

VERDANT HEALTH COMMISSION  
 PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON  
**BOARD OF COMMISSIONERS**  
 Regular Meeting  
 AGENDA  
 January 26, 2021  
 8:00 a.m. to 10:00 a.m.

Due to the Governor's Proclamation 20-28 et seq that temporarily waives and suspends sections of the Open Public Meetings Act, the [insert date] Board of Commissioners meeting is NOT being held in person and will be held by remote participation only. The public can join via Zoom by visiting <https://us02web.zoom.us/j/81877444580>  
 Meeting ID: 818 7744 4580 or the call-in number is 253-215-8782.

	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order	---	8:00	---
B. Swearing in of James S. Distelhorst, MD as Commissioner, Position 5	Action	8:01	---
C. Approval of Minutes	Action	8:06	3
1. December 15, 2021 Board Meeting			
D. Superintendent Report	Information	8:07	---
1. Verdant Operations Update			
2. Community Outreach Update			
E. Executive Committee Report	Information	8:12	7
1. Officers & Committees for 2022			
F. Finance Committee Report			
1. State Auditor's Report: Michel Melseaux, Kirk Gadbois and Kristina Baylor	Information	8:15	---
2. Review financial statements and cash activity	Information	8:30	8
3. Authorization for payment of vouchers and payroll	Action	8:40	15
4. Resolution 2022:01 Amendment to Superintendent Compensation	Action	8:42	17
5. Resolution 2022:02 Paychex Agreement Regarding Insurance Premiums	Action	8:44	20
G. Program Committee Report			
1. Conflicts of Interest	Information	8:46	
2. Review of 2022 Budget Forecasting	Information	8:47	
3. Grant modification requests / Covid 19 grant requests	Information	8:57	23
H. Public Comments (limit 3 minutes per speaker)	---	9:07	---
I. Commissioner Comments	---	9:13	---

J. Executive Session	---	9:15	---
1. Discussion of qualifications of an applicant for public employment			
2. To review and consider proposed sale of real estate			
K. Open Session	---	9:55	---
L. Adjournment		10:00	

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

**BOARD OF COMMISSIONERS**

**Regular Meeting  
via Zoom**

**December 15, 2021  
8:00 a.m.-10:00 a.m.**

<b>Commissioners Present</b>	Bob Knowles, President (via Zoom) Jim Distelhorst, MD, Secretary (via Zoom) Deana Knutsen, Commissioner (via Zoom) Karianna Wilson, Commissioner (via Zoom, joined 8:30 a.m.) Carolyn Brennan, Commissioner (Via Zoom)
<b>Staff</b>	Lisa Edwards, EdD, Superintendent (via Zoom) Nancy Budd, MSW, Community Social Worker (via Zoom) Zoe Reese, MPA, Director of Community Impact (via Zoom) Mary Jo Jacobs, Interim Director of Finance (via Zoom) Tammy Keuser, Interim Director of Finance (via Zoom) Kaysi Kelly, Executive Assistant/Office Manager (via Zoom) Thea Walker, Intern (via Zoom) Debbie Beaman, Interim Executive Assistant/Office Manager (via Zoom) Monika Star, Wellness Center Assistant (via Zoom)
<b>Guests</b>	Kristen Barranté, UW Masters in Nursing student
<b>Call to Order</b>	The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:01 a.m. by President Knowles.
<b>Approval of Minutes</b>	<b><i>Motion was made, seconded and passed unanimously to approve</i></b> the minutes of the Board Meeting on, November 24, 2021. (E:96:21)  <b><i>Motion was made, seconded and passed unanimously to approve</i></b> the minutes of the Special Board meeting on November 30, 2021. (E:97:21)  <b><i>Motion was made, seconded and passed unanimously to approve</i></b> the minutes of the Special Board Meeting on December 6, 2021 (E:98:21)
<b>Superintendent Report:</b>	
<b>Verdant Operations Update</b>	<ul style="list-style-type: none"><li>• Ms. Edwards, EdD introduced Kaysi Kelly, the new Executive Assistant/Office Manager for Verdant.</li><li>• Discussed the launch of Fluxx, the new online grant application system, and thanked Zoe and Thea for their hard work on the project.</li></ul>

- Verdant has now launched its new website as of Monday, 12/13/21 and there will be a presentation at the meeting today to walkthrough its key features.
- She and commissioner Brennan recently toured the Swedish Edmonds campus as part of Brennan’s new member orientation.

**Community Outreach Update**

- Facility usage has increased recently. We look forward to inviting more in-person gatherings at the facility soon.
- Sandra Huber of Verdant was nominated to become a board member of Leadership Snohomish County.
- The new City of Lynnwood Mayor, Christine Frizzell, has been invited to meet commissioners.
- Ms. Edwards, EdD recently met with a counselor at Edmonds College who shared the program was able to talk to three students who were contemplating suicide, and the clinic no longer has a waitlist.

**Executive Committee Report**

President Knowles reported that the Executive Committee met on Thursday, December 9, 2021 to review the agenda for the December 15, 2021 board meeting.

**Resolution 2021:08-2022 Monthly Board Meeting Schedule Officers & Committees for 2022**

(R:2021:08) ***Motion was made, seconded and passed unanimously to approve Resolution 2021:08.***

President Knowles presented the list of officers and committees for 2022.

**Finance Committee Report:**

The Finance Committee met on December 13, 2021.

