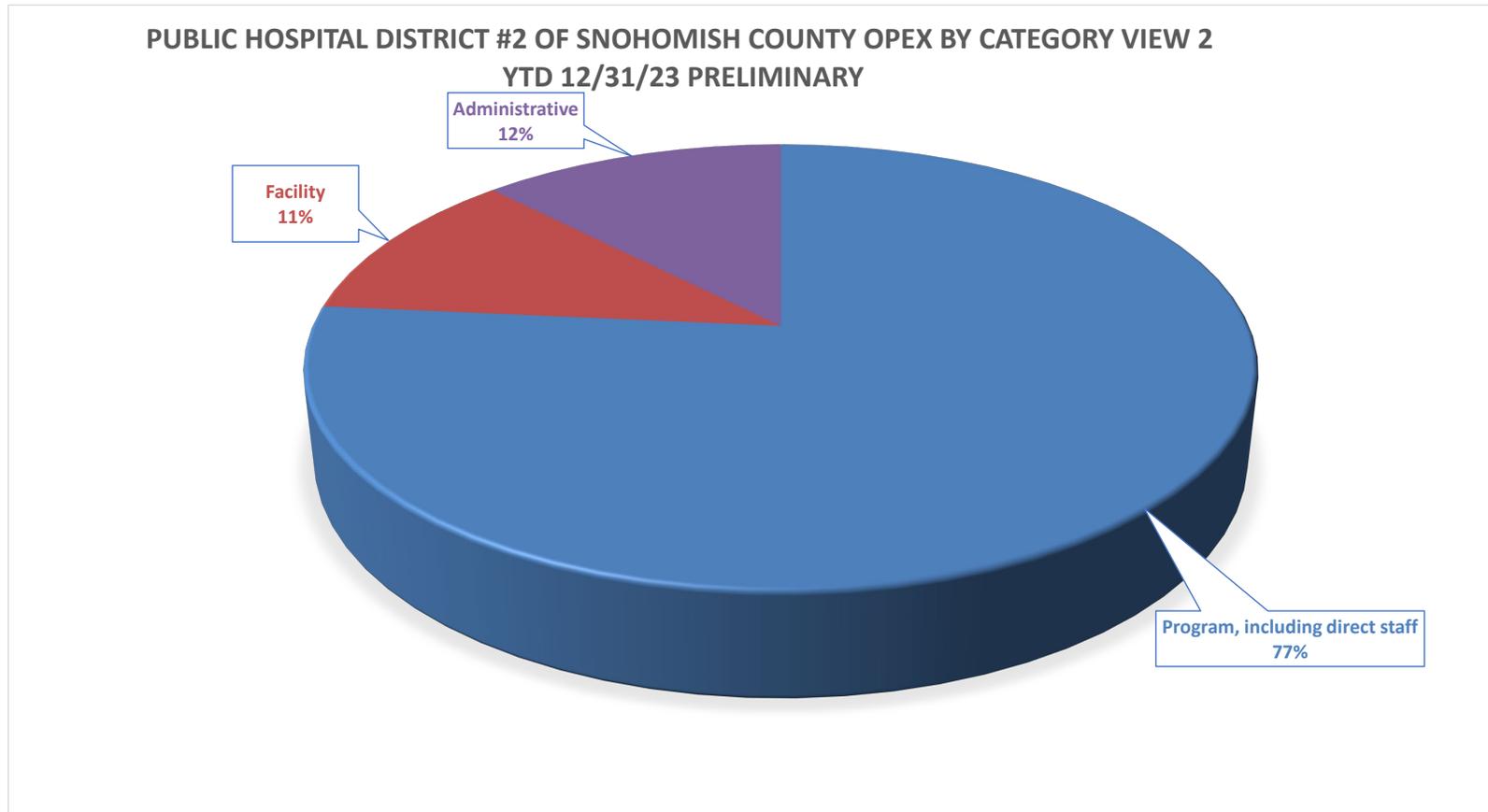
Professional Services include Legal, Accounting and Audit, Investment Management, HR Services, IT Services, Property Management & Real Estate Appraisals Special Consulting-Thomas (Hospital), Strategic Planning, DEI)

Program Costs in this illustration are grant payments and expenses only and do not include program staff costs (direct or indirect)

All other Operating expenses include Repairs and all property related maintenance expenses, utilities, insurances, business taxes, supplies, marketing, self insured L&I and other administrative costs.

