



SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

RESOLUTION NUMBER: 16-019

RESOLUTION SUBJECT: APPROVING A CHANGE IN HEALTH DISTRICT
LEADERSHIP STRUCTURE TO THE ADMINISTRATOR AS
THE DIRECTOR OF THE AGENCY AND AMENDING
ARTICLE V OF THE CHARTER OF THE SNOHOMISH
HEALTH DISTRICT

WHEREAS, over its history and according to its Charter, the Snohomish Health District has employed a single individual to serve in the role as both Health Officer and Chief Executive Officer; and

WHEREAS, through the years, in addition to the Health Officer, the Health District has employed an assistant Health Officer, Deputy Administrator, and, most recently, a Deputy Director; and

WHEREAS, in 2012, the Board of Health endorsed restructuring the lines of authority to have the Health Officer act as chief executive officer, and the Deputy Director act as the agency's chief operating officer; and

WHEREAS, this change allowed the Health Officer to devote more effort to public policy and community engagement, while ensuring that the Deputy Director focused on administrative details of overseeing and supervising daily operations; and

WHEREAS, the Board recognizes that the District's current leadership structure, with one individual serving as the Director/Health Officer, and the other serving as the Deputy Director, should be updated in light of modern challenges in managing a complex, independent, special-purpose district and addressing public health issues in a rapidly changing environment; and

WHEREAS, the Board of Health's Executive Committee and the Board of Health agree that it's in the best interest of the Health District that the Charter be amended to reflect a leadership structure in which the Administrative Officer (hereafter referred to as "Administrator") is the Director of the agency and the Health Officer reports to the Administrator; and

WHEREAS, RCW 70.05.050 stipulates that "In home rule counties that are part of a health district under this chapter and chapter 70.46 RCW the local health officer and administrative officer shall be appointed by the local board of health"; and

WHEREAS, RCW 70.05.045 provides "The administrative officer shall act as the executive secretary and administrative officer for the local board of health, and shall be responsible for administering the operations of the board including such other administrative duties required by the local health board, except for duties assigned to the health officer as enumerated in RCW 70.05.070 and other applicable state law"; and

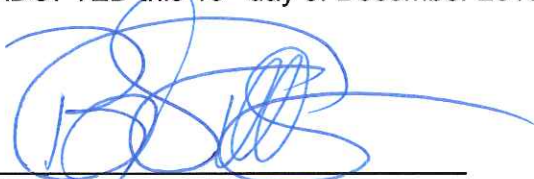
70.05.040 or 70.05.035, if any” shall enforce the public health statutes of the state, rules of the state board of health and the secretary of health, all local health rules, regulations and ordinances within his or her jurisdiction including imposition of penalties and other obligations as stipulated in RCW 70.05.070.

NOW, THEREFORE, BE IT RESOLVED that the Board of Health for the Snohomish Health District does hereby amend Article V of its Charter as set forth in Exhibit A hereto reflecting a change in the District’s leadership structure such that the Administrator is the Director of the Health District reporting directly to the Board of Health, and the Health Officer, upon appointment by the Board, reports to the Administrator;

AND, BE IT FURTHER RESOLVED that this amendment takes effect April 1, 2017;

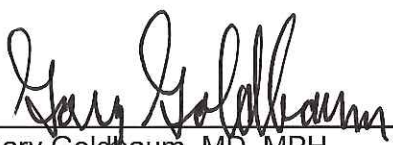
AND, BE IT FURTHER RESOLVED that in the event a new Health Officer is appointed by the Board of Health and is able to report to duty prior to April 1, 2017, then that person may be hired per his/her employment agreement but will not exercise the authority of the Health Officer until such time that this Charter amendment takes effect.

ADOPTED this 13th day of December 2016.



Brian Sullivan, Chair
Board of Health

ATTEST:



Gary Goldbaum, MD, MPH
Health Officer and Director

EXHIBIT A

ARTICLE V-OFFICERS AND DUTIES

1. Chair

- (a) The Board shall elect a Chair from its membership in January of each year. The Chair shall serve for a period of one (1) year. In the event of vacancy occurring, the Vice Chair shall fill the unexpired term of office.
- (b) The Chair shall preside at the meetings of the District Board of Health, and shall perform such other duties as custom and parliamentary procedure require.

2. Vice Chair

- (a) There shall be elected from the members of the Board a Vice Chair in January of each year. The Vice Chair shall serve for a period of one (1) year. In the event of a vacancy occurring, a new Vice Chair shall be elected from the same group to fill the unexpired term of office.
- (b) The Vice Chair shall perform the duties of the Chair in the event of the Chair's absence or inability to perform.

3. Health Officer

- (a) The Board shall appoint a Health Officer who shall be a qualified physician, experienced and trained in public health administration, and who shall meet all the minimum requirements for such Health Officer pursuant to Chapter 70.05 RCW presently and as hereinafter amended. The Health Officer shall ~~serve at the pleasure of~~ be appointed by the Board and shall serve under the direction of the administrative officer described in V(4) below. The Health Officer's compensation shall be fixed annually. The Health Officer may be an employee of Snohomish Health District and employed pursuant to an employment agreement or may serve as under the terms of an agreement for services.
- (b) ~~The Health Officer shall be considered to be the Chief Executive Officer of the Snohomish Health District.~~ The Health Officer shall be responsible for the performance or delegation of such duties as prescribed for the local health officer pursuant to Chapter 70.05 RCW, as well as perform or delegate such duties designated by and under the functions of the Board and shall be responsible to the Board for the action of the Health Officer, and the actions of all other personnel appointed by the Health Officer and approved by the Board

~~to carry out the technical and other functions performed by the Snohomish Health District.~~

~~(e) The Health Officer shall act as Executive Secretary to and an Administrative Officer of the Board. It shall be the responsibility of the Executive Secretary to oversee:~~

~~(1) the recording of minutes of all meetings of the Board;~~

~~(2) the custody of all records, books and papers belonging to the Board;~~

~~(3) the usual correspondence of the Board, including such matters as notifying members of the meetings and notifying officers of their election;~~

~~(4) the maintenance and presentment of all pertinent documentation relative to the financial affairs of the Snohomish Health District. Vouchers and payrolls shall be prepared by the Executive Secretary and shall be presented to the Board for review and ordered paid upon the signature of the chair to other members of the Board and the Executive Secretary.~~

4. Administrative Officer

~~(a) Pursuant to RCW 70.05.040 and RCW 70.05.045 the Board mayshall appoint an administrative officer who shall act as Executive Secretary and administrative officer for the Board and shall be responsible for administration of the operations of the Board, including such other administrative duties required by the Board or established by resolution or adopted in a written job description, except for duties assigned to the Health Officer as enumerated in RCW 70.05.050 and other applicable state law.~~

45. Attorney

The Board may appoint an attorney whose duties shall be to advise and to assist in all legal matters.