**Resolution 2021:10- Appointment of Tammy Keuser as Auditor**

(R:2021:10) ***Motion was made, seconded and passed unanimously to approve Resolution 2021:10.***

**Review of Financial Statements**

Ms. Keuser reviewed the financial statement and cash activity for November 2021 and noted anything over \$5,000 in payment from the warrants. (E:99:21)

**Authorization for Payment of Voucher and Payroll**

Authorization for payment of vouchers and payroll: Warrant numbers 15192 through 15255 for November 2021 for payment in the amount of \$77,771.03 were presented for approval by commissioner Brennan (E:100:21) ***Motion was***

***made, seconded and passed unanimously to approve the November warrants.***

**Resolution  
2021:09 - 2021  
Budget  
Amendment**

Ms. Keuser discussed the four items in the 2021 budget that needed to be revised and showed the total amount of the adjustment on line 129. (R:2021:09) ***Motion was made, seconded and passed unanimously to approve Resolution 2021:09.***

**Program  
Committee Report**

Commissioner Knutsen reported that the Program Committee met on Thursday, December 9, 2021.

**Conflict of  
Interest**

No conflicts of interest reported.

**Review of 2021  
and 2022 Budget  
Forecasting**

There were no modifications of contracts for November. Commissioner Knutsen presented two expiring contracts for approval, Project Girl and Volunteers of America. (E:101:21) ***Motion was made, seconded and passed unanimously to approve as follows:***

Project Girl: \$157,660.00

Volunteers of America: \$103,800.00

**Superintendent's  
Discretionary**

There were no new funds or ideas in progress.

**Q4 Grant  
Recommendations**

A lot of work went into the funding recommendations to bring to the Board. Q4 grant recommendations were presented for approval by Commissioner Knutsen.

***Motion was made, seconded and passed unanimously to approve Q4 grant recommendations.***

See exhibit (E:102:21) for the list of recommended funding for Q4 grants to be approved.

**Non-Renewal  
Guidelines**

Ms. Reese, MPA presented her draft of the Non-Renewal Guidelines, with changes reflected from the November 24, 2021, regular Board Meeting. Commissioner Wilson made a motion to accept the draft guidelines as written.

***Motion was made, seconded and passed unanimously to approve.***

**Marketing  
Presentation: New  
Website  
Public Comments**

Ms. Walker presented key components of the new Verdant website. President Knowles asked for website traffic analytics which will be presented at next month's meeting.

1. Frederick Brooks, Sound Sports Performance and Training LLC. He submitted a grant in 2021 which was not approved but wanted to introduce himself.

**Commissioner  
Comments**

2. John Kim, Executive Director of Pacific Hospital PDA. They generate lease revenues for those in need. Mr. Kim is a 23-year resident and provided encouragement to Verdant to continue to fund programs that nobody else is funding and making sure that health resources are available to all.
- Commissioner Brennan expressed her excitement to be a part of the team and learning more about what Verdant does.
  - Commissioner Knutsen added that we've had a great quarter and welcomed the people from the public.
  - Commissioner Wilson thanked Commissioner Knutsen for her work on the Program Committee and recommended the Board might need additional Special Meetings in 2022 to discuss Programs in more detail.
  - Commissioner Distelhorst thanked the team for welcoming him as the upcoming President of the Board.
  - President Knowles thanked everyone for their continued flexibility in navigating changing needs throughout the year.

**Executive Session**

President Knowles recessed the meeting at 9:25 a.m. into Executive Session to discuss:

- the acquisition of commercial real estate
- the qualifications of an applicant for public employment.

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

**Open Session**

The public meeting reconvened at 9:56 a.m.

**Adjournment**

The meeting was adjourned at 9:57 a.m. by Commissioner Distelhorst.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



## **2022 Officers & Committee Assignments**

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

**Balance Sheet**  
As of December 31, 2021

	A	B	C	D
	Dec 31, 2020	Dec 31, 2021	\$ Change	Comments:
<b>1 ASSETS</b>				
<b>2 Current Assets</b>				
<b>3 Cash Balance</b>	3,404,411	3,200,376	(204,034)	
<b>4 Other Current Assets</b>	55,995,957	54,470,891	(1,525,065)	Includes Investments & Prepaid Expenses
<b>5 Total Current Assets</b>	59,400,367	57,671,268	(1,729,100)	
<b>6 Total Long-term &amp; Fixed Assets</b>	43,056,966	41,493,313	(1,563,654)	Net of Accumulated Depreciation
<b>7 TOTAL ASSETS</b>	<b>102,457,334</b>	<b>99,164,580</b>	<b>(3,292,753)</b>	
<b>8 LIABILITIES &amp; EQUITY</b>				
<b>9 Liabilities</b>				
<b>10 Current Liabilities</b>	1,421,828	574,262	(847,566)	
<b>11 Long-term Liabilities</b>	-	-	-	
<b>12 Total Liabilities</b>	1,421,828	574,262	(847,566)	
<b>13 Total Equity</b>	101,035,505	98,590,318	(2,445,187)	Annual Net Income/(Loss)
<b>14 TOTAL LIABILITIES &amp; EQUITY</b>	<b>102,457,334</b>	<b>99,164,580</b>	<b>(3,292,753)</b>	

