

VERDANT HEALTH COMMISSION  
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON  
**BOARD OF COMMISSIONERS**  
Regular Meeting  
AGENDA  
September 22, 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 September 22, 2021 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/81170706793> Meeting ID: 811 7070 6793 Passcode: 871927 or the call-in number is 253 215 8782.

	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
1. Call to Order	---	8:00	---
2. Approval of Minutes			
a) August 11, 2021, Special Meeting / Housing Study	Action	8:01	2-3
b) August 25, 2021, Board Meeting	Action		4-8
3. Superintendent Report	Information	8:03	---
a) Verdant Operations Update			
b) Community Outreach Update			
4. Executive Committee Report	Information	8:13	---
5. Finance Committee Report			
a) Review financial statements and cash activity	Information	8:15	9-14
b) Authorization for payment of vouchers and payroll	Action	8:20	15
c) YTD Expenses as of August 2021	Information	8:22	16-17
6. Program Committee Report			
a) Conflicts of Interest	Information	8:25	---
b) Superintendent's Discretionary Funds	Action	8:26	18
c) Approval of Q3 Grant Applications	Action	8:31	18-19
d) Review of 2021 and 2022 Budget Forecasting	Information	9:00	21-23
e) Approval of DEI Contract	Action	9:05	24-30
f) Approval of CHART Leadership	Action	9:10	31-46
g) Verdant Program and Marketing Highlights	Information	9:15	47-51
7. Public Comments (limit 3 minutes per speaker)	---	9:17	---
8. Commissioner Comments	---	9:20	---
9. Executive Session	---	9:25	---
a) To Consider Acquisition of Real Estate and to Evaluate the Qualifications of an Applicant for Public Employment			
10. Open Session	---	9:55	---
11. Adjournment		9:55	

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

**BOARD OF COMMISSIONERS**  
**Special Housing Study Meeting**  
**via Zoom**  
**August 11, 2021**

<b>Commissioners Present</b>	Bob Knowles, President (via Zoom) Dr. Jim Distelhorst, Secretary (via Zoom) Deana Knutsen, Commissioner (via Zoom) Karianna Wilson, Commissioner (via Zoom) Fred Langer, Commissioner (via Zoom)
<b>Staff</b>	Jennifer Piplic, Marketing Director (via Zoom) Sue Waldin, Community Wellness Program Manager (via Zoom) Nancy Budd, Community Social Worker (via Zoom) Zoe Reese, Director of Community Impact (via Zoom) Tammy Keuser, Director of Finance and Operations (via Zoom) Tammy Weenink, Executive Assistant/Office Manager (via Zoom) Sandra Huber, Community Engagement Manager (via Zoom)
<b>Guests</b>	Jess Blanch, Program Director, Enterprise Community Partners (via Zoom) Mary Jane Brell-Vujovic, Director of Snohomish County Human Services Department (via Zoom) Brad Shipley, Associate Planner, City of Edmonds (via Zoom) Edith Duttlinger, Senior Planner, City of Mountlake Terrace (via Zoom) Kristen Holdsworth, Senior Planner, City of Lynnwood (via Zoom) Members of the Community (via Zoom)
<b>Call to Order</b>	The Special Housing Study Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 6:01 a.m. by President Knowles.
<b>Public/Private Partnerships for Affordable Housing</b>	Ms. Reese gave a brief meeting overview and introduced Jess Blanch, Program Director, Enterprise Community Partners. Ms. Blanch gave a presentation on health and housing that included opportunities such as investment partnerships, prescription for a home, service provision and land: home and hope. (E:52:21)
<b>Community and Municipal Housing Action Plans/Strategies</b>	Ms. Reese introduced Ms. Brell-Vujovic, Director of Snohomish County Human Services Department. Ms. Brell-Vujovic gave a presentation that outlined the housing affordability challenges in Snohomish County, the potential role for the Community Services Advisory Council, and also shared the recommendations made by the Housing Affordability Regional Taskforce (HART). (E:53:21)

Ms. Reese introduced Mr. Shipley, Associate Planner, City of Edmonds. Mr. Shipley gave a presentation that outlined housing needs, city efforts to address housing, affordable housing incentives, and key local housing projects. (E:54:21)

Ms. Reese introduced Ms. Duttlinger, Senior Planner, City of Mountlake Terrace. Ms. Duttlinger gave an overview of location and zoning and the history of early building codes in the City of Mountlake Terrace. Presentation included housing challenges, housing choices, and housing types along with development options, incentives, and future opportunities. (E:55:21)

Ms. Reese introduced Ms. Holdsworth, Senior Planner, City of Lynnwood. Ms. Holdsworth's presentation included information about aligning with regional efforts to address housing affordability, how housing prices are rising faster than incomes, why housing affordability matters, and housing action plan goals for the City of Lynnwood. (E:56:21)

President Knowles commented that no action or next steps will be taken at this time. Commissioners will need time to review all the information presented today and then work with staff and everyone who is present to discuss next steps.

## **Adjournment**

The meeting was adjourned at 8:00 p.m. by President Knowles.

Please note: The Special Meeting of the Board of Commissioners of Public Hospital No. 2 was recorded. To view the full meeting, click on the link to the video.

<https://youtu.be/4ggdTlxLJZ8>

## **ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

**BOARD OF COMMISSIONERS**

**Regular Meeting**

**via Zoom**

**August 25, 2021**

<b>Commissioners Present</b>	Bob Knowles, President (via Zoom) Dr. Jim Distelhorst, Secretary (via Zoom) Deana Knutsen, Commissioner (via Zoom) Karianna Wilson, Commissioner (via Zoom) Fred Langer, Commissioner (via Zoom, 8:40 am departure)
<b>Staff</b>	Lisa Edwards, EdD, Superintendent (via Zoom) Jennifer Piplic, Marketing Director (via Zoom) Sue Waldin, Community Wellness Program Manager (via Zoom) Nancy Budd, Community Social Worker (via Zoom) Zoe Reese, Director of Community Impact (via Zoom) Tammy Keuser, Director of Finance and Operations (via Zoom) Tammy Weenink, Executive Assistant/Office Manager (via Zoom)
<b>Guests</b>	Anji Jorstad, Mental Health Supervisor, Snohomish County (via Zoom) Carolyn Brennan, Community Member (via Zoom)
<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 regular board meeting on July 28, 2021. (E:57:21)
<b>Community Presentation</b>	Dr. Edwards reported on the increase of South County Fire 911 EMS calls and current Verdant grants that support adult behavioral health. (E:58:21)  Dr. Edwards then introduced Ms. Jorstad, Mental Health Supervisor from Snohomish County, who gave a high-level overview on the current status of behavioral health organizations and services. Ms. Jorstad reported that agencies are struggling to administer funding and have more job openings than ever before. Reimbursement rates for agencies are set at the same level statewide, which impacts employment differently depending on where you are in the state and what is considered a living wage. Ms. Jorstad mentioned that they are definitely seeing an increase in the homeless that struggle with mental health issues and it is a struggle to find services for this population.

**Staff  
Presentation**

Ms. Huber presented an overview of Verdant multicultural programming. Ms. Huber's presentation included current census data showing the increase in diversity in Snohomish County from 2010-2020, program statistics, and a preview of upcoming programming.

Secretary Distelhorst requested that a copy of the slide deck be sent to commissioners. (E:59:21)

**Superintendent  
Report**

Dr. Edwards reported that the growing cases for COVID-19 has made it necessary for the team to pivot and rethink how our classes and services are delivered. All Fall 2021 in-person classes have been cancelled and will return to virtual programming due to uncertainty about the virus. Verdant continues to work with Swedish Hospital Edmonds on the Kruger Clinic refresh with design firm NBBJ. The recommendations for updating the exterior and interior of common spaces will be presented to Finance Committee at the September meeting. Dr. Edwards gave an update on the changes in leadership and structure at Swedish Edmonds as Dave West will be retiring September 1, 2021. The new structure includes regional CEO and local Executive Director roles. The Value Village property discussion continues, and Dr. Edwards hopes to have more information by the end of the week. Dr. Edwards also reports that the team has been working on 2022 budget and 2022 individual goals. A team retreat is planned for Thursday, August 26, 2021 for team building and sharing of 2022 goals. Dr. Edwards thanked Ms. Reese and Ms. Walker for the implementation of the grant management software and announced that Q3 August 2021 grantmaking will be the last paper application process.

**Executive  
Committee  
Report**

President Knowles reported that the Executive Committee met on Wednesday, August 18, 2021 to review the agenda for the August 25, 2021 board meeting. No action was taken.

President Knowles referred to the draft agenda included in the packet for the September 18, 2021 board retreat and noted all commissioners should have this on their calendar and that Margot Helphand will be facilitating the retreat. (E:60:21)

**Finance  
Committee  
Report**

The Finance Committee met on August 13, 2021. Ms. Keuser reviewed the financial statement and cash activity for July 2021 and noted anything over \$5,000 in payment from the warrants. (E:61:21)

Authorization for payment of vouchers and payroll:

Commissioners Meeting  
August 25, 2021

<b>Authorization for Payment of Voucher and Payroll</b>	Warrant numbers 14962 through 15017 for July 2021 for payment in the amount of \$120,945.40 were presented for approval by President Knowles. (E:62:21) <b><i>Motion was made, seconded and passed unanimously to approve.</i></b>
<b>YTD Expenses for July 2021</b>	Ms. Keuser presented the pie chart representing YTD expenses as of July 2021 and a graph showing program funding 2019-2021 YTD. (E:63:21)
<b>Program Committee Update</b>	Commissioner Knutsen reported that the Program Committee met on August 12, 2021.
<b>Conflicts of Interest</b>	No conflicts of interest reported.
<b>Grant Modifications</b>	None
<b>Expiring Contracts</b>	None
<b>Superintendent's Discretionary Funds</b>	<p>Ms. Reese presented newly funded contracts as of 7/31/21 (E:64:21)</p> <p>Brain Energy Support Team, Cognitively Appropriate COVID Resources and Communications, 7/1/2021-12/31/2021, \$20,500 <b><i>Motion was made, seconded and passed unanimously to approve.</i></b></p> <p>Communities of Color Coalition, Community Wellness Series for BIPOC Community, 7/1/2021-12/31/2021, \$50,000 <b><i>Motion was made, seconded and passed unanimously to approve.</i></b></p>
<b>Grantee Highlights</b>	Ms. Reese reported on recent grantee report highlights. CHS Behavioral Health Integration exceeded the number of individuals they had anticipated to provide care for and remarked on a surprising benefit of providing services during a pandemic -- seeing clients' living situations firsthand during video consults rather than relying on self-reported needs. This allowed staff to support additional needs of clients without the clients needing to start the sometimes-challenging conversation. LETI Family Support for COVID Vaccination has already connected 455 PHD2 residents via 944 vaccination appointments. LETI commented that the program has brought them into contact with many new families and has allowed them a window into a segment of our community that largely lives under the radar uncovering primary needs such as basic English, secondary English, and technology. YMCA Emergency Shelter

has already served 34 out of an annual goal of 60 PHD2 households in one quarter with 57% of households served to date having exited the shelter to permanent housing. (E:64:21)

<b>Covid update</b>	Information included in packet.
<b>Fluxx</b>	Information included in packet.
<b>Collaboration Multiplier</b>	Ms. Reese reported that the first virtual training with the Prevention Institute on the Collaboration Multiplier tool occurred July 23, 2021 and was very well received. Participants were asked to complete a homework assignment between then and the second session on August 20, 2021 to help guide conversations around new and enhanced partnership opportunities in South Snohomish County. Verdant actively participated in the process and will continue to work on how we can best support our partners to be most successful. (E:64:21)
<b>Q3 Grant Making</b>	Ms. Reese anticipates overall fewer applications as there are fewer renewals. Applications will be accepted August 16, 2021-August 27, 2021 for the Q3 grantmaking process.
<b>Review of 2021 and 2022 Budget Forecasting</b>	Ms. Reese presented the Committed Program Funding schedule as of July 2021 and a graph of grant funds that specifies program area and committed funds for 2021 and 2022. Superintendent's Discretionary funds were included in the graph this month. (E:65:21)
<b>Verdant Program and Marketing Highlights</b>	See exhibit (E:66:21) for updates on program staff and marketing highlights.
<b>DEI Consultant</b>	Dr. Edwards shared that the selection process for the Diversity, Equity, and Inclusion consultant will move forward later this week with the revised scope of work and timeline, pending any questions or concerns raised by commissioners. None were presented.
<b>CHART</b>	Update was sent to Commissioners by Dr. Edwards.
<b>Public Comments</b>	Carolyn Brennan, Commissioner Candidate, was in attendance to learn more about Verdant and expressed the importance of the work being done.
<b>Commissioner Comments</b>	Commissioner Knutsen commented that Verdant is doing good work. She said that the behavioral health needs feel overwhelming and wants to thoughtfully consider how can we have an impact on this large of a problem.

