



***Snohomish Health District  
Board of Health Minutes  
Regular Meeting  
December 10, 2013***

**Members Present**

Dave Gossett, County Councilman  
Karen Guzak, Mayor, Snohomish, Chair  
Linda Grafer, Councilwoman, Mukilteo  
John Joplin, Councilman, Brier  
John Koster, County Councilman  
Kerri Lonergan-Dreke, Councilwoman, Lynnwood  
Scott Murphy, Councilman, Everett  
Sean Richards, Councilman, Mountlake Terrace  
Dave Somers, County Councilman  
Stephanie Wright, County Councilwoman

**Members Absent**

Adrienne Fraley-Monillas, Councilwoman, Edmonds  
Vern Little, Mayor, Lake Stevens  
Brian Sullivan, County Councilman  
Dianne White, Mayor, Stanwood  
Donna Wright, Councilwoman, Marysville

**Call to Order**

The regular monthly meeting of the Board of Health was convened at 3:06 p.m. by Chair Karen Guzak in the Auditorium of the Snohomish Health District Rucker Building. Roll call was taken by Lorie Ochmann, who reported there was a quorum present.

**New Board Member**

Councilman Scott Murphy, City of Everett, was sworn in as a new Board of Health Member by Steve Uberti, SHD legal counsel.



## Minutes

It was moved by Ms. S. Wright and seconded by Mr. Gossett to approve the minutes of the regular meeting held November 12, 2013. The motion carried with 10 in favor, 0 against, Mr. Murphy abstained.

## Consent Agenda

It was moved by Ms. Lonergan-Dreke and seconded by Mr. Gossett to approve the following items on the Consent Agenda: (a) vouchers for November 2013; (b) Resolution 13-19 authorizing November 2013 expenditures for Health District and PHEPR funds; (c) Renewal of Summit Law Representation and Fee Proposal; and (d) Renewal of Limited Medical Services Agreement with Christopher Spitters, MD. The motion carried unanimously.

## Public Comment

There was no public comment.

## Chair's Report

Chair Guzak recognized departing Board Members Shannon Affholter, Dave Gossett, John Koster, Vern Little, and Dianne White for their participation on the Board and service to the community.

It was moved by Mr. Somers and seconded by Mr. Koster to approve the Resolutions 13-21 recognizing Mr. Affholter; Resolution 13 22 recognizing Ms. Lonergan-Dreke; Resolution 13-23 recognizing Ms. White; Resolution 13-24 recognizing Mr. Gossett; and Resolution 13-25 recognizing Mr. Koster each for their service. The motion carried unanimously.

Chair Guzak requested volunteers to participate on the Ad-Hoc Nomination Committee. The Committee will select nominations for the Chair and Vice-Chair of the Board in 2014. Nomination Committee Members Mr. Somers, Ms. Guzak, Mr. Koster, and Ms. Lonergan-Dreke will meet via teleconference and present their nominations at the January 14<sup>th</sup> Board of Health Meeting.

## Health Officer's Report

Dr. Goldbaum gave a presentation on Sustainable Funding for Foundational Public Health. Stagnant funding, inflation and population growth have resulted in the most basic public health services being threatened. Stable funding that tracks with population growth and inflation is



needed for basic public health functions. To secure sustainable funding for foundational services it will be necessary to clearly identify essential public health functions and the return on the investment in healthy communities. To achieve this goal a broad based coalition of supporters and advocates will need to define services, cost out services, and develop practical policy options for sustainable foundational funding. In 2011 a Public Health Improvement Partnership (PHIP) workgroup was formed and in 2012 the workgroup proposed a Foundational Services list that was widely shared, discussed and modified. The list does not include every public health service, but just what is needed everywhere for the system to work anywhere and specific enough to cost out and take into account public health's unique responsibility for population based issues and services. A contractor was engaged to work with nine local health jurisdictions of various sizes to develop a detailed cost model that could be extrapolated for statewide cost estimates. Results will be available in early 2014. The Secretary of Health is convening a group of elected officials and stakeholder to explore policy issues. A funding proposal is expected for the 2015 legislative session.

Charlene Shambach, SHD Community Health Division Director reported on a meeting Public Health Advisory Council Members and Snohomish County elected officials on Thursday, December 5<sup>th</sup>. Those in attendance were given an overview of the Community Health Assessment process and how the priorities youth physical abuse, suicide, and obesity were chosen. There was also discussion of past, current and perhaps future legislation related to priority issues.

## **Committee Reports**

There were no questions regarding the monthly standing reports. Program Policy Committee and Administration Committee did not meet.

## **Action Agenda**

### **Appointment of Auditing Officer**

RCW 42.24.080 requires that each county, city, district or other municipal corporation or political subdivision elect or appoint an Auditing Officer. In part, the Auditing Officer reviews all payments and certifies that they are appropriate prior to Board of Health approval. Snohomish Health District appointed Business Manager, Don Peterson Auditing Officer by Resolution 90-50 on October 9, 1990. Resolution 90-50 designates (1) Donald E. Peterson as the Auditing Officer for Snohomish Health District and (2) authorizes the Health Officer to designate a temporary Auditing Officer should Mr. Peterson be unavailable. After 22 years of service as the Business Manager, Mr. Peterson resigned from the District effective June 14, 2013. On June 3, 2013, Judy F. Chapman, CPA was designated temporary Auditing Officer in accordance with Health Officer authority identified in Resolution 90-50. Effective October 1, 2013, Judy F. Chapman, CPA accepted the position of Business Manager.



It was moved by Mr. Koster and seconded by Ms. S. Wright to approve Resolution 13-20 Appointment of Auditing Officer. The motion passed unanimously.

