



***Snohomish Health District
Board of Health Minutes
Regular Meeting, Annual Meeting
January 13, 2015***

Members Present

Linda Grafer, Councilmember, Mukilteo
Adrienne Fraley-Monillas, Councilmember, Edmonds
Karen Guzak, Mayor, Snohomish
John Joplin, Councilmember, Brier
Ken Klein, County Councilmember
Sam Low, Councilmember, Lake Stevens
Scott Murphy, Councilmember, Everett
Sean Richards, Councilmember, Mountlake Terrace
Sid Roberts, Councilmember, Lynnwood
Terry Ryan, County Councilmember
Dave Somers, County Councilmember
Donna Wright, Councilmember, Marysville
Stephanie Wright, County Councilmember, Chair

Members Absent

Suzie Ashworth, Councilmember, Granite Falls
Brian Sullivan, County Councilmember

Call to Order

The annual meeting of the Board of Health was convened at 3:04 p.m. by Chair Stephanie Wright in the Auditorium of the Snohomish Health District Rucker Building. Roll call was taken by Lorie Ochmann, who reported there was a quorum present.

Executive Session

Pursuant to RCW 42.30.140(4)(a) and RCW 42.30.110(1)(g) The Snohomish Health District Board of Health convened into Executive Session at 3:05 for the purposes of discussing labor relations strategy and performance of a public employee. The Board estimated the Executive Session would last twenty-five minutes. The Board reconvened at 3:30 at which time the Board convened into Executive Session for an additional ten minutes. The Board reconvened at 3:40.



Minutes

It was moved by Ms. Guzak and seconded by Mr. Low to approve the minutes of the regular meeting held December 9, 2014. The motion carried 12 in favor – 0 opposed, Ms. Fraley-Monillas abstained.

Consent Agenda

It was moved by Mr. Somers and seconded by Mr. Murphy to approve the following items on the Consent Agenda: (a) vouchers 59807-59949 totaling \$1,320,843.39 for December 2014; and (b) Resolution 15-01 authorizing December 2014 expenditures for Health District and PHEPR funds. The motion carried unanimously.

Public Comment

There was no public comment

Chair's Report

Chair Wright wished everyone a happy and successful 2015.

Special Business

Mayor Guzak reported that the Ad-Hoc Nomination Committee (Guzak, Joplin, and Ryan) met at 5:00 PM on Tuesday, December 9, immediately following the Board of Health Meeting. In accordance with past practice of the Chair and Vice Chair alternating between city and county representatives, the Nomination Committee unanimously nominated Sam Low, Lake Stevens as Chair and Ken Klein, County Council as Vice Chair. Nominations from the floor were then accepted. Ms. Grafer nominated Ms. Fraley-Monillas. Ms. Fraley-Monillas declined the nomination.

Motions to elect Mr. Low and Mr. Klein passed unanimously.

Health Officer's Report

Dr. Goldbaum reported that this year is a much more severe influenza season in the last several years. Three deaths have already been reported in Snohomish County.



The North Sound Accountable Communities of Health, one of five regions in the state, has received funding from the state to move forward in forming an Accountable Community of Health which will follow a formal process to provide advice to the Healthcare Authority with respect to future structures, governance and allocations of funds to the various regions for these accountable communities of health activity. This feedback may address issues such as community health workers, the use of emergency system personnel, and other projects. Additional update will be provided in future meetings.

The District is responding measles. A traveler from Disneyland came to this area for a brief four-day visit and visited a number of sites in the county. Six jurisdictions are currently responding to the incident. SHD staff has investigated 132 contacts, not including Swedish Hospital Staff who were exposed. The hospital will handle its own investigation. Immunity must be established for all those exposed.

Opioid overdoses are on the rise. Six deaths were investigated by the Medical Examiner's Office in the last month. The District is engaged in distributing Naloxone, the medication that reverses overdoses. The distribution of Naloxone will occur through the needle exchange and law enforcement.

