



**Snohomish Health District
Board of Health Minutes
Regular Meeting
June 13, 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
Christine Cook, Councilmember, Mukilteo
Benjamin Goodwin, Councilmember, Lynnwood
Kurt Hilt, Councilmember, Lake Stevens
Sam Low, County Councilmember
Kyoko Matsumoto Wright, Councilmember, Mountlake Terrace
Scott Murphy, Councilmember, Everett (via phone)
Nate Nehring, County Councilmember
Dan Rankin, Mayor, Darrington
Jeff Rasmussen, Councilmember, Monroe
Terry Ryan, County Councilmember
Donna Wright, Councilmember, Marysville

Members Absent

Stephanie Wright, County Councilmember – BOH Vice Chair
Brian Sullivan, County Councilmember

Call to Order

The regular meeting of the Board of Health was called to order at 3:07 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.

Approval of minutes

It was moved by Ms. Donna Wright and seconded by Mr. Sam Low to approve the minutes of the regular meeting of May 9, 2017. The motion passed unanimously.

Public Comment

Ms. Sunshine Kapus of Gamut 360 Holdings spoke on the topic of the letter of understanding with the Tulalip Tribes. There were no other volunteers to speak during public comment. Chair Fraley-Monillas closed public comment.



Standing Reports

Ms. Kyoko Matsumoto Wright reported on the May 31 Administration Committee meeting. The committee received the following briefings from staff: proposal to participate in the Snohomish County investment pool, Rucker Building ILAs and Kidder Mathews update, Rucker Building security plans and HVAC system, and the monthly financial report. Mill Creek and Gold Bar are the only two cities that have not signed an ILA releasing their interest in the Rucker Building.

Ms. Chris Cook reported on the June 1 Executive Committee meeting. The committee reviewed the letter of understanding with the Tulalip Tribes and forwarded it to the Board for action at today's meeting. The committee reviewed the proposed fleet-management agreement with Enterprise and directed staff to initiate an RFP process. Mr. Ketchel updated the committee on the three priorities identified at the retreat, and the committee continued its discussion on rules of governance for the Board. Once issues are vetted in the rules of governance, it will be brought forward to the full board.

Ms. Donna Wright reported on the May 11 planning meeting for the Program Policy Committee and the Public Health Advisory Council. The goal was to set clarity regarding the differences between the committee and the PHAC. Ms. Wright also reported on the May 24 PHAC meeting. Staff shared results from a recent project aimed at increasing HPV immunization rates in 11- and 12-year-olds. The council was briefed on onsite septic-system management, home-based food establishments, a report on child-death review and risky behaviors in youth, and the draft EASC legislative agenda.

Consent Agenda

It was moved by Mr. Kurt Hilt and seconded by Mr. Jeff Rasmussen to approve the vouchers and Res. 17-15 authorizing May 2017 expenditures for Health District and PHEPR fund. The motion passed unanimously.

Action

SR 17-031 – Letter of understanding with Tulalip Tribes' Public Works Department for discussion of onsite sewage issues

Mr. Kevin Plemel stated this letter of understanding is not intended to commit the Health District to a particular model or way of doing business. Its intent is to be transparent to determine where there are conflicts or confusion; any policy changes would come back to the Board. Mr. Grant Weed added that the letter directs staff to hold meetings and discuss issues related to onsite sewage management. After discussion, it was determined by the Board to table the item to a future date.

It was moved by Mr. Terry Ryan and seconded by Mr. K. Hilt to table the item for more study and future discussion at a later date. All Board members raised their hands with Mr. Scott Murphy noting his agreement verbally; the motion passed unanimously.

SR 17-032 – Appoint Pamela Aguilar, HR Manager, as the Health District's agent to receive damage/loss claims effective June 16, 2017.

With Teri Smith's departure, a new person must be assigned as the Health District's point of contact for damage and loss claims.



It was moved by Mr. Sam Low and seconded by Mr. Mark Bond to appoint Pamela Aguilar, HR Manager, as the Health District's agent to receive damage/loss claims effective June 16, 2017. The motion passed unanimously.

Briefings

Health Officer update:

Ms. Teri Smith introduced Pam Aguilar, the new HR Manager. Ms. Aguilar indicated that Dr. Chris Spitters is the interim Health Officer through July 31. The Health Officer position was opened on Dec. 16, 2016, and five candidates were interviewed in January, none of which were hired. A professional recruitment firm was hired in March; five applicants have been selected to interview.

Human Resources / Administrative Services Director update:

After the recent reorganization, it was determined that having the Administrative Services Director also serve as the HR Manager was too much for one person. Therefore, we'll recruit and replace the Administrative Services Director that will be vacated upon Ms. Smith's departure and Ms. Aguilar will become the HR Manager (previously the HR Analyst). An existing vacant position will be reclassified to HR Assistant. This is FTE-neutral and saves approximately \$21,000 through this year.

Home cooks:

There is a company operating on the West Coast that encourages home cooks to publicly sell their food/meals through the company's website. Restaurants and food trucks are regulated and inspected to ensure food safety, but home cooks aren't. The existing cottage-food bill allows the sale of low-hazard food; however, home cooks are making foods with a higher hazard than those covered by this bill. The company operates in King, Pierce, and Snohomish Counties. The State Dept. of Health has issued a cease-and-desist letter. The health departments in these three counties are communicating with each other, as well as with DOH, regarding options. Members of the Seattle City Council are in favor of this operation because of opportunities for lower-income individuals; they sent a letter of support to the King Co. health department and State Secretary of Health. SHD is focused on the website as opposed to shutting down individual cooks.

Chair's Report

Chair Fraley-Monillas did not have a report.

Interim Administrator's Report

Mr. Ketchel reported that security measures have been put in place in the Rucker Building, including security cameras, bathroom key codes, and a full-time security guard. Mr. Ketchel continues to present at city council meetings; he also plans to visit school board meetings. He's completed his one-on-one meetings with Board members. Later this week we'll receive a letter from the State Dept. of Health regarding the potential state shutdown, which will let us know which state contracts will be suspended. If we have to have layoffs, those affected must receive 15-days' notice. The report produced by Dave Gossett regarding the potential merger with the County was emailed yesterday to the Board; the topic will be on the July Board meeting as a discussion item.

Executive Session

The Board convened in executive session at 3:50 p.m. for the purpose of discussing potential litigation pursuant to RCW 42.30.110(1)(i). They reconvened at 4:05 p.m. No action was taken.



Information Items

Chair Fraley-Monillas thanked Ms. Smith for her work at the Health District and wished her well in her new position. Chair Fraley-Monillas then reviewed the informational items.

Adjournment

The meeting was adjourned at 4:06 p.m.

Adrienne Fraley-Monillas, Chair

Jefferson Ketchel, Interim Administrator,
Secretary

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