### **Renewal of Insight – Comprehensive Clinical Management Software Support**

Snohomish Health District entered into a license and service agreement on August 11<sup>th</sup>, 2008 with Netsmart Public Health, Inc. for the licensed usage and support of Insight. Insight is a comprehensive clinical management software system that includes modules for patient registration, appointment scheduling, case management, electronic medical records, encounter processing, epidemiology, immunization tracking and inventory, provider charting, STD/HIV, and Tuberculosis management. The Insight information system is a primary line of business application for the Communicable Disease and Community Health operating divisions. Pending authorization of payment from the Board of Health, the 2010 software maintenance agreement will renew for an additional twelve month term. The proposed renewal of Insight maintains current level of service to SHD, which includes licensing and software support. The 2014 invoice includes an incremental increase of 3.4%. The incremental increase results in an annual maintenance of \$60,446. Staff have been notified Netsmart is offering a discount to clients whose annual maintenance and support is ending January 31, 2014. If maintenance and support is paid in full prior to December 31, 2013, Netsmart is offering a 3% discount, which will bring the renewal rate to \$58,633 for a savings of \$1,813. The proposed 2014 budget includes funding in support of this Agreement.

It was moved by Mr. Gossett and seconded by Mr. Richards to authorize the Deputy Director to pay up to \$60,446 for the purpose of renewing the 2010 Software Maintenance Agreement with Netsmart Technologies Inc., as attached in Exhibit A, for the period February 1, 2014-January 31, 2015. The motion carried unanimously.

### **Project Access Northwest Professional Services Agreement for the Access to Adult Dental Services Grant**

Beginning in May 2012, Snohomish Health District received the first year of funding for the Access to Adult Dental Services grant through Snohomish County Human Services. During the first year of the grant, the Dental Access Committee (the grant's steering committee) developed an oral health plan. This document noted that in Snohomish County there are no agencies or local providers able to complete the dental care management required for low-income adults and maintain a resource and referral network to which to refer adult dental patients. Project Access Northwest was identified by this Committee as a potential collaborator to work with providers in the health care community to meet these needs. They have the interest and a successful history of removing logistical and financial barriers to care experienced by both patients and providers. The action requested would allow the Health District to subcontract with Project Access Northwest to complete the requirements of the grant for coordination of donated dental treatment



for eligible adults and develop a sustainable dental care system for these individuals in Snohomish County.

It was moved by Ms. Lonergan-Dreke and seconded by Mr. Joplin to authorize the Deputy Director to enter into a Professional Services Agreement with Project Access Northwest as attached in Exhibit A. The motion carried unanimously.

### **Release of Master Tobacco Settlement Agreement (MSA) dollars to Washington State**

The Washington State Attorney General's Office won a major arbitration decision on September 11, 2013, in the continuing effort to enforce the \$206 billion, 25-year Master Tobacco Settlement Agreement (MSA). The decision means \$14.8 million in tobacco settlement funds withheld over the past decade will come to Washington State. Highlights of the funding history regarding the Master Tobacco Settlement Agreement are as follows: In 1999 Washington State's Legislature used \$100 million of the state's first Master Settlement Payment to create the Tobacco Prevention and Control Account. Spending authority to the Department of Health was given in each biennium's budget bill. In 2009 the legislature decreased the spending authority to \$15 million per year and changed the statute dedicating a portion of the cigarette tax to the Tobacco Prevention and Control Account, instead redirecting such funding to the general fund. In 2011 the Tobacco program was not in the fiscal state budget. As a result, the program was supported almost entirely by the Centers for Disease Control and Prevention (CDC) and Youth Tobacco Funds. As of July 2013 there is no state funding beyond the \$750,000 from the Youth Tobacco Prevention Account appropriated for tobacco prevention and control. CDC funding now consists of \$1.4 million of core program funding and \$300,000 of one time funding for the tobacco quitline operations. Currently, the American Cancer Society, the American Heart Association, the American Lung Association, and the Campaign for Tobacco-Free Kids are supporting use of the \$14.8 million in Master Tobacco Settlement Agreement dollars for tobacco prevention and control activities in Washington State.

It was moved by Mr. Gossett and seconded by Mr. Richards to adopt Resolution 13-26 to expend Master Tobacco Settlement Agreement (MSA) funds to be awarded to Washington State for tobacco prevention and control services and authorize the Chair of the Board of Health to share Resolution 13-26 with legislators and policy leaders. The motion carried unanimously.

### **2014 Final Proposed Budget**

Mr. Mayer, SHD Deputy Director presented the 2014 Final Proposed Budget. Mr. Mayer recognized Ms. Lonergan-Dreke and Mr. Koster for their participation and support throughout the budget process. The Draft Budget Proposal discussed in the November Board meeting included a reduction of 2.9 occupied FTE and 14.53 vacant FTE. The final proposal reflects temporary



restoration of the 2.9 occupied FTE. The final proposal also includes one-time capital project requests to provide further decision support and improve service delivery.

The 2014 proposed final budget of \$18,086,788 reflects an increase of \$198,284 over the 2013 adopted budget. The budget request includes one-time capital investments of over \$900,000 to replace the Environmental Health management system, upgrading of the agency's financial management system and includes a number of other important planning efforts and initiatives- including updating the agency's strategic plan.

It was moved by Mr. Koster and seconded by Ms. S. Wright to approve Resolution 13-17 Adoption of the 2014 Budget. The motion carried with 10 in favor, 0 against, Mr. Murphy abstained.

### **Information Items**

A calendar for scheduled meetings in December 2013 and January 2014 was provided to Board Members in their packets.

The Program Policy Committee meeting scheduled for December 26<sup>th</sup> and the Administration Committee Meeting scheduled for January 6<sup>th</sup> are both cancelled.

### **Adjournment**

The meeting was adjourned at 4:05 PM.

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Karen Guzak, Chair

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