

***Snohomish Health District
Board of Health Minutes
Regular Meeting
May 11, 2010***

Members Present

Patsy Cudaback, Councilwoman, Monroe
Jim Flower, Councilman, Sultan, Chair
Dave Gossett, County Councilman
Linda Grafer, Councilwoman, Mukilteo
John Koster, County Councilman
Mark Lamb, Mayor, Bothell, Vice Chair
Michelle Robles, Councilwoman, Mountlake Terrace
Brian Sullivan, County Councilman
Dianne White, Mayor, Stanwood

Members Absent

Mike Cooper, County Councilman
Drew Nielsen, Councilman, Everett
Dave Orvis, Councilman, Edmonds
Jim Smith, Councilman, Lynnwood
Dave Somers, County Councilman
Donna Wright, Councilwoman, Marysville

Others Present

Joseph Aharchi, SHD Tuberculosis Control Program Manager
Jeff Clarke, SHD Deputy Director
Randy Darst, SHD Environmental Health Division Director
Mike Doner, SHD Environmental Health Division Water and Wastewater Program Environmental Health Specialist
Crystal Dudley, SHD Environmental Health Division Senior Office Assistant
Gary Goldbaum, MD, SHD Health Officer and Director
Tim McDonald, SHD Communicable Disease Division Director
Keri Moore, SHD Tobacco Prevention and Control Program Health Educator
Tim Murphy, SHD Information Systems Manager
Suzanne Pate, SHD Communications Specialist
Annie Peterson, SHD Tobacco Prevention and Control Program Health Educator
Don Peterson, SHD Business Manager
Teresa Quigley, SHD Administration Specialist
Sharon Salyer, The Everett Herald
Christine Scarlett, SHD Human Resources Manager
Charlene Shambach, SHD Community Health Division Director
Pat Calcote, SHD Tobacco Prevention and Control Program Administration Specialist
Alena Swanson, The Tribune
Kelly Sylliassen, SHD Clinic Office Supervisor
Jonnae Tillman, SHD Tobacco Prevention and Control Program Health Educator
Steve Uberti, SHD Legal Counsel
Pam Wessel-Estes, SHD Tobacco Prevention & Control/Chronic Disease Prevention Program Mgr

Call to Order

The regular monthly meeting of the Board of Health was convened at 3:05 p.m. by Chair Flower in the Board Room of the Snohomish Health District Rucker Building. Roll call was taken by Teresa Quigley, who reported a quorum was present.

Chair's Report

Chair Flower announced that he may be leaving the Sultan City Council due to his employment. Thus, he would no longer be on the Board of Health. If this occurs, Vice Chair Mark Lamb will preside as Chair of the Board the remainder of 2010. Chair Flower will confirm this as soon as possible.

Recognition of Kelly Sylliaasen as the Health District Employee of the Quarter. Crystal Dudley and Mike Doner presented the Employee of the Quarter Award for the second quarter of 2010 to Kelly Sylliaasen, Clinic Office Supervisor. During the recent H1N1 mass vaccination clinics, Kelly oversaw a process of vaccine and supplies receiving and distribution that was way beyond the normal scope of Health District activities. She spent many hours communicating with health care providers in Snohomish County to keep them apprised of the process, and assisted staff during a stressful time.

Health Officer's Report

Monthly Report. Dr. Goldbaum updated the Board on H1N1 influenza, measles, 2010 County Health Rankings, smoking and obesity trends in Snohomish County, public health funding related to federal health care reform legislation, a data request from Stevens Hospital to help them develop a strategic plan for their Preventative Care and Education programs, and a new Health District Facebook site promoting HIV counseling and testing.

Presentation on Tobacco program. Led by Program Manager Pam Wessel-Estes, Tobacco Prevention and Control staff gave a presentation on their program, which started in 1994. Their mission is to provide information, education, resources, policy and technical support to Snohomish County communities and partners in order to build capacity change regarding tobacco use and exposure to secondhand tobacco smoke. This mission includes all forms of smoke and smokeless tobacco cessation, exposure to secondhand tobacco smoke, and youth prevention. Snohomish Health District is mandated to enforce the Smoking in Public Places Law (RCW 70.160 revised Clean Indoor Air Act) in partnership with city/county government and local law enforcement. The Health District also monitors and enforces youth retail tobacco sales laws in partnership with the Washington State Liquor Control Board.

