

***Snohomish Health District
Board of Health Minutes
Regular Meeting
October 11, 2011***

Members Present

Adrienne Fraley-Monillas, Councilwoman, Edmonds
Dave Gossett, County Councilman
Linda Grafer, Councilwoman, Mukilteo
Karen Guzak, Mayor, Snohomish
Drew Nielsen, Councilman, Everett
Jim Smith, Councilman, Lynnwood
Dianne White, Mayor, Stanwood
Donna Wright, Councilwoman, Marysville

Members Absent

Patsy Cudaback, Councilwoman, Monroe
John Koster, County Councilman
Mark Lamb, Mayor, Bothell, Chair
Michelle Robles, Councilwoman, Mountlake Terrace
Dave Somers, County Councilman, Vice Chair
Brian Sullivan, County Councilman
Stephanie Wright, County Councilwoman

Others Present

John Amos, Snohomish County Council
Judy Chapman
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
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
Charlene Shambach, SHD Community Health Division Director
Glen Svendsen, Snohomish County Finance
Steve Uberti, SHD Legal Counsel
Rod Younker, Summit Law Group

Call to Order

In the absence of Chair Lamb and Vice Chair Somers, the regular monthly meeting of the Board of Health was convened at 3:00 p.m. by Dianne White in the Board Room of the Snohomish Health District Rucker Building. Roll call was taken by Teresa Quigley, who reported there was one member short of a quorum. It was decided to move forward with non action items on the agenda until a quorum was present.

Chair's Report

There was no chair's report.

Health Officer's Report

Monthly Report. Dr. Goldbaum reported on: widespread pertussis in Snohomish County and the Health District's efforts to assure that everyone is vaccinated; and the long-term unfavorable consequences of adverse childhood events (ACEs) in Snohomish County, as outlined in a Health District report to be published this month.

Board of Health protocol manual. Dr. Goldbaum also reported on a draft protocol addressing clear respective roles of the Board of Health and Health District leadership that will be provided to Board members at their next meetings.

Public Comment

There was no public comment.

Committee Reports

Ms. Guzak reported on the September 6 Administration Committee meeting. The September 16 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.

Discussion Items

2012 General Fund Budget planning. Jeff Clarke presented an overview of the draft 2012 Snohomish Health District budget book, which had been provided to the Board members. The Board of Health subgroup has met twice. The draft budget book has been presented to the Administration Committee for discussion. A final version will be presented at the November Administration Committee and full Board of Health meetings for discussion, with adoption likely in November or December.

State and Federal revenues are lower and remain uncertain. District staffing has shrunk by 8.3 FTEs since the 2011 Budget was approved, due to funding reductions. About half of the staff reductions are Nurse Family Partnership staff that have moved over to the Little Red School House. The draft budget does not propose any cuts in regular positions in 2012. Although the fund balance is healthy at the moment, significant cuts in grant money from the State or Federal government could force reassessment of staffing levels. Current budgeted use of the fund balance in 2012 is \$138,000.

The Health District currently has three different funds. Two funds are covered in the 2012 Budget: the General Fund (\$16,463,000), and the PHEPR Fund (\$741,000). PHEPR funds are dropping with expenditure of the H1N1 funds. With the legislature eliminating the regional system of funding for HIV/AIDS and going to competitive grants, it is proposed that the HIV/AIDS Fund be eliminated in 2012 by absorbing the remaining \$125,000 at the end of 2011 into the General Fund, where it will be used for HIV/AIDS activities in the Communicable Disease division.

The draft 2012 budget to date assumes: full 2011 County funding less Nurse Family Partnership of \$3,253,000 (General Fund \$2,353,000 plus Mental Health Funds for First Steps \$900,000) - the County Executive has proposed to cut County funding by \$100,000; no COLAs except 2% for WSNA (in current contract); Environmental Health and Community Health fee increases not included until approved (\$125,000); and funding for use of credit cards. Overall, revenues will be down 7.8% and expenditures down 5.5% from the 2011 budget approved in December 2010. Again, about half of these decreases are from the Nurse Family Partnership program leaving.

