



***Snohomish Health District
Board of Health Minutes
Regular Meeting
August 11, 2015***

Members Present

Linda Grafer, Councilmember, Mukilteo
Karen Guzak, Mayor, Snohomish
Ken Klein, County Councilmember
Sam Low, Councilmember, Lake Stevens, Chair
Scott Murphy, Councilmember, Everett
Sean Richards, Councilmember, Mountlake Terrace
Sid Roberts, Councilmember, Lynnwood
Terry Ryan, County Councilmember
Donna Wright, Councilmember, Marysville

Members Absent

Suzie Ashworth, Councilmember, Granite Falls
Adrienne Fraley-Monillas, Councilmember, Edmonds
John Joplin, Councilmember, Brier
Dave Somers, County Councilmember
Brian Sullivan, County Councilmember
Stephanie Wright, County Councilmember

Call to Order

The August meeting of the Board of Health was convened at 3:05 p.m. by Chair Sam Low in the Auditorium of the Snohomish Health District Rucker Building. Roll call was taken by Lorie Ochmann, who reported there was not a quorum present.

The agenda was rearranged to delay voting items as no quorum was present. Ms. D. Wright arrived at 3:06 and Mr. Ryan at 3:07, making a quorum.

Public Comment

There was no public comment.



Chair's Report

Chair Low thanked staff and Board of Health Members Klein, Guzak and Richards for attending the staff barbeque at his residence over the weekend.

Health Officer's Report

Dr. Goldbaum gave updates to the Board on: sexually transmitted disease rates in the county; the Edge of Amazing Event on July 23 sponsored by Providence Regional Medical Center Everett and the Snohomish County Health Leadership; and Health Care Transformation regarding the State's draft of a Medicaid waiver proposal.

Minutes

It was moved by Mr. Murphy and seconded by Mr. Klein to approve the minutes of the regular meeting held July 14, 2015. The motion carried unanimously.

Consent Agenda

It was moved by Ms. Guzak and seconded by Ms. Grafer to approve the following items on the Consent Agenda: (a) ABCD Contract Renewal; (b) Early Intervention Contract Renewal; and (c) Resolution 15-11 authorizing expenditures for Health District and PHEPR funds totaling \$1,488,976.04 and voucher numbers 60851-61011 for July 2015. The motion carried unanimously.

Action Item

2015 Mid-Year Financial Report and Budget Amendment

Judy Chapman, SHD Business Manager gave a presentation on the 2015 Mid-Year Financial Report and Budget Amendments. The presentation began with a recap of 2015 Budget and assumptions. The Adopted 2015 Budget is a balanced budget, achieved with necessary reductions. At the time the 2015 was adopted, revenues were mostly flat or trending downward, Medicaid Administrative claiming was down, as was the WIC caseload. At the time, the one tenth of one percent Mental Health & Chemical Dependency Sales Tax funding to SHD remained uncertain. Currently, revenue from Licenses and Permits is up and Intergovernmental revenue is up due in part to \$231,793 in First Steps funding after budget adoption. Charges for Services are down so far in 2015. Medicaid, Medicare, and third party billing have not met projections. Revenues also fell in the immunization clinics due to flooding and closure in Everett, as well as tapering off as word got out about final closure at the end of June. Steps are being taken to lease available space in the



Lynnwood building as well as Everett. Salary and benefit expenditures are on track and being closely monitored. Capital expenditures include unexpected expenses due to water damage. A total of \$231,345 will be reimbursed to offset 620 hours of staff time and out-of-pocket costs. Additionally, some items in the 2015 capital budget have been delayed, the Environmental Health Information Management System will be purchased in the coming days; the financial system software RFP will be issued this fall; and IS system upgrades and server replacements is still under review. Staff will continue to provide timely updates. Next steps include ongoing scrutiny of vacancies before filling, monitoring third-party billings and other charges for service, and another review of budget vs. actuals at the end of the third quarter.

Board Members discussed data points cited in the presentation and asked if revenue was lost due to flooding related closures.

Teri Smith, SHD Human Resources Manager will be working with the insurance carrier on the lost revenue issue.

It was moved by Ms. Guzak and seconded Mr. Roberts to amend 2015 Snohomish Health District Budget to reflect an increase of \$108,458 in revenues, an increase of \$2,017 in expenses for a total net impact to fund balance of \$106,441 and .25 FTE consistent with Exhibit B. The motion carried unanimously.