Salaries and Payroll Taxes, Personnel Benefits-self explanatory

Depreciation and Amortization have been removed from this presentation



View 2-Program with FTE, Property and Administrative Expenses, expressed as total of all expenses

Facility Expenses: Utilities, Repairs, Maintenance, Insurance, Taxes, Property Management and Real Estate related costs, allocation of legal and certain other professional fees related to properties

Program Costs: All grants and internal program costs plus Salaries and Benefits only for direct program staff 4.75 FTE
This illustration includes allocation of direct staff only; does not include an allocation for indirect staff S&B, facilities, supplies or other costs that could be reasonably allocated to program expense. This would increase the program cost % by an additional 5%

Depreciation and Amortization have been removed from this presentation

Administrative Costs: Remaining staff salaries and benefits; supplies, marketing, legal, investment services, accounting and other professional services, self insured L&I costs

Warrants-December 2023

Type	Date	Num	Name	Amount	Memo
Warrants:					
1002 · Wells Warrant Acct *2717					A
Bill Pmt -Check	12/05/2023	16333	Ana Evelin Garcia		VOID: 11/23 - Men & Women Support Groups - Wrong date printed
Bill Pmt -Check	12/05/2023	16334	Foster Garvey PC		VOID: 11/23 - Legal Services - Wrong date printed
Bill Pmt -Check	12/05/2023	16335	Guardian Security Systems, Inc.		VOID: 3 Months subscription to monitor fire alarm - Wrong date printed
Bill Pmt -Check	12/05/2023	16336	Health Care Authority (PEBB)		VOID: 12/23 - Health Insurance & Life AD&D - Wrong date printed
Bill Pmt -Check	12/05/2023	16337	Lesbia G Orellana		VOID: 11/23 - Spanish Women Support Group - Wrong date printed
Bill Pmt -Check	12/05/2023	16338	Leslie Silverman		VOID: 11/23 - Professional Services for Partner Development - Wrong date printed
Bill Pmt -Check	12/05/2023	16339	Payden & Rygel		VOID: 11/23 - Investment Advisory Fee - Wrong date printed
Bill Pmt -Check	12/05/2023	16340	Seattle Food Nut		VOID: 11/23 - Teen Cook Along "Holiday Desserts" - Wrong date printed
Bill Pmt -Check	12/05/2023	16341	The Hand Up Project		VOID: Award A586 - Highway 99 Hallmark of Hope Project - 11/23 Payment - Wrong date
Bill Pmt -Check	12/05/2023	16342	Turner HR Services, Inc.		VOID: 11/23 - HR Consulting, Recruitment & Background Check - Wrong Date
Bill Pmt -Check	12/05/2023	16343	Velia Cervantes Lara		VOID: Oct and Nov Parent Support Group, Summit & Reparenting Series - Wrong date
Bill Pmt -Check	12/05/2023	16344	Wells Fargo		VOID: Wrong Date printed
Bill Pmt -Check	12/11/2023	16345	Ana Evelin Garcia	600.00	11/23 - Men & Women Support Groups
Bill Pmt -Check	12/11/2023	16346	Foster Garvey PC	7,016.00	11/23 - Legal Services
Bill Pmt -Check	12/11/2023	16347	Guardian Security Systems, Inc.	839.46	3 Months subscription to monitor fire alarm
Bill Pmt -Check	12/11/2023	16348	Health Care Authority (PEBB)	2,439.55	12/23 - Health Insurance & Life AD&D
Bill Pmt -Check	12/11/2023	16349	Lesbia G Orellana	300.00	11/23 - Spanish Women Support Group
Bill Pmt -Check	12/11/2023	16350	Leslie Silverman	2,400.00	11/23 - Professional Services for Partner Development
Bill Pmt -Check	12/11/2023	16351	Payden & Rygel	9,767.00	11/23 - Investment Advisory Fee
Bill Pmt -Check	12/11/2023	16352	Seattle Food Nut	360.00	11/23 - Teen Cook Along "Holiday Desserts"
Bill Pmt -Check	12/11/2023	16353	The Hand Up Project	14,994.00	Award A586 - Highway 99 Hallmark of Hope Project - 11/23 Payment
Bill Pmt -Check	12/11/2023	16354	Turner HR Services, Inc.	2,605.00	11/23 - HR Consulting, Recruitment & Background Check
Bill Pmt -Check	12/11/2023	16355	Velia Cervantes Lara	3,200.00	Oct and Nov Parent Support Group, Summit & Parenting Series
Bill Pmt -Check	12/11/2023	16356	Wells Fargo	3,167.66	Credit card payment
Bill Pmt -Check	12/20/2023	16357	Allstream	149.17	12/3/23 - 1/2/24 - Phone/Internet Service at Value Village
Bill Pmt -Check	12/20/2023	16358	Arlen Rose Frazier	2,560.00	10/3/23 - 12/5/23 Support Group: "Building Relationships"
Bill Pmt -Check	12/20/2023	16359	Canon Financial Services, Inc.	580.35	12/23 - Konika Copier Lease & Maintenance
Bill Pmt -Check	12/20/2023	16360	Pathways Counseling Center Inc	1,500.00	12/23 - Verdant Provider Training
Bill Pmt -Check	12/20/2023	16361	Safeway	1,800.00	11/23 - Food Vouchers 180 @\$10 each
Bill Pmt -Check	12/20/2023	16362	Shunpike Arts Collective	1,000.00	2023 - Heart Art Healing Project
Bill Pmt -Check	12/20/2023	16363	Sound Dietitians LLC	2,321.43	11/23 - Cooking Demos, Supplies and Consulting
Bill Pmt -Check	12/20/2023	16364	Volunteers of Am Western WA	7,260.00	12/23 - South County Community Resource Advocate-CSW
Total 1002 · Wells Warrant Acct *2717				64,859.62	A
continued					

