

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

Members Present

Adrienne Fraley-Monillas, Councilwoman, Edmonds
Dave Gossett, County Councilman
Karen Guzak, Mayor, Snohomish
Mark Lamb, Mayor, Bothell, Chair
Drew Nielsen, Councilman, Everett
Michelle Robles, Councilwoman, Mountlake Terrace
Jim Smith, Councilman, Lynnwood
Dave Somers, County Councilman, Vice Chair
Dianne White, Mayor, Stanwood
Donna Wright, Councilwoman, Marysville

Members Absent

Patsy Cudaback, Councilwoman, Monroe
Linda Grafer, Councilwoman, Mukilteo
John Koster, County Councilman
Brian Sullivan, County Councilman
Stephanie Wright, County Councilwoman

Others Present

John Amos, Snohomish County Council
Wendy Blaisdell, SHD Assessment Specialist
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
Tim McDonald, SHD Communicable Disease Division Director
Rita Mell, SHD Communicable Disease Division Program Manager
Donna Moore, SHD Community Health Division Office Supervisor
Suzanne Pate, SHD Communications Specialist
Ryan Patrick, AFSCME
Don Peterson, SHD Business Manager
Teresa Quigley, SHD Administration Specialist
Susie Starrfield, Supervisor Snohomish County Division of Long Term Care and Aging
Kelly Sylliaasen, SHD Vaccine Coordinator
Steve Uberti, SHD Legal Counsel
James Trefry, AFSCME
Michael Whitney, Everett Tribune
Rod Younker, Summit Law Group
Rick Zahalka, SHD Environmental Health Division Food Safety Program Manager

Call to Order

The regular monthly meeting of the Board of Health was convened at 3:00 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 was present.

Chair's Report

Mr. Gossett, Ms. Fraley-Monillas and Ms. Donna Wright offered to serve on the Nominations Committee to select a Chair and Vice Chair for 2012, and the Board approved the Committee by consensus. A report will be made to the Board at its January 10 meeting, and voting will take place at the Annual Board of Health Dinner meeting. Dr. Goldbaum provided details of scheduling an Annual Dinner meeting, and it was agreed that the Dinner meeting will be held on Monday, January 23 at the Downtown Everett Holiday Inn.

Health Officer's Report

Monthly Report. Dr. Goldbaum reported on: continued increase of pertussis reports in Snohomish County and the Health District's efforts to assure that everyone is vaccinated; and an increase in poisoning deaths in Snohomish County.

Snohomish Health District Food Safety Program Manager Rick Zahalka provided a brief history of the Health District Food Safety program and presented an overview of current efforts and future plans to enhance food safety in Snohomish County. The goal of the Food Safety Program is to prevent food borne illness in Snohomish County through education and training in food safety to food workers, persons in charge of food service establishments and for home use. Instructor led food worker classes have decreased in 2011, as the Health District has partnered with Tacoma-Pierce County Health Department to provide food worker class training and testing online. The funding from food worker cards supports food safety training efforts. In 2012, as a result of issuing more cards online and reducing instructor led classes, the Health District will have an increase of \$13,000 to redirect to new training and education opportunities for food service managers and the public.

Susie Starrfield, Supervisor for Snohomish County Long Term Care and Aging, reported on the second in a series of five reports that address quality of life concerns of older county residents. The county's aging population is expected to increase by 160 percent between 2010 and 2030. "Creating an Aging-Friendly Snohomish County" resulted from collaboration between the Senior Consortium of Snohomish County and Snohomish Health District. The first report reflected input from focus groups comprised of elders ages 50 through 91 at senior centers throughout the county. For the second report, Health District staff interviewed 13 leaders from business, community organizations, senior services, senior centers, and health care in Snohomish County about their views on issues related to older adults and aging. These key informants identified major gaps in social services and the largest barriers to filling the gaps. They agreed that participation in ongoing discussion of elder issues should include local and state government, health care organizations, businesses, schools, churches, housing authorities, local residents, developers and city planners. The full report is available on the Health District website. The third report in the series, planned for release by mid-2012, will present demographics of the county's older adult population. Future reports are planned to address health care access for older adults, and elder-specific health data including the prevalence

and incidence of diseases, health-related behaviors, and use of preventive services. Interest was expressed in the Elder Economic Security Standard Index for Washington, which is based on the amount of money it actually costs to live with basic services as an older adult. This report is done on a national level on a county-by-county basis. Dr. Goldbaum will provide the link to this report to all Board members.

Minutes

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

Public Comment

There was no public comment.

Committee Reports

Ms. White reported on the December 5 Administration Committee meeting. Ms. Donna Wright reported on the November 18 Program Policy Committee meeting. 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. Robles to approve the following item: a) Resolution 11-33, authorizing November 2011 expenditures for Health District, AIDS and PHEPR funds. The motion carried unanimously.

