

***Snohomish Health District  
Board of Health Minutes  
Regular Meeting  
February 8, 2011***

**Members Present**

Patsy Cudaback, Councilwoman, Monroe  
Adrienne Fraley-Monillas, Councilwoman, Edmonds  
Dave Gossett, County Councilman  
Linda Grafer, Councilwoman, Mukilteo  
Karen Guzak, Mayor, Snohomish  
Mark Lamb, Mayor, Bothell, Chair  
Drew Nielsen, Councilman, Everett  
Jim Smith, Councilman, Lynnwood  
Brian Sullivan, County Councilman  
Dianne White, Mayor, Stanwood  
Donna Wright, Councilwoman, Marysville  
Stephanie Wright, County Councilwoman

**Members Absent**

John Koster, County Councilman  
Michelle Robles, Councilwoman, Mountlake Terrace  
Dave Somers, County Councilman, Vice Chair

**Others Present**

John Amos, Snohomish County Council  
Nancy Blevins  
Jeff Clarke, SHD Deputy Director  
Randy Darst, SHD Environmental Health Division Director  
Gary Goldbaum, MD, SHD Health Officer and Director  
Toby Keys, University of Washington Graduate Student  
Gayle Lanier  
Tim McDonald, SHD Communicable Disease Division Director  
Tim Murphy, SHD Information Systems Manager  
Suzanne Pate, SHD Communications Specialist  
Annie Peterson, SHD Tobacco Prevention Program Health Educator  
Don Peterson, SHD Business Manager  
Teresa Quigley, SHD Administration Specialist  
Barbara Rose, University of Washington Graduate Student  
Charlene Shambach, SHD Community Health Division Director  
Glen Svendsen, Snohomish County Finance  
Steve Uberti, SHD Legal Counsel  
Rick Zahalka, SHD Environmental Health Division Food & Living Environment Section  
Manager

## Call to Order

The regular monthly meeting of the Board of Health was convened at 3:02 p.m. by Chair Lamb in the Auditorium of the Snohomish Health District Rucker Building. Roll call was taken by Teresa Quigley, who reported there was a quorum present.

## Chair's Report

Chair Lamb noted that 2011 Board of Health Committee Assignments have been made, and there were no objections. He advised that he has identified two potential consultants to perform a 360 performance review of the Health Officer. Chair Lamb will look for one more consultant and bring proposals to the Board in March.

Chair Lamb introduced Rick Zahalka, Food and Living Environment Manager, who in turn introduced representatives for each of the 2010 Food Establishment Awards of Excellence recipients. Board members who serve the area where the establishment is located presented the awards. A 24-member food advisory panel of industry peers considered 25 food service establishments nominated by Health District inspectors for excelling in food safety practices. The panel includes restaurant owners, operators, and chefs. This has been a very successful program for 21 years and is greatly appreciated by the business owners and operators. The following Snohomish County food establishments received awards for 2010:

Red Robin America's Gourmet Burgers, Marysville	Full Menu Establishment
Panda Express #1516, Everett	Fast Service Establishment
Edible Arrangements, Mill Creek	Limited Menu Establishment
QFC #879, Stanwood	Grocery Store
Port Susan Middle School, Stanwood	School/Industry/Institution
Landa's Grill, Monroe	Temporary Food Establishment

## Health Officer's Report

*State of the District.* Dr. Goldbaum presented his 2011 State of the District address in three segments: 1) the Snohomish Health District's accomplishments and challenges in 2010; 2) the status and next steps of the Health District's Strategic Plan; and 3) the need to reshape the Health District to align with Public Health Standards and the Strategic Plan and to achieve measurable objectives. Board members were provided with a copy of the 2011 Objectives for all 35 Health District programs and the Health District Strategic Plan adopted by the Board of Health in July 2009. With reduced funding and staffing and an increased demand for public health services, it is necessary to prioritize resources to assure the best health outcomes for all Snohomish County residents. By July, staff will provide the Board with recommendations for the most effective use of resources, allowing the Board to set priorities that will guide the 2012 Budget and individual program direction. Dr. Goldbaum thanked the Board members, staff and community members who contributed to improving the public's health the past year.

## Minutes

It was moved by Mr. Gossett and seconded by Mr. Nielsen to approve the minutes of the annual meeting held January 11, 2011. The motion carried unanimously.

## Public Comment

Deputy Director Jeff Clarke recognized Information Systems Manager Tim Murphy for great achievements during his seven years of service with the Health District. Tim is retiring in February and moving to Texas. Chair Lamb thanked Tim on behalf of the Board of Health.

## Committee Reports

Minutes from the January 21 Program Policy Committee meeting and January 31 Administration Committee meeting were included in today's meeting packet. 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 Ms. Donna Wright to approve the items on the Consent Agenda. The Board approved the following items: (a) Resolution 11-03 authorizing January 2011 expenditures for Health District, AIDS and PHEPR funds; (b) agreement with Podrasky, Shipman & Uberti for legal services; and (c) vehicle surplus proposal. The motion carried unanimously.