Commissioners Meeting  
August 25, 2021

Commissioner Distelhorst asked that all commissioners be sent the information on the change in demographics that was reported in Ms. Huber's presentation.

**Meeting Recess**

President Knowles recessed the meeting at 9:08 a.m. to reconvene at 9:20 a.m.

**Executive Session**

President Knowles reconvened the regular meeting at 9:20 a.m. and immediately recessed into Executive Session to review and consider proposed sale of real estate. President Knowles stated that the board would reconvene in 20 minutes and no action would be taken in Executive Session.

**Open Session**

The board reconvened into Open Session at 9:40 a.m.

**Adjournment**

The meeting was adjourned at 9:40 a.m. by President Knowles.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



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

	A	B	C	D
	Dec 31, 2020	Aug 31, 2021	\$ Change	Comments:
<b>1 ASSETS</b>				
<b>2 Current Assets</b>				
<b>3 Cash Balance</b>	3,404,411	3,081,388	(323,023)	
<b>4 Other Current Assets</b>	55,995,957	56,070,195	74,239	Includes Investments & Prepaid Expenses
<b>5 Total Current Assets</b>	59,400,367	59,151,583	(248,784)	
<b>6 Total Long-term &amp; Fixed Assets</b>	43,056,966	41,999,719	(1,057,247)	Net of Accumulated Depreciation
<b>7 TOTAL ASSETS</b>	<b>102,457,334</b>	<b>101,151,302</b>	<b>(1,306,032)</b>	
<b>8 LIABILITIES &amp; EQUITY</b>				
<b>9 Liabilities</b>				
<b>10 Current Liabilities</b>	1,421,828	1,300,940	(120,889)	Swedish prepaid rent for September
<b>11 Long-term Liabilities</b>	-	-	-	
<b>12 Total Liabilities</b>	1,421,828	1,300,940	(120,889)	
<b>13 Total Equity</b>	101,035,505	99,850,362	(1,185,143)	Annual Net Income/(Loss)
<b>14 TOTAL LIABILITIES &amp; EQUITY</b>	<b>102,457,334</b>	<b>101,151,302</b>	<b>(1,306,031)</b>	

**Profit & Loss**  
August 31, 2021

	A	B	C	D	E	F
	Aug Actual	Aug Budget	Fav/(Unfav)	YTD Actual	YTD Budget	Fav/(Unfav)
<b>1 INCOME</b>						
<b>2 Ordinary Income</b>	933,138	962,403	(29,265)	7,567,414	7,765,604	(198,190)
<b>3 EXPENSES</b>						
<b>4 Operating Expenses</b>	189,909	207,437	17,529	1,757,621	1,832,983	75,362
<b>5 Depreciation Expense</b>	118,944	108,735	(10,209)	951,697	919,001	(32,696)
<b>6 Program Expenses</b>	1,501,064	783,875	(717,190)	7,632,747	7,293,497	(339,250)
<b>7 Total Expenses</b>	1,809,917	1,100,047	(709,869)	10,342,065	10,045,481	(296,584)
<b>8 OTHER INCOME/(EXPENSE)</b>						
<b>9 Total Other Income/(Expense)</b>	171,626	280,833	(109,207)	1,621,559	2,276,667	(655,108)
<b>10 NET INCOME/(LOSS)</b>	<b>(705,153)</b>	<b>143,189</b>	<b>(848,342)</b>	<b>(1,153,092)</b>	<b>(3,211)</b>	<b>(1,149,882)</b>

**Monthly Highlights**  
August 31, 2021

Verdant received dividend payments of \$28.2K, a realized gain of \$35.0K and an unrealized loss of \$90.8K on our investment portfolio which closed with an ending market value of \$55,721,039.

Program grant commitments total \$6,946,462 for 2021 excluding BHCF. Additional 2021 funding for COVID-19 programs total \$850.6K.

Revenue of \$121.7K and expenses of \$76.5K from the Kruger Clinic were incurred, netting to an additional operating income of \$45.2K.

**Public Hospital District #2**

<b>Warrant Number</b>	<b>Transaction Date</b>	<b>Payee</b>	<b>Amount</b>	<b>Purpose</b>
<b>Warrant Activity:</b>				
15018	08/03/2021	All City Fence Co.	675.64	Temporary fencing for security at Value Village
15019	08/03/2021	BBG, Inc.	2,000.00	Value Village Appraisal Fee - 50% Retainer
15020	08/03/2021	Commercial Property Maintenance, Inc.	641.27	Kruger Clinic Maintenance
15021	08/03/2021	Consolidated Landscape Maintenance, Inc.	440.90	Landscaping August 2021
15022	08/03/2021	ELTEC Systems, LLC	305.25	August 2021 Elevator Maintenance
15023	08/03/2021	Foster Garvey PC	6,710.50	Legal billing May & June 2021
15024	08/03/2021	Juan Estrella Gonzalez	1,000.00	MC-1000 - Facilitation of variety music for 3 days for event Meet me at the Park 2021
15025	08/03/2021	McKinstry Co., LLC	6,863.18	HVAC Repairs
15026	08/03/2021	Nelson Iraheta	600.00	Meet me at the Park - Ice Cream delivery
15027	08/03/2021	Puget Sound Energy	50.79	Natural Gas - Account number 220001924632
15028	08/03/2021	Snohomish County PUD	7,068.31	Electricity - Acct number 205410426
15029	08/03/2021	Turner HR Services, Inc.	750.00	HR Consulting - July 2021
15030	08/03/2021	Velia Cervantes Lara	9,325.00	Internal programs - Spanish Positive Discipline Parenting programs
15031	08/03/2021	Waste Management	156.03	July 2021 - Acct number 14-46330-13003
15032	08/03/2021	Wells Fargo	990.98	Account # 4856 2003 8200 7998
15033	08/03/2021	Snohomish County PUD	1,005.67	Electricity - Acct number 205299316
15034	08/03/2021	Waste Management	285.21	July 2021 - Acct number 14-46467-83003
15035	08/03/2021	Wells Fargo	428.77	Wells Fargo CC - 3/19/2021 - 4/16/2021
15036	08/03/2021	Wells Fargo	1,532.22	Wells Fargo CC
15037	08/03/2021	Wells Fargo	5,280.37	3-20-21 - 4-19-21
15038	08/09/2021	Armstrong Services	1,280.00	Monthly Janitorial and Daily Disinfection Service - July 2021
15039	08/09/2021	Comcast - Acct # 8498310221378586	374.04	8498 31 022 1378586
15040	08/09/2021	Compensation Connections, LLC	1,650.00	50% Project invoice - compensation study
15041	08/09/2021	Enduris	66,880.00	Annual Insurance Renewal
15042	08/09/2021	Pacific Medical Centers(PacMed)	1,632.74	WC 339 - Nutrition & Activity Programs Purchased Services
15043	08/09/2021	PalAmerica Security Inc.	565.90	August Parking Lot Security
15044	08/09/2021	Seattle Food Nut	405.22	WC 344 - Nutrition Programming - Berry Desserts Cooking Demo
15045	08/17/2021	Allstream	59.83	Account #1299089 8/3/21 - 9/2/21
15046	08/17/2021	Audio Visual Specialists, Inc.	1,500.00	AV equipment for virtual programming
15047	08/17/2021	Aukema & Associates	900.00	Annual Website Hosting Fee - August, 2021 - July, 2022
15048	08/17/2021	Coast Property Management	9,500.00	July management Fee and Set up fee
15049	08/17/2021	Comcast - Acct # 905447969	574.70	905447969
15050	08/17/2021	Davis Doors Service	1,078.72	Repair rear entry door
15051	08/17/2021	Dynamic Computing, Inc.	2,406.68	IT Consulting
15052	08/17/2021	Lowe Graham Jones PLLC	150.00	Report trademark watch service notice(s)

	Transaction Date	Payee	Amount	Purpose
<b>Warrant Activity (continued):</b>				
15053	08/17/2021	McKinstry Co., LLC	1,144.23	HVAC Preventative Maintenance
15054	08/17/2021	Pacific Medical Centers(PacMed)	577.07	WC 339 - Nutrition & Activity Programs - Doc & Dietitian on Sleep
15055	08/17/2021	Republic Services	1,869.29	July 2021 Garbage service
15056	08/17/2021	Seattle Food Nut	360.00	WC 344 - Nutrition Programming - Virtual Teen Cook-along: Blueberry Bars
15057	08/17/2021	Snohomish County PUD	1,575.37	Electricity - Acct number 222825879
15058	08/17/2021	Sound Dietitians LLC	1,945.77	Internal Programing - Nutrition
15059	08/17/2021	Teresa Park Academy LLC	3,525.00	WC 348 - Spanish language delivery of 2 of 2 workshops for Finding Hope after Loss
15060	08/17/2021	Verizon	109.46	August 2 - September 1, 2021 phone charges
15061	08/17/2021	Sound Dietitians LLC	360.00	CSW 012
15062	08/26/2021	Armstrong Services	1,288.69	Janitorial Services
15063	08/26/2021	Canon Financial Services, Inc.	544.23	Contract #: 852451-1 Copier Lease August 2021
15064	08/26/2021	City of Edmonds	948.14	Water, Sewer, Storm Drain 6/20 - 8/19/21
15065	08/26/2021	Comcast - Acct # 933676367	763.61	8/15/21 - 9/14/21
15066	08/26/2021	Consolidated Landscape Maintenance, Inc.	440.90	Landscaping September 2021
15067	08/26/2021	Dynamic Computing, Inc.	3,405.27	IT Consulting Services
15068	08/26/2021	ELTEC Systems, LLC	305.25	September 2021 Elevator Maintenance
15069	08/26/2021	Payden & Rygel	9,276.00	7/1 - 7/31/2021 Investment Advisory Services
15070	08/26/2021	Principal Life Insurance Co.	2,066.39	1019549-10001
15071	08/26/2021	Quadient Finance USA Inc.	215.11	Postage
15072	08/26/2021	Regence Blueshield	8,358.40	September 2021 Medical & Dental Insurance
15073	08/26/2021	Safeway	1,440.00	Food Insecurity Nutrition Incentive - July 2021
15074	08/26/2021	Seattle Food Nut	360.00	WC 344 - Nutrition Programming - Virtual Teen Cook-along: Mexican Street Corn Pasta Salad
15075	08/26/2021	Snohomish County PUD	6,221.69	Electricity - Acct number 205410426
15076	08/31/2021	Ana Evelin Garcia	1,183.00	WC 334 - 4-workshops 7/21,7/28,8/18,8/25; Curriculum development and coordination July & August
15077	08/31/2021	Armstrong Services	1,280.00	Monthly Janitorial and Daily Disinfection Service - August 2021
15078	08/31/2021	Foster Garvey PC	3,230.00	Legal billing July 2021
15079	08/31/2021	Guardian Security Systems, Inc.	663.00	Security Monitoring 10/1/21 - 12/31/21
15080	08/31/2021	Kidder Mathews Inc.	4,500.00	Appraisal Report for Value Village
15081	08/31/2021	Mushawn Knowles	400.00	MC-1012: 2-day IT support for Zoom for workshop for Congreso para la Familia
15082	08/31/2021	Sistema Escolar USA	450.00	MC 1011 - Spanish language delivery of workshop for Congreso para la Familia (Parent Summit) 2021
15083	08/31/2021	Teniel Sabin	450.00	MC 1007 - Spanish language delivery of workshop for Congreso para la Familia (Parent Summit) 2021
15084	08/31/2021	WA State Department of Revenue	0.00	VOID: B&O/Retailing Sales Tax for July 2021
15085	08/31/2021	Wells Fargo	589.68	Wells Fargo CC - 7/19/2021 - 8/20/2021
15086	08/31/2021	Yasaura Carvajal	450.00	MC 1010 - Spanish language dilivery of workshop for Congreso para la Familia (Parent Summit) 2021
15087	08/31/2021	Wells Fargo	381.88	7-20-21 - 8-20-21
		<b>Total Warrants</b>	<b>195,745.35</b>	

Transaction Date	Payee	Amount	Purpose
<b>Wire/ACH Activity:</b>			
08/02/2021	AmeriFlex Business Solutions	41.00	Flexible Spending - Claim Reimbursement
08/05/2021	Valic	3,547.01	Payroll 401(a)/457 Deposit
08/09/2021	AmeriFlex Business Solutions	78.12	Flexible Spending - Claim Reimbursement
08/11/2021	Wells Fargo	354.60	Service Charge
08/11/2021	Wells Fargo Merchant Services	70.92	Service Charge
08/11/2021	WA State Department of Revenue	17,092.30	Leasehold Tax for Q2
08/11/2021	Paychex	25,629.11	Payroll
08/12/2021	Paychex	138.60	Payroll Processing Fees
08/12/2021	Paychex	9,922.81	Payroll Taxes
08/12/2021	Valic	3,547.01	Payroll 401(a)/457 Deposit
08/16/2021	AmeriFlex Business Solutions	393.42	Flexible Spending - Claim Reimbursement
08/23/2021	AmeriFlex Business Solutions	2,373.11	Flexible Spending - Claim Reimbursement
08/25/2021	Paychex	25,066.15	Payroll
08/25/2021	WA State Department of Revenue	790.90	B&O/Retailing Sales Tax for July 2021
08/26/2021	Paychex	138.60	Payroll Processing Fees
08/26/2021	Paychex	9,620.31	Payroll Taxes
08/27/2021	ADP	65.55	Payroll Processing Fees
08/30/2021	AmeriFlex Business Solutions	43.82	Flexible Spending - Claim Reimbursement
	<b>Total Wire/ACH Activity</b>	<b>98,913.34</b>	