University of Washington School of Public Health Students worked with the City of Lake Stevens in November and December to explore how the city is responding to recreational marijuana. Mr. Low spoke to the experience. The students interviewed business people, community leaders, students, and a marijuana retailer. The students compiled a report that will be distributed to Board Members electronically.

Ms. Guzak asked about the status of the measles-infected traveler. Dr. Goldbaum responded that the individual has returned to California and is being monitored there.

Smoking in Public Places (SIPP) Phase I Public Hearing and Rule Adoption

Dr. Goldbaum gave a brief presentation reviewing SIPP Phase I process to date. Prior Board of Health briefings occurred on this topic at the August 12, September 09 and October 14, 2014 BOH meetings. There were two public comment periods. Of the 33 comments received, 25 were in support, and eight were in opposition. Five comments requested inclusion of vapor devices.

Phase II will amend Snohomish County Sanitary Code Chapter 13 to include vapor devices.

One Everett resident spoke during the Public Hearing.

It was moved by Mr. Somers and seconded by Ms. Fraley-Monillas to approve Ordinance 15-001 adopting by reference Chapter 70.160 RCW known as Smoking in Public Places; provide local supplemental definitions applicable to Chapter 70.160 RCW and to codify the same in the Snohomish County Sanitary Code as a new Chapter 13 entitled "Smoking in Public Places, Places of Employment, and Other Related Matters." The motion carried unanimously.



Action Items

Municipal Research and Services Center (MRSC) Agreement regarding Small Works and Consultant Roster

Judy Chapman, SHD Business Manager gave a brief overview of the purpose of a small works and consultant roster. Complying with different purchasing requirements for small public works projects, consultants and vendors is a complex and time consuming effort involving public notifications, formal bid proposals and review. To reduce the cost of and complexity, RCW 39.04 enables public agencies to shorten the process by maintaining rosters of pre-qualified contractors, consultants or vendors for which formal bidding requirements may be waived. RCW 39.04 describes the conditions and requirements for using and maintaining the rosters.

The Revised Code of Washington (RCW) stipulates bidding, purchasing and contracting requirements for local governments, except for public health districts and other select special purpose districts. However, the District desires to subscribe to common practices and procedures employed by these other government units for such rosters. The Snohomish Health District has contracted with the MRSC to have the following official rosters hosted in their online database: Small Public Works Projects (RCW 39.04.155), Consultant Selection (RCW 39.04.80), and Vendor Selection (RCW 39.04.190).

These rosters are used to solicit bids, quotes and statements of qualifications for District purchasing decisions. MRSC will advertise the rosters biannually on behalf of the District and other public agency members, receive and review business applications for compliance with basic statutory eligibility and maintain the business applications as required by RCW 39.04. Further, MRSC will maintain an online database of participating public agencies and eligible businesses and will grant access for District purposes.

The District remains responsible for collecting bids, negotiating with businesses, vendors and contractors, providing notifications and maintaining records of awards. Further, the District maintains its independence in setting internal purchasing policies and bidding limits and will incorporate procedures governing the use of the rosters, including setting bid limits and other restraints as it deems necessary and in compliance with Board approved purchasing limits and authorizations. Those procedures and restraints will be in compliance with applicable law but may, at the District's discretion, be more restrictive. Procedures will be documented in the Snohomish Health District Purchasing Manual and be routinely updated to remain current with District policies and procedures as they may change from time to time.

It was moved by Mr. Somers and seconded by Ms. Fraley-Monillas to approve Resolution 15-02, endorsing the Use of Small Public Works, Consultant, and Vendor Rosters hosted by MRSC. The motion carried unanimously.



Washington State Nurses Association (WSNA) Collective Bargaining Agreement

Pete Mayer, SHD Deputy Director briefed the Board on the staff recommendation to enter into the agreement with WSNA for the period January 1, 2015 – December 31, 2017. The Snohomish Health District and the Washington State Nurses Association (WSNA) engaged in collective bargaining for a successor contract to their 2013-14 labor contract that expired on December 31, 2014. The District's negotiations team met twice with bargaining unit representatives yielding a tentative agreement on December 8th, 2014, receiving ratification by the membership on December 15th, 2014. Mr. Mayer acknowledged the hard work of all those involved in reaching the agreement. A summary of relevant changes to the agreement was provided to Board Members.

