



**Snohomish Health District
Board of Health Minutes
Regular Meeting
July 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
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
Nate Nehring, County Councilmember
Jeff Rasmussen, Councilmember, Monroe
Donna Wright, Councilmember, Marysville
Stephanie Wright, County Councilmember – BOH Vice Chair

Members Absent

Dan Rankin, Mayor, Darrington
Terry Ryan, County Councilmember
Brian Sullivan, County Councilmember

Call to Order

The regular meeting of the Board of Health was called to order at 3:06 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. Stephanie Wright and seconded by Mr. Sam Low to approve the minutes of the regular meeting of June 13, 2017. The motion passed unanimously.

Public Comment

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

Standing Reports

Mr. Kurt Hilt reported that the Administration Committee met on June 28. The committee took action on two items, both of which were forwarded to the full Board on today's consent agenda: the ILA with the Snohomish County Department of Information Technologies to provide IT services for 2017 and 2018, and the agreement with the Snohomish County Treasurer's Office to participate in the County's investment pool. The committee received an update from Kidder Mathews, including options regarding the Rucker Building. Mr. Dan LeFree reviewed the financial report, and Mr. Jeff Ketchel said he was monitoring the state budget process.

Mr. Scott Murphy asked for clarification on the dollar amount in the IT services agreement. Ms. Judy Chapman clarified that originally the Board approved a 10-year agreement, expected to be \$750K or less per year. A supplement is added each year to determine the exact amount of the charges and to approve the scope of work for the upcoming year. Today's action will put the ILA in place in order to engage in the work and negotiate cost. This is a five-year agreement, with a value not-to-exceed of \$4.5M, which will be determined by the scope of work each year. We'll negotiate what services are needed each year. Our current contract is effective through September. The ILA will be in effect through the end of the year and will put a supplemental work order in place for 2018. The Board will approve the cost for 2017 at an upcoming Board meeting.

Chair Fraley-Monillas reported that the Executive Committee met on June 29. The committee discussed the top health officer candidate and reviewed the draft employment agreement. They recommended the candidate meet the full Board at today's meeting. The committee then reviewed the merger analysis report provided by Mr. Dave Gossett. They recommended that Mr. Gossett be invited to an upcoming Board meeting to present his report to the full Board.

The committee revisited the letter of understanding with the Tulalip Tribes regarding onsite sewage issues. This letter was previously discussed at the June Board of Health meeting. The committee recommended not moving the letter forward at this time. The committee continued reviewing the draft rules of governance. Mr. Grant Weed will update the document with all the recommendations the committee provided and will bring it to the next Executive Committee meeting for review prior to bringing it to the full Board.

Consent Agenda

It was moved by Ms. S. Wright and seconded by Mr. Kurt Hilt to approve the following items on consent:

- Approval of vouchers and Res. 17-18 authorizing June 2017 expenditures for Health District and PHEPR fund.
- Authorize the Interim Administrator to sign the interlocal agreement with Snohomish County Department of Information Technologies for the purpose of providing information technology services, and to authorize the Interim Administrator to negotiate for services to be provided for 2017 and 2018 calendar years.
- Adopt Res. 17-17 authorizing the Interim Administrator to execute an agreement with the Snohomish County Treasurer's Office to participate in the Snohomish County Investment Pool, and to amend the District's investment policies to include investment parameters and accountability standards with regard to investing in the Snohomish County Investment Pool.

The motion passed unanimously.



Briefings

ILA with Whatcom County regarding marijuana-prevention grant:

In the past, the Health District subcontracted with United General for marijuana-prevention dollars. However, the Dept. of Health recently made a change so that we now subcontract with Whatcom County. The contract with Whatcom will be effective July 1, 2017, through June 30, 2018, for approximately \$91,000. Whatcom is waiting for the Dept. of Health's contract before subcontracts can be put in place. Once we receive the contract with Whatcom, it will need to be signed quickly and may go to the Executive Committee for approval.

Update from Kidder Mathews:

Ms. Heather Thomas reviewed the recommendations in the letter from Kidder Mathews included in the Board packet. Based on discussions with Kidder Mathews and the Administration Committee, staff recommends the following:

- Set a price of \$8.5M and begin listing it for sale and/or lease and evaluate biweekly
- Work with Kidder Mathews to begin marketing vacant space on the first floor for lease
- Begin working with attorneys on a "master lease" agreement for all or part of the space currently occupied by the Health District, and
- Start actively searching for a new location—either for sale, lease, or lease with an option to purchase.

Snohomish County / SHD merger issues analysis:

Mr. Ketchel reported that Mr. Gossett has been invited to the Aug. 8 Board meeting to present his merger analysis. Mr. Ketchel asked the Board to review the report and let him know if there are questions of staff before the August Board meeting.

Briefing

Chair Fraley-Monillas, Vice Chair S. Wright, and Mr. Ketchel provided a brief review of Dr. Mark Beatty's credentials. Dr. Beatty joined the meeting via Skype, talked about his background, and answered several questions from the Board.

Executive Session

Chair Fraley-Monillas convened the Board into executive session for the purpose of discussing the qualifications of an applicant for public employment pursuant to RCW 42.30.110(g). The Board reconvened in regular session at 3:55 p.m.

Action

SR 17-035 – Authorize the Chair of the Board of Health to sign employment agreement with the Health District's health officer candidate

It was moved by Mr. K. Hilt and seconded by Ms. S. Wright to sign the employment agreement with the Health District's health officer candidate, Dr. Mark Beatty. The motion passed unanimously.

Chair's Report

Chair Fraley-Monillas thanked the Board members for attending the Board and committee meetings.



Interim Administrator's Report

Mr. Ketchel reported that the legislature included in its budget \$12M for foundational public health services. Of that, \$2M will go to the Dept. of Health and \$10M will go to local health jurisdictions over two years. The LHJ allocation must be agreed upon by the Dept. of Health and the LHJs. It must be used specifically for communicable disease and/or chronic disease.

Mr. Ketchel introduced Mr. Shawn Frederick, the new Administrative Services Director. Mr. Frederick was an internal candidate, and previously worked in the emergency preparedness program.

Staff attended a family-fun Healthy Communities Day last Sunday at the AquaSox game. The next Healthy Communities Day is Sunday, Aug. 27. Board members are invited to attend; staff will send out a reminder as the day approaches.

Information Items

Chair Fraley-Monillas reviewed the informational items. She reminded the Board to read Mr. Gossett's report in preparation for the August Board meeting.

Adjournment

The meeting was adjourned at 4:05 p.m.

Adrienne Fraley-Monillas, Chair

Jefferson Ketchel, Interim Administrator,
Secretary