Warrants-December 2023

Type	Date	Num	Name	Amount	Memo
1004 · Wells Property Mgmt Acct *7265					B
Check	12/11/2023	J2367	Armstrong Services	10,885.00	Inv. #12454 Verdant, Inv. #12439 Kruger Janitorial Services
Check	12/11/2023	J2368	Camden Gardens, Inc.	2,641.00	Inv. #35013, Inv. #35014 and Inv. #35015 Landscape Services
Check	12/11/2023	J2369	Comcast	356.45	12/7/23 - 1/6/24 Acct. #8586 Phone/Internet Services
Check	12/11/2023	J2370	Commercial Property Maintenance, Inc.	2,077.59	Inv. #111939, #111963, #111995 and #111962 Property Maintenance
Check	12/11/2023	J2371	Consolidated Landscape Maintenance, Inc	462.31	12/23 - Landscape Maintenance at Verdant
Check	12/11/2023	J2372	Guardian Security Systems, Inc.	1,010.85	1/24 - Inv. #1441589, #1441590 and #1437563 Fire/Safety Alarm
Check	12/11/2023	J2373	McKinstry Co., LLC	3,886.28	Inv. #10232699 - Preventative Maintenance: Sept, Oct and Nov
Check	12/11/2023	J2374	Pacific Facility Services	3,889.60	WO-1094, WO-1089 Snow/Ice Removal at Kruger and Verdant
Check	12/11/2023	J2375	KWB Property Maintenance	1,101.00	12/23 - Inv. JSH-VT 123123.1 Security Services
Check	12/11/2023	J2376	Republic Services	2,870.33	11/1/23 - 11/30/23 - Trash & Recycle Service at Kruger
Check	12/11/2023	J2377	Snohomish County PUD	6,971.94	Inv. #145701881 10/31 - 11/30/23, Inv. #205410426 10/31 - 11/29
Check	12/11/2023	J2378	Waste Management	711.10	11/23 - Inv. #2677-1, Inv. #2677-9 Trash/Recycle at Verdant
Check	12/11/2023	J2379	Western Exterminator Company	259.51	12/23 - Pest Control
Check	12/15/2023	J2380	City of Edmonds - Permits/Other	21,009.00	Kruger Remodeling - General Planning & Development Fee
Check	12/18/2023	J2381	Armstrong Services	1,943.76	12/6/23 - Janitorial Supplies for Kruger
Check	12/18/2023	J2382	Comcast	1,292.16	Inv. #189080318 and Inv. #189080323
Check	12/18/2023	J2383	Commercial Property Maintenance, Inc.	882.90	12/23 - Ground cleaning, exterior lights and graffiti check
Check	12/18/2023	J2384	Pacific Facility Services	486.20	12/23 - Graffiti Removal from wall WO-1056
Check	12/18/2023	J2385	Schindler Elevator Corporation	347.31	12/23 - Monthly Maintenance Contract - Verdant
Check	12/18/2023	J2386	Allied Universal Security Services	7,455.78	11/24/23 - 12/7/23 Inv. #15090954 Security Services
Check	12/18/2023	J2387	Ziplay Fiber	142.61	12/7/23 - 1/6/24 - Acct. #9145, #6035 and #3965
Check	12/18/2023	J2388	Ziplay Fiber	62.19	12/7/23 - 1/6/24 - Acct. #6035 Phone/Internet
Check	12/18/2023	J2389	Ziplay Fiber	140.61	12/7/23 - 1/6/24 - Acct. #3965 Phone/Internet
Check	12/29/2023	J2390	Aardvark Services Corp.	97.45	12/19 - Sweeping Services at Kruger
Check	12/29/2023	J2391	Armstrong Services	266.77	10/13 - 10/19 Janitorial Supplies for Verdant
Check	12/29/2023	J2392	City of Edmonds - Utilities	1,076.34	10/19 - 12/18/23 Water/Sewer/Storm Drain for Value Village
Check	12/29/2023	J2393	Commercial Property Maintenance, Inc.	829.45	12/12 - 12/15 Ground Cleaning, Lighting & Toilet check and New Keys
Check	12/29/2023	J2394	Cosco Fire Protection	550.00	2023-Quarterly/Annual Inspection-BB Swedish
Check	12/29/2023	J2395	Guardian Security Systems, Inc.	2,459.05	Annual Fire Alarm Confidence Testing at Kruger
Check	12/29/2023	J2396	KWB Property Maintenance	165.15	Inv. JSH-VT 123123-2 Removed two tires & disposed recycled
Check	12/29/2023	J2397	Schindler Elevator Corporation	776.97	11/13/23-Door Service at Verdant
Check	12/29/2023	J2398	Allied Universal Security Services	7,664.72	12/08/23-12/21/23-Security Services at Kruger
Check	12/29/2023	J2399	JSH Properties Inc	7,654.39	12/23 Property Management Fee for Kruger, Verdant and Value Village
TOTAL				<u><u>92,425.77</u></u>	B
Total Wells Fargo Property Management Acct *7265				0.00	C
1003 · Wells Work Comp Acct *2725				<u>0.00</u>	C
Total Warrants				<u><u>157,285.39</u></u>	A-C

