

***Snohomish Health District
Board of Health Minutes
Regular Meeting
February 14, 2012***

Members Present

Shannon Affholter, Councilman, Everett
Adrienne Fraley-Monillas, Councilwoman, Edmonds
Dave Gossett, County Councilman
Linda Grafer, Councilwoman, Mukilteo
John Koster, County Councilman
Mark Lamb, Mayor, Bothell
Kerri Lonergan-Dreke, Councilwoman, Lynnwood
Michelle Robles, Councilwoman, Mountlake Terrace, Vice Chair
Dave Somers, County Councilman, Chair
Brian Sullivan, County Councilman

Members Absent

Patsy Cudaback, Councilwoman, Monroe
Karen Guzak, Mayor, Snohomish
Dianne White, Mayor, Stanwood
Donna Wright, Councilwoman, Marysville
Stephanie Wright, County Councilwoman

Others Present

John Amos, Snohomish County Council
Jeff Clarke, SHD Deputy Director
Randy Darst, SHD Environmental Health Division Director
Gary Goldbaum, MD, SHD Health Officer and Director
Kristin Kinnamon, SHD Communications Manager
Tim McDonald, SHD Communicable Disease Division Director
Carrie McLachlan, SHD Healthy Communities and Assessment Manager
Suzanne Pate, SHD Communications Specialist
Don Peterson, SHD Business Manager
Teresa Quigley, SHD Administration Specialist
Charlene Shambach, SHD Community Health Division Director
Steve Uberti, SHD Legal Counsel
Rick Zahalka, SHD Environmental Health Division Food & Living Environment Section
Manager

Call to Order

The regular monthly meeting of the Board of Health was convened at 3:00 p.m. by Chair Somers in the Auditorium of the Snohomish Health District Rucker Building. Roll call was taken by Teresa Quigley, who reported there was a quorum present.

Chair's Report

Legal Counsel Steve Uberti administered the Oath of Office for City of Lynnwood Councilwoman Kerri Lonergan-Dreke to become a certified Board of Health member. Chair Somers noted that the 2012 Board of Health Committee Assignments are still pending, as one more member is needed for the Program Policy Committee. Board members will be surveyed again to see if there is a better time for Program Policy to meet.

Chair Somers introduced Rick Zahalka, Food and Living Environment Manager, who in turn introduced representatives for each of the 2011 Food Establishment Awards of Excellence recipients. Board members who serve the area where the establishment is located presented the awards. A 24-member food advisory panel of industry peers considered 36 food service establishments nominated by Health District inspectors for excelling in food safety practices. The panel includes restaurant owners, operators, and chefs. This has been a very successful program for 22 years and is greatly appreciated by the business owners and operators. The following Snohomish County food establishments received awards for 2011:

The Cellar Restaurant, Arlington
Tacqueria El Rinconsito, Everett
Starbucks Coffee Company #2809, Lynnwood
QFC #850, Bothell
Frank Love Elementary, Bothell
Lights of Christmas, Stanwood

Full Menu Establishment
Fast Service Establishment
Limited Menu Establishment
Grocery Store
School/Industry/Institution
Temporary Food Establishment

Health Officer's Report

Monthly Report. Dr. Goldbaum reported on: the pertussis epidemic in Snohomish County and sponsorship with community partners of mass vaccination clinics; and an outbreak of gastroenteritis associated with a cheerleading event held at the Comcast Arena on February 4 (norovirus has been identified as the responsible agent). Staff is working with the Washington State Department of Health to coordinate investigations and messaging.

State of the District. Dr. Goldbaum presented his 2012 State of the District address for Snohomish Health District, including the District's response to funding and public health challenges and its accomplishments in 2011. He highlighted three initiatives that he sees as critical to improving the health of Snohomish County residents and the effectiveness of the Health District: 1) communications; 2) quality improvement; and 3) a community health plan and introduced new managers Kristin Kinnamon, Communications Manager, and Carrie McLachlan, Healthy Communities and Assessment Manager. Dr. Goldbaum thanked the Board members, staff and community members who contributed to improving the public's health the past year. A copy of the full remarks will be posted in the Board of Health email account and the Health District web page. Ms. Robles asked that the current Strategic Plan also be posted in the Board of Health email account.

Minutes

It was moved by Mr. Gossett and seconded by Mr. Lamb to approve the minutes of the regular meeting held January 10, 2012 and the annual meeting held January 23, 2012. The motion carried unanimously.

Public Comment

There was no public comment.