**Profit & Loss**  
December 31, 2021

	A	B	C	D	E	F
	Dec Actual	Dec Budget	Fav/(Unfav)	YTD Actual	YTD Budget	Fav/(Unfav)
<b>1 INCOME</b>						
<b>2 Ordinary Income</b>	993,555	1,235,748	(242,194)	11,391,314	11,990,770	(599,456)
<b>3 EXPENSES</b>						
<b>4 Operating Expenses</b>	345,120	271,230	(73,890)	2,896,789	2,775,654	(121,135)
<b>5 Depreciation Expense</b>	118,944	107,864	(11,080)	1,427,474	1,352,083	(75,391)
<b>6 Program Expenses</b>	755,181	785,875	30,694	11,559,752	11,226,495	(333,257)
<b>7 Total Expenses</b>	1,219,244	1,164,969	(54,276)	15,884,014	15,354,232	(529,782)
<b>8 OTHER INCOME/(EXPENSE)</b>						
<b>9 Total Other Income/(Expense)</b>	137,489	280,833	(143,344)	2,079,564	3,425,000	(1,345,436)
<b>10 NET INCOME/(LOSS)</b>	<b>(88,201)</b>	<b>351,613</b>	<b>(439,814)</b>	<b>(2,413,136)</b>	<b>61,538</b>	<b>(2,474,674)</b>
Normalizing Items						
Building Healthy Communities				1,402,500	0	1,402,500
Election Costs				178,277	50,000	128,277
CHART				54,497	-	54,497
Value Village				0	354,388	(354,388)
Normalized Net Income/(Loss)						<b>(535,012)</b>

**Monthly Highlights**  
December 31, 2021

Verdant received dividend payments of \$32.1K, a realized loss of \$59.4K and an unrealized loss of \$39.9K on our investment portfolio which closed with an ending market value of \$55,369,936.

Program grants totaled \$7,169,318 for 2021 excluding BHCF. Additional 2021 funding for COVID-19 programs totaled \$970.5K.

Revenue of \$123.1K and expenses of \$125.8K from the Kruger Clinic were incurred, netting to an additional operating loss of \$2.7K.

## Profit and Loss

November - December 2021

	<b>Nov 2021</b>	<b>Dec 2021</b>	<b>\$ Change</b>	<b>Comments:</b>
<b>Ordinary Income/Expense</b>				
1 <b>Total Income</b>	959,198	993,555	(34,356)	\$34.9k from WA state Health Care Authority for North Sound ACH
<b>Expenses</b>				
<b>Operating Expenses</b>				
2 <b>Salaries &amp; Benefits</b>	83,626	75,646	7,980	Dir of Fin resigned in late November; Marketing Dir in early December
3 <b>Workers Comp</b>	1,372	1,690	(317)	
4 <b>Professional Services</b>	40,589	86,497	(45,908)	7.8 Aukema; 10K KAYA DEI; Turner HR 7.1; 9k Audit fees; 5k legal in December
5 <b>Amortization</b>	7,424	7,424	-	
6 <b>Purchased Services</b>	25,765	91,927	(66,162)	Dec +60.9k for election fees
7 <b>Supplies</b>	15,548	570	14,978	Postage for Winter 2021 Canopy Newsletter \$15.3k in November
8 <b>Repairs &amp; Maintenance</b>	9,328	10,167	(839)	
9 <b>Insurance</b>	5,573	5,573	-	
10 <b>Utilities</b>	23,798	58,282	(34,484)	Kruger estimated expense not accrued in November; Security costs increased
11 <b>Taxes</b>	5,429	7,019	(1,590)	
12 <b>Other Expenses</b>	1,712	324	1,388	
13 <b>Depreciation</b>	118,944	118,944	-	
14 <b>Total Operating Expenses</b>	339,110	464,064	(124,953)	
<b>Program Expenses</b>				
15 <b>Total Program Expenses</b>	776,897	755,181	21,716	
16 <b>Total Expense</b>	1,116,007	1,219,244	(103,237)	
17 <b>Net Ordinary Income</b>	(156,809)	(225,690)	68,881	
<b>Other Income/(Expense)</b>				
<b>Other Income</b>				
18 <b>Levy</b>	202,206	202,619	(412)	
19 <b>Investment Income/(loss)</b>	(37,188)	(67,223)	30,035	Net change in realized/unrealized gains and losses
20 <b>Non Operating Revenue</b>	(1,805)	2,093	(3,898)	
21 <b>Total Other Income/Expense</b>	163,214	137,489	25,725	
<b>Net Income</b>	<b>6,405</b>	<b>(88,201)</b>	<b>94,605</b>	

