

***Snohomish Health District  
Board of Health Minutes  
Regular Meeting  
September 13, 2011***

**Members Present**

Patsy Cudaback, Councilwoman, Monroe  
Adrienne Fraley-Monillas, Councilwoman, Edmonds  
Linda Grafer, Councilwoman, Mukilteo  
Mark Lamb, Mayor, Bothell, Chair  
Drew Nielsen, Councilman, Everett  
Michelle Robles, Councilwoman, Mountlake Terrace  
Jim Smith, Councilman, Lynnwood  
Dave Somers, County Councilman, Vice Chair  
Brian Sullivan, County Councilman  
Dianne White, Mayor, Stanwood  
Donna Wright, Councilwoman, Marysville  
Stephanie Wright, County Councilwoman

**Members Absent**

Dave Gossett, County Councilman  
Karen Guzak, Mayor, Snohomish  
John Koster, County Councilman

**Others Present**

Anne Alfred, SHD Environmental Health Division Solid Waste and Toxics Section Environmental Health Specialist  
Amy Blanchard, SHD Communicable Disease Division Program Manager  
Lorena Brown, Director of Precious Child Care and Preschool  
Jeff Clarke, SHD Deputy Director  
Randy Darst, SHD Environmental Health Division Director  
Aran Enger, SHD Environmental Health Division Solid Waste and Toxics and Food and Living Environment Sections Environmental Health Specialist  
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  
Micha Horn, SHD Communicable Disease Division Environmental Health Specialist  
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  
Kevin Plemel, SHD Environmental Health Division Water and Wastewater Section Manager  
Teresa Quigley, SHD Administration Specialist  
Charlene Shambach, SHD Community Health Division Director  
Alba Suarez, SHD Communicable Disease Division Public Health Nurse  
Steve Uberti, SHD Legal Counsel

## **Call to Order**

The regular monthly meeting of the Board of Health was convened at 3:0 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**

Anne Alfred presented the Employee of the Quarter Award for the third quarter of 2011 to Aran Enger, Environmental Health Specialist in the Solid Waste and Toxics and Food and Living Environment programs. Aran was nominated for his commitment to the health and safety of Health District employees and the general public. He has worked in all of the Environmental Health division programs and brings the spirit of cooperation and education to his enforcement role with both private and public facilities. He also works collaboratively with other agencies. Aran has shown leadership by chairing the Safety Committee for a number of years, is serving his second term as president of the Health District PTE union and is an officer in the Army Reserves. Dr. Goldbaum and Chair Lamb congratulated Aran on behalf of the full Board.

## **Health Officer's Report**

*Monthly Report.* Dr. Goldbaum reported on .

Public Health Nurse Alba Suarez and Environmental Health Specialist Micha Horn in the Communicable Disease division gave a presentation on Communicable Disease Outreach (CDO) program projects. The CDO program was developed in April 2010 and is staffed by a half-time public health nurse and a half-time environmental health specialist. Staff investigate cases of reportable communicable diseases in child care environments and work with child care providers on prevention strategies to reduce the incidence of illness. Routine activities include: onsite illness investigations, consultations with child care providers, development and distribution of disease prevention materials, classes, and training activities. Lorena Brown, Director of Precious Child Care and Preschool

## **Minutes**

It was moved by Mr. and seconded by Ms. to approve the minutes of the regular meeting held August 9, 2011. The motion carried unanimously.

## **Public Comment**

There was no public comment.

## **Committee Reports**

Ms. White reported on the September 6 Administration Committee meeting. Ms. Robles reported on the August 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.

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Mark Lamb, Chair

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