PHD #2 Snohomish County-Verdant Health Commission
Electronic Disbursements and Summary December 2023

Type	Date	Num	Name	Amount	Memo
Electronic Payments					
Wells Fargo Operating Acct *2709					
ACH Program Payments					
ACH	12/15/2023	ACH Grn1814	Boys & Girls Club of Sno County	8,333.00	Award A540 - BGCSC Behavioral Health Uplift Initiative (BHUI)
ACH	12/15/2023	ACH Grn1815	Cancer Lifeline	1,250.00	Award A579 - Increasing Mental Health Access & Equity for Cancer Patients in Snohomish Coun
ACH	12/15/2023	ACH Grn1816	Center for Human Services	43,822.00	A571 - School Based Youth Counseling Services, A541 - Behavioral Health Integration
ACH	12/15/2023	ACH Grn1817	ChildStrive	38,327.00	A589 -Parents as Teachers and Early Support A556 - Nurse Family Practitioners
ACH	12/15/2023	ACH Grn1818	The Clearwater School	4,165.00	Award A585 - Healthy Families: Listening, Learning and Leading with Love
ACH	12/15/2023	ACH Grn1819	Communities of Color Coalition	12,495.00	A584 - Reclaiming Roots to Wellness
ACH	12/15/2023	ACH Grn1820	Community Health Center of Sno County	33,993.00	A588 - Mountlake Terrace High SBHC, A557 Dental Program and School-based services
ACH	12/15/2023	ACH Grn1821	Compass Health	18,750.00	A558 - Community Transitions
ACH	12/15/2023	ACH Grn1822	Domestic Violence Services Sno Co	16,500.00	Award A542 - DV Supportive Services Project
ACH	12/15/2023	ACH Grn1823	Edmonds Center for the Arts	833.00	Award A559 - Creative Arts Therapy for Connection and Healing - CATCH
ACH	12/15/2023	ACH Grn1824	Edmonds College Foundation	23,326.00	Award A572 - Food Insecurity Program, A544 - CRC Mental Health and Wellness
ACH	12/15/2023	ACH Grn1825	Edmonds Food Bank	10,083.00	Award A545 - Increased Focus on Nutrition and Culturally Appropriate Foods
ACH	12/15/2023	ACH Grn1826	Edmonds School District	80,101.00	Award A576 - Family Resource, A590 Move60!, A547 Health Center, A546 - Family Resource
ACH	12/15/2023	ACH Grn1827	Edmonds Senior Center	16,610.00	Award A573 - Secondday Family Resource Advocates; A548 - Vaccine Network
ACH	12/15/2023	ACH Grn1828	Foundation for Edmonds School District	11,667.00	Award A560 - Nourishing Network – working to end food insecurity
ACH	12/15/2023	ACH Grn1829	Helping Hands Project Organization	5,000.00	Award A562 - Culturally Appropriate Food for Low-Income BIPOC
ACH	12/15/2023	ACH Grn1830	Homage Senior Services	37,078.00	Award A587 - Culturally Appropriate Food Project; A563 Multilingual Mental Health
ACH	12/15/2023	ACH Grn1831	Jean Kim Foundation	23,651.00	Award A581 - Hygiene Center
ACH	12/15/2023	ACH Grn1832	Kindering	3,333.00	Award A564 - Pediatric Therapies and Special Education
ACH	12/15/2023	ACH Grn1833	Korean Community Service Center	13,667.00	Award A549 - Mind, Body, and Soul for Korean Americans
ACH	12/15/2023	ACH Grn1834	Lahai Health	56,654.00	Award A574 - Lahai Dental Program; A550 - Medical and Mental Health Care Programs
ACH	12/15/2023	ACH Grn1835	Latino Educational Training Institute	14,144.00	Award A551 - Promotor/Volunteer Program; A565 - LETI Health and Wellness Program
ACH	12/15/2023	ACH Grn1836	Lynnwood Food Bank	6,681.00	Award A578 - Focus on Nutrition
ACH	12/15/2023	ACH Grn1837	Medical Teams International	12,500.00	Award A552 - Care & Connect
ACH	12/15/2023	ACH Grn1838	Millenia Ministries	10,829.00	Award A582 - Mobile Manna
ACH	12/15/2023	ACH Grn1839	NAMI Washington	1,391.00	Award A577 - Support Groups and Classes
ACH	12/15/2023	ACH Grn1840	Parent Trust for WA Children	2,537.00	Award A553 - The First Five Years: Mental Health and Parenting Support
ACH	12/15/2023	ACH Grn1841	Prescription Drug Assistance Foundation	5,000.00	Award A554 - Prescription Drug Assistance Network
ACH	12/15/2023	ACH Grn1842	Project Access Northwest	8,333.00	Award A566 - Specialty Care Coordination
ACH	12/15/2023	ACH Grn1843	Project Girl Mentoring Program	10,833.00	Award A555 - Immersion Lab - Connections
ACH	12/15/2023	ACH Grn1844	South County Fire	41,502.00	Award A575 - Community Resource Paramedicine Program
ACH	12/15/2023	ACH Grn1845	Sound Pathways	13,460.00	Award A543 - Syringe Services Expansion
ACH	12/15/2023	ACH Grn1846	Support 7	3,995.00	Award A580 - Whole Person Emergency Response for Mental Wellness
ACH	12/15/2023	ACH Grn1847	The Hand Up Project	14,994.00	Award A586 - The Highway 99 Hallmark of Hope
ACH	12/15/2023	ACH Grn1848	UTSAV	6,250.00	Award A567 - Reduce the inequities in health access among the South Asian population
ACH	12/15/2023	ACH Grn1849	Washington West African Center - WAWAC	9,583.00	Award A561 - Extended Drop-in Center for mental health and food security
ACH	12/15/2023	ACH Grn1850	Wonderland Child & Family Services	12,500.00	Award A568 - Prenatal substance exposure services for families
ACH	12/15/2023	ACH Grn1851	YMCA of Greater Seattle	6,083.00	Award A569 - Community Health Navigation to Support the East African Community
ACH	12/15/2023	ACH Grn1852	YWCA of Seattle, King and Sno Co	6,083.00	Award A570 - YWCA- Health Care Access Services
ACH	12/15/2023	ACH Grn1853	Therapeutic Health Services	27,333.00	S552 - Integrated Cognitive Therapies Program-Sup Discretionary Bridge Funding 23
ACH	12/15/2023	ACH SD1854	Snohomish County Legal Services	6,666.66	S553 - Legal Aid for Vulnerable South SnoCo Residents-Sup Discretionary Funding
Total 1001 · ACH Grants Wells Fargo Operating Acct *2709				680,335.66	D