Public Hospital District #2

Warrant Number	Transaction Date	Payee	Amount	Purpose
<b>Warrant Activity:</b>				
15233	12/09/2021	Applied HR Strategies Inc	2,500.00	Consultant
15234	12/09/2021	Armstrong Services	1,195.92	Janitorial Services
15235	12/09/2021	ASP	7,937.50	Finance Director Contractor
15236	12/09/2021	Canon Financial Services, Inc.	544.23	Contract #: 852451-1 Copier Lease November 2021
15237	12/09/2021	City of Edmonds	23.75	Water 9/15 - 11/14/21
15238	12/09/2021	Comcast - Acct # 933676367	763.61	11/15/21 - 12/14/21
15239	12/09/2021	Consolidated Landscape Maintenance, Inc.	440.90	Landscaping December 2021
15240	12/09/2021	Jason Becker Creative	720.00	Design & assembly of the winter 21-22 Canopy newsletter
15241	12/09/2021	Payden & Rygel	9,276.00	10/1 - 10/31/2021 Investment Advisory Services
15242	12/09/2021	Principal Life Insurance Co.	934.17	1019549-10001
15243	12/09/2021	Puget Sound Energy	96.16	Electricity
15244	12/09/2021	Quadient Finance USA Inc.	227.86	Postage
15245	12/09/2021	Regence Blueshield	6,040.62	November 2021 Medical & Dental Insurance
15246	12/09/2021	Sound Dietitians LLC	4,645.15	Contractor
15247	12/09/2021	Staples	19.65	10/11 - 11/09/21
15248	12/09/2021	Terra Services, Inc.	3,853.60	Temporary Exec Asst/Office Manager
15249	12/09/2021	TK Consulting	5,788.50	Nov 20-30, 2021
15250	12/09/2021	Wells Fargo	104.67	Wells Fargo CC - 11/19/2021
15251	12/09/2021	Wells Fargo	3,605.35	Statement 11-19-2021
15253	12/07/2021	Safeway	1,340.00	Food Insecurity Nutrition Incentive - November 2021
15256	12/20/2021	All City Fence Co.	337.82	December 2021 Fence Rental
15257	12/20/2021	Allstream	59.68	Account #1299089 12/3/21 - 1/2/22
15258	12/20/2021	Armstrong Services	534.12	November Janitorial Supplies @VHC Office
15259	12/20/2021	ASP	8,937.50	Mary Jo Jacobs; Period: Dec 1-15, 2021
15260	12/20/2021	AWPHD	5,306.00	2022 Annual membership Dues
15261	12/20/2021	City of Lynnwood - Utilities	788.27	Utilities
15262	12/20/2021	Comcast - Acct # 8498310221378586	299.57	8498 31 022 1378586
15263	12/20/2021	Dynamic Computing, Inc.	0.00	VOID: reprinting without \$2,271.88 credit memo as invoice
15264	12/20/2021	Fluxx Labs, Inc.	2,000.00	Implementation Services
15265	12/20/2021	Guardian Security Systems, Inc.	755.82	Security 4710 196th St SW
15266	12/20/2021	Payden & Rygel	9,246.00	11/1 - 11/30/2021 Investment Advisory Services
15267	12/20/2021	Terra Services, Inc.	3,853.60	Temporary Exec Asst/Office Manager
15268	12/20/2021	Turner HR Services, Inc.	5,094.66	HR Consulting - November 2021
15269	12/20/2021	Verizon	139.67	December 2 - January 1, 2022 phone charges LE
15270	12/20/2021	Waste Management	479.22	Waste

	<b>Transaction Date</b>	<b>Payee</b>	<b>Amount</b>	<b>Purpose</b>
<b>Warrant Activity (continued):</b>				
15271	12/20/2021	Ana Evelin Garcia	500.00	WC 334 - 2-workshops 11/17 & 12/15; Curriculum development and coordination
15272	12/20/2021	City of Mountlake Terrace	0.00	VOID: Mistake check print, nothing owed to MLT
15273	12/20/2021	Comcast - Acct # 905447969	574.45	905447969
15274	12/20/2021	Commercial Construction & Maintenance Co	769.07	Kruger maintenance
15275	12/20/2021	Daniella Valeska Ochoa	3,000.00	Contractor
15276	12/20/2021	KAYA strategik LLC	10,000.00	DEI Consultation
15277	12/20/2021	Nicole Lyon	435.00	WC 357 - Nutrition Programs: Cooking Demo
15278	12/20/2021	State Auditor's Office	8,953.51	Accountability Audit 2020
15279v	12/20/2021	Yasaura Carvajal	0.00	VOID: WC 329 - Promotoras work
15280	12/20/2021	YMCA of Greater Seattle.	334.00	Award 284c - 2017-2020 Drowning Prevention Program
15283	12/20/2021	Teresa Wippel Communications	1,120.00	01/01/22 thru 5/19/22 Advertising in My Edmonds News/Lynnwood Today/MLT News
15279	12/21/2021	Yasaura Carvajal	501.60	WC 329 - Promotoras work
		<b>Total Warrants</b>	<b>114,077.20</b>	

Transaction Date	Payee	Amount	Purpose
<b>Wire/ACH Activity:</b>			
12/06/2021	AmeriFlex Business Solutions	1,069.59	Flexible Spending - Claim Reimbursement
12/28/2021	Valic	3,057.77	Payroll 401(a)/457 Deposit
12/13/2021	Wells Fargo	393.53	Service Charge
12/10/2021	Wells Fargo Merchant Services	145.10	Service Charge
12/02/2021	Paychex	138.60	Payroll Processing Fees
12/16/2021	Paychex	135.60	Payroll Processing Fees
12/16/2021	Paychex	22,302.05	Payroll
12/20/2021	Paychex	96.91	Payroll Processing Fees
12/28/2021	Valic	2,434.08	Payroll 401(a)/457 Deposit
12/16/2021	Paychex	7,504.34	Payroll Taxes
12/31/2021	Paychex	10,367.63	Payroll Taxes
12/20/2021	AmeriFlex Business Solutions	41.00	Flexible Spending - Claim Reimbursement
12/20/2021	AmeriFlex Business Solutions	69.00	Flexible Spending - Claim Reimbursement
12/29/2021	Paychex	27,298.43	Payroll
12/02/2021	WA State Department of Revenue	789.89	B&O/Retailing Sales Tax for October 2021
12/30/2021	Paychex	148.66	Payroll Processing Fees
12/14/2021	Wells Fargo	72.00	Wells Fargo
12/14/2021	Wells Fargo	25.00	Wells Fargo
12/27/2021	AmeriFlex Business Solutions	222.99	Flexible Spending - Claim Reimbursement
12/13/2021	AmeriFlex Business Solutions	717.88	Flexible Spending - Claim Reimbursement
	<b>Total Wire/ACH Activity</b>	<b>77,030.05</b>	

