



***Snohomish Health District  
Board of Health Minutes  
Regular Meeting  
December 9, 2014***

**Members Present**

Suzie Ashworth, Councilmember, Granite Falls  
Linda Grafer, Councilmember, Mukilteo  
Karen Guzak, Mayor, Snohomish  
John Joplin, Councilmember, Brier  
Ken Klein, County Councilmember  
Sam Low, Councilmember, Lake Stevens  
Scott Murphy, Councilmember, Everett  
Sid Roberts, Councilmember, Lynnwood  
Terry Ryan, County Councilmember  
Dave Somers, County Councilmember  
Brian Sullivan, County Councilmember

**Members Absent**

Adrienne Fraley-Monillas, Councilmember, Edmonds  
Sean Richards, Councilmember, Mountlake Terrace  
Donna Wright, Councilmember, Marysville  
Stephanie Wright, County Councilmember, Chair

**Call to Order**

The regular monthly meeting of the Board of Health was convened at 3:04 p.m. by Acting 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.

**Minutes**

It was moved by Mr. Murphy and seconded by Mr. Low to approve the minutes of the regular meeting held November 4, 2014. The motion carried unanimously.

**Consent Agenda**



It was moved by Mr. Somers and seconded by Ms. Murphy to approve the following items on the Consent Agenda: (a) vouchers 59572-59806 totaling \$1,409,222.79 for November 2014; (b) Resolution 14-14 authorizing November 2014 expenditures for Health District and PHEPR funds; and (c) Access to Adult Dental Service Contract Renewal. The motion carried unanimously.

## **Public Comment**

Public comment was given by Hanna Welander, representing Washington State Nurses Association.

## **Executive Session**

Pursuant to RCW 42.30.140(4)(a) The Snohomish Health District Board of Health convened into Executive Session at 3:10 for the purposes of discussing labor relations strategy. The Board estimated the Executive Session would last twenty-five minutes. The Board reconvened at 3:35.

## **Action Items**

### **Adoption of the Snohomish Health District 2015 Budget**

Pete Mayer, SHD Deputy Director started the presentation by reviewing the budget and updates since the Board Meeting on November 4. The Snohomish County Council passed a 2015 budget that reduces funding for the First Steps Program by \$450,000. The SHD agency budget scenarios reflect use of \$450,000 of Fund Balance to enable transition planning to secure partners in 2016 to assume First Steps Program activities, as recommended by the SHD Budget Ad-Hoc Committee. Included in the 2015 budget are small modifications in three areas of the Environmental Health Fee Schedule; Farmer's Market Coordination, operating without a permit, and school food service.

Mr. Mayer provided a brief overview of Rucker Building ownership. In 1990 Snohomish County purchased the building, funded by a loan from the county, SDH resources, and member contributions. In 1995 the building was paid off and SHD Charter amended Article VIII was added which stipulates rental income on the Rucker Building is to be used to fund operating, maintenance, repair, and replacement. In 1996 SHD obtained the title to the Rucker Building. The member cities have no obligation to fund maintenance and repairs. Rental income has not been specifically segregated for repairs and maintenance in the past, but may be in the future.

Mr. Sullivan asked for clarification regarding the division of proceeds if the Rucker Building were sold.



Steve Uberti, SHD legal counsel explained that the contributions by member cities are to be repaid on a percentage basis if the building is sold.

Mr. Mayer then reviewed the Capital Improvement Plan. The capital requests include technology requests for both hardware and software totaling \$850,500; vehicle replacements for \$40,000; and building upgrades for \$166,000 for a grand total of \$1,065,500.

Nancy Furness, Communicable Disease Division Director presented the Immunization Clinic transition framework proposal. The framework is intended to guide staff tasks and actions, not a detailed plan. A detailed transition plan will be presented to the Board by March 2015. Additional contingencies will apply to travel services. Rationale for Immunization Clinic transition includes financial realities, decreased utilization, alignment with healthcare reform, greater public health needs, and available and willing community partners. If the Immunization closes by July 1, 2015, the clinic will require \$195,507 from General Fund in 2015. If clinic operations concluded in December 2015, an additional \$252,307 in General Fund support would be required.

Dr. Goldbaum concluded the presentation by summarizing the two options presented as Scenario 1 and Scenario 2. Staff recommended Scenario 1, for a total SHD 2015 Budget request of \$17,123,989.

Mr. Murphy asked for clarification of any legislation or rules regarding the passage of a budget that draws down fund balance.

Mr. Mayer responded that agency policies discourage use of one-time monies for on-going costs, but the policies do not prevent use of fund balance.

Mr. Sullivan commented on the reduction on First Steps funding at the county level. The County has effectively forced SHD to backfill the First Steps reduction.

Dr. Goldbaum responded that although cuts in the funding stream currently used to support the First Steps Program do not require the elimination of the program in 2015, other revenue may be needed to fund First Steps to sustain this programming thereafter in the community.

Mr. Somers stated that the legislature supplantation rules require phasing out of spending on programs that supplant. These rules make little sense, but in the end, declining resources and expanding expenses are the reality at both the county and health district.

Mr. Ryan discussed the county decision to not increase property taxes and the challenge this poses to balance the county budget.

It was moved by Mr. Ryan and seconded by Mr. Low to approve Resolution 14-15 adopting the SHD 2015 Budget. The motion carried with 10 in favor and 1 (Sullivan) opposed.