Transaction Date	Payee	Amount	Purpose
08/15/2021	Boys & Girls Club of Snohomish County	24,583.33	Program Payment
08/15/2021	Brain Energy Support Team	25,200.00	Program Payment
08/15/2021	Cascade Bicycle Club Education Foundation	2,666.67	Program Payment
08/15/2021	Center for Human Services	36,717.66	Program Payment
08/15/2021	ChildStrive	52,127.99	Program Payment
08/15/2021	City of Mountlake Terrace	785,000.00	Program Payment
08/15/2021	Cocoon House.	8,750.00	Program Payment
08/15/2021	Compass Health	12,635.58	Program Payment
08/15/2021	Concern for Neighbors Food Bank	200.00	Program Payment
08/15/2021	Domestic Violence Services Snohomish Co	8,000.00	Program Payment
08/15/2021	Edmonds College Foundation	14,212.50	Program Payment
08/15/2021	Edmonds School District No. 15	110,834.00	Program Payment
08/15/2021	Evergreen Recovery Centers	29,533.33	Program Payment
08/15/2021	Helping Hands Project Organization	62,499.00	Program Payment
08/15/2021	Homage Senior Services	64,309.10	Program Payment
08/15/2021	Interfaith Family Shelter	833.00	Program Payment
08/15/2021	Kinderling	12,500.00	Program Payment

08/15/2021	Korean Women's Association	5,000.00	Program Payment
08/15/2021	Latino Educational Training Institute	7,400.00	Program Payment
08/15/2021	Lynnwood Food Bank	839.58	Program Payment
08/15/2021	Medical Teams International	8,100.00	Program Payment
08/15/2021	Millenia Ministries	12,452.08	Program Payment
08/15/2021	Pacific Treatment Alternatives	11,800.58	Program Payment
08/15/2021	Prescription Drug Assistance Foundation	4,583.33	Program Payment
08/15/2021	Project Access Northwest	14,583.33	Program Payment
08/15/2021	Project Girl Mentoring Program	26,276.66	Program Payment
08/15/2021	Puget Sound Christian Clinic	50,166.67	Program Payment
08/15/2021	Snohomish County Legal Services	4,166.66	Program Payment
08/15/2021	South County Fire	19,771.66	Program Payment
08/15/2021	Therapeutic Health Services	15,512.42	Program Payment
08/15/2021	University of WA	7,554.67	Program Payment
08/15/2021	WA Kids in Transition	10,416.66	Program Payment
08/15/2021	Wonderland Child & Family Services	26,076.58	Program Payment
08/15/2021	YWCA of Seattle, King and Snohomish Co	7,720.42	Program Payment
<b>Total Wires/ACH Transactions</b>		<b>1,483,023.46</b>	

Transaction	Date	Payee	Amount	Purpose
Activity:				
			-	Payments paid inhouse while waiting for Coast to be set up with Wells Fargo
Activity:				
	misc	Various Claimants/Vendors	1,870.85	Administered by Eberle Vivian
Total Disbursements			1,779,553.00	

	Transaction			
	Date	Payer	Amount	Purpose
Deposits:				
	08/04/2021	Edmonds Medical Clinic	6,684.51	Monthly Rent
	08/02/2021	Healthcare Realty	4,663.72	Monthly Rent
	08/02/2021	Puget Sound Gastro	35,891.89	Monthly Rent
	08/06/2021	Raymond Liu, DDS	2,593.87	Monthly Rent
	08/11/2021	Allied Dermatology Partners	7,595.38	Monthly Rent
	08/10/2021	Snohomish County	8,564.95	Tax Levy Payment
	08/24/2021	Lynnwood Sister Cities Association	3,635.79	Refund of Grant funds not used
	08/26/2021	Swedish Edmonds Hospital	830,540.32	Monthly Rent
	08/26/2021	Swedish Edmonds Children's	21,919.32	Monthly Rent
	08/26/2021	Swedish Edmonds Kruger Clinic	36,714.18	Monthly rent
	08/31/2021	Raymond Liu, DDS	2,593.87	Monthly Rent
	08/31/2021	Puget Sound Gastro	35,891.89	Monthly Rent
	08/31/2021	Healthcare Realty	4,663.72	Monthly Rent
		<b>Total Deposits</b>	<b>958,803.93</b>	

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 15018 through 15087 have been issued for payment in the amount of \$195,745.35. These warrants are hereby approved.

Attest:

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

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

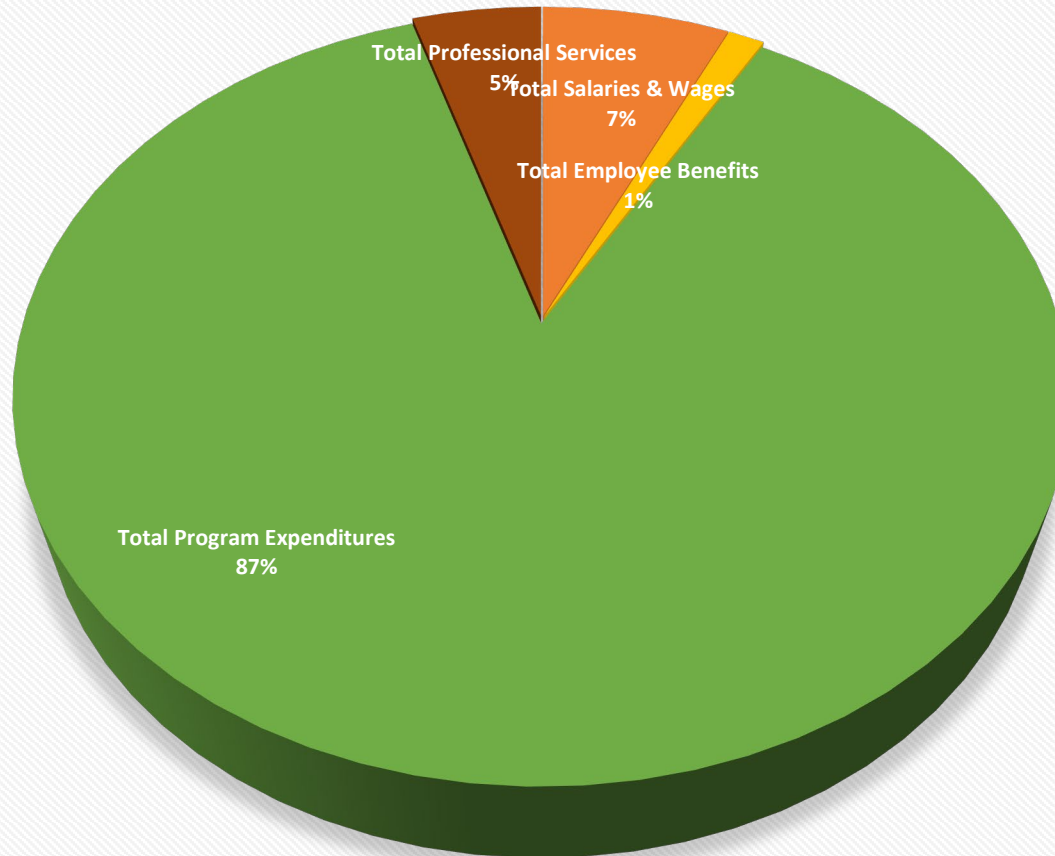
\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

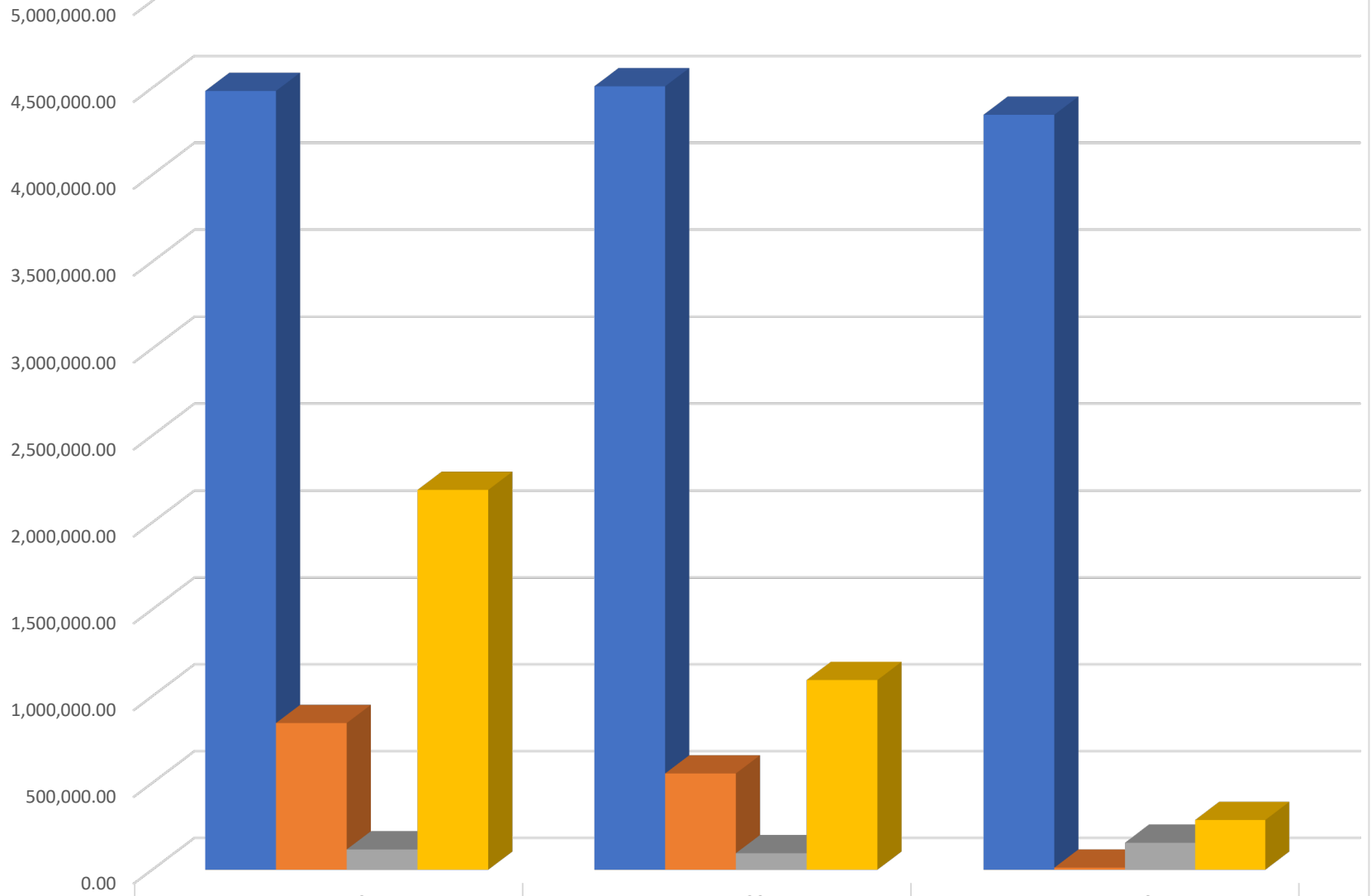
Warrants Processed:	08-01-2021 – 08-31-2021		\$195,745.35
Work Comp Claims Pd:	08-01-2021 – 08-31-2021		1,870.85
Kruger Clinic Processed:	08-01-2021 – 08-31-2021		0.00
Payroll:	07-25-2021 – 08-07-2021	25,629.11	
	08-08-2021 – 08-21-2021	<u>25,066.15</u>	
			50,695.26
Electronic Payments/ Adjustments:	Payroll Taxes	19,543.12	
	Payroll Processing	342.75	
	Valic Retirement	7,094.02	
	FSA Payments	2,929.47	
	Bank Fees and Supplies	425.52	
	WA State Dept Revenue	17,883.20	
	Program Expenditures	<u>1,483,023.46</u>	
			<u>1,531,241.54</u>
	Grand Total		<u>\$1,779,553.00</u>

## Verdant YTD expenses August 2021



■ Total Salaries & Wages   ■ Total Employee Benefits   ■ Total Program Expenditures   ■ Total Professional Services





7100 · Community Programs - Grants	Jan - Aug 21	Jan - Aug 20	Jan - Aug 19
	4,482,125.79	4,508,892.29	4,345,155.90
7200 · Superintendent Discretionary	845,565.01	554,987.39	12,000.00
Total 7300 · Community Programs - Internal	117,030.25	95,358.12	155,573.63
7500 · Building Healthy Communities Fu	2,187,500.00	1,093,615.17	286,750.00

