



**Snohomish Health District
Board of Health Minutes
Regular Meeting
April 11, 2017**

Meeting was held at Snohomish Health District, 3020 Rucker Ave., first floor Auditorium.

Members Present

Adrienne Fraley-Monillas, Councilmember, Edmonds – BOH Chair
Mark Bond, Councilmember, Mill Creek
Kurt Hilt, Councilmember, Lake Stevens
Sam Low, County Councilmember (via phone first part of meeting)
Kyoko Matsumoto Wright, Councilmember, Mountlake Terrace
Scott Murphy, Councilmember, Everett
Nate Nehring, County Councilmember
Dan Rankin, Mayor, Darrington
Jeff Rasmussen, Councilmember, Monroe
Donna Wright, Councilmember, Marysville

Members Absent

Christine Cook, Councilmember, Mukilteo
Benjamin Goodwin, Councilmember, Lynnwood
Terry Ryan, County Councilmember
Brian Sullivan, County Councilmember
Stephanie Wright, County Councilmember – BOH Vice Chair

Call to Order

The regular meeting of the Board of Health was called to order at 3:03 p.m. by Board Chair Adrienne Fraley-Monillas in the auditorium of the Snohomish Health District Rucker Building.

Roll Call

Roll call was taken by Linda Carl who reported there was a quorum present.

Special Business

Chair Fraley-Monillas waved the reading of Res. 17-05 and 17-08.

Approval of minutes

It was moved by Mr. Sam Low and seconded by Mr. Kurt Hilt to approve the minutes of the regular meeting of Mar. 14, 2017. The motion passed with one abstention (Mr. Scott Murphy).

It was moved by Mr. Nate Nehring and seconded by Mr. Scott Murphy to approve the minutes of the special meeting of Mar. 20, 2017. The motion passed unanimously.



Standing Reports

Chair Fraley-Monillas reported on the Executive Committee meeting of Mar. 30. The committee discussed what constitutes a quorum for committee purposes as well as rules of governance, such as chair/vice chair terms, telephone voting, and addressing Board absences. They reviewed the Division of Responsibilities and will work on it further before bringing it forward to the full Board. They also received an overview of the proposed organizational changes.

Chair Fraley-Monillas then welcomed Mr. Jeff Ketchel to his first meeting as Interim Administrator.

The Public Health Advisory Council update was moved to the May meeting.

Public Comment

There were no volunteers to speak during public comment. Chair Fraley-Monillas closed public comment.

Consent Agenda

It was moved by Ms. Donna Wright and seconded by Mr. Nehring to approve the consent agenda items:

- a. Res. 17-11 authorizing March 2017 expenditures for Health District and PHEPR fund
- b. Authorize the Interim Administrator to sign three-year Microsoft Volume Licensing Enterprise agreement (SR 17-018)
- c. Authorize the Interim Administrator to sign Health Care Authority contract (SR 17-007).

The motion passed unanimously.

Action Items

SR 17-024 – Res. 17-12 authorizing two signers on the bank and investment accounts

Mr. Dan LeFree reported that the Res. 17-10 was adopted by the Board authorizing the new Interim Administrator as a signer on bank and investment accounts. Res. 17-12 adds clarification by including Mr. Ketchel's name as the Interim Administrator. It also includes a second signer per Board member Mr. Murphy's suggestion.

It was moved by Mr. Low and seconded by Mr. Murphy to approve Res. 17-12 clarifying Jefferson Ketchel as the Interim Administrator pursuant to Res. 17-10 and authorizing the appointment of Human Resources Manager Teri Smith as a second signer on the Health District's bank and investment accounts. The motion passed unanimously.

SR 17-022 – Authorize Interim Administrator to sign agreement with Ramundsen Public Sector for financial system upgrade project

Ms. Judy Chapman reported that major financial system upgrades tend to occur every two to three years. By comparison, the Health District's system was installed in 1997, with the most current upgrade in 2005. In 2011, we received notice that our system was antiquated and support was limited; the vendor recommended upgrading to its new version, One Solution. We operate currently under the critical risk that there could be a

hardware or software failure. The current version is not compatible with server technology and requires its own antiquated server hardware, and replacement parts aren't readily available. The proposed upgrade would utilize new technology (hardware and software), and the new virtual server technology will enhance the continuity of operations and reduce potential risk. Ongoing technical support will be provided by the vendor. We currently own the core licenses and pay an annual maintenance fee. The upgrade will allow more interfacing with other software, such as with EH; it also has enhanced budgeting capabilities and is compatible with our payroll.