Transaction Date	Payee	Amount	Purpose
12/15/2021	Cancer Lifeline	1,166.66	Program Payment
12/15/2021	Cascade Bicycle Club Education Foundation	2,666.67	Program Payment
12/15/2021	Center for Human Services	43,384.32	Program Payment
12/15/2021	ChildStrive	52,127.99	Program Payment
12/15/2021	Cocoon House.	8,750.00	Program Payment
12/15/2021	Compass Health	12,635.58	Program Payment
12/15/2021	Concern for Neighbors Food Bank	200.00	Program Payment
12/15/2021	Domestic Violence Services Snohomish Co	14,666.66	Program Payment
12/15/2021	Edmonds College Foundation	14,212.50	Program Payment
12/15/2021	Edmonds Food Bank	5,000.00	Program Payment
12/15/2021	Edmonds School District No. 15	122,383.75	Program Payment
12/15/2021	Evergreen Recovery Centers	29,533.33	Program Payment
12/15/2021	Gambian Talents Promotion	9,550.00	Program Payment
12/15/2021	Girls on the Run	3,515.00	Program Payment
12/15/2021	Homage Senior Services	64,309.10	Program Payment

12/15/2021	Interfaith Family Shelter	833.00	Program Payment
12/15/2021	Jean Kim Foundation	20,552.75	Program Payment
12/15/2021	Kinderling	12,500.00	Program Payment
12/15/2021	Korean Community Serv. Center	9,583.33	Program Payment
12/15/2021	Korean Women's Association	5,000.00	Program Payment
12/15/2021	Latino Educational Training Institute	7,400.00	Program Payment
12/15/2021	Medical Teams International	12,500.00	Program Payment
12/15/2021	Millenia Ministries	12,452.08	Program Payment
12/15/2021	Pacific Treatment Alternatives	11,800.58	Program Payment
12/15/2021	Parent Trust for WA Children	658.33	Program Payment
12/15/2021	Prescription Drug Assistance Foundation	4,583.33	Program Payment
12/15/2021	Project Access Northwest	14,583.33	Program Payment
12/15/2021	Project Girl Mentoring Program	26,276.66	Program Payment
12/15/2021	Puget Sound Christian Clinic	53,550.00	Program Payment
12/15/2021	Snohomish County Legal Services	4,166.66	Program Payment
12/15/2021	South County Fire	19,771.66	Program Payment
12/15/2021	Therapeutic Health Services	15,512.42	Program Payment
12/15/2021	University of WA	7,554.67	Program Payment
12/15/2021	WA Kids in Transition	10,416.66	Program Payment
12/15/2021	Wonderland Child & Family Services	23,513.58	Program Payment
12/15/2021	YMCA of Greater Seattle.	7,775.00	Program Payment
12/15/2021	YWCA of Seattle, King and Snohomish Co	7,720.42	Program Payment
	<b>Total Wires/ACH Transactions</b>	<b>672,806.02</b>	

<b>Transaction Date</b>	<b>Payee</b>	<b>Amount</b>	<b>Purpose</b>
<b>Kruger Clinic Activity:</b>			
1061 - 1080			
misc	Various Vendors	68,376.68	Administered by Coast Property Management
<b>Work Comp Activity:</b>			
305522 - 305523			
misc	Various Claimants/Vendors	750.90	Administered by Eberle Vivian
	<b>Total Disbursements</b>	<b>933,040.85</b>	

Deposits:	Transaction Date	Payer	Amount	Purpose
	12/07/2021	Edmonds Medical Clinic	6,830.84	Monthly Rent
	12/06/2021	Raymond Liu, DDS	2,593.87	Monthly Rent
	12/06/2021	Healthcare Reality Services, Inc.	4,663.72	Monthly Rent
	12/09/2021	WA State Healthcare Authority	34,856.43	North Sound ACH
	12/30/2021	WA State Healthcare Authority	2,844.00	Public Consulting Group IGT Funds
	12/23/2021	Yasaura Carvajal	0.10	Refund of overpayment
	12/10/2021	Allied Dermatology Partners	7,595.38	Monthly Rent
	12/10/2021	Snohomish County	143,773.99	Tax Levy Payment
	12/23/2021	Healthcare Reality Services, Inc.	1,796.46	Monthly Rent
	12/24/2021	Swedish Edmonds Hospital	830,540.32	Monthly Rent
	12/24/2021	Swedish Edmonds Children's	22,203.32	Monthly Rent
	12/24/2021	Swedish Edmonds Kruger Clinic	52,166.96	Monthly rent

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 15233 through 15280 have been issued for payment in the amount of \$114,077.20. These warrants are hereby approved.

Attest:

\_\_\_\_\_  
Tammy Keuser

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

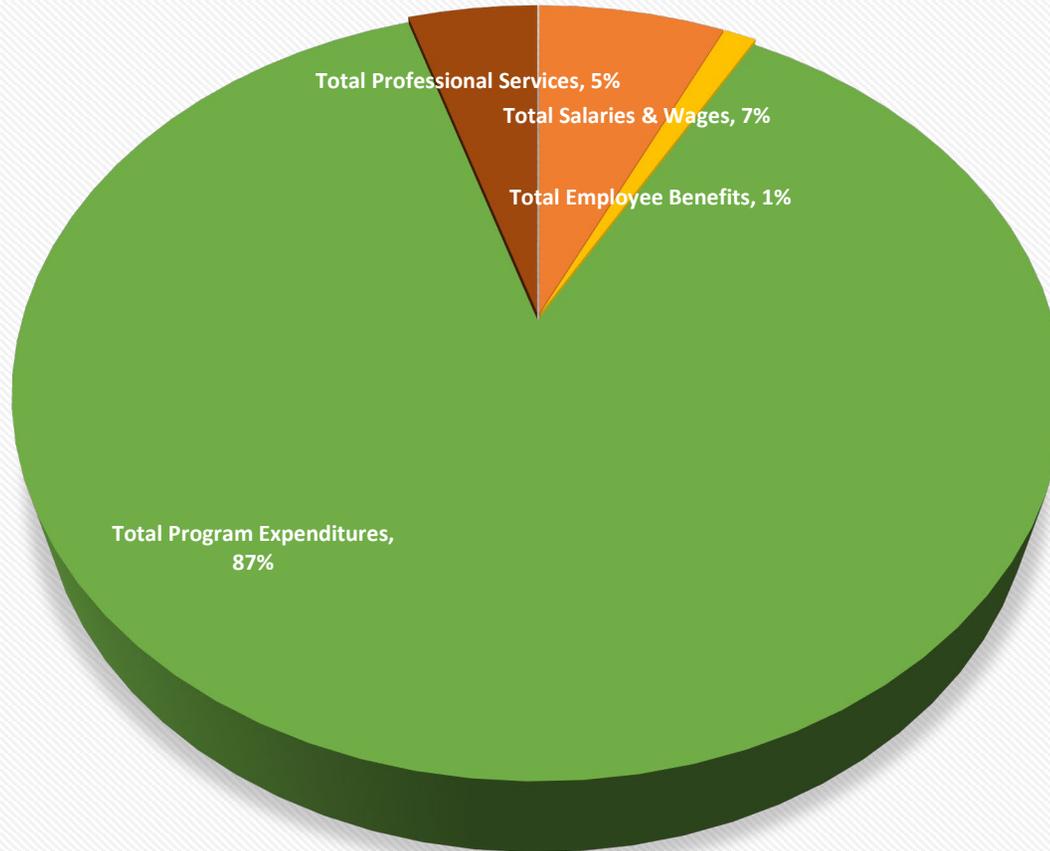
\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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Commissioner

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Warrants Processed:	12-01-2021 – 12-31-2021		\$ 114,077.20
Work Comp Claims Pd:	12-01-2021 – 12-31-2021		750.90
Kruger Clinic Processed:	12-01-2021 – 12-31-2021		68,376.68
Payroll:	11-28-2021 – 12-11-2021	22,302.05	
	12-12-2021 – 12-25-2021	<u>27,298.43</u>	
			49,600.48
Electronic Payments/ Adjustments:	Payroll Taxes	17,871.97	
	Payroll Processing	519.77	
	Valic Retirement	5,491.85	
	FSA Payments	2,120.46	
	Bank Fees	635.63	
	B&O/Leasehold Tax	789.89	
	Program Expenditures	<u>672,806.02</u>	
			<u>700,235.59</u>
	Grand Total		<u>\$933,040.85</u>

## Verdant YTD expenses December 2021



■ Total Salaries & Wages

■ Total Employee Benefits

■ Total Program Expenditures

■ Total Professional Services

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON  
RESOLUTION NO. 2022-01

A resolution of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the "District"), fixing the compensation of the superintendent of the District.

WHEREAS, pursuant to RCW 70.44.070 and Resolution No. 2020-03 of the Commission, which was adopted June 24, 2020, the Commission appointed Lisa Edwards, Ed.D., as the superintendent of the District (the "Superintendent") and fixed her compensation at an annual salary level of \$175,000; and

WHEREAS, the Commission has reviewed the Superintendent's performance and evaluated the extent to which she has met her goals; and

WHEREAS, the Commission wishes to recognize the Superintendent's performance by increasing her compensation; NOW, THEREFORE,

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

Section 1. After due consideration, and being fully advised, the Commission hereby fixes the Superintendent's annual compensation at an annual salary level of \$183,750, effective as of January 26, 2022. In addition, the Commission hereby awards the Superintendent a retention incentive payment of \$435.39, payable in conjunction with the first payroll in March 2022, so long as the Superintendent remains as an employee of the District through the end of February 2022.

Section 2. The President of the Commission of the District is authorized and directed to do, or cause to be done, all things reasonable and necessary in order to fully and timely carry out the terms of this resolution.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof, held this 26<sup>th</sup> day of January, 2022, the following commissioners being present and voting in favor of this resolution.

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President and Commissioner

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Commissioner

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Commissioner

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Commissioner

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Secretary and Commissioner

I, Jim Distelhorst, M.D., Secretary of the Commission of Public Hospital District No. 2, Snohomish County, Washington, certify that the attached copy of Resolution 2022-01 of the District is a true and correct copy of the original resolution adopted on January 26, 2022, as that resolution appears on the Minute Book of the District.

DATED this 26<sup>th</sup> day of January, 2022.

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Secretary of the Commission

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON  
RESOLUTION NO. 2022-02

A resolution of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the "District"), approving and adopting an employee benefit plan, approving an adoption agreement relating to that plan, appointing Paychex, Inc., as the administrator of that plan, approving an effective date for the Plan and designating the Plan administrator and trustee.

WHEREAS, the District has previously entered into a services agreement with Paychex, Inc., to assist with the administration of the District's employee compensation and benefit plan; and

WHEREAS, the District desires to expand its benefit plan to include a premium only employee health plan (the "Plan") which, when executed and carried out, will provide benefits to employees of the District and their beneficiaries; and

WHEREAS, the Commission has considered the salient features of the Plan and the Commission believes that the adoption of the Plan will encourage long-term employment and employee loyalty, in the mutual interest of the employees and the District; NOW, THEREFORE,

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

Section 1. The Commission hereby approves and adopts the Plan and hereby authorizes the Superintendent of the District to execute an adoption agreement setting forth the terms and conditions of the Plan.