continued

PHD #2 Snohomish County-Verdant Health Commission
Electronic Disbursements and Summary December 2023

Type	Date	Num	Name	Amount	Memo
ACH	12/05/2023	ACH 1810	Principal Life Insurance Co.	1,969.14	December premiums
ACH	12/04/2023	ACH 1811	Valic	2,522.97	PPE 11.25.23 Ck Date 11.30.23 EE Contribs
ACH	12/04/2023	ACH 1812	Valic	1,716.12	PPE 11.25.23 Ck Date 11.30.23 ER Contribs
ACH	12/04/2023	ACH 1813	Anna Tarkowska McCleary	4,050.00	10/23 - Kruger Project Management - replacement for ck 16292
ACH	12/12/2023	ACH 1855	Wells Fargo	35.00	12/12/23 - Service Fee
ACH	12/13/2023	ACH 1856	Paychex	28,471.68	PPE 12.09.23 Ck Date 12.14.23 Payroll
ACH	12/13/2023	ACH 1857	Paychex	7,863.95	PPE 12.09.23 Ck Date 12.14.23 Payroll Taxes
ACH	12/13/2023	ACH 1858	Paychex	138.46	PPE 12.09.23 Ck Date 12.14.23 EE Deduction
ACH	12/13/2023	ACH 1859	Wells Fargo	110.00	12/23 - international fee on Grantbook payment
ACH	12/14/2023	ACH 1860	Paychex	194.90	PPE 12.09.23 Ck Date 12.14.23 Payroll Service Fee
ACH	12/15/2023	ACH 1861	Paychex	40.00	12/23 - Time and Attendance Fee
ACH	12/19/2023	ACH 1862	WA Kids in Transition	3,800.00	S555- SD grant to support food and hygiene supplies-Sup Discretionary
ACH	12/19/2023	ACH 1863	Volunteers of Am Western WA	3,000.00	S554 - SD South County cold weather shelter winter supplies
ACH	12/19/2023	ACH 1864	Valic	2,522.97	PPE 12/9/23 CK date 12/14/23 EE Contribs
ACH	12/19/2023	ACH 1865	Valic	1,729.68	PPE 12/9/23 CK date 12/14/23 ER Contribs
ACH	12/19/2023	ACH 1866	AmeriFlex Business Solutions	17.25	FSA Admin Fee
ACH	12/20/2023	ACH 1867	Paychex	137.70	12/20/23 - Time & Attendance Fee
ACH	12/20/2023	ACH 1868	US Bank	240,299.63	12/20/23 - Final 2023 reserve transfer
ACH	12/27/2023	ACH 1869	WA State Department of Revenue	788.78	11/23 - Monthly B&O Tax
ACH	12/27/2023	ACH 1870	AmeriFlex Business Solutions	1.00	Claim Payment
ACH	12/29/2023	ACH 1871	Paychex	29,677.29	PPE 12.23.23 Ck Date 12.28.23 Payroll--Note PR Taxes Swept 1/2/2024
Subtotal ACH All Other Operating Acct * 2709				329,086.52 E	