It was moved by Mr. Ryan and seconded by Ms. Fraley-Monillas to approve the Agreement between Snohomish Health District and Washington State Nurses Association January 1, 2015 – December 31, 2017 and authorize Health District Director/Health Officer or designee to execute the agreement. The motion carried unanimously.

Salary Adjustment for Non-Represented Staff

Mr. Mayer introduced Resolution 15-03, a 2% general wage increase for non-represented staff, effective January 1, 2015.

Mr. Murphy asked if there were any exceptions to the increase, such as very recent hires by the District. Mr. Mayer responded that there would be no exceptions to the increase.

It was moved by Mr. Low and seconded by Mr. Murphy to adopt Resolution 15-03, authorizing a 2% wage increase for non-represented staff. The motion carried unanimously.

Consolidated Contract

Mr. Mayer gave a presentation on the Consolidated Contract. The Department of Health Consolidated Contract is the mechanism used to transmit federal and state funding for public health services to the local health jurisdiction where the services are delivered. Every three years Department of Health (DOH) prepares one contract that combines multiple streams of state and federal funds to create the "Consolidated Contract". This single document regulates the flow of contract documents and provides a consistent form and process for the benefit of all parties. The Consolidated Contract is the primary source of funding for several public health services, including water systems, maternal and child health, healthy living, tobacco prevention, infectious disease prevention, HIV/AIDS prevention and education, sexually transmitted infection, health assessment and evaluation, and emergency preparedness and response. The original 2015 –



2017 Consolidated Contract is for the duration January 1, 2015 through December 31, 2017 for a maximum consideration of \$3,624,507. Forthcoming contract amendments will provide additional funding allocation for the remaining years of the contract. The amendments occur every-other month, or as needed in special circumstances. The amendments are used to add or reduce funding and also to revise or add new scopes of work.

It was moved by Ms. Guzak and seconded by Mr. Joplin to authorize the Deputy Director to enter into a contract with Washington State Department of Health for the period of January 1, 2015 through December 31, 2017 to perform activities described in the Statement of Work with a reimbursement award of \$3,624,507. The motion carried unanimously.

Briefings

Washington State Association of Local Public Health Officials (WSALPHO) Legislative Agenda

Dr. Goldbaum discussed the 2015 WSALPHO Legislative Agenda included on Board Member packets. Dr. Goldbaum highlighted a few items on the agenda, including affirming and codifying the safe practice of public health nurses dispensing certain drugs. SHD has been doing this historically under Health Officer's authority. WSALPHO is also considering an Adverse Childhood Experiences (ACEs) Resolution to provide education and elevate awareness to serve as a tool to support other early childhood efforts. E-Cigarette legislation is moving forward to regulate the marketing of e-cigarettes. The regulation will not address use of the devices in public spaces. Staff will also be closely monitoring proposed legislation on Onsite Septic Management Programs. Regarding the budget, WSALPHO will be advocating to maintain the current funding levels for the Public Health Assistance Account, also known as "Public Health Block Grant"; supporting the Department of Health request for the State to make additional investments in State and local communicable disease work; and support reinvestment in the Local Public Health System from New Sources, such as vaping devices and marijuana.

Ms. Fraley-Monillas asked if sustained funding for public health is being discussed. Dr. Goldbaum responded that this session will be about maintaining current levels, but the next several sessions will be the opportunity to pursue sustained funding. Over the next year Dr. Goldbaum will meet with Board Members and cities to address local funding issues, and look to the legislature in the future.

Strategic Plan Update Quarterly Report

Mr. Mayer highlighted the significant milestone associated with the development of a Request for Proposal (RFP) for a new Environmental Health Information Management System. Additionally, the Board of Health endorsing an approach to define a new direction for SHD by



defining foundational public health services for Snohomish County in a Q1 2015 retreat leading to the convening of a Blue Ribbon Commission to address funding and governance.