Minutes

It was moved by Mr. Gossett and seconded by Ms. White to approve the minutes of the regular meeting held April 13, 2010. The motion carried unanimously.

Public Comment

There was no public comment.

Committee Reports

Minutes from the April 28 Program Policy Committee meeting and May 3 Administration Committee meeting were included in today's meeting packet. It was noted that the 2008 State Audit of the Health District was just completed, and for the 19th consecutive year no conditions were identified significant enough to report as findings. The auditors were highly complementary of Health District staff for their professionalism and cooperation during the audit. Also included in today's meeting packet were the monthly standing reports. There were no questions regarding these reports.

Consent Agenda

It was moved by Mr. Gossett and seconded by Mr. Lamb to approve the items on the Consent Agenda. The Board approved the following items: (a) Resolution 10-11 authorizing April 2010 expenditures for Health District, AIDS and PHEPR funds; and (b) Resolution 10-12, disclosure of Snohomish Health District public records. The motion carried unanimously.

Action Agenda

Approval of Delegation of Authority policy. The assistant director positions for all divisions have been eliminated. This is a new policy that outlines procedures for Health District directors to delegate authority to managers when they will be out of the office for more than six (6) consecutive working days. It defines the limits of the authority and compensation to which the designated manager is entitled. The Administration Committee reviewed this policy and recommended that it be forwarded to the full Board for approval. Discussion was held regarding the timing for increased compensation for a designated manager. The policy reads, "For the duration of the delegation of authority." It was moved by Mr. Gossett and seconded by Mr. Lamb to approve this policy. Following further discussion, it was moved by Mr. Gossett and seconded by Mr. Lamb to amend the policy to read, "After twenty (20) consecutive working days of delegated authority," the designated manager is entitled to compensation which is the higher of: (a) the first step of the salary schedule for the new position class; (b) advancement to the step of the new salary schedule which equals one step (approximately five percent) more than the previous salary. The amended motion carried unanimously.

Approval of allocation from Tuberculosis program reserve for TB control activities. Due to budgetary demands in 2008 and 2009, Tuberculosis (TB) program staffing was cut from 15 to 10. This dramatically reduced the Health District's capacity to respond to emergent TB issues. The Board of Health set aside a designated TB reserve of \$250,000 in the 2010 budget. Board members were briefed on two current adult Multiple Drug Resistant (MDR) TB cases in Snohomish County. Treatment of these two cases and investigation of whether the disease has spread to others translates into a significant increase of workload for TB staff. Staff is requesting that \$140,000 be allocated from the \$250,000 TB reserve as follows to address the current MDR tuberculosis cases and other issues that may surface during 2010.

Increase of PHN staff by one full-time nurse	\$ 84,000
Increase in funding for MDR specific drugs	\$ 40,000
Additional cost of living expenses	<u>\$ 16,000</u>
Estimated Total	\$140,000

Other potential costs:

Communications	Unknown
Overtime	Unknown
Transportation	Unknown
Hospitalization/surgery	Unknown

The Administration and Program Policy Committees have reviewed and recommended Board of Health approval of this request. It was noted that tuberculosis control is state mandated. Following discussion, it was moved by Mr. Lamb and seconded by Ms. White to approve a \$140,000 allocation from the \$250,000 TB reserve to address the current MDR tuberculosis cases and other issues that may surface during 2010. The motion carried unanimously.

Discussion Items

There were no discussion items.

Information Items

Tim McDonald reviewed the H1N1 Pandemic Supplemental PHEPR fund spending report as of March 31, 2010. He noted that recommendations will be brought to the Board of Health next month for expenditure of the \$149,283 in undesignated funds.

A calendar for scheduled meetings in May and June was provided to Board members in their packets. Board members were reminded that the June Board of Health meeting will be held on Thursday, June 10 at 3:00 p.m. due to staff attendance at WSALPHO meetings earlier that week.

Executive Session

No executive session was needed.

Other Business

Jeff Clarke, the new Deputy Director for Snohomish Health District, was introduced to the Board members.

Adjournment

The meeting was adjourned at 4:10 p.m.

Mark Lamb, Vice Chair

Gary Goldbaum, M.D., M.P.H., Secretary