Action Agenda

Approval of Resolution 11-40, recognizing the service of Board Member Jim Smith. On behalf of the Board of Health, Chair Lamb thanked Mr. Smith for his many years of service on the Board of Health. It was moved by Mr. Somers and seconded by Ms. White to approve Resolution 11-40, recognizing the service of Board Member Jim Smith. The motion carried unanimously. Mr. Smith will be a guest of honor at the January 23 Board of Health Dinner meeting.

Approval of Resolution 11-34, recognizing the service of Donna Moore. Donna Moore, Office Supervisor in the Community Health Division, is retiring following 22 plus years of service with Snohomish Health District. Charlene Shambach, Community Health Division Director, thanked Donna for her dedicated service. It was then moved by Ms. White and seconded by Ms. Donna Wright to approve Resolution 11-34, recognizing the service of Donna Moore. The motion carried unanimously.

Approval of Resolution 11-35, revising Snohomish Health District Sanitary Code Chapter 1.9 Right of Appeal. Following review of the Snohomish Health District Sanitary Code appeals procedure, staff is recommending a number of revisions. Board members were provided with a memo of explanation and a strike through version of the revised Code. Randy Darst and Steve Uberti provided a brief history of the appeals procedures, explained the revisions and requested approval of Resolution 11-35, which: rescinds Chapter 1.9.1 of the Sanitary Code of Snohomish Health District, Right of Appeal; rescinds Chapter 8.1.6 of the Sanitary Code of Snohomish Health District, On-Site Sewage Disposal Administrative Appeals Procedure; rescinds the Snohomish Health District Tobacco Program Administrative Appeals Procedure; and adopts the amended Snohomish Health District Sanitary Code Chapter 1.9 Right of Appeal. The amended Code consolidates the three previous stand alone appeals procedures. It was then moved by Mr. Nielsen and seconded by Ms. Donna Wright to approve Resolution 11-35, revising Snohomish Health District Sanitary Code Chapter 1.9 Right of Appeal. The motion carried unanimously

Approval of Resolution 11-36, approving Snohomish Health District Division of Responsibilities. This document has been discussed for several months by the Program Policy Committee, Administration Committee and full Board of Health, and all concerns have been considered. At today's meeting, Board members were provided with a strike through version of the latest draft, including more detail, along with a resolution to approve this document. It was moved by Mr. Gossett and seconded by Mr. Lamb to approve Resolution 11-36, approving the Snohomish Health District Division of Responsibilities document with addition of wording under the Board of Health's responsibilities for Staffing to say, Approves personnel budget, including **maximum FTE number for the District and** FTE allocation by program. The motion carried unanimously.

Approval of Resolution 11-39, delay of elimination of sliding fee scale for communicable disease services for adults, Resolution 11-37, use of fund balance in 2012 and Resolution 11-38, adopting the 2012 Budget. Jeff Clarke requested that these three items be considered together, as they are closely related. He provided and explained a one-page summary of staff recommendations for the 2012 Budget. In summary, staff are proposing that the Board of Health approve: transfer of approximately \$140,000 in Region 3 AIDS Fund balance into the General Fund as of January 1, 2012; delay of elimination of a sliding fee scale for communicable disease services for adults until providers are available in both north and south Snohomish County; approval of the General Fund Budget of \$16,100,266 in expenditures; approval of the PHEPR Budget of \$741,037 in expenditures; staffing of 161.725 FTEs (General Fund and PHEPR); and setting a \$4 million floor for the 2012 fund balance. It was then moved by Ms. Robles and seconded by Mr. Somers to approve Resolution 11-39, delaying elimination of the sliding fee scale for communicable disease services for adults. The motion carried unanimously. It was then moved by Mr. Somers and seconded by Ms. White to approve Resolution 11-37, directing use of fund balance in 2012. The motion carried unanimously. It was then moved by Mr. Nielsen and seconded by Mr. Gossett to approve Resolution 11-38, adopting the 2012 Budget. The motion carried unanimously. Jeff Clarke was commended for his work on the budget.

Discussion Items

There were no discussion items.

Information Items

A calendar for scheduled meetings in December 2011 and January 2012 was provided to Board members in their packets. Due to the New Year's Day holiday and limited agenda items, the January 2, 2012 Administration Committee meeting has been cancelled.

Executive Session

At 4:01 p.m. the Board went into Executive Session for 20 minutes to discuss matters related to collective bargaining. At 4:21 p.m. the meeting reconvened.

Other Business

No other business was held.

Adjournment

The meeting was adjourned at 4:22 p.m.

Mark Lamb, Chair

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