## Program Oversight Committee- September 2021

### I. Modifications to Contracts

Organization	Project	Time Period	Total Funding	Staff Recommendation
Concern for Neighbors Foodbank	Client Experience Improvement/ Healthy Choice Education	1/1/21-12/31/21	\$49,955	Approve reallocation of \$10,400 to support increased direct supply purchase and costs of recovering stolen van to allow for food recovery and delivery.
City of MLT, City of Lynnwood, YMCA	Drowning Prevention	12/2017-12/2021	Invoice total up to \$504,000	Approve extended end date for invoicing to 12/31/2022.
		<b>Total:</b>	<b>\$553,955</b>	

### II. Superintendent's Discretionary

Organization	Project	Time Period	Total Funding
Helping Hands Project Organization	Rapid Senior Support (third project funded)	8/1/21-12/31/21	\$62,499
Seattle Visiting Nurse Association	Flu Shots for Uninsured	9/7//2021-12/31/2021	Up to \$20,000
Vision Hope Center	Vision Mobility Relief Project	9/15/2021-11/15/2021	\$21,000
Washington Kids in Transition	Homelessness Prevention (second project funded)	9/1/2021-12/31/2021	\$28,571
Wonderland Child & Family Services	Virtual PEPs Affinity Group	8/1/2021-12/31/2021	\$2,563
		<b>Total</b>	<b>\$134,633</b>

Superintendent's Discretionary Funds unallocated balance for 2021: **\$ 99,911**

### III. Expiring Contracts:

None

### IV. 2021 Q3 Grant Review and Approval:

- We received 16 applications totaling \$2,553,916 during our Quarter 3 acceptance period.
- 7 were renewal requests that totaled \$1,377,163.
- The remaining proposals, totaling \$1,176,753, represent applicants brand new to Verdant, those with other current funded projects, and those who were previously but are not currently funded.
- 5 projects totaling \$769,091 are not recommended for funding at this time.

*All approved budgets are for year one only. Expectation is that contracts will be done on an annual basis with up to 2 years of renewal based on successful performance and continued demonstration of community need.*

**Applications to approve with full board discussion of approved amount:**

Agency	Program	Budget Request
Medical Teams International	Care and Connect (Dental Program renewal)	\$150,000
South County Fire	CRP renewal	\$351,900
Wonderland Child and Family Services	Hope Rising Clinic renewal	\$195,000
	<b>Total</b>	<b>\$696,900</b>

**Applications recommended for funding:**

Agency	Program	Budget Request	Budget Recommendation
Cancer Lifeline	Whole Patient Services for Cancer Patients in South Snohomish County	\$15,000	\$14,000
DVS	Prevention, Education, and Outreach renewal	\$154,627	\$80,000
Girls on The Run	Girls on the Run/Heart and Sole renewal	\$30,536	\$24,605
Jean Kim Foundation	Hygiene Center	\$246,633	\$246,633
Korean Community Service Center	Mind, Body, and Soul for Korean Americans	\$174,349	\$115,000
Parent Trust	Conscious Fathering renewal	\$10,000	\$7,900
Washington West African Center (fka Gambian Talents Promotion)	Drop-in Center	\$153,600	\$114,600
YMCA	Community Health Navigation to Support East African Community	\$127,680	\$93,330
	<b>Total</b>	<b>\$912,425</b>	<b>\$696,068</b>

*Friendly reminder: The Q3 Funding Process feedback survey will be coming out this week to commissioners via Forms, sent by Tammy W to your Verdant email address. Your feedback is so appreciated!*

**V. Recent Grantee Report Highlights**

**Helping Hands Project Organization and Medical Teams International, Community COVID vaccines**

- The majority of clients were non-white and this partnership was able to perform outreach to communities of color to provide information about COVID-19 vaccines and access to the vaccination clinics. Through Helping Hands, we were able to reach over 10,000 people with essential information about vaccines and to provide access to vaccination for these individuals.
- Six community vaccine clinics were held and 69 individuals were vaccinated, 72% identifying as non-white

**Edmonds Foodbank, Healthy Choices Program**

- Increased access to fresh produce by 47% Q1 2021 compared to Q1 2020
- “We appreciate all the support and training that we receive from Verdant. It has been so valuable to have the support during COVID”

### **Project Girl, Youth Mentoring Program**

- Successfully launched their “Immersion Lab” summer program
- An unanticipated benefit from the program was the support provided to the parents. One mother shared that the time her daughter, who was struggling with suicidal ideation, was at the program was the only time she had to rest. Two other participants recreated plant-based “nourish bowls” they learned to make as part of the program for their families with great response.
- All of the participants received mental health support from contracted program staff. Five participants were identified as needing additional, more intensive resources and 100% of them successfully engaged in the referral to care. Issues for referral included self-harm and eating disorders.

## **VI. Other Items**

### **a. Fluxx:**

- i. On schedule for Q4 launch! Training and open “office hours” scheduled throughout October and November. Staff and Program committee scoring training to occur in November.
- ii. Q4 Q&A and Fluxx Training will happen 10/11
- iii. Video and written materials will be embedded within the grantee portal as well as available via our website
- iv. Applications will be accepted in Fluxx 11/8-11/19!

### **b. CHART and DEI RFQ updates**

**Committed Program Funding  
as of August 2021**

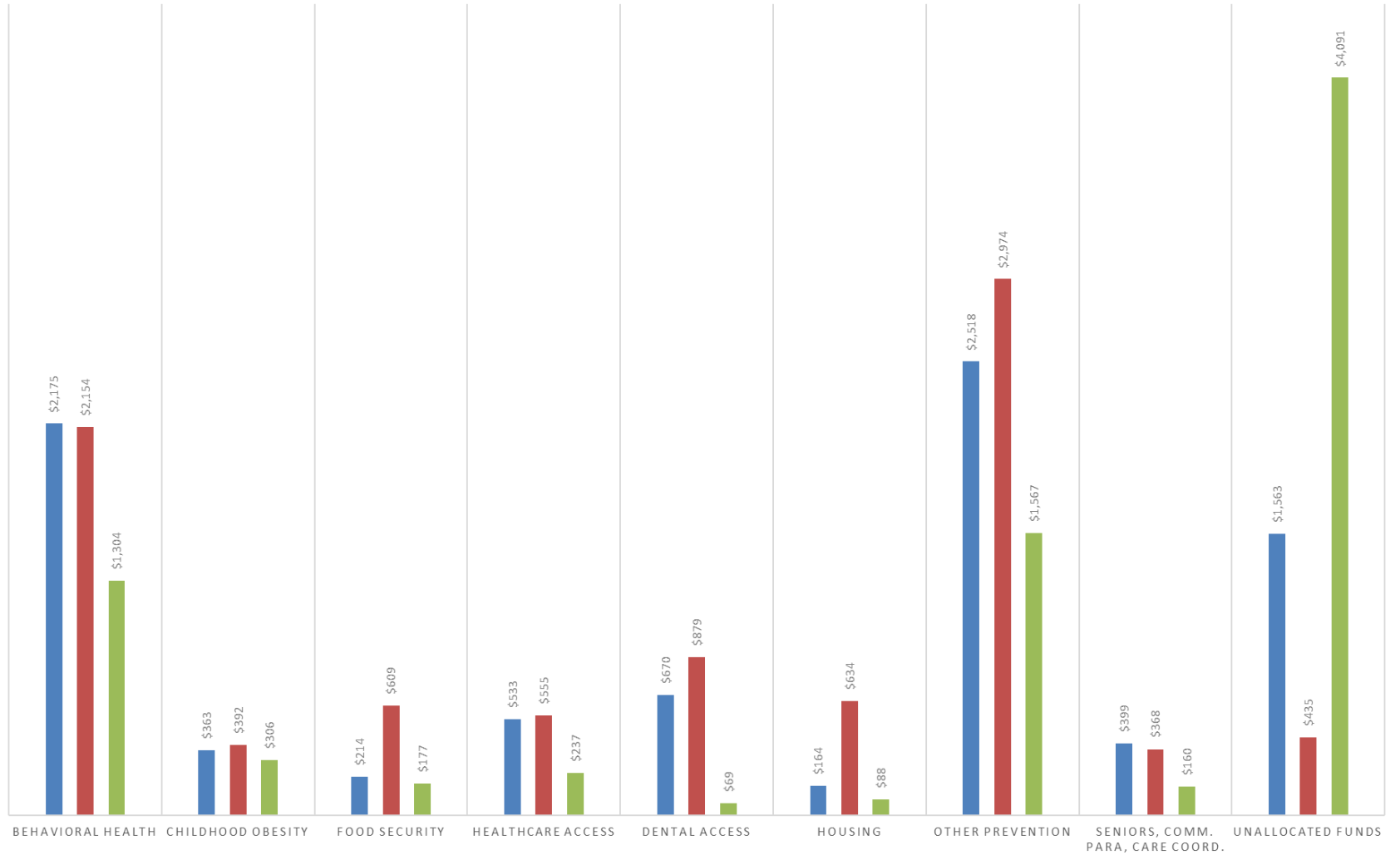
	Committed 2021	Committed 2022	Program End
<b>7100 . Grants</b>			
<b>Committed</b>			
Alzheimer's Association	\$ -	\$ -	
Boys & Girls Club Healthy Habits	\$ 221,250	\$ -	Sep-21
Cascade Bicycling Club Advanced Basics	\$ 32,000	\$ 50,000	Dec-22
Center for Human Services Youth Counseling	\$ 319,167	\$ 233,333	Sep-22
Center For Human Services/CHS Integration	\$ 68,820	\$ 70,227	May-23
Center For Human Services/EFM Integration	\$ 100,057	\$ 102,058	Feb-23
ChildStrive Early Intervention/PAT	\$ 326,813	\$ 82,121	Mar-22
ChildStrive Nurse Family Partnership	\$ 297,052	\$ 305,964	Dec-22
City of Lynnwood Move 60: Teens!	\$ -	\$ -	
Cocoon House Prevention Program	\$ 78,750	\$ 26,250	Mar-22
Community Health Center County Dental Program	\$ 100,195	\$ -	9/31/21
Compass Health CP Program	\$ 151,627	\$ 88,449	Jul-22
Compass Health - Emergency Motel Vouchers	\$ 20,250	\$ 10,000	Mar-22
Compass Health - Snohomish County Triage Center	\$ -	\$ -	
Concern for Neighbors Food Bank (MLT)	\$ 8,230	\$ -	
Domestic Violence Services Teen Prevention	\$ 16,700	\$ -	Aug-21
Domestic Violence Services South County Advocate	\$ 96,000	\$ -	
Edmonds Food Bank	\$ 20,000	\$ -	
Edmonds School District Move 60!	\$ 746,207	\$ 559,070	Aug-22
Edmonds Schools Family Resource Advocate	\$ 180,000	\$ 120,000	Aug-22
Edmonds Schools Student Support Advocate	\$ 450,000	\$ 450,000	Dec-22
Edmonds Schools/AMS Equipping Students to Thrive	\$ -	\$ -	
Edmonds Senior Center Enhanced Wellness	\$ 115,992	\$ -	
Edmonds Senior Center Nutrition Programs	\$ -	\$ -	
Evergreen Recovery Centers	\$ 177,200	\$ 177,200	Jun-22
Foundation for Edmonds School Summer Meals	\$ 20,000		
Girls on the Run	\$ -	\$ -	
Homage Senior Services Care Coordination	\$ 143,620	\$ 147,919	Dec-22
Homage Senior Services Center for Healthy Living	\$ 628,095	\$ -	
Interfaith Family Shelter	\$ 7,500	\$ 2,499	Mar-22
Kinderling Early Intervention	\$ 149,155	\$ 37,500	Mar-22
Korean Women's Association Everyday Prevention	\$ 60,000	\$ 15,000	Mar-22
Lahai Health Dental Clinic	\$ 402,970	\$ 190,000	Jun-22
Lahai Health Mental Health Counseling Program	\$ 58,900	\$ 59,700	Aug-22
Lahai Health Mobile Medical Clinic	\$ 183,000	\$ 188,000	Dec-22
Latino Educational Training Institute	\$ 54,000	\$ 32,500	Sep-23
Latino Educational Training Institute-Family Success/Promote	\$ 44,400	\$ 44,400	Jul-22
LLS Transportation Assistance	\$ -	\$ -	
Lynnwood Food Bank	\$ 15,625	\$ -	
Millennia Ministries	\$ 112,500	\$ 27,356	Mar-22
MTI Mobile Dental Program	\$ 72,900	\$ -	Sep-21
Northwest Parkinson's Foundation	\$ -	\$ -	
Pacific Treatment Alternatives	\$ 106,205	\$ 35,402	Mar-22
Parent Trust	\$ 15,000	\$ -	Sep-21
Parent Trust Family Wellness	\$ 15,000	\$ -	
PEPS	\$ -	\$ -	
Prescription Drug Assistance Program	\$ 55,000	\$ -	
Project Access Northwest	\$ 150,000	\$ 87,500	Jul-22
Project Girl	\$ 157,656	\$ -	Dec-22
Puget Sound Kidney Center	\$ -	\$ -	
Seattle Visiting Nurses Flu Vaccines	\$ -	\$ -	
Snohomish County Legal Services	\$ 37,500	\$ 12,500	Mar-22
SSC Fire & Rescue - A.C.T. Program	\$ -	\$ -	
SSC Fire & Rescue Community Paramedic	\$ 145,000	\$ -	
SSC Fire & Rescue/OMF Veteran's Project	\$ 92,260	\$ 89,175	Dec-22
Swim Lessons (Edmonds, Lynnwood, MLT, YMCA)	\$ 70,000	\$ -	
Therapeutic Health Services Youth Behavioral	\$ 218,072	\$ 93,072	Jun-22
University of Washington Bothell	\$ 45,328	\$ 45,328	Jun-22
VOAWW 211	\$ 76,400	\$ -	
WA Serves Veteran Support Program	\$ -	\$ -	
Washington Kids in Transition	\$ 62,500	\$ 62,500	Jun-22
Washington Poison Center	\$ -	\$ -	
Wonderland Development Center Early Intervention	\$ 150,000	\$ 150,000	Dec-22
Wonderland Development Center Clinic for Prenatal Exposur	\$ -	\$ -	
YWCA Children's Domestic Violence	\$ 2,083	\$ -	Jan-18
YWCA - Emergency Shelter	\$ 22,500	\$ 7,500	Mar-22
YWCA - Healthcare Access	\$ 46,984	\$ 15,661	Mar-22
<b>Total Committed</b>	<b>\$ 6,946,462</b>	<b>\$ 3,618,185</b>	
<b>Not Committed (Available to Spend)</b>	<b>\$ 1,053,538</b>	<b>\$ 4,381,815</b>	
<b>Total Grants</b>	<b>\$ 8,000,000</b>	<b>\$ 8,000,000</b>	
<b>7300 . Internal Programs</b>			

