



**Snohomish Health District
Board of Health Minutes
Regular Meeting
October 10, 2017**

The meeting was held at Snohomish Health District, 3020 Rucker Ave., third floor conference room.

Members Present

Christine Cook, Councilmember, Mukilteo
Adrienne Fraley-Monillas, Councilmember, Edmonds – BOH Chair
Benjamin Goodwin, Councilmember, Lynnwood
Sam Low, County Councilmember
Kyoko Matsumoto Wright, Councilmember, Mountlake Terrace
Scott Murphy, Councilmember, Everett
Dan Rankin, Mayor, Darrington
Jeff Rasmussen, Councilmember, Monroe
Terry Ryan, County Councilmember
Brian Sullivan, County Councilmember
Donna Wright, Councilmember, Marysville
Stephanie Wright, County Councilmember – BOH Vice Chair

Members Absent

Mark Bond, Councilmember, Mill Creek
Kurt Hilt, Councilmember, Lake Stevens
Nate Nehring, County Councilmember

Arrival/Departure

Ms. Cook arrived at 3:20 p.m.; Mr. Goodwin arrived at 3:10 p.m.; Mr. Murphy departed at 5 p.m.; Mr. Rankin departed at 4:45 p.m.; Mr. Rasmussen departed at 5 p.m.; Mr. Ryan arrived at 3:10 and departed at 4:35 p.m.; Ms. S. Wright arrived at 3:32 and departed at 4:45 p.m.

Call to Order

The meeting of the Board of Health was called to order at 3:10 p.m. by Board Chair Adrienne Fraley-Monillas in conference room 309 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 Agenda Contents and Order

Chair Fraley-Monillas requested to change the order of the agenda to accommodate Board members who need to leave before the meeting is scheduled to end. She amended the agenda to move executive session to #7 (after consent agenda), briefings to #10, and action items to #11.

It was moved by Mr. Scott Murphy and seconded by Mr. Brian Sullivan to approve the order of the agenda as amended. The motion passed unanimously.

Chair Fraley-Monillas proposed adding “to review the qualifications of a public employee” to executive session.



It was moved by Mr. Murphy and seconded by Mr. Sullivan to amend the agenda to add an item to executive session. The motion passed unanimously.

It was moved by Mr. Dan Rankin and seconded by Ms. Kyoko Matsumoto Wright to approve the agenda contents and order as amended. The motion passed unanimously.

Approval of Minutes

It was moved by Mr. Murphy and seconded by Mr. Terry Ryan to approve the minutes of the regular meeting of Sept. 12, 2017. The motion passed unanimously.

It was moved by Mr. Ryan and seconded by Mr. Rankin to approve the minutes of the special meeting of Sept. 27, 2017. The motion passed with one abstention (Mr. Murphy).

Public Comment

There were no volunteers to speak during public comment. Public comment was closed.

Special Resolution

Chair Fraley-Monillas presented a resolution and plaque to Ms. Donna Wright honoring her nine years of service on the State of Washington Board of Health.

Standing Reports

Ms. D. Wright reported on the Public Health Advisory Council Sept. 27 meeting. The PHAC received an update on opioid-related work, including the new website launch, the distribution of needle cleanup kits, and prescription lockup bags. Staff then brought forward a “recess before lunch” proposal for local elementary schools. Staff will be doing more outreach with local schools prior to bringing forward a resolution for Board consideration. Staff gave a brief update on emergency preparedness team and their responsibilities. The Council then received an update on the Community Health Improvement Plan and the Community Health Assessment. Staff is gearing up for developing a new CHA/CHIP, which begins in January and will go through June 2019. Several of the members of the Council volunteered to be involved in the process.

Ms. D. Wright reported on the Public Health Program Policy Committee Oct. 4 meeting. The committee was briefed on the proposed tipping fee for exempt solid waste facilities. EH is working on this issue and will bring it to the Board in the near future. The committee was briefed on the needle exchange program by staff and Cheri Speelman and Matt Standefer from the AIDS Outreach Project/Snohomish County Syringe Exchange in Everett. Staff presented the idea of creating a mobile syringe exchange, and moving the nonprofit’s syringe exchange under the Health District. Staff also updated the committee on what’s happening with opioid planning in the county, including several retreats with key players to work on a unified opioid response plan.

Mr. Ryan report on the Administration Committee Sept. 27 meeting. It was a special, abbreviated meeting due to the Board of Health special meeting directly following it. The committee reviewed and approved Res.17-23 and the list of vouchers for today’s consent agenda. The committee approved the contract for activities related to solid waste with Snohomish County and forwarded it to the full Board on today’s agenda as an action item. Staff briefed the committee on the ongoing supplemental work order with Snohomish County IT department, which expired Sept 30. The scope of work is entering its final steps prior to migration to county IT support services and includes deployment of a new VOIP phone system. Negotiations for continued IT support services have begun. The committee was also briefed on staff’s decision to move to an electronic system for agenda-management and their selection of NovusAGENDA.



Chair Fraley-Monillas reported on the Executive Committee Sept. 28 meeting. There was no quorum present so the committee did not take formal action. The committee was briefed on staff's decision to move to an electronic system for agenda-management and their selection of NovusAGENDA. The committee reviewed the Division of Responsibilities and will discuss it further at its next meeting.

Consent Agenda

It was moved