Initiative 1- Moving Patients out of Health District Clinics and Into Medical Homes

The District has established a transition team to develop and implement a transition plan for clients; team will begin meeting January 2015. Protocols for referring Refugee Health clients to a medical home for immunizations have been developed.

Initiative 2- Improve Environmental Health Business Practices

Geoffrey Crofoot, SHD Project Manager discussed the Environmental Health Information Management Project. Over the last year or so, a project team of representation from across the Health District has documented and mapped all processes that comprise Environmental Health business practices. Approximately 220 processes were identified. Of these, 121 were mapped. The project team selected a handful of representative processes, conducted business process analysis on each, and developed to-be processes based on maximizing customer value. The project objective is to replace the current Environmental Health inspection and records management systems with a user friendly system that is accessible to both SHD staff and the general public. The culmination of all of this work and the discussions that resulted are represented by an RFP document and the Business Requirements document which have been provided to vendors for response. The solution must deploy a comprehensive organizational data warehouse with web-based tools to automate the activities of external customers and an increasingly mobile internal workforce. After evaluating all materials and considerations, SHD intends to award the highest ranking vendor with the contract to implement the system.

Initiative 3- Optimize Delivery of Early Childhood Development Programs

Agency staff are engaged currently in a dialogue with Therapeutic Health Services that provides chemical dependency services to both pregnant and parenting women. The discussion includes coordinating SHD Maternal Child Health services within their pregnancy and parenting groups.

Initiative 4- Mobilizing Community Health Action Teams

The Community Health Improvement Plans for obesity, youth physical abuse, and suicide as well as the new youth tobacco grant set clear directions for the future work. A grant titled, "Heart Disease, Stroke, and Diabetes Prevention Grant," was submitted to the state Department of Health to become the lead regional agency of a large multi-year endeavor, which would have shaped future planning. Snohomish Health District was not selected to receive these funds. Plans are underway to clearly identify future tasks and timelines associated with areas of focus and capacity needs.

Initiative 5- Reducing Administrative Overhead Costs

The District recently completed an Information Technology Gap Analysis to assess human capital capabilities and gaps, network functionality and security and status of hardware and equipment. Recommendations are informing staffing and organizational alignment decisions.

Initiative 6- Institute Workforce Development and Succession Planning

Initial phase of defining the District's foundational public health services in mid-December will help determine skills development for employees to move us forward. Staff has contacted King County's Training Development Institute for inclusion in their leadership program. The program is offered once per quarter in 2015 and consists of four 1-day sessions. District staff has identified a



need for project management training and will look at partnering with local community colleges for formal programs, as well as on-the-job opportunities; and utilize resources in the community.

Initiative 7- Improve Health District Funding and Governance

The Board of Health convened an Ad Hoc Subcommittee for Finance and Governance which met on November 17th to review a proposed work program for Initiative 7 that included determining how the foundational public health services will be defined for Snohomish County. The Ad Hoc Committee recommended and the Board agreed on December 9th to proceed with the agency's leadership team coming to agreement on a preliminary structure, followed by the Board deliberating in a day long retreat on February 7th to review and achieve general consensus on a new direction. Once Board consensus is achieved, the work program calls for the formation of a Blue Ribbon Commission in Q1 2015 to address key questions associated with equitable and sustainable funding strategies and governance structures and deliver a set of recommendations to the Board by the end of Q2 2015.

Initiative 8- Become Nationally Accredited and Integrate Quality Improvement Principles

This initiative is awaiting implementation of organizational adjustments, and filling of select vacancies before re-visiting accreditation endeavors.

There are no major course corrections anticipated at this time.

Committee and Standing Reports

Finance Report

There were no questions on the finance report.

Information Items

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

Adjournment

The meeting was adjourned at 4:41PM.

Stephanie Wright, Chair

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