Environmental Health Information Management System Contact Award

Jeff Ketchel, SHD Environmental Health Division Director introduced EH staff members Rich Ollivier, Gary Hanada, and Kevin Plemel. The group gave a presentation on the Environmental Health Information Management System. The EH Division currently uses a variety of software tools for food safety management, billing, permitting, solid waste program time accounting, facility inspections, complaint tracking, septic inspections and storing septic as-builts and maintenance reports. To address these inefficiencies, the Environmental Health Information Management Project was created and presented to the Board of Health on July 8, 2014. During the presentation, EH staff updated the Board on the project to replace the current patchwork of information systems to capture and store data for field and office activities to one system. The project objective was to improve service to the customers and optimize limited resources by identifying opportunities to streamline EH workflows, improve processes, and to identify opportunities for technology improvements and software solutions. The project team completed 121 work flows across the division, prioritized business process analysis, conducted value added analysis, and developed the RFP. The Decade Software Company was selected for the contract award. Decade has 29 years experience in EH data management; over 100 EH Departments nationwide, including five in Washington State. The Decade Software Company was acquired by Accela, Inc on July 1, 2015. Mr. Ketchel reviewed one-time and reoccurring fees. The first year program cost will be \$277,479. Next steps include implementation and ongoing quality improvement.



Board Member Roberts asked if the product is off the shelf, if it will be the main database for SHD, and about the transition plan.

The software is off the shelf with limited customization. It will be the main database for the EH Division. Steve Uberti, SHD Legal Counsel responded that the agreement with Accela has been cross-referenced and input was received from other jurisdictions.

Board Member Richards commented that it's good to be in the 21st Century.

It was moved by Mr. Murphy and seconded Mr. Richards to authorize the Deputy Director to enter into the Hosted License and Support Agreement with Accela. The motion carried unanimously.

Briefing

Pete Mayer, SHD Deputy Director gave a briefing on the Preliminary 2016 Budget Request. Cost control and savings measures to date include prudent financial management policies and reserve levels; staff reductions; pursuing efficient facility operations and maintenance; new facility leasing opportunities; and favorable labor agreements. Additional work efficiencies include investments in technology; workforce development; and a unified customer service initiative. Guidance from the county for the 2016 budget indicate a 4.5% cut to the general fund and the elimination of mental health/chemical dependency funds resulting in \$783,187 in total cuts. Cuts of that magnitude would result in layoffs of up to ten FTE, abrupt closure of the First Steps Program, potential impacts in the WIC Program, and diminished partnerships opportunities with the County. While the population of the county continues to grow and total tax assessments have increased, the County contributions to SHD have steadily decreased over the last five years. County departments receive budget guidance that allow for cost of living, step increases and rising benefit costs. SHD has not received such guidance equating to approximately \$350,000 in lost funding since 2010. Snohomish County ranks number 34 out of 35 local health jurisdictions in per capita funding with \$22 in funding per resident. The national average is \$40 per resident. SHD is exploring new funding options for sustainable funding. The earliest current planning efforts may result in new revenue in 2018, therefore staff requests bridge funding in the interim until new revenues can be secured. Mr. Mayer reviewed the budget trajectory under current guidance through 2018. In order to Implement the strategic plan and continue transforming the agency to fulfill foundational public health services and meet the changing needs of the community, it is imperative that flexible and sustainable funding be secured. Funding options from tax, fee and road funds were reviewed. Staff suggests an increase to per capita funding and new Healthy Start funding from the County. Key dates in the 2016 Budget development were discussed. The 2016 Budget Ad-Hoc Committee Members Guzak, Joplin, and Klein will meet on September 26 and provide guidance to staff in the development of preliminary budget proposal.

Board Members discussed funding strategies and challenges.



Committee and Standing Reports

Public Health Advisory Council

Public Health Advisory Council (PHAC) Chair, Brant Wood provided Board Member with an overview of the July 22 meeting. The Council discussed Rainwater Catchment Subcommittee recommendations; SIPP Phase II – Vaping Subcommittee and Public Comment Process; Community Health Improvement Plan; and Pharmaceutical Stewardship.

Subcommittee on Vaping

Chair Low provided a report on the Vaping Subcommittee. A Public Listening Session on Vaping was held on July 21 at the Everett Community College. Approximately 20-25 people were in attendance, and twelve people provided public comment. All comments along with an executive summary will be given to the Subcommittee tomorrow, August 12. The next Vaping Subcommittee meeting is Wednesday, August 19. The Subcommittee will be reviewing the comments received and discussing potential policy options. The resulting recommendations will be shared with the Board at the September meeting.

Rainwater Catchment Subcommittee

Ken Klein Reported on the Rainwater Catchment Subcommittee Meeting held on July 16. The Subcommittee supports the implementation of a pilot project to explore rainwater catchment as a water source in areas with no other alternatives, such as closed basins. The Subcommittee recommended a pilot project allowing six projects, each lasting three years on existing lots only. The Board would like regular updates and the ability to revisit the number of pilot projects if there is sufficient demand.

Finance Report

There were no questions on the finance report.

Information Items

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



Adjournment

The meeting was adjourned at 4:50 PM.

Sam Low, Chair

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