

Snohomish Health District
Board of Health Minutes
Regular Meeting
April 12, 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
Jim Smith, Councilman, Lynnwood
Dave Somers, County Councilman, Vice Chair
Donna Wright, Councilwoman, Marysville
Stephanie Wright, County Councilwoman

Members Absent

John Koster, County Councilman
Drew Nielsen, Councilman, Everett
Michelle Robles, Councilwoman, Mountlake Terrace
Brian Sullivan, County Councilman
Dianne White, Mayor, Stanwood

Others Present

Amy Blanchard, SHD Communicable Disease Program Manager
Jeff Clarke, SHD Deputy Director
Randy Darst, SHD Environmental Health Division Director
Nancy Furness, SHD Special Assistant for Public Health and Emergency Preparedness
Gary Goldbaum, MD, SHD Health Officer and Director
Steven Hellyer, SHD Information Systems Manager
Gayle Lanier, SHD Vaccine Preventable Disease Program Manager
Tim McDonald, SHD Communicable Disease Division Director
Rita Mell, SHD Vaccine Preventable Disease Clinic Services Program Manager
Suzanne Pate, SHD Communications Specialist
Don Peterson, SHD Business Manager
Teresa Quigley, SHD Administration Specialist
Barbara Rose, University of Washington Graduate Student
Christine Scarlett, SHD Human Resources Manager
Judy Silk, SHD Children with Special Health Care Needs Lead Public Health Nurse
Glen Svendsen, Snohomish County Finance
Kelly Sylliaasen, SHD Clinic Office Supervisor
Steve Uberti, SHD Legal Counsel
Michael Whitney, The Tribune

Call to Order

The regular monthly meeting of the Board of Health was convened at 3:06 p.m. by Chair Lamb in the Board Room 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 advised that he has interviewed the firm of Scontrino-Powell regarding conducting a 360 performance review of the Health Officer. This firm is highly recommended, and has worked with other Health Districts in this state. A written proposal from this firm was included in today's meeting packet. The proposed process will take approximately five weeks, including: meetings with Dr. Goldbaum, Chair Lamb and other interested Board members; surveys of peers, subordinates, and others; and creation of a professional development plan. The proposed cost of \$4,300 includes: tasks that will take approximately 12 hours to complete at \$325 per hour for a total of \$3,900, plus \$400 for the Center for Creative Leadership Benchmark 360 instrument. This cost is within the Board's budgetary guideline of \$5,000. Also, Dr. Goldbaum has had previous experience with this instrument. It was agreed that this item should be considered as an action item later in the agenda.

Health Officer's Report

Monthly Report. Dr. Goldbaum reported on: the influenza season; a resurgence of some vaccine-preventable diseases and the value of vaccinations; tobacco legislation being considered that would expand smoking opportunities; health indicators published by the Institute of Medicine that represent the highest priority for prevention activities for the nation for the next decade and how the Health District addresses them; Snohomish County's results in a health ranking survey within the state; the results of the National Association of County & City Health Officials (NACCHO) November 2010 survey of jobs lost in local health jurisdictions nationwide; and an Adverse Childhood Experiences (ACEs) training to be held locally in May.

Presentation on Vaccine-Preventable Disease Program. Vaccine-Preventable Disease Clinic Services Program Manager Rita Mell, Clinic Office Supervisor Kelly Sylliaasen and Vaccine-Preventable Disease Program Manager Gayle Lanier gave a presentation on the Health District's Vaccine-Preventable Disease Program, including clinic and basic public health services, vaccine coordination and use of technology, and community outreach partnerships.

Minutes

It was moved by Mr. Smith and seconded by Ms. Fraley-Monillas to approve the minutes of the regular meeting held March 15, 2011. The motion carried unanimously.

Public Comment

There was no public comment.

Committee Reports

Minutes from the April 4 Administration Committee meeting were included in today's meeting packet. The March 18 Program Policy Committee meeting was cancelled. 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. Stephanie Wright to approve the item on the Consent Agenda. The Board approved the following item: (a) Resolution 11-08 authorizing March 2011 expenditures for Health District, AIDS and PHEPR funds. The motion carried unanimously.

Action Agenda

Approval of Resolution 11-09, recognizing service of Judy Silk. Judy Silk, Lead Public Health Nurse for the Community Health Division, is retiring following 35 plus years of service with Snohomish Health District. Dr. Goldbaum thanked Judy for her compassionate and dedicated contributions to the Children with Special Health Care Needs Program, Early Intervention Program, Well Child Clinics, and services including school nursing, gerontological, communicable disease, tuberculosis control, and mental health. It was then moved by Mr. Smith and seconded by Mr. Gossett to approve Resolution 11-09, recognizing the service of Judy Silk. The motion carried unanimously. Chair Lamb thanked Ms. Silk for all of her work for the District and for dedicating her career to the health of the people of Snohomish County

Approval of contract with firm of Scontrino-Powell for conducting performance review of Health Officer. It was moved by Mr. Smith and seconded by Ms. Stephanie Wright to approve a contract with the firm of Scontrino-Powell to conduct a 360 performance review of the Health Officer at a cost not to exceed \$4,300 without prior approval by the Board of Health. The motion carried unanimously. Chair Lamb invited other Board members to participate in this process.

Discussion Items

Jeff Clarke advised that the two Local 17 unit agreements approved at the March 15 Board meeting (PTE Environmental Health and Allied Professional Health) have been fully signed. These are one-year agreements for the calendar year 2011.

Change in 2010 Yearend Fund Balance. Jeff Clarke explained a \$1.1 million increase in the projected General Fund Balance that was found in closure of the 2010 financial books. Some of this increase was due to unexpected revenues and less than projected expenditures, but a major portion was due to errors in cost projection methods, particularly involving allocation of staffing costs. It was stressed that this is a one-time benefit. Jeff outlined procedures being developed to properly track and project changes in staffing costs and to allocate use of external funding to avoid further discrepancies of this size in the future. Until the State 2011-13 Biennial Budget is finalized, he does not recommend changes for the 2011 Health District Budget. The regular legislative session is scheduled to end April 24, but may be extended. The Health District has budgeted approximately \$3.5 million in State revenues for 2011. However, given their \$5 billion shortfall, a reduction in public health funding from State sources is anticipated. Also, budgeted 2011 Federal funding for emergency preparedness may be decreased.

State Budget changes resulting in revenue impacts. The State Budget has not been finalized, and there are no revenue changes to report at this time.

Prioritization – process and timeline. At the Board of Health's direction in anticipation of reduced State funding, Managers and Directors are conducting an analysis of the mandate and feasibility of each of the Health District's 32 programs. A prioritization report and recommendations will be provided to the Board in May.

Information Items

A calendar for scheduled meetings in April and May was provided to Board members in their packets. It was noted that April Program Policy meeting has been moved to April 22.

Executive Session

No executive session was needed.

Other Business

No other business was held.

Adjournment

The meeting was adjourned at 4:15 p.m.

Mark Lamb, Chair

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