Expenditures for 2012 are divided into: Communicable Disease (\$4,319,000); Community Health (\$4,980,000); Environmental Health (\$4,167,000); and Administration/Support Services (\$2,997,000). The Administration budget includes: all vehicle costs; all information services costs; all building costs; and administrative overhead costs, which are distributed out later in the budget.

Jeff presented a graph tracking the Health District's yearend fund balance from 2006-2012. In 2006, the fund balance was at \$7.5 million and bottomed out in 2009 at a little over \$1 million. The past two years have been strong, with a projected \$5 million fund balance the end of 2011 and usage of \$138,000 in 2012. In July of this year, the Board of Health approved maintenance of a minimum fund balance target of at least \$2 million at all times.

Uncertainties will remain following adoption of the 2012 Health District budget with the State and Federal budgets and District labor negotiations. Governor Gregoire has asked all state agencies to prepare proposals with 10% budget reductions for the special session in November to deal with the budget shortfall. The Department of Social and Health Services proposes to end Maternal Support Services, which would mean a \$350,000 cut to the Health District's First Steps program. Federal funding for PHEPR and Medicaid Match may also be at risk.

Jeff covered in detail program by program staff numbers for each division in 2011 and 2012, which involves reorganization. The budget also proposes restoring 2.0 FTE Epidemiologists for the combined Assessment and Chronic Disease team. One of those FTEs will be added mid-2012. Per a request at the Administration Committee meeting, an explanation of how services will be impacted by the reorganization was provided to the Board members.

In November or December, staff will be recommending to the Board of Health: approval of absorption of the HIV/AIDS Fund into the General Fund as of January 1, 2012; the proposed 2012 General Fund Budget amount; and the proposed 2012 PHEPR Budget amount.

At this time Ms. Grafer arrived to complete a quorum.

Minutes

It was moved by Mr. Smith and seconded by Mr. Gossett to approve the minutes of the regular meeting held September 13, 2011. The motion carried unanimously.

Consent Agenda

It was moved by Mr. Gossett and seconded by Mr. Smith to approve the following items: a) Resolution 11-27, authorizing September 2011 expenditures for Health District, AIDS and PHEPR funds; Medical Operations Planner hiring; and Resolution 11-28, Intergovernmental Services Agreement between Snohomish County and the Snohomish Health District for activities related to solid waste in Snohomish County. The motion carried unanimously.

Action Agenda

Approval of Resolution 11-29, authorizing Environmental Health and Community Health Division fee increases. The Board was provided with a detailed memo and spreadsheets laying out the proposed 2011/2012 Environmental Health Division and Community Health Division fee schedules to be effective December 1, 2011. The fee revision proposals include a general 5% across the board fee increase as follows: 3% to adjust for the two-year CPI; 1% for projected increases in 2012 operation costs; and 1% for business costs associated with bank card acceptance. It was noted that there was no general fee increase for Environmental Health in 2011. Also proposed are a small number of Environmental Health Division fee increases that exceed the 5% increase and some new fees or fee structure changes that were highlighted in that spreadsheet. There are no new fee categories for the Community Health Division. These fee proposals have been reviewed and approved by the Administration Committee. Following discussion, it was moved by Ms. Adrienne Fraley-Monillas and seconded by Mr. Gossett to approve Resolution 11-29, authorizing and adopting the proposed 2011/2012 Environmental Health and Community Health Division fee schedules to be effective December 1, 2011. The motion carried unanimously.

Executive Session

At 3:35 p.m. the Board went into Executive Session for 30 minutes to discuss labor negotiations. At 4:05 p.m. the meeting reconvened.

Information Items

A calendar for scheduled meetings in October and November was provided to Board members in their packets. It was noted that the November Board of Health meeting has been changed to Wednesday, November 9 at 3:00 p.m.

Board members were also advised of the upcoming closure of the Kimberly-Clark pulp and paper manufacturing facility in Everett and potential associated public health concerns.

Other Business

No other business was held.

Adjournment

The meeting was adjourned at 4:11 p.m.

Dianne White, Acting Chair

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

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