**Committed Program Funding  
as of August 2021**

<b>Committed</b>				
	7301 Conferences & Forums	\$	29,000	
	7302 Needs Assessment and Evaluation	\$	-	
	7303 Nutrition & Physical Activity	\$	98,650	
	7304 Behavioral Health	\$	42,340	
	7305 VOAWW 211 Community Resource Advocate	\$	44,567	
	7306 Multicultural Health Programs	\$	44,405	
	7308 Social Worker Case Management	\$	6,000	
	7309 Health Screening & Education	\$	2,000	
	7310 Provider Training & CME	\$	10,000	
	<b>Total Committed</b>	\$	<b>276,962</b>	
	<b>Not Committed (Available to Spend)</b>	\$	<b>60,933</b>	
	<b>Total Internal Programs</b>	\$	<b>337,895</b>	
<b>7200 . Supt. Discretionary</b>				
<b>Committed</b>				
	Leadership Snohomish County Step-up Event	\$	-	\$ -
	Center for Human Services	\$	1,920	\$ -
	Compass Health	\$	61,088	\$ -
	Domestic Violence Services Snohomish Co	\$	26,737	\$ -
	Edmonds Community College Foundation	\$	287	\$ -
	Edmonds Community College Foundation	\$	12,060	\$ -
	Edmonds Community College Foundation	\$	40,000	\$ -
	Edmonds Food Bank	\$	(5)	\$ -
	Jean Kim Foundation	\$	(14,505)	\$ -
	Jean Kim Foundation	\$	52,182	\$ -
	Jean Kim Foundation	\$	60,000	\$ -
	Korean Women's Association	\$	69,128	\$ -
	WA Kids in Transition	\$	50,000	\$ -
	LETI	\$	45,993	\$ -
	Foundation for Edmonds School District	\$	54,715	\$ -
	Lynnwood Sister Cities Association	\$	17,564	\$ -
	Medical Teams International	\$	34,520	\$ -
	South County Fire	\$	14,668	\$ -
	Trinity Lutheran Church/Cold Weather Shelter	\$	4,300	\$ -
	Helping Hands Project Organization	\$	76,650	\$ -
	Helping Hands Project Organization	\$	14,000	\$ -
	Helping Hands Project Organization	\$	62,499	\$ -
	City of Edmonds-LEAP	\$	66,000	\$ -
	Gambian Talents Promotion	\$	8,000	\$ -
	Communities of Color Coalition	\$	50,000	\$ -
	Volunteers of America Western WA	\$	10,000	\$ -
	Brain Energy Support Team	\$	25,200	\$ -
	Wonderland	\$	2,563	\$ -
	<b>Total Committed</b>	\$	<b>845,565</b>	
	<b>Not Committed (Available to Spend)</b>	\$	<b>154,435</b>	
	<b>Total Discretionary Programs</b>	\$	<b>1,000,000</b>	
<b>7500 . Building Healthy Communities Fund</b>				
<b>Committed</b>				
	Sea Mar CHC - Lynnwood Clinic	\$	1,000,000	\$ -
	City of MLT - Evergreen Playfield	\$	1,000,000	\$ -
	City of Edmonds Civic Park			\$ 107,750
	Community Health Center (CHC)	\$	1,875,000	\$ -
	<b>Total Committed</b>	\$	<b>3,875,000</b>	\$ 107,750
	<b>Not Committed (Available to Spend)</b>	\$	<b>(2,090,000)</b>	
	<b>Total BHCF Programs</b>	\$	<b>1,785,000</b>	
<b>7600 . Co-funding Opportunities</b>				
<b>Committed</b>				
		\$	-	
	<b>Total Committed</b>	\$	-	
	<b>Not Committed (Available to Spend)</b>	\$	<b>100,000</b>	
	<b>Total Co-funding Opportunities</b>	\$	<b>100,000</b>	
<b>7700 . CHART</b>				
<b>Committed</b>				
		\$	-	
	<b>Total Committed</b>	\$	-	
	<b>Not Committed (Available to Spend)</b>	\$	<b>3,600</b>	
	<b>Total CHART</b>	\$	<b>3,600</b>	
<b>TOTAL</b>		\$	<b>11,226,495</b>	

## VERDANT COMMITTED GRANT FUNDS (\$K)

■ 2020 ■ 2021 ■ 2022



Request for approval to hire Kaya Strategik as DEI Consultant, a contract up to \$30,000

## **EXPERIENCE AND QUALIFICATIONS**

KAYA has recently had the opportunity to support the formation of the Snohomish Equity Funders Group - about ten governments and foundations serving Snohomish County (including Verdant Health Commission) that came together to build foundational equity and social justice. KAYA supported the group training and development of a Snohomish County equitable grant-making values framework and best practices.

KAYA supported Work Opportunities – a disabilities workforce nonprofit based in Snohomish County – to develop their equity work plan and creation of the Equity Committee. KAYA also provided Racial Equity and Community Engagement training with the Snohomish Conservation District.

The Arcora Foundation of Delta Dental is a long-time client we have worked with to develop their Community Health Workers (CHW) program. Recently this winter, Arcora and KAYA provided support to the WA Department of Health (DOH), advising on rapid COVID vaccination efforts with Black Indigenous People of Color (BIPOC) communities.

In 2018, KAYA conducted statewide (all 39 counties) community demographic data and analysis on health gaps to inform the newly formed Group Health Foundation on their community grant-making priorities.

Additional relevant work in the past 2-3 years include:

2018 – Present

CLIENT: WASHINGTON COMMUNITY ALLIANCE

PROJECTS: Lead and virtually facilitated WA statewide coalition of 100 BIPOC lead organizations to develop 2021-2023 2-3 year strategic plan and rebrand.

2014 - Present

CLIENT: SEATTLE FOUNDATION

PROJECTS: Inclusive and equitable process advising to programs - Black Resilience Fund, Communities of Opportunity, Leadership Engagement Pipeline, Voter Education Fund, Community Priorities Research and King County Participatory Budgeting

AUG - DEC 2020

CLIENT: WORK OPPORTUNITIES

PROJECTS: Support large, federally funded nonprofit to develop and Equity Committee and Annual Equity Workplan; and Equity Training Curriculum



## **EXPERIENCE AND QUALIFICATIONS (Cont'd)**

### **A description of the consultant's (or its personnel's) lived experience (professional or personal) pertinent to DEI work.**

Cherry(she/hers) is an immigrant and owner of KAYA strategik – an equitable strategies, implementation and community engagement consultancy. KAYA means "capacity" in her native Tagalog. Cherry has worked on developing and implementing culturally relevant capacity building programs, inclusive engagement, and equitable policy and systems change with the public and private sector for twenty years. She has an extensive history in community and civic engagement with immigrant, refugees and communities of color on a local and national level. Her clients include government, philanthropy and nonprofit groups such as Group Health Foundation, Seattle Foundation, Latino Community Fund, City of Bellevue, City of Seattle and King County.

Cherry has received the Champions of Justice Award from Congressman Adam Smith and Seattle Globalist's Smartest Global Woman for her race and social justice work. Cherry also served as a commissioner with the City of Seattle's Immigrant and Refugee Commission.

Leslie N.L Potts (she/they) is a lover of Community and dedicated to generative work, amplifying Black voices as praxis, and making her elders, ancestors, and communities proud. Currently, Leslie supports KAYA Strategik in the capacity of Associate Manager and has been lead trainer on KAYA's equity curriculum and coordination on data/policy work. They possesses over five years of experience in data management, community organizing, training and leadership development.

### **Background on why they chose this work, their firm's founding principles, and their commitment to DEI.**

KAYA strategik brings over 20 years of DEI strategic planning, project management and implementation; culturally relevant community education and training; outreach and engagement experience. Many of our clients our large and small nonprofits; as well as government and philanthropy. KAYA has worked in Washington state and with multiple multicultural communities with a strong understanding of our unique demographics and community needs. KAYA's values-based approach to delivering high-quality, equitable results include building community trust and collaboration while being flexible and nimble to unique or emerging needs. Engaging in DEI transformational change in organizations must begin with building trust and transparency among all stakeholders.

## **EXPERIENCE AND QUALIFICATIONS (Cont'd)**

**If available, please include relevant experience working with elected boards.**

KAYA has deep experience working with governments, elected bodies and officials. KAYA has trained Elected Officials and Commissioners such as the City of Bellevue Arts Commissioners and City of Kent and Federal Way's Human Service Commissioners and staff on equitable grant-making of CDBG funds. Cherry has been a Council appointed commissioner for the Seattle Immigrant and Refugee Commission. KAYA has also worked with King County Elections consulting the elected director and created the Voter Education Fund, a partnership between King County Elections and Seattle Foundation.

## **THREE REFERENCES**

Laura Flores Cantrell  
Director/Program Officer, Empire Health Foundation  
206.939.0435  
Laura@wacarefund.org

Karri Matau  
CEO, Community Foundation of Snohomish County  
425-212-4056  
karri@cf-sc.org

Mary Jane Brunell  
Director of Human Services, Snohomish County  
(425) 249-6216  
maryjane.brell@snoco.org

## PROJECT OUTCOMES

KAYA will engage staff, board and volunteers as knowledgeable resources to assist with providing feedback and/or identifying additional key stakeholders. Inclusive engagement entails minimizing as many barriers to participation as possible and making it easy to participate. Given the COVID-19 pandemic, KAYA has vast expertise on culturally relevant virtual engagement and facilitation. In 2020, KAYA conducted several online community engagement sessions over Zoom with coordinated multiple facilitation, in-language and breakout rooms.

The DEI Action plan will likely be an electronic product in the form of a trackable, implementation matrix with clear goals, measurable outcomes, roles, budget/resource needs and timeline. The product will be co-developed with staff to ensure collective agreement and accountability with all levels of leadership on operationalization and implementation.

Strategies proposed to achieve project outcomes include:

Scope 1: Baseline assessment of Verdant's organizational capacity to center equity and advance DEI.

Work with staff to review and develop assessment process and timeline; and conduct the assessment of organizational structure and capacity to operationalize DEI via survey, interview and other relevant organizational engagement processes identified.

Scope 2: Establish a definition of what success looks like; and Establish measurable short-term, mid-range, and long-term goals for advancing DEI within Verdant.

Based on assessment and feedback, develop working definition and key outcomes that would meet the successful results desired. Develop implementation plan of goals and actionable items and recommendations.

Scope 3: Develop and support the creation of a Community Advisory Council.

Work with staff to identify key communities and leaders around Council recruitment. Help develop objectives, structure, equitable selection process; and participation goals and expectations. KAYA can work with staff to support recruitment and onboarding; including a kick-off meeting to establish the formation of the Community Advisory Council.

## TIMELINE AND COST

## APPENDIX I – ACKNOWLEDGEMENT OF RFQ TERMS & CONDITIONS

Respondents, please sign and date to acknowledge requirements.