Committee Reports

The January 20 Program Policy Committee meeting was cancelled and minutes from the February 6 Administration Committee meeting were not yet available. 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. Adrienne Fraley-Monillas to approve the items on the Consent Agenda. The Board approved the following items: (a) Resolution 12-03 authorizing January 2012 expenditures for Health District, AIDS and PHEPR funds; (b) Community Services Black Grant for Dental Access; (c) Resolution 12-04, amending Grant and Contract Approval policy; and (d) Resolution 12-05, establishing process for determining which Board member will chair meetings in the absence of the elected Board Chair. The motion carried unanimously.

Discussion Items

Status of 2012-14 AFSCME, PTE APHU and PTE EHU agreements. Jeff Clarke provided recent financial background on all of the union agreements. The 2012-14 AFSCME, PTE APHU and PTE EHU agreements are being finalized and concur with the COLA and benefits discussed earlier with the Board of Health. These agreements should be ready for authorization at the March 13 Board of Health meeting. The current WSNA agreement runs through December 31, 2012.

Replacement of the Deputy Director. Deputy Director Jeff Clarke has submitted his resignation to be effective March 2. A search for a new Deputy Director is expected to take three to six months, during which time there is a need for an interim Deputy Director. It has been determined that an internal hire for the interim position would be problematic. As there is limited time available to find an interim Director, Dr. Goldbaum is requesting approval to hire the Prothman Company under a sole source contract to assist with hiring of an interim Deputy Director and a long-term Deputy Director. Prothman is a Puget Sound firm specializing in government executive searches. The Health District's Purchasing Policy requires that a contract for \$50,000 or more be bid out unless the Board authorizes a sole source contract. Costs associated with hiring of the Prothman Company and an interim Deputy Director were discussed, along with a timeline for interviewing candidates and hiring of both the interim and permanent replacement. It is being proposed that interviews be held and a selection made of an interim Deputy Director by February 17.

Dr. Goldbaum also requested that the Board support a restructuring of lines of authority for the Health Officer and Deputy Director. The most significant change would be the three division directors would report to the Deputy Director rather than to the Health Officer, which would allow the Health Officer to devote more effort to public policy and community engagement and the Deputy Director to focus on administrative details of overseeing and supervising the District's daily operations. Proceeding with this change now would be beneficial in advertising for a long-term Deputy Director. This proposal has been discussed with the three division directors.

Action Agenda

Approval of Resolution 12-06, authorizing a sole source selection process for employing an executive search firm. Following discussion, it was moved by Mr. Lamb and seconded by Ms. Robles to approve Resolution 12-06, authorizing the hiring of the Prothman Company under a sole source contract to conduct searches for an interim Deputy Director and a long-term Deputy Director. The motion carried, with Mr. Koster dissenting. Following further discussion, it was agreed that Ms. Grafer would represent the Board of Health in the interviews for the interim Deputy Director and that a Board member would also participate in the interviews for the permanent replacement.

Approval of 2012 COLA and benefits for non-represented staff. As previously discussed with the Board of Health in Executive Session, a 1.35% COLA increase effective April 1, 2012 through the remainder of the year only and a benefits increase of \$50 (from \$830 to \$880) retroactive to January 1, 2012 is being recommended for all non-represented staff. It was moved by Mr. Gossett and seconded by Ms. Robles to approve the 2012 COLA and benefits for non-represented staff. The motion carried unanimously.

Approval of Resolution 12-07, authorizing 2012 Budget Change No. 1. This proposed Budget Change reflects the cost of settlements with three bargaining units and the non-represented staff, along with several funding and expenditure changes identified since the Budget was approved in December. A reduction in revenues of \$2,551 and increase in expenditures of \$139,717 leaves a Budget surplus of \$185,000, in addition to the current \$5 million fund balance. It is uncertain what impacts the state budget will have on revenues. As information becomes available, the Board will be apprised. Following discussion, it was moved by Mr. Gossett and seconded by Ms. Grafer to approve Resolution 12-07, authorizing 2012 Budget Change No. 1. The motion carried unanimously.

Information Items

The complete 2012 Board of Health meeting schedule was provided to Board members, along with a calendar for scheduled meetings in February and March 2012. The March 5 Administration Committee meeting has been cancelled.

Executive Session

An executive session was not needed.

Other Business

The Board generally endorsed proposed restructuring of the lines of authority for the Health Officer and Deputy Director.

Chair Somers recognized Deputy Director Jeff Clarke for great achievements during his service with the Health District. Jeff has been appointed as General Manager of the Alderwood Water and Wastewater District.

Adjournment

The meeting was adjourned at 4:19 p.m.

Dave Somers, Chair

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