## Action Agenda

*Approval of Use of Personal Vehicles for District Business Policy.* Board members were provided with a memorandum from Deputy Director Jeff Clarke outlining the coordinated effort made to update District travel and transportation policies and to become more efficient in operations. Following an extensive review of the Health District vehicle fleet, staff is recommending and the Board has approved reduction of the vehicle fleet by 22% from 55 to 43. Staff will continue to monitor fleet needs and keep the Board apprised.

Current use by employees of their own vehicles for District business was also analyzed. Although there are circumstances where it is more convenient for an employee and cost effective for the District to allow such use, there are cost and liability reasons why this practice should be minimized. A policy has been developed to guide and control the use of personal vehicles for District business. The Administration Committee has reviewed and approved this policy. Following discussion, it was moved by Ms. White and seconded by Ms. Fraley-Monillas to approve the Use of Personal Vehicles for District Business policy. The motion carried unanimously.

*Approval of revised Travel Reimbursement Policy.* The Travel Reimbursement Policy was last updated in 2006. Recommended revisions are as follows: increase in maximum hotel amount from \$100 to \$120 per night; elimination of a personal phone call allowance; addition of approval requirement for employees to take a District vehicle home overnight; clarification on use of District vehicles and passenger restrictions; addition of business calls and faxes as reimbursable expenses; and update in Deputy Director title. The Administration Committee has reviewed and approved this revised policy. Following discussion, it was moved by Mr. Nielsen and seconded by Ms. Stephanie Wright to approve the revised Travel Reimbursement policy. The motion carried unanimously.

*Approval of Homeland Security Grant to hire a contract Medical Operations Planner.* Snohomish Health District, Public Health – Seattle and King County and Tacoma-Pierce County Health Department have applied for and been offered \$80,000 each through the Homeland Security Grant Program to contract with a Medical Operations Planner to develop operations plans for public health medical surge capacity. By participating in this grant opportunity with neighboring counties, medical operations and logistics plans will be consistent and coordinated across county lines, supported by existing mutual aid agreements. This project will be managed through the Health District's Public Health Emergency Preparedness and Response (PHEPR) program. Local stakeholders, including healthcare, emergency medical services, public health and emergency management, will partner in coordinating the project. The project will be funded 100% through December 2012, to include overhead and indirect costs. The Administration Committee has reviewed and approved this grant. Following discussion, it was moved by Ms. White and seconded by Chair Lamb to approve this Homeland Security Grant to hire a contract Medical Operations Planner. The motion carried unanimously. A contract with the planner will be brought to the Board for approval at a future meeting.

*Approval of Resolution 11-04, no-smoking policies for multi-unit housing.* Community Health Division Director Charlene Shambach and Health Educator Annie Peterson of the Tobacco Prevention and Control Program presented a No-Smoking Policies for Multi-Unit Housing Resolution, which would encourage housing agencies and owners of multi-unit housing to adopt no-smoking policies and help protect the public from uninvited second-hand smoke in their homes. The Program Policy Committee has reviewed and approved the draft resolution, with addition of language encouraging landlords, managers, management companies or owners of multi-unit housing to disclose their smoking policy to prospective tenants. With the assistance of Health District Tobacco Prevention staff, several affordable housing providers and agencies in Snohomish County have adopted a 100% no smoking indoor policy. It was moved by Mr. Smith and seconded by Mr. Nielsen to approve Resolution 11-04, no-smoking policies for multi-unit housing. This issue was discussed in 2010 at the County Council, which voted to provide incentives to owners of multi-unit public housing to adopt nonsmoking policies, but not to require nonsmoking policies in such housing. Following considerable discussion, a roll call vote was taken and the motion carried, with Messrs. Gossett and Sullivan and Ms. Stephanie Wright voting no.

## **Discussion Items**

There were no discussion items.

## **Information Items**

Dr. Gary Goldbaum advised that the Department of Health will be conducting a survey of cities regarding their health resources and activities.

A calendar for scheduled meetings in February and March was provided to Board members in their packets. Due to a scheduling conflict, the March 8 Board of Health meeting has been rescheduled to March 15. Also, the February 18 Program Policy Committee meeting has been moved to February 25.

## **Executive Session**

At 4:05 p.m. the Board went into Executive Session to discuss collective bargaining. At 4:12 p.m. the meeting reconvened.

## **Other Business**

As discussed in Executive Session, an agreement has been accepted by AFSCME membership. It was moved by Mr. Smith and seconded by Ms. Stephanie Wright to approve the negotiated one-year extension to the contract with the AFSCME bargaining unit. The motion carried unanimously.

## **Adjournment**

The meeting was adjourned at 4:14 p.m.

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Mark Lamb, Chair

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