Each respondent, as part of its response, must submit this document signed by a representative(s) authorized by the consultant to make representations for the consultant and to obligate the consultant to perform the commitments contained in its response. All submitted contents and costs must be guaranteed for sixty (60) days from the response date. Each responder must acknowledge and include the following required components of the response in the order listed below:

- X Acknowledgement of RFQ Terms & Conditions (this document)
- X Letter of interest
- X Experience and qualifications
- X 3 professional references
- X Strategies proposed to achieve project outcomes
- X Proposed timeline and cost

### Acknowledged and Agreed:

Signature: 

Printed Name: Cherry Cayabyab

Title: Owner and Principal

Firm Name: KAYA strategik, LLC

City, State: Seattle, WA

Phone: 206.227.1948

Date: July 16, 2021

## APPENDIX II – REQUIRED MATERIALS

Please use the fields below to submit all required materials. Please limit responses to the following prompts to no more than 8 pages.

### LETTER OF INTEREST

Verdant Health Commission  
4710 196th St. SW,  
Lynnwood, WA 98036

Dear DEI Consultant Selection Committee,

As principal of KAYA strategik, an equitable strategies and implementation consultancy, I enthusiastically submit this DEI Consultant proposal to the Verdant Health Commission to support the organization's efforts to operationalize transformational DEI change.

With over 20 years of experience implementing diversity, equity and inclusion initiatives (DEI); community capacity building and engagement; program development, strategic planning and implementation – KAYA strategik, a WMBE, is well positioned to deliver on goals to engage in organizational transformation centering equity values, goals and practices.

Relevant clients and projects KAYA has worked with include the newly formed Snohomish Equity Funders Group, Snohomish Community Foundation, Snohomish Conservation District, Group Health Foundation, Arcora Foundation for Delta Dental and more.

I would be happy to screen share more examples of our materials and products with the opportunity to interview. Thank you for considering this proposal and I can be reached at 206.227.1948 or [cherry@kayastrategik.com](mailto:cherry@kayastrategik.com) should you have any questions.

Sincerely,  
Cherry Cayabyab,  
Owner & Principal - KAYA strategik  
[www.kayastrategik.com](http://www.kayastrategik.com)

Recommendation for approval of a contract with Extra Step for \$105,000 to support the CHART Leadership program.

Verdant has provided support for the CHART Leadership program since 2017. Robin Fenn, former Superintendent and an MSW, led and oversaw the program with Nancy Budd providing case management. With Robin's departure, it has become increasingly difficult to access patient records and EMS records from law enforcement and fire. Additionally, Nancy Budd is now working one day a week at Swedish Edmonds and is receiving 2-3 new patient referrals a week.

The growing demand for Behavioral Health case management and supporting the complex needs of chronic high utilizers has increased beyond the capacity of Nancy Budd. On June 14<sup>th</sup>, 2021, an RFQ was let to community-based organizations providing behavioral health services in the Puget Sound region. A press release was also sent to media outlets to promote the RFQ.

Proposals were received from COMPASS Health and from Extra Step. A selection committee was formed and comprised of Verdant Commissioner Deana Knutsen, Lynnwood Police Captain Cole Langdon, South County Fire Captain Nicole Picknell, Swedish Edmonds Nursing Director Jan Flom, Verdant Superintendent Lisa Edwards and Social Worker Nancy Budd.

The Committee reviewed the two proposals and interviewed representatives from the two organizations. After careful consideration of the two organizations, the committee unanimously selected Extra Step and recommends a 1-year pilot contract of \$105,000. The funding will be provided in two six-month increments. Continuation of the contract and funding after the first six months will be contingent upon success achieving the measurable outcomes identified for the first six months of the pilot.



# **Request for Qualifications: CHART Program Leadership for South Snohomish County**

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Open Date:

**June 14, 2021**

Proposals Due:

**July 16, 2021, 3:00 p.m. PDT**

*Late and/or Incomplete Proposals Will Not be Accepted*

Verdant Health Commission  
4710 196th St. SW  
Lynnwood, WA 98036  
[verdanthealth.org](http://verdanthealth.org)



# CHART Leadership RFQ

The Verdant Health Commission requests qualifications from consultants or agencies interested in providing the services described for administering the Chronic Utilizer Alternative Response Team (CHART) program for South Snohomish County. This document outlines the information necessary to understand the contractor selection process and the required documentation for submittal of qualifications for this project.

Proposal Information	
<b>Proposal Name</b>	CHART Program for South Snohomish County
<b>RFQ Opens</b>	June 14, 2021
<b>RFQ Submission Deadline</b>	July 16, 2021, 3:00 p.m. PDT
<b>Vendor Selection</b>	August 7, 2021
<b>Submit Qualifications To</b>	<b>Verdant Health Commission</b> Attention: Lisa Edwards 4710 196th St. SW Lynnwood, WA 98036
<b>Contact Person</b>	Lisa Edwards, lisa.edwards@verdanthealth.org, (425) 582-8577

## 1. INTRODUCTION

The Verdant Health Commission is soliciting qualifications for administering the CHART program for South Snohomish County. We are looking for an organization to take the lead on coordinating and facilitating conversations with partner healthcare, human service agencies, police departments and fire departments that result in strong case management for individuals in the Verdant service area who experience barriers and challenges navigating the healthcare system and are high utilizers of hospital emergency departments, EMS and law enforcement services. Qualifications from consultants and agencies interested in this work must be received by July 16, 2021, at 3:00 PM Pacific Daylight Time.

### BACKGROUND

The Verdant Health Commission funds a wide range of programs that empower people in South Snohomish County to make healthy decisions and access the care they need to stay well. From 1962-2010, we served the health needs of our community by managing the local community hospital. As the program of Public Hospital District No. 2, Snohomish County, Verdant is a municipal corporation with a governing Board of Commissioners that includes 5 elected Commissioners. This structure governs our work, but we operate much like a foundation, providing grants to community groups working to address the health needs of our residents. In addition to focusing on investing in innovative programs that will make a lasting impact on the health and well-being of South Snohomish County residents, Verdant also offers free or low-cost education and prevention classes at the Verdant Community Wellness Center, located in Lynnwood.

## RFQ Background

Since 2017, the CHART program has been administered by the Verdant Health Commission in partnership with healthcare, human services, fire and law enforcement organizations. The CHART program was designed to address the needs of South Snohomish County's most vulnerable residents who have overlapping physical health, mental health, legal and substance use disorder conditions. The purpose of CHART is to reduce the impact of chronic utilizers on healthcare, emergency services, crisis care, legal and criminal justice systems. By taking a coordinated approach, the goal of the program is to create an individualized plan that will have a positive and measurable impact for each participant and decrease the system impacts associated with the disproportionate overlapping service utilization by these individuals.

The CHART program currently consists of three teams: Core Leadership, comprised of executives from the partner agencies who oversee the partnership, Social Services, comprised of representatives from social service agencies who collaborate to provide intensive care coordination and case management, and the Identification Team, comprised of representatives from frontline agencies who identify potential candidates for CHART case management.

The Verdant Health Commission seeks an organization to take a leadership role in coordinating information exchange between community partner organizations and providing case management for CHART clients. We are looking for innovative ways to operate the program and increase the efficiency of providing services to clients.

## TIMELINE

RFP Timeline	
Dated & Released	June 14, 2021
Questions on the RFQ Due	June 21, 2021
Answers to the Questions Posted	June 25, 2021
Proposals Due	July 16, 2021 due by 3 PM (PDT)
Interviews/Demonstrations with Evaluation Team (possibly required)	On or around July 26, 2021
Consultant Selected	On or around August 7, 2021
Contract Negotiations Completed	On or around August 14, 2021
Meet with Commissioners and Staff to Establish Scope of Work	August 21, 2021 (exact date TBD)
Project Implementation	September 2021 – August 2022 (exact date TBD)
Wrap-up and Written Recommendations	September 30, 2022

## **COST**

Responding organizations should include their rates and pricing in their response to the RFQ. Time and material, as well as alternative pricing proposals, will be considered. Responding organizations should also disclose whether they have any direct or indirect conflicts of interest with the Verdant Health Commission. It is anticipated that a resulting contract may be for a minimum of 1 year in length with options to renew.

## **CONTRACT TERM**

This is a one-year pilot project. Upon achievement of negotiated deliverables, the agreement may be renewed as part of a multi-year agreement.

The Verdant Health Commission will negotiate contract terms upon selection. All contracts are subject to review by the Verdant Health Commission legal counsel, and the project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items.

## **2. INSTRUCTIONS TO PROPOSERS**

### **EXPERIENCE AND QUALIFICATIONS**

The statement of qualifications should detail the consultant's key staff, history, experience, qualifications, and a representative list of programs and services currently provided that demonstrate success supporting CHART clients. Successful respondents will provide the following:

- Experience and competency supporting chronic high utilizer clients. Please include 2-3 examples of relevant work completed in the past 3 years
- A timeline and proposed scope of work for assuming leadership of CHART
- Proposed deliverables for what can be achieved within the first year of the project
- If available, please include relevant experience working with elected boards

Verdant encourages proposals from firms owned by persons of color and women. Please identify if the contractor or any subcontractors are a minority or women-owned business.

### **PROJECT OUTCOMES**

Leading and advancing the work of the CHART program will require coordination with numerous partner agencies.

- Providing a baseline assessment of the current function of the CHART program
- In collaboration with existing CHART partners, establishing a definition of future success
- Establishing measurable short-term, mid-term, and long-term goals for advancing the CHART program within South Snohomish County

- Updating and implementing effective procedures for case management that include but are not limited to the business associate agreement, release of information and communication of confidential health information
- Convening CHART partners within 2 months of project start to increase and expedite the delivery of services to clients
- Provide quarterly written reports that identify the number of CHART participants served, services rendered and their status in the program

## RESPONSE PACKAGES

Responses must be organized in sections as shown below:

1. Appendix I: Acknowledgement of RFQ Terms and Conditions
2. Appendix II:
  - Letter of interest
  - Experience and qualifications
  - 3 professional references
  - Strategies proposed to achieve project outcomes
  - Proposed timeline and cost

Responses shall be submitted by email using the contact information below but must arrive no later than July 16, 2021 at 3:00 pm PDT. All documents and any attachments should be formatted as 8 ½ by 11-inch pages and should utilize Appendix I and II provided at the end of this RFQ.

### Submit proposals to:

**Lisa Edwards, Superintendent**

[Lisa.Edwards@verdanthhealth.org](mailto:Lisa.Edwards@verdanthhealth.org)

Verdant Health Commission

4710 196th St. SW,

Lynnwood, WA 98036

No further action beyond submission of the above information is required at this time.

## SELECTION PROCESS AND SELECTION CRITERIA

A committee of Verdant Health Commission staff, commissioners, and community members will review timely responses. The committee will weigh the following criteria when ranking the responses:

Item	Maximum Points
Experience, skills, and qualifications	40 points
Merits of the proposal, including approach to achieving desired outcomes	20 points
Proposed timeline and cost	20 points

References provided with similar work	20 points
	100 points possible

The Committee may request interviews with and/or presentations by the respondents prior to making its decision.

### 3. GENERAL TERMS AND CONDITIONS

**REJECTION OF RESPONSES:** Verdant reserves the right to reject any and all responses and to waive irregularities and informalities in the submittal and evaluation process. This Request for Qualifications does not obligate Verdant to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Qualifications does not obligate Verdant to accept or contract for any expressed or implied services.

**CONTRACT AWARD:** Verdant reserves the right to make an award without further discussion of the response submitted. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer. Verdant shall not be bound or in any way obligated until both parties have executed a vendor contract. The consultant selected will be expected to enter into a contract with Verdant.

#### **RESPONSIBLE BIDDER:**

Definition of being a responsible bidder:

Being a responsible bidder means satisfying at least the following criteria:

- (a) does not discriminate and does not do business with others who discriminate on the basis of race, color, ethnicity, national origin, sex, gender identity, sexual orientation, disability, marital status, familial status or veteran status;
- (b) have adequate financial resources to perform the contract, or the ability to obtain them;
- (c) be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;
- (d) have a satisfactory performance record;
- (e) have a satisfactory record of integrity and business ethics;
- (f) have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- (g) have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;

- (h) will make no reference to Verdant in any literature, promotional material, brochures, sales presentation or the like without the express written consent of Verdant;
- (i) swear that the Proposal is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the proposers has not induced or solicited others to submit a sham offer, or to refrain from proposing;
- (j) shall comply with federal, state, and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the “documents”) become a public record upon submission to Verdant. This means that Verdant may be obliged to disclose them upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If Verdant receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to Verdant (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by Verdant within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. Verdant assumes no contractual obligation to enforce any exemption.

## APPENDIX I – ACKNOWLEDGEMENT OF RFQ TERMS & CONDITIONS

Respondents, please sign and date to acknowledge requirements.