Total Electronic Disbursements Dec 2023 1,009,422.18 D-E

Summary-	Amount	Ref
Warrants-All Accounts	157,285.39	A-C
Electronic Disbursements-Acct 2709	1,009,422.18	D-E

Total Disbursements December 2023 1,166,707.57

PUBLIC HOSPITAL DISTRICT #2 OF SNOHOMISH COUNTY

DBA VERDANT HEALTH COMMISSION

WARRANT AND ELECTRONIC DISBURSEMENT APPROVAL- DECEMBER 2023

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 in the supporting schedules referenced A-C and D-E have been received and the Warrant Numbers and Electronic Transactions detailed herein have been issued in the payment amounts as follows:

Type	Account	By	Date	Check #	Total	Reference
Warrants	2717-Warrant	Verdant	12/01 - 12/31	16333 - 16364	64,859.62	A
Warrants	7265-Property Management	JSH	12/01 - 12/31	J2367 - J2399	92,425.77	B
Warrants	2725-Workers Comp	Eberle Vivian	12/01 - 12/31	0	-	C
Subtotal Warrants					157,285.39	
Electronic	2709-Operating	Verdant	12/01 - 12/31	Subtotal Electronic	1,009,422.18	D-E
Total Disbursements					1,166,707.57	

These warrants and electronic disbursements are hereby approved.

Attest:

Riene Simpson-CPA, Director of Finance
District Auditor

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

2024 SALARY SCHEDULE

Applied 3% COLA As approved by BOC 10/25/23
 Each step is 2% incremental increase

PB: RS 11/27/2023 For review and approval by Commissioners Original Approval Date: BOD Meetin 12/20/2023

This version correcting line 15 only-see line 19 1/16/24 FC Meeting

2023 x 1.03 2023 x 1.03
 2024

STRUCTURE: 19 Steps; starting at minimum, with 2% between each step ending with maximum at step 19

Line Ref	Classification Group	Titles	FLSA Status	Minimum	Maximum	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19
1	Director Level	Director of Community Impact & Grantmaking	Exempt	\$ 107,120	\$ 152,994	107,120	109,262	111,448	113,677	115,950	118,269	120,635	123,047	125,508	128,018	130,579	133,190	135,854	138,571	141,343	144,169	147,053	149,994	152,994
2		Director of Finance	Exempt	\$ 107,120	\$ 152,994	107,120	109,262	111,448	113,677	115,950	118,269	120,635	123,047	125,508	128,018	130,579	133,190	135,854	138,571	141,343	144,169	147,053	149,994	152,994
3	Manager Level	Digital Communications & Marketing Manager	Exempt	\$ 69,628	\$ 99,445	69,628	71,021	72,441	73,890	75,368	76,875	78,412	79,981	81,580	83,212	84,876	86,574	88,305	90,071	91,873	93,710	95,584	97,496	99,445
4		Grants & Data Manager	Exempt	\$ 69,628	\$ 99,445	69,628	71,021	72,441	73,890	75,368	76,875	78,412	79,981	81,580	83,212	84,876	86,574	88,305	90,071	91,873	93,710	95,584	97,496	99,445
5		Exec Asst/Office Manager	Exempt	\$ 69,628	\$ 99,445	69,628	71,021	72,441	73,890	75,368	76,875	78,412	79,981	81,580	83,212	84,876	86,574	88,305	90,071	91,873	93,710	95,584	97,496	99,445
6		Community Engagement Manager	Exempt	\$ 69,628	\$ 99,445	69,628	71,021	72,441	73,890	75,368	76,875	78,412	79,981	81,580	83,212	84,876	86,574	88,305	90,071	91,873	93,710	95,584	97,496	99,445
7	Technical Professional Level	Community Support Specialist/Social Worker	Non-exempt	\$ 28.33	\$ 40.44	28.33	28.89	29.47	30.06	30.66	31.27	31.90	32.54	33.19	33.85	34.53	35.22	35.92	36.64	37.37	38.12	38.88	39.66	40.44
8		Fiscal Specialist II-NEW 2023	Non-exempt	\$ 28.33	\$ 40.44	28.33	28.89	29.47	30.06	30.66	31.27	31.90	32.54	33.19	33.85	34.53	35.22	35.92	36.64	37.37	38.12	38.88	39.66	40.44
9		Digital Communications Specialist	Non-exempt	\$ 28.33	\$ 40.44	28.33	28.89	29.47	30.06	30.66	31.27	31.90	32.54	33.19	33.85	34.53	35.22	35.92	36.64	37.37	38.12	38.88	39.66	40.44
10		Community Engagement Specialist-NEW 2023	Non-exempt	\$ 28.33	\$ 40.44	28.33	28.89	29.47	30.06	30.66	31.27	31.90	32.54	33.19	33.85	34.53	35.22	35.92	36.64	37.37	38.12	38.88	39.66	40.44
11	Program Support Staff Level	Wellness Center Assistant(s)	Non-exempt	\$ 23.33	\$ 40.44	28.33	28.89	29.47	30.06	30.66	31.27	31.90	32.54	33.19	33.85	34.53	35.22	35.92	36.64	37.37	38.12	38.88	39.66	40.44
12	Interns*			\$ 23.57	23.57	23.57 NA one rate																		
13	Program Support Staff Level-CORRECTED	Wellness Center Assistant(s)	1/3/2024	\$ 23.18	\$ 33.09	23.18	23.64	24.11	24.59	25.09	25.59	26.10	26.62	27.15	27.70	28.25	28.82	29.39	29.98	30.58	31.19	31.81	32.45	33.09