The proposed contract is for \$233,570, which includes \$39,510 license fees for new modules. The balance of the contract covers project management, installation, training, etc., which will be billed as incurred. There are additional modules that have not been fully vetted but that may prove to be advantageous, such as contract and grant management. An additional \$64K of the 2017 budget has been set aside for that purpose but is not included in the proposed contract.

In response to Mr. Murphy's question, Ms. Chapman noted that this product has been on the market for several years. One Solution is completing annual upgrades. We plan to purchase the 2016 upgrade and in the future upgrade every one to two years.

Mr. Jeff Rasmussen stated that he's not comfortable supporting this in light of the fluctuations in the budget and per capita requests to the cities.

It was moved by Mr. Murphy and seconded by Mr. Kurt Hilt to authorize the Interim Administrator to sign the agreement with Ramundsen Public Sector, LLC, for financial system upgrade project pursuant to the terms and conditions shown in Exhibit A of the staff report, up to and not exceeding the amount approved in the 2017 capital budget for the upgrade. The motion passed with one nay (Jeff Rasmussen).

Briefings

Mr. Ketchel reviewed the proposed organizational structure. Some changes went into effect yesterday to provide consistency for staff. The administration office remains the same with the Health Officer, Administrator, and Executive Assistant. Grant-writing is now included in a Community Assessment. A new division – Policy, Communications, and Community Outreach – will be led by Heather Thomas. It will include Healthy Communities and Public Health Emergency Preparedness & Response, along with communications/policy efforts. Almost all nurses will now be under Prevention Services, which Nancy Furness will lead. Charlene Shambach's FTE will be reclassified as a PH nurse in the TB program, providing some cost-savings. The business office IT, and human resources will now be under a new division – Administrative Services – led by Teri Smith as the director. The childcare program will move under Environmental Health, led by Kevin Plemel as the interim director. FTEs have been distributed among the three directors. The reorganization is FTE-neutral, with some cost-savings from Ms. Shambach's position. One staff member in EH may temporarily act as interim assistant director while Mr. Plemel is interim director. Skagit County has officially withdrawn from a shared Health Officer; we continue to move forward with recruitment for a full-time Health Officer. The proposed organizational structure meets the Health District's needs now and moving forward; it's dynamic and may be tweaked if needed.

Ms. Shelley Roberts, facilitator, reviewed the proposed retreat agenda for April 21. Ms. Roberts previously reached out to Board members to obtain their top priorities, which are to identify current goals of the Board, clarify roles as a function of those goals, and establish working agreements for the Board. She asked Board members to prepare for the retreat by talking to constituents about what are the most pressing health risks for the county.



Interim Administrator's Report

Board members can sign up for ride-along opportunities with staff, such as to a restaurant or school inspection, watching a refugee screening, or delivering TB medication. Please contact Ms. Carl to sign up. The Division of Responsibilities is still with the Executive Committee and will be brought to the full Board when ready. There was one tour of the Rucker Building but no offers yet. Public Health is Essential initiative will move forward in budget negotiations between the House and Senate. Mr. Ketchel is meeting with all the city councils in the next few months to introduce himself, and to talk about what's happening each city and per capita funding. He's also meeting one-on-one with each Board member to discuss priorities and interests.

Chair's Report

Chair Fraley-Monillas announced the children's wellness fair at Evergreen Middle School on Sat., May 6. She thanked Mr. Ketchel for taking on the job of Interim Administrator.

Information Items

Chair Fraley-Monillas reviewed the informational items.

Adjournment

The meeting was adjourned at 4:10 p.m.

Adrienne Fraley-Monillas, Chair

Jefferson Ketchel, Interim Administrator, Secretary