Each respondent, as part of its response, must submit this document signed by a representative(s) authorized by the consultant to make representations for the consultant and to obligate the consultant to perform the commitments contained in its response. All submitted contents and costs must be guaranteed for sixty (60) days from the response date. Each responder must acknowledge and include the following required components of the response in the order listed below:

- ☐ Acknowledgement of RFQ Terms & Conditions (this document)
- ☐ Letter of interest
- ☐ Experience and qualifications
- ☐ 3 professional references
- ☐ Strategies proposed to achieve project outcomes
- ☐ Proposed timeline and cost

Acknowledged and Agreed:



Signature

Omar Gamez

Printed Name

Owner

Title

The Extra Step, LLC

Firm Name

Edmonds, Washington

City, State

(425) 583-5022

Phone Number

7/15/2021

Date

## APPENDIX II – REQUIRED MATERIALS

Please use the fields below to submit all required materials. Please limit responses to the following prompts to no more than 8 pages.

### Letter of Interest

July 15, 2021

Lisa Edwards, Superintendent  
Verdant Health Commission  
4710 196<sup>th</sup> St SW  
Lynnwood, WA 98036

On behalf of our organization, The Extra Step LLC, I hereby inform you of our eligibility and interest in the referenced Request for Qualifications and hereby submit this Letter of Interest to the Verdant Health Commission for administering the Chronic Utilizer Alternative Response Team (CHART) program for South Snohomish County.

The Extra Step, LLC launched in 2020 by two Mexican-American and bilingual best friends in response to the growing number of individuals struggling with diverse issues that were “lost” in the system in the midst of the global pandemic. The Extra Step began providing sobriety coaching to individuals who were not yet connected to treatment providers by coaching them into taking steps towards seeking care and bridging the gaps that are often present while navigating through appropriate care and treatment.

With the rise in people staying at home during the pandemic, there has also been an increase in domestic violence incidents. The Extra Step then began offering virtual Cognitive Behavioral Therapy (CBT) courses to address domestic violence, coping with anger, and parenting skills.

Spearheading the CHART program would expand the services of the Extra Step in it’s own mission to deliver services to those who need it the most but may not have the means to financially pay for services.

We look forward to your review and are available to answer any questions as needed.

Regards,

Omar Gamez, Owner  
The Extra Step, LLC

### Experience and Qualifications

The Extra Step was founded in large by **Omar Gamez** and will be named the CHART Program Manager. Mr. Gamez has a Master’s Degree in Criminal Justice from the University of Central Florida. Mr. Gamez has five years of experience working in Social Work and fifteen years working in the field of Probation and Parole within the states of Florida and Washington. Mr. Gamez is one of two Probation Officers for the City of Edmonds - Edmonds Municipal Court. He currently supervises the high-risk, high-need and Spanish



defendants. Mr. Gamez has worked closely with court stakeholders to create and implement the Edmonds Municipal Court Community Court. Mr. Gamez has also been a team member of the CHART Program for several months representing Edmonds Municipal Court and the judicial system within south Snohomish County. He has worked closely with various CHART team members on several clients.

Mr. Gamez has attended two Probation Officer academies and one crossover academy (Probation to Police Officer). Mr. Gamez has also taught various courses in these academies to include: basic corrections curriculum, firearms training, how to conduct office visits, and motivational interviewing). He currently still teaches Motivational Interviewing to all new Probation Officer trainees for the State of Washington on a yearly basis. Mr. Gamez has been a board member of the Misdemeanor Probation Association (MPA) for 3 years and currently serves as the Education & Training co-chair. Mr. Gamez was also named the 2020 Probation Officer of the Year by the MPA.

Mr. Gamez has attended numerous trainings, conferences, and courses throughout the years to assist in his role as a Probation Officer. These trainings include strategies in working with: people of diverse populations, alcohol and substance abuse addicts, mentally ill, domestic violence perpetrators, and people with anger and control issues. Some of the tools used with the chronic high utilizer clients are: motivational interviewing, goal setting, positive reinforcement, and cognitive behavioral therapy.

Mr. Gamez currently facilitates the following evidence-based cognitive behavioral therapy courses: Moral Reconation Therapy (for repeat criminal offenders), Domestic Violence Moral Reconation Therapy, Coping with Anger, and Parenting and Family Values on a weekly basis. The Extra Step offers these courses online on Zoom in the evenings to accommodate more individuals. Some of these are also available in Spanish. CHART clients would be able to join any of these groups as needed at no cost to them.

To date, The Extra Step has served a total of 37 clients of which 12 have successfully completed at least one of our programs. (Client demographics; White: 13, Hispanic: 16, Black: 2, Other: 6) There are currently 22 clients actively enrolled.

Mr. Gamez will be the Project Manager of the CHART Program. He will be the main point of contact of the project and will work closely with all other CHART team members to ensure wrap-around services for each CHART client. Mr. Gamez and his team will conduct client interviews, face-to-face meetings, and monthly team meetings with CHART team members. He will create small teams to focus on each of the clients and will recruit new team members from surrounding social service agencies as needed.

**Jason Rezek** will be brought on board as a Program Administrator. Mr. Rezek's currently works as a Safety Coordinator for Boeing. He has experience in project management, has impeccable interpersonal skills, and over 20 years of management experience. In this position, he will be able to utilize his training in systemic problem solving and process improvement to ensure The Extra Step will be efficient in the systems and processes they will use to manage the CHART clients. Mr. Rezek will be in charge of the communication flow within clients and team members, gather and organize data, prepare charts and presentations, and accounting responsibilities.

**Marlon Bonilla**, the co-owner of the organization is currently in training as another Sobriety Coach. He is also bilingual and brings several years of customer service experience to the agency. Mr. Bonilla takes on any client that Mr. Gamez has a current conflict of interest because of the dual Probation Officer role that Mr. Gamez has with the City of Edmonds. Mr. Bonilla has previously worked with a sobriety coaching client conducting house visits, field visits, and assisted in coordinating treatment. Mr. Bonilla will be in charge with engagement, client outreach and retention by communicating with clients, conducting face-to-face meetings and interviews, and delivering basic necessities as needed to CHART clients.

### 3 Professional References

Judge Linda W. Coburn  
Washington State Court of Appeals

[coburn.linda@gmail.com](mailto:coburn.linda@gmail.com)

C: (206) 794-1175

W: (206) 464-7423

Sharon Whitaker, Court Administrator

Everett Municipal Court

[SWhittaker@everettwa.gov](mailto:SWhittaker@everettwa.gov)

C: (425) 231-4894

W: (425) 257-7052

Maria Fesehazion, Supervising Probation Officer

City of Bellevue, Probation Services

[MFesehazio@bellevuewa.gov](mailto:MFesehazio@bellevuewa.gov)

C: (971) 645-5922

W: (425) 452-7191

### **Strategies to Achieve Outcomes**

If granted the CHART contract, The Extra Step would need a month to obtain copies of the current forms and processes and convert them into a digital format. The goal is to have a shareable case management system with on-going documents that allows verified CHART team members to enter any face-to-face encounters with CHART clients, collateral contacts, and general information about a client so that other team members can see these contacts and progression made in real time. This should diminish the amount of phone calls and emails between the team members as they are already busy with their normal work duties. This would also help the team provide wrap-around services and avoid duplicating services and efforts. The goal of a digital approach is to increase the effectiveness of client care through comprehensive trend analysis and progress tracking while also reducing our carbon footprint.

Once the case management system is up and running, The Extra Step would be able to take CHART clients immediately and would organize and hold monthly virtual meetings inviting all team members for an easy transition.

Each existing and new CHART client will be assessed at initiation using a Psychosocial Assessment Tool to identify the highest problematic areas which made the client eligible for the program to begin with. This will identify some important issues in which the CHART team can then begin assisting the client and developing an individualized case plan. The assessor will ask the client questions pertaining to: chief complaint, psychiatric history, medical history, past/current medication, drug/alcohol use, suicidal/homicidal ideation, abuse history, family/social history, employment, housing, education, legal issues, financial status. The assessment will also include client strengths, coping skills, interests and abilities.

Each CHART client will then be assessed again at least once a quarter (if contact can be made with client) to evaluate and reassess services as needed. This information will be tracked and presented as needed during team meetings and presentations.

Once a CHART client is engaged in services, The Extra Step will encourage each client to check in with the program either daily or weekly either in person, by phone, or text/email. The Extra Step will assist a client who does not have means of communication by either providing transportation to a meeting destination or providing the client with a communication device. The Extra Step will also use their two Sobriety Coaches to come up with innovative ways to keep the clients engaged in services such as using motivational interviewing, positive reinforcement strategies, and in assisting clients with obtaining and maintaining basic needs.

### **Proposed Timeline and Cost**

The Extra Step, LLC is already an established business with over 30 clients. The business can begin accepting existing and new CHART clients as soon the electronic forms and system is set in place.

The Extra Step will be requesting the following annual budget in order to fully achieve all of the goals of the South Snohomish County CHART Program:

\$150,000 for staff salaries

\$10,000 for business expenses (purchasing equipment and business operating costs)

\$10,000 for client needs (transportation, phones, basic needs, incentives, etc)

Total needed to operate annually: \$170,000

Currently, the Extra Step operates on-line and in the field conducting face-to-face interactions. If the contract requires the agency to have an office space for meeting with clients, The Extra Step would be asking for an increase in the budget. It is the company's belief that it can continue doing business with the CHART clients remotely and in the field without the need of an actual office location.

## CHART LEADERSHIP PROJECT GOALS AND MEASURABLE OUTCOMES

OCTOBER 1, 2021 THROUGH MARCH 30, 2022

GOAL	MEASURABLE OUTCOME
1. Build and implement our case managing system (ReliaTrax).	DEPLOYMENT OF SOFTWARE AND ONBOARDING OF PARTNERS BY 11/30/21. HOLD 1-2 TRAINING SESSIONS FOR CHART TEAM MEMBERS BY 11/30/21.
2. Review Chart client criteria to allow more clients into program.	REVIEW/REVISE CLIENT CRITERIA WITH THE LEADERSHIP TEAM BY 11/30/21.
3. Define the roles of each of the Chart Leadership and Social Services team.	CREATE ROLES AND PROVIDE COPIES OF ROLES TO CHART TEAM BY 11/30/21.
4. Maintain and recruit Chart team members.	DEVELOP WORKING RELATIONSHIPS WITH MEMBERS FROM SOUTH COUNTY FIRE, POLICE, JAILS, & COURTS BY 12/31/21.
5. Meet with current and potential new clients and establish rapport.	INPUT CLIENTS INTO THE MANAGEMENT SYSTEM, CONDUCT ASSESSMENTS, AND SECURE ALL ROI'S - ONGOING ENROLL 3 NEW CHART CLIENTS BY 12/31/21.
6. Seek out MOI's from other community organizations.	ESTABLISH COMMUNITY PARTNERSHIPS FOR WRAP-AROUND SERVICES BY 12/31/21. MEET WITH COMMUNITY KEY PLAYERS TO EDUCATE ON CHART PROGRAM BY 12/31/21.
7. Create a best practices playbook for future chart managers to quickly onboard to the chart management system and tools.	CREATE BEST PRACTICES GUIDE BY 12/31/21.
8. Build standards for interactions to ensure the safety of our clients and employees.	CREATE A POLICY & PROCEDURE MANUAL BY 12/31/21.
9. Identify new client referral sources such as PD, courts, jails.	RUN POTENTIAL NEW CLIENTS BY SOUTH COUNTY FIRE IDENTIFICATION TEAM - ONGOING

APRIL 1, 2022 THROUGH SEPTEMBER 30, 2022

GOAL	MEASURABLE OUTCOME
1. Show growth and success in clients (assessments/rating system) from ReliaTrax to demonstrate progression.	SHOW POSITIVE PROGRESSION IN AT LEAST 50% OF CHART CLIENTS BY 5/30/22.
2. Gather and analyze Chart-client contact data.	RE-EVALUATE STAFF CONTACT HOURS AND DETERMINE LEVEL OF NEED BY 7/30/22.

#### HOW THE EXTRA STEP WILL MEASURE SUCCESS:

- 1) EXPANDING CHART CLIENTS BY 50% BY 12/31/21.
- 2) RETAINING AT LEAST 80% OF CHART CLIENTS BY 9/30/22.
- 3) DEMONSTRATE PROGRESS IN CLIENT QUALITY OF LIFE IN AT LEAST 3 AREAS IN 50% OF CLIENTS BY 9/30/22.
- 4) REDUCE THE NUMBER OF OVERALL CALLS FOR SERVICE, INAPPROPRIATE ED UTILIZATION, JAIL BOOKINGS IN ALL CLIENTS BY 9/30/22.
- 5) CONDUCT QUARTERLY TEAM MEETINGS WITH THE LEADERSHIP TEAM TO GATHER DATA POINTS - ONGOING.