### **Approval to Renew Software Maintenance/Support Contract**

Judy Chapman, SHD Business Manager gave a history on the software maintenance and support contract. Snohomish Health District entered into a license and service agreement on August 11, 2008 with Netsmart Public Health, Inc. for the licensed use and support of Insight.



Insight is a comprehensive clinical management software system that includes modules for patient registration, appointment scheduling, cash 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. In 2010, both parties agreed to renew the service agreement with an annual renewal period of January 1 through December 31 and including up to 5% annual increase in maintenance and support fees payable by January 31 each year. The 2015 invoice at \$62,501 represents a 3.4% increase from 2014. Netsmart is offering a 3% discount for payments received by December 23, 2014. This is a savings of \$1,875, bringing the renewal to \$ \$60,626.

It was moved by Mr. Somers and seconded by Ms. Ashworth to authorize the Deputy Director to pay up to \$62,501.00 for the purpose of renewing the Software Maintenance Agreement with Netsmart Technologies, Inc. as attached in Exhibit A, for the period of January 1, 2015 – December 31, 2015. The motion carried unanimously.

### **Approve scope of work and plan for Jan 2015 BOH retreat(s) and Blue Ribbon Commission process**

Mr. Mayer provided an overview of the proposed scope of work, Board retreat and Blue Ribbon Commission. On July 8, 2014, the Snohomish Health District Board of Health adopted the 2014 Snohomish Health District Strategic Plan Update. Since approval, efforts have moved toward implementation and the development of an implementation plan to guide staff efforts. The District's continued financial uncertainty reflected in the latest budgetary decisions by Snohomish County have only accelerated the need to create a more viable and sustainable future for the District. In addition to the work already underway and the initiatives outlined in the 2014 Strategic Plan Update, the District must consider new mechanisms for both its financing and longer-term governance. Strategic Initiative 7 in the Plan Update called for a process to examine the way in which the District is financed and governed. An ad hoc group of the Board (Fraley-Monillas, Joplin, Roberts, Sullivan, Wright, Guzak) met on November 17 to discuss and recommend a draft work plan to carry out this initiative.

The proposed framework is premised upon achieving a clearer understanding of the types of programs the District will be offering in the future and the capabilities it must possess in order to support the provision of the programs. A model has been established at the state level, but the District has yet to fully define the elements specifically for Snohomish County. The model is based upon on a foundational level of public health services and capabilities that must exist everywhere in order to work anywhere. The foundational public health services define the services that no community should be without, regardless of how they are provided.

The District's leadership team will be meeting in mid-December to work toward agreement on a potential future for the District based on these foundational programs and services. Following this visioning work, a day-long Board of Health retreat/planning session is proposed for Saturday,



January 17<sup>th</sup> or Saturday, February 7<sup>th</sup> to obtain Board consensus on a new vision and direction for the District- leveraging the work of the leadership team.

Consistent with the Strategic Plan Update, the proposed framework calls for the subsequent formation of a Blue Ribbon Commission in March- charged with two tasks: (1) Examine, and make recommendations to the Board, on more sustainable funding mechanisms for the District; (2) Examine, and make recommendations to the Board, on the best possible governance mechanism to oversee this funding system and the District as a whole. A more detailed work scope and schedule for the Blue Ribbon Commission will be forthcoming, respecting participant time constraints while ensuring that substantive discussion and progress is achieved at each meeting. The Blue Ribbon Commission will be making recommendations only. The Board retains final decision-making authority over any proposed changes. A preliminary draft list of potential members of the Commission has been discussed by the Ad-Hoc Committee. Further discussion is planned at the retreat in early 2015, and will commence with the recruitment of members after that date.

It was moved by Mr. Klein and seconded by Mr. Roberts approve the Snohomish Health District's Funding and Governance Framework as described in Staff Report 14-060. The motion carried unanimously.

### **Chair's Report**

Acting Chair Guzak requested volunteers for the Nomination Committee for 2015 Board of Health Chair and Vice Chair noting that only one meeting was required. Board Members Ryan, Guzak, and Joplin volunteered.

It was moved by Mr. Somers and seconded by Ms. Grafer to designate the January regular Board of Health Meeting as the Annual Meeting as stated in Article VI (b) of the Charter of the Snohomish Health District. The motion carried unanimously.

### **Health Officer's Report**

Dr. Goldbaum highlighted a CDC site visit to Providence Everett Medical Center occurring all that day, December 9, and continuing throughout the Board Meeting. The CDC is evaluating the hospital as an Ebola treatment center. The visit was very positive; CDC noted that Snohomish County operates more collaboratively than most jurisdictions. Public Health works closely with medical community in true collaboration, this level of partnership is uncommon.

Dr. Goldbaum noted that, in the upcoming session, the legislature will consider regulation of vapor devices. Use in public spaces will not be part of the legislation. Use of vapor devices in public spaces will need to be addressed at the local level.

### **Committee and Standing Reports**



### **Finance Report**

There were no questions on the finance report.

### **Information Items**

A calendar for scheduled meetings in December 2014 and January 2015 was provided to Board Members in their packets.

### **Adjournment**

The meeting was adjourned at 4:41PM.

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Karen Guzak, Acting Chair

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