Section 2. The Commission hereby appoints Paychex, Inc., as the service provider for the Plan to serve for such term and to have such powers and duties as set forth in the Plan and the applicable administrative service agreement(s).

Section 3. The Commission hereby authorizes the Plan to be effective for the Plan Year ending December 31, 2022.

Section 4. The Commission hereby designates the District as administrator of the Plan and the Superintendent of the District as trustee of the Plan.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof, held this 26<sup>th</sup> day of January, 2022, the following commissioners being present and voting in favor of this resolution.

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

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

I, Jim Distelhorst, M.D., Secretary of the Commission of Public Hospital District No. 2, Snohomish County, Washington, certify that the attached copy of Resolution 2022-02 of the District is a true and correct copy of the original resolution adopted on January 26, 2022, as that resolution appears on the Minute Book of the District.

DATED this 26<sup>th</sup> day of January, 2022.

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Secretary of the Commission

**I. Modifications to Contracts-for Review**

Agency	Program	Total Budget	Contract Expiration Date	Recommendation
Brain Energy Support Team	Cognitively Appropriate COVID-19 resources	\$25,200	12/31/2021	Extend end date to 3/31/2022 and reallocate \$5,000 of contract budget to support video creation.
Trinity Lutheran Church as fiscal sponsor for South County Cold Weather Shelter	Cold Weather Shelter	\$4,300	12/31/2021	Extend end date to 3/31/2022 and add additional \$3,000 available for invoicing for COVID cleaning.
Volunteers of America	Emergency Motel/Shelter Program	Invoice up to \$20,000	12/31/2021	Extend end date to 12/31/2022.
	<b>Total</b>	<b>\$49,500</b>		

**II. Expiring Contracts**

Contracts expiring in Q1 that need to apply for full renewal will have been instructed to apply for renewal via the 1/31-2/11 contract period with contracts starting 4/1/2022. Contracts with Year 1 or 2 contracts expiring have been instructed to submit proposed budget and outcomes via Fluxx by 2/11.

Agency	Program	Current Annual Award	Contract Expiration Date	Year of expiring contract	Total Years of Funding Received	Total Funding Received
Childstrive	Early Intervention	\$ 328,484.00	3/31/2022	1	4	\$ 1,293,890.00
	Host Home Family					\$
Cocoon House	Reunification Pilot	\$ 105,000.00	3/31/2022	1	1	\$ 105,000.00
Compass Health	Emergency Motel Voucher Program	\$ 27,000.00	3/31/2022	1	2	\$ 79,250.00
Edmonds Food Bank	Making Healthy Choices	\$ 20,000.00	2/28/2022	3	3	\$ 50,000.00
Interfaith Family Shelter	Homelessness Prevention	\$ 10,000.00	3/31/2022	1	1	\$ 10,000.00
						\$
Kindering	Early Intervention	\$ 150,000.00	3/31/2022	1	7	\$ 895,387.00

Korean Women's Association	Everyday Prevention	\$ 60,000.00	3/31/2022	1	5	\$ 300,000.00
Millennia Ministries Pacific	Mobile Manna/MFSTT	\$ 149,425.00	3/31/2022	1	1	\$ 149,425.00
Treatment Alternatives Snohomish County Legal Services	Mobile Syringe Service Exchange	\$ 141,606.00	3/31/2022	1	1	\$ 141,606.00
	Housing Justice Project	\$ 50,000.00	3/31/2022	1	1	\$ 50,000.00
YMCA	Emergency Shelter	\$ 30,000.00	3/31/2022	1	1	\$ 30,000.00
YMCA	Access to Healthcare	\$ 62,645.00	3/31/2022	1	1	\$ 62,645.00
<b>Total</b>						
<b>\$ 1,134,160.00</b>						

### III. COVID Grant Requests

Agency	Program	Contract Duration	Amount Requested	Description	Recommendation
Refugee Immigrant Services NW	Afghan Navigator	1/1-3/31	\$15,000	Would continue the work started 11/2020 while they complete a Q1 multiyear application for their navigator program.	Fund as requested. Previously funded \$15,000 in 2021.
Washington Kids in Transition	Emergency Housing	1/1-12/31	\$100,000	Funds would support emergency motel vouchers, rental deposits, rental assistance, and utility assistance to ESD McKinney-Vento families and those at risk of homelessness. See an ongoing need for this COVID-related resource.	Fund at \$50,000 for 6 months. Previously funded at \$50,000 in 2021.
<b>Total</b>			<b>\$115,000</b>		<b>\$65,000</b>

COVID grants are now a separate pot of funds from Superintendent's Discretionary. Applications are submitted via Fluxx and contracts, payments, and reports are managed within the software as well.

**2022 COVID Fund Budget is \$500,000 If funded as presented, COVID Funds unallocated balance for 2022: \$335,000**

#### IV. Superintendent's Discretionary

##### Newly Funded:

Agency	Program	Contract Duration	Amount	Status
Parent Trust	SMART	1/1-3/31	\$10,000	In process
		<b>Total</b>	<b>\$10,000</b>	

##### Ideas in Progress

None

2022 Superintendent's Discretionary fund budget is \$100,000. If funded as presented, Superintendent's Discretionary Funds unallocated balance for 2022: **\$ 90,000**

##### Q4 2021 Survey Feedback Responses

- **Applicants- (n=6)**
  - Rated Fluxx 4.4/5 Stars
  - Easiest parts of Fluxx: usability, navigation, ease of access, allows formatting, can copy and paste from Word Document
  - Most Challenging part of Fluxx: Did not automatically save, registration, glitch in upload, outcome and budget upload
  - 100% got the support they needed from Verdant Staff throughout the application process
  - Other feedback: appreciated training materials/videos, quick staff response, glad the questions didn't change from previous paper process, feels like a more equitable process.
- **Commissioners (n=3)**
  - Rated selected applicants 5/5 stars
  - Rated Fluxx 4.5/5 stars
  - Other feedback: appreciated having hard copies of applications to view while scoring within Fluxx, excitement about future Fluxx orientation for those not on Program Committee.