Name of Applicant:		The Extra Step				
Title of Proposed Grant Activity:		CHART Leadership				
A. Summary of Expenditures by milestone						
		October - December 2021	January - March 2022	April - June 2022	July - September 2022	Total (This column should match detailed budget total)
I.	Salaries	22,400.00	22,400.00	22,400.00	22,400.00	89,600.00
II.	Travel & Transportation	225.00	225.00	225.00	225.00	900.00
III.	Client Fund	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
IV.	Office Expenses	\$4,047.29	200.00	200.00	200.00	4,647.29
						0.00
						0.00
	TOTAL	29,172.29	25,325.00	25,325.00	25,325.00	105,147.29
Budget Detail						
I.	Salaries:	Hours a Week	Hourly Pay			
	Omar / Program Manager	20	\$40.00			
	Jason / Program Coordinator	10	\$40.00			
	Marlon/ Client Coach	10	\$40.00	Weekly Salary for 40 hrs		
	Total	40	\$120.00	\$4,800.00		
II.	Travel and Transportation					
	Employee mileage fund					
	Total	\$75/month				
III.	Client Fund					
	Motel/Housing vouchers	\$2,500.00	As needed, will evaluate to facilitate the need.			
	Taxi/Uber/Bus Fare	\$2,500.00				
	Gift Cards/Food Vouchers	\$2,500.00				
	Basic Necessities	\$2,500.00				
	Total	\$10,000.00				
IV.	Office Expenses					
	Laptop	1,322.59				
	Ipad for field work	\$880.99				
	All in one portable copier	\$343.72				
	ReliaTrax	\$1,200				
	Office 365	\$99.99				
	Quarterly Budget - Mis Supplies	\$200.00				
	Total	\$4,047.29				

**Report to Commissioners**  
**September 22, 2021**

**Verdant Community Wellness Center Report**  
Sue Waldin, Community Wellness Program Manager

**Addressing Food Insecurity**

- Have distributed 3,075 Verdant-funded Fruit and Vegetable vouchers since April 2020 thru 12 partners

**Prevention and Support Resources for the Community Virtually**

- Preventing Type 2 Diabetes 12-week series Sept 21 - Dec 7 (10 signed up – registration still open) (Co-sponsoring with PHD#3 / lifestyle modification program developed by Verdant - taught by a RDN/CDECS)

**Virtual Programming**

- Teen Cook-along: Mexican Street Corn Pasta Salad 8/19/21, 10 participants (RDN sharing info/tips as teens cook-along at home to promote healthier eating – session 2 of a 2-part series)
- Cooking Demo – August’s Rainbow of Produce at Farmers’ Market 8/24/21, 30 participants (RDN sharing Info about local farmers’ markets and recipes using healthy, economical, seasonal NW produce)
- Cooking Demo – Create a Crudite Board of Summer Vegetables, Pickles & Dips 9/2/21, 16 participants (RDN sharing strategies to promote healthy & creative ways to showcase vegetables at events or meals)
- Cooking Demo – Budget-friendly Recipes featuring Kale 9/9/21, 37 participants (RDN sharing recipes using local kale as an economical & nutritional option to stretch food dollars)
- Recipes from the Blue Zones: Cuisine of Ikaria, Greece 9/14/21, 29 participants (The 4<sup>th</sup> class of a monthly series that features the nutrition & lifestyle habits of long-lived residents in 5 unique
- Blue Zone communities around the world. Based on the book *Blue Zones Kitchen* and taught by an RDN)

**Program Cancellations** (due to rising case counts with the Delta Variant)

- Outdoor Cooking Demo at Edmonds City Park, Summer Grilling, 8/25/21
- Reconnecting-an 8-week Support Group 9/2/21–10/21/21m will reconsider offering in 2022 or once people are feeling the need to “reconnect after COVID”
- Managing High Blood Pressure–a 3-part series, will pilot this program when in-person programming is appropriate to teach participants to use home BP monitors and modify diet & lifestyle

**Supporting the Verdant-funded 2-1-1 Community Resource Advocate (CRA)**

- Facilitated a Zoom meeting 9/16/21 about helping clients access needed resources featuring Leo Bejarano, our CRA for South Snohomish County with 15 community partners.
- Working with Edmonds College to help the CRA relocate to a community facing office on college property off 196<sup>th</sup> St SW. She will see college students and the general community as well as continue outreach to LETI and the South County Food Banks

## **Multicultural Report**

Sandra Huber, Community Engagement Manager

### **Verdant Sponsored Programs**

- Monthly Women's Support Group, third Wednesday of the month, 16 participants
- Two Day Parent Summit, August 27 and 28, 2021, 37 participants
- Managing Business Without Stress, Thursday, August 26, 2021, 45 participants
- The Art of Asking for Help, Wednesday, August 25, 2021, 22 participants
- Finding Hope After Loss, August 7 and 14, 2021, 37 participants

### **Community Collaborations**

- Con Confianza y En Comunidad: Hablando sobre COVID-19 y temas que nos afectan, Tuesdays, 29 participants
- Snohomish County Latino Coalision (SCLC), Monthly, 33 participants
- Health Equity for Immigrants Campaign, Mondays, 49 participants
- Latinx Health Board, Fridays, 19 participants
- U of WA Peer Mental Health Planning Meeting, Wednesdays, 4 participants
- Community Health Board Coalition, Thursdays, 22 participants
- COVID-19 Vaccine Implementation Collaborative, Monthly, 31 participants

### **Verdant Community Social Worker Highlights**

Nancy Budd, Community Social Worker

- Case Management – continuing support for 9 clients. CHART – continuing support for 5 clients during this period; one client discharged due to move to Everett, and she is doing very well. One CHART client has made significant advancements with his commitment to Western State Hospital.
- This past month included weekly team check ins, monthly staff meeting, monthly County Outreach Coalition, monthly Snohomish County Community Behavioral Health Committee and Snohomish County Connector's meeting, Homeless Policy Task Force. In addition, attended a focus group with Rep. Lauren Davis regarding the proposed Lynnwood Community Recovery Center. Outreach opportunities with Compass Health and YWCA. Webinar: Whole-person care for individuals experiencing homelessness and opioid use disorder.
- I have worked 3.5 months at Swedish Edmonds, 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, 20 referrals since 6/01/21. Of these, 2 were consultations, and referred to more appropriate resources. 3 are unknown status at this time, as clients went into other inpatient settings. However, I did meet with them before their discharges with possible follow ups when discharged from current setting. 6 clients have not followed up with me after discharge. I have 9 new active clients from this referral source.
- New virtual behavioral health *community* training titled Mental Health 101, scheduled for November. Presenter Information: Dr. Richard Ries, Professor of Psychiatry and Director of the Addictions Division in the Department of Psychiatry and Behavioral Sciences at the University of Washington School of Medicine in Seattle, Washington. Clinical director of addictions treatment services at Harborview Medical Center and works in the psychiatric rehabilitation and recovery services. He is board-certified in Psychiatry by the American Board of Psychiatry and Neurology with Added Qualifications in Addiction Psychiatry, and the American Board of Addiction Medicine.



A Distinguished Fellow of the American Psychiatric Association and a Fellow of the American Society of Addiction Medicine. On the editorial board and a reviewer for several scientific journals and holds a number of research grants from the National Institute of Health.

## Marketing Report

Jennifer Piplic, Director of Marketing and Communications

## Website Redesign

This month, we have completed the wireframes phase and homepage design for the website project with Aukema & Associates. The design for secondary and tertiary pages will be complete in the coming weeks, and we are entering into the content creation phase. Site coding and building will take place October-November, and we have tentatively scheduled a launch date in mid-December.

## South County Walks

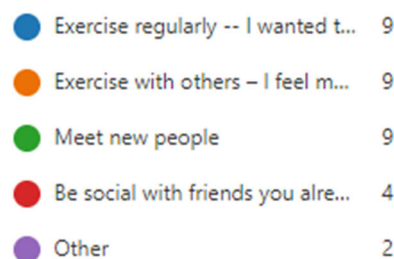
The 2021 South County Walks program ran for 8 weeks with some modifications compared to previous years: all registrations were done online and site staff oversaw the check-in process instead of volunteers to minimize the time spent gathered outdoors. This also simplified the duties for our volunteers. Pre-program survey of past participants indicated an interest to offer the program this year, and nearly 150 individuals registered. Other stats:

- 82 unique individuals participated
- 16 responses to post-program survey completed (as of 9/16/21).

### Highlights from the survey include:

When you registered for South County Walks, what were your participation goals for the program? (check all that apply)

[More Details](#)



Do you feel that your goals were met?

[More Details](#)

[Insights](#)



## Social Media

During the previous 4-week period, we saw some growth in followers, with a net increase of 4 followers and 2,500 people reached. During this period our reach was about 64% lower than the previous period and engagement was about 62% lower than the previous period. The decrease in reach and engagement can be correlated to a decrease in the variety and frequency of content uploaded to social media, which was expected as we were prioritizing website redesign.

## Media Coverage in August

Date	Publication	Headline	URL
8/4/2021	My Edmonds News	"Verdant offering free teen and adult classes in August"	<a href="https://myedmondsnews.com/2021/08/verdant-offering-free-teen-and-adult-classes-in-august/">https://myedmondsnews.com/2021/08/verdant-offering-free-teen-and-adult-classes-in-august/</a>
8/4/2021	Lynnwood Today	"Verdant offering free teen and adult classes in August"	<a href="https://lynnwoodtoday.com/verdant-offering-free-teen-and-adult-classes-in-august/">https://lynnwoodtoday.com/verdant-offering-free-teen-and-adult-classes-in-august/</a>
8/4/2021	MLT News	"Verdant offering free teen and adult classes in August"	<a href="https://mltnews.com/verdant-offering-free-teen-and-adult-classes-in-august/">https://mltnews.com/verdant-offering-free-teen-and-adult-classes-in-august/</a>
8/5/2021	Lynnwood Times	"Verdant offers free teen and adult classes in August"	<a href="https://lynnwoodtimes.com/2021/08/05/verdant-offers-free-teen-and-adult-classes-in-august/">https://lynnwoodtimes.com/2021/08/05/verdant-offers-free-teen-and-adult-classes-in-august/</a>
8/5/2021	MLT News	"Compass Health partners with Lynnwood police, City of Mountlake Terrace to supply embedded social worker"	<a href="https://mltnews.com/compass-health-partners-with-lynnwood-police-city-of-mountlake-terrace-to-supply-embedded-social-worker/">https://mltnews.com/compass-health-partners-with-lynnwood-police-city-of-mountlake-terrace-to-supply-embedded-social-worker/</a>
8/10/2021	My Edmonds News	"Verdant seeks public feedback on new website"	<a href="https://myedmondsnews.com/2021/08/verdant-seeks-public-feedback-on-new-website/">https://myedmondsnews.com/2021/08/verdant-seeks-public-feedback-on-new-website/</a>
8/14/2021	MLT News	"MLT City Council receives updates on potential work release site, preferred plan for Veterans Memorial Park"	<a href="https://mltnews.com/mlt-city-council-receives-updates-on-potential-work-release-site-preferred-plan-for-veterans-memorial-park/">https://mltnews.com/mlt-city-council-receives-updates-on-potential-work-release-site-preferred-plan-for-veterans-memorial-park/</a>
8/15/2021	Lynnwood Times	"Compass Health and Lynnwood PD partner to address mental health"	<a href="https://lynnwoodtimes.com/2021/08/15/compass-health-and-lynnwood-pd-partner-to-address-mental-health/">https://lynnwoodtimes.com/2021/08/15/compass-health-and-lynnwood-pd-partner-to-address-mental-health/</a>
8/16/2021	My Edmonds News	"Verdant accepting health grant applications through Aug. 27"	<a href="https://myedmondsnews.com/2021/08/verdant-accepting-health-grant-applications-through-aug-27/">https://myedmondsnews.com/2021/08/verdant-accepting-health-grant-applications-through-aug-27/</a>
8/16/2021	MLT News	"Verdant accepting health grant applications through Aug. 27"	<a href="https://mltnews.com/verdant-accepting-health-grant-applications-through-aug-27/">https://mltnews.com/verdant-accepting-health-grant-applications-through-aug-27/</a>
8/16/2021	Lynnwood Today	"Verdant accepting health grant applications through Aug. 27"	<a href="https://lynnwoodtoday.com/verdant-accepting-health-grant-applications-through-aug-27/">https://lynnwoodtoday.com/verdant-accepting-health-grant-applications-through-aug-27/</a>
8/25/2021	My Edmonds News	"Verdant classes include virtual diabetes prevention, cooking demos in September"	<a href="https://myedmondsnews.com/2021/08/verdant-classes-include-virtual-diabetes-prevention-cooking-demos-in-september/">https://myedmondsnews.com/2021/08/verdant-classes-include-virtual-diabetes-prevention-cooking-demos-in-september/</a>
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8/30/2021	Lynnwood Times	"Verdant classes include virtual diabetes prevention, cooking demos in September"	<a href="https://lynnwoodtimes.com/2021/08/28/verdant-classes-include-virtual-diabetes-prevention-cooking-demos-in-september/">https://lynnwoodtimes.com/2021/08/28/verdant-classes-include-virtual-diabetes-prevention-cooking-demos-in-september/</a>