this row copied down incorrectly

CORRECTED

Notes:
 3% COLA approved by Board of Commissioners 10/25/23
 Added Fiscal Specialist to Technical Professional Section
 Added Community Engagement Specialist to Technical Professional Section
 * Interns increased from \$22.88 per hour (2023 rate) x 3% --no step increases
 Submitted to Superintendent and HR Consultant for review 11/30/2023

Committee/Commissioner Reviews: Program 11/7/2023 Finance 11/12/2023 Exec 12/13/2023 Board 12/20/2023
 Individual employee position tabs will be updated with final rates upon receipt of performance reviews from Superintendent

1/4/2024 identified discrepancy on line 11; corrected to line 13 brought forward to superintendent; F/C and BofCommissioners in January 24; there were no employee inputs at an incorrect rate. The original schedule was correct.

Verdant Community Social Worker Highlights: January 2024

- Case Management – continuing support for fifteen clients.
- Continue to provide inreach/outreach with Swedish Edmonds Hospital.
- CHART Leadership and Facilitation – Ongoing support for the CHART program and clients.
- NOTE: the holidays were extremely busy with client crises this year. Over the Christmas weekend, there were a total of 5 CHART clients in the Emergency Department, and 1 case management client. This accounts for over 20% of combined program participants utilizing the ED.
- VOA 211 Community Resource Advocate – Continuing support and community introductions.
- This past month included, weekly team check ins, monthly County Outreach Coalition, the monthly County, Human Services Providers call, monthly Homeless Policy Taskforce. Several regular monthly meetings were cancelled due to holidays.
- 2024 Programming –
 - Provider training: Looking into providing a two part series around behavioral health and artificial intelligence, to include the law and ethics of the clinical use of artificial intelligence.

Marketing Report

January 2024

Social Media:

Facebook reach

16,841

15.9%

Instagram reach

1,612

65.5%

Paid reach

18,152

10.4%

We have begun the posting of health-related post.

Current Happenings:

We are currently organizing the Verdant Wellness Day March 9th, 2024. We have booked several speakers for the event.

We have partnered with Edmonds School District to do a 3-school presentation of Over Coming Mental Health. March 18th we will be at Edmonds Woodway High School and March 19th we will be at both Lynnwood and Scriber Lake High schools.

Link to all of our online platforms:

<https://linktr.ee/verdanthealthcommission>

E-Newsletter:

<https://us5.campaign-archive.com/?u=4c73d70a9e060257442d266f3&id=22a009997a>

Content:

OVERCOMING
Mental Health
Negativity
& Self Harm

March/18/2024
Edmonds Woodway
High School

March/19/2024
Lynnwood High School
Scriber Lake High School

KEYNOTE SPEAKER
Ashley McGirt-Adair,
MSW, LICSW
SPEAKER/THERAPIST

Featured in Forbes Magazine,
Has appeared on MSNBC, BRAVO, and OWN.

*"For there is always a light, if only we are brave
enough to see it, if only we are brave enough to
be it!" - Amanda Gorman*

www.verdanhealth.org

We're HERE for YOU!

Logos: verdant, 988 Suicide & Crisis Lifeline, Edmonds School District, THE ACCESS PROJECT

verdant
HEALTH COMMISSION
SERVING SOUTH ENDMORISH COUNTY
4710 196th St. SW Lynnwood, WA 98036

Make Healthy
Substitutes

Ask a
Dietitian

Cooking is fun!

Get involved and learn something new. We offer a variety of
healthy living and wellness classes and events.

Meet New
PEOPLE

Learn New
RECIPES

TEEN
Cook-Along
Classes
(ages 11-19)

Monthly
ADULT
Classes

Register @:
verdanthealth.org

Events:

West African Center Grand-Opening



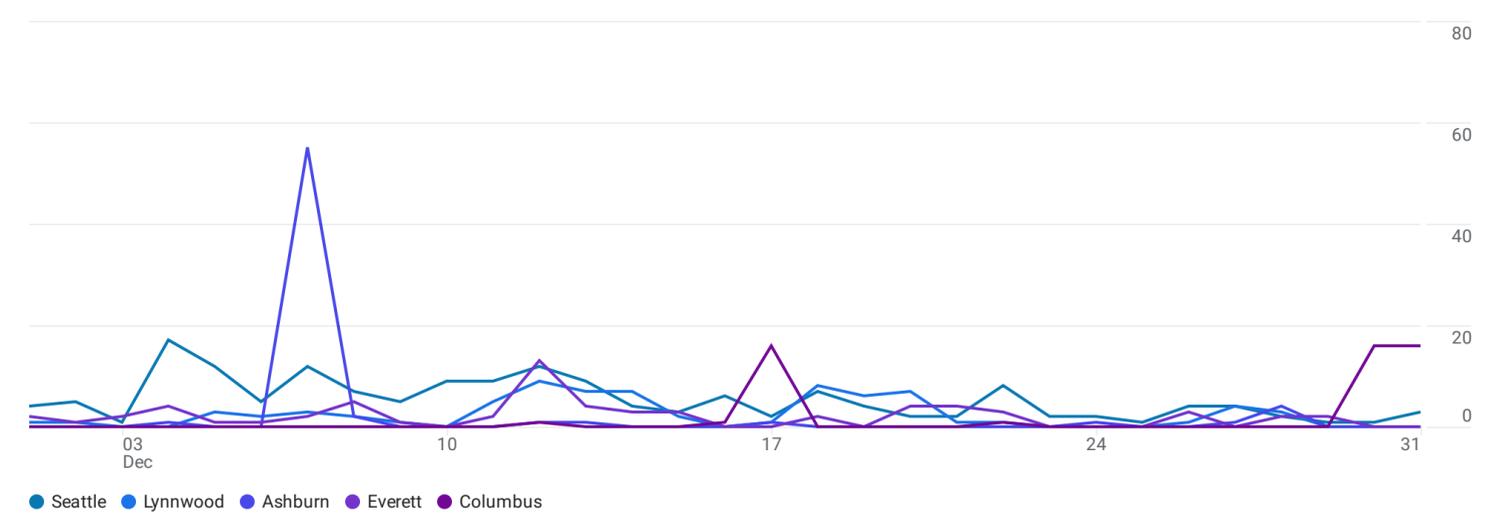
All Users Add comparison +

Custom Dec 1 - Dec 31, 2023

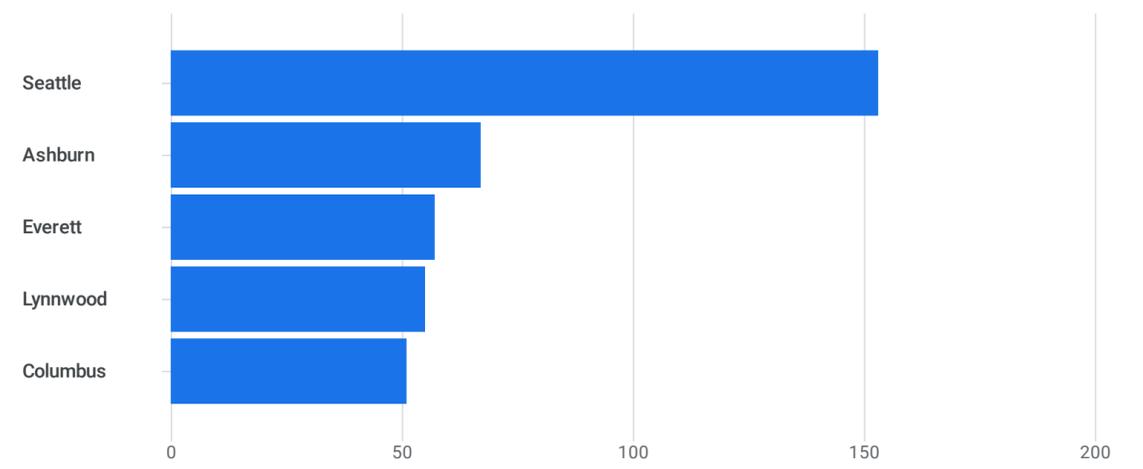
Demographic details: City

Add filter +

Users by City over time



Users by City



Search... Rows per page: 10 Go to: 1 1-10 of 444

City	Users	New users	Engaged sessions	Engagement rate	Engaged sessions per user	Average engagement time	Event count	Conversions	Total revenue
	100% of total	100% of total	100% of total	Avg 0%	Avg 0%	Avg 0%	100% of total	100% of total	
1 Seattle	153	138	99	47.37%	0.65	0s	849	73.00	\$0.00
2 (not set)	83	80	14	15.22%	0.17	0s	310	15.00	\$0.00
3 Ashburn	67	67	2	2.99%	0.03	0s	203	0.00	\$0.00
4 Everett	57	47	52	59.09%	0.91	0s	415	49.00	\$0.00
5 Lynnwood	55	41	68	60.18%	1.24	0s	516	60.00	\$0.00
6 Columbus	51	51	0	0%	0.00	0s	154	0.00	\$0.00
7 Edmonds	43	39	31	50%	0.72	0s	330	41.00	\$0.00
8 New York	29	28	4	13.33%	0.14	0s	108	5.00	\$0.00
9 Picnic Point-North Lynnwood	17	12	13	61.9%	0.76	0s	98	8.00	\$0.00
10 San Jose	15	15	4	26.67%	0.27	0s	57	4.00	\$0.00