##### 2022 Funding Guidelines and Philosophy Discussion

- a. Draft budget definitions and guideline document
- b. Capital funds opportunity and philosophy
  - i. Separate application process?
  - ii. Award cap?
- c. Cohorting potential (example here: [Peer Learning Networks - Center for Volunteer & Nonprofit Leadership \(cvnl.org\)](https://www.cvn1.org/))
- d. Prioritization philosophy:
  - i. New vs renewal
  - ii. Year 2 and 3 contracts for multiyear awards vs. new year 1 awards

#### V. **Recent Grantee Report Highlights/updates**

##### **Edmonds School District, Family Resource Advocate (Elementary)**

- Overall, experienced a 60% increase in caseloads and served 528 families (contracted for 291)
- Received 779 referrals for basic needs, a 28% increase from 2019-2020 school year
- Received 97 requests for rental assistance, a 30% increase from 2019-2020 school year
- Families were supported in 19 languages other than English

## **Lynnwood Foodbank**

- During record setting low temperatures at the end of the year, Lynnwood foodbank had to close due to the limitations of their facility. Edmonds Foodbank also struggles with facility limitations and reliance on senior volunteers and outdoor space year-round for distribution

*Our priority is safety and due to the weather and road conditions, the Food Bank will be closed the week of December 27 - 31. We will reopen on Monday 1/3/2022.*

*Our main volunteers are senior citizens and many cannot get out of their neighborhoods. If they could get to the food bank, there is not heat at the food bank and our distribution and grocery rescue is outdoors. We must keep our volunteers safe from extended time in the severe cold. Thank you for understanding.*

## Social Media Marketing Report:

28-day period: December 22<sup>nd</sup> – January 18<sup>th</sup>

\*Facebook statistics

- 12 Net Followers
- 2.9k People Reached
- 340 Engagements

Within the last period, we gained 17 new and lost 5 followers, which results to 12 net followers increase. Our people reach was up 44% compared to the last period. Engagement was up by 145%, this is due staying active on posting on our social media pages. The marketing team has implemented a posting schedule that consists of posting content at least 3 times a week. We have launched an Instagram page, and it has gained 33 followers during this period.

## Multicultural Report- December 2021

### Verdant Sponsored Programs

Monthly Women's Support Group	Third Wednesday of the month 6:30pm	12 participants
Weekly Parent Support Group	Tuesdays 10:30am	21 participants
Programa Gratis de Frutas y Vegetales- SaludRx	1 <sup>st</sup> Saturday of the month	6 participants
Grupo de Apoyo para Mujeres Sobrevivientes de Violencia Domestica	Bi-monthly- Wednesdays 6:00pm	7 participants

### Community Collaborations

Con Confianza y En Comunidad: Hablando sobre COVID-19 y temas que nos afectan	Tues 5-7:30pm	29 participants
Health Equity for Immigrants Campaign	Every week on Mon, until Dec, 2021	35 participants
Latinx Health Board	Every week on Friday's at 1pm	19 participants
U of WA Peer Mental Health Planning Meetings	Thursdays at 2pm	6 participants
Community Health Board Coalition	Every Thurs 6-8pm	22 participants

## Verdant Community Social Worker Highlights: December 2021 / January 2022

- Case Management – continuing support for 15 clients.
- CHART Leadership and Facilitation – October 1, 2021, was the official date of transfer of services. I have continued to work closely with The Extra Step, to ensure a smooth transfer of services, warm handoff of clients, and commitment to supporting clients' progress.
- This past month included weekly team check ins, monthly staff meeting, monthly County Outreach Coalition, monthly Snohomish County Community Behavioral Health Committee, Snohomish County Connector's meeting, quarterly Basic Food Education Forum, monthly Vulnerable Adult Taskforce, and the quarterly Cops and Clergy meeting. Webinars included "What is Covid Trauma", "Understanding BiPolar Disorder", "I don't need help: Supporting people who refuse mental health care", "Understand Dissociation and Dissociative Disorders".
- I have worked 7 months at Swedish Edmonds, typically one day per week. I coordinate work between the psychiatric unit (9W), the emergency departments behavioral health assessment team (BHAT), and the hospital case management team. The goal is to begin to build rapport with clients before their discharges, in hopes of obtaining better health and wellness outcomes outside of the hospital setting. To date, 38 referrals since 5/28/21. Of these new referrals, 8 were consultations, and referred to more appropriate resources. 8 are unknown status at this time as they did not follow up with referral. As of today, I have 12 new clients from this referral source, and 8 clients that have not followed through with referral after discharge. Starting in 2022, I have needed to only go to hospital if they have a specific patient with, due to the Covid uptick in cases. Hopefully I can return to regular weekly visits when the number of covid cases begins to decline.
- With the increase in opioid related deaths, Verdant is sponsoring several NARCAN trainings. To date, we have held two sessions in partnership with Snohomish County Human Services Opioid Outreach and Molina Health. Molina Health has provided 80 Narcan kits for distribution to attendees, and the county another 20, for a total of 100 kits. We have had a total of 54 attendees so far, and the final training will be held January 27<sup>th</sup> at 6:00 pm.