

***Snohomish Health District
Board of Health Minutes
Regular Meeting
July 12, 2011***

Members Present

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

Members Absent

Patsy Cudaback, Councilwoman, Monroe
Michelle Robles, Councilwoman, Mountlake Terrace
Stephanie Wright, County Councilwoman

Others Present

John Amos, Snohomish County Council
Jane Ballard, SHD Health Statistics and Assessment Program Manager
Nancy Blevins, SHD Health Information Manager
Jeff Clarke, SHD Deputy Director
Randy Darst, SHD Environmental Health Division Director
Gary Goldbaum, MD, SHD Health Officer and Director
Steven Hellyer, SHD Information Systems Manager
Gloria Kountz, SHD Accounting Manager
Gayle Lanier, SHD Vaccine Preventable Disease Program Manager
Tim McDonald, SHD Communicable Disease Division Director
Donna Moore, SHD Community Health Division Office Supervisor
Brenda Newell, HIV/STD Prevention Program Manager
Don Peterson, SHD Business Manager
Teresa Quigley, SHD Administration Specialist
Charlene Shambach, SHD Community Health Division Director
Glen Svendsen, Snohomish County Finance
Steve Uberti, SHD Legal Counsel

Call to Order

The regular monthly meeting of the Board of Health was convened at 3:03 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 updated the Board on the Health Officer performance review process. It was agreed that an executive session would be held at the August Board of Health meeting to discuss this review.

Health Officer's Report

Monthly Report. Dr. Goldbaum reported on: how E. coli infections associated with visits to the Forest Park Animal Farm in June were managed by the Health District and the City of Everett; and discovery by a Swedish research team of a strain of gonorrhea resistant to all currently available antibiotics. He also updated the Board on Washington State's health care reform efforts. Dr. Goldbaum noted that the Program Policy Committee will be discussing local public health's role in health care reform at its July 15 meeting.

Minutes

It was moved by Mr. Nielsen and seconded by Ms. Donna Wright to approve the minutes of the regular meeting held June 14, 2011. The motion carried unanimously.

Public Comment

There was no public comment.

Committee Reports

Ms. White reported on the June 6 Administration Committee meeting. The June 17 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. Somers and seconded by Ms. Fraley-Monillas to approve the following item: a) Resolution 11-16, authorizing June 2011 expenditures for Health District, AIDS and PHEPR funds. The motion carried unanimously.

Action Agenda

Approval of Resolution 11-17, recognizing the service of Dr. Jane Ballard. Dr. Jane Ballard, Health Statistics and Assessment Program Manager and Senior Epidemiologist, is retiring following 10 plus years of service with Snohomish Health District. Dr. Goldbaum acknowledged the high quality reports produced under Dr. Ballard's guidance and the invaluable technical support provided by Dr. Ballard. It was then moved by Ms. White and seconded by Mr. Somers to approve Resolution 11-17, recognizing the service of Dr. Jane Ballard. The motion carried unanimously.

Approval of Resolution 11-18, recognizing the service of Gloria Kountz. Gloria Kountz, Accounting Manager, is retiring following 18 plus years of service with Snohomish Health District. Business Manager Don Peterson recognized Gloria for her expertise in the accounting field. It was then moved by Mr. Somers and seconded by Ms. Guzak to approve Resolution 11-18, recognizing the service of Gloria Kountz. The motion carried unanimously.

Discussion Items

Fund balance target proposal. During the 2011 budget process, the Board of Health requested that a fund balance target be recommended for Board consideration during the 2012 budget process. At today's meeting, Jeff Clarke reviewed a memorandum and graphs provided by Business Manager Don Peterson that explain the Health District's fund balance. The Health District's cash flow and fund balance is historically at its low point in early December of each year. After analyzing the annual fund balance cycles, staff is recommending through Resolution 11-19 that the Health District maintain a minimum fund balance of \$2 million at all times, including at its normal low point. Currently, this is approximately 11 percent of the budget and should be sufficient to allow for \$690,000 in operational cash for variances in cash flow throughout the year and a cushion of \$1,310,000 (funding for one month of operations) to see the District through emergency situations. In the future, staff will propose annual budgets that project an ending fund balance for each year of at least \$2 million. At any point that District staff forecasts that short-term conditions may reduce the fund balance below \$2 million, they will notify the Board in advance of reaching that level and discuss the reasons for the lowered fund balance, any options to avoid doing so, and whether steps need to be taken to prevent such an occurrence. At any time the staff proposes an annual budget in excess of \$20 million, the Board will consider whether to change the minimum fund balance amount so as to continue to maintain a fund balance of at least 10 percent of the annual budget. Following discussion, it was moved by Mr. Gossett and seconded by Mr. Somers to approve Resolution 11-19, setting a minimum fund balance target of at least \$2 million at all times effective July 15, 2011. It was then moved by Mr. Gossett and seconded by Mr. Somers to amend the first sentence of Section 1 of Resolution 11-19 to replace the word "shall" with the word "should," and the motion carried unanimously. A vote was then taken on approval of Resolution 11-19 as amended, and the motion carried unanimously.

Proposed early retirement program. During discussion of a proposed early retirement program for Health District employees at the June 14 meeting, the Board expressed concerns regarding structure of the program to: 1) minimize the risk of paying unemployment benefits to those who use the program; and 2) avoid significant impact to existing programs. They also questioned the need for an early retirement program at this time, since state reductions to date are less than anticipated and the District's fund balance is higher than projected. On June 30, Jeff Clarke responded to specific questions through an email memo to Board members. At today's meeting, Jeff summarized four major options for the Board to consider: 1) approve an early retirement program without participation limits; 2) approve an early retirement program with program-by-program limits (either programs or job classifications); 3) delay final consideration of options until August or September, when the 2012 budget can be projected; or 4) end consideration of an early retirement program at this time. Following discussion, it was agreed to move this item forward for further discussion at the August Board of Health meeting, when a projection of the 2012 Budget will be available.

Information Items

A calendar for scheduled meetings in July and August was provided to Board members in their packets. Due to the Labor Day holiday, the September 5 Administration Committee meeting will be held on Tuesday, September 6 at 3:30 p.m. in Conference Rooms 309A/B.

Executive Session

At 3:47 p.m. the Board went into Executive Session to discuss a union proposal. At 3:51 p.m. the meeting reconvened.

Other Business

No other business was held.

Adjournment

The meeting was adjourned at 3:52 p.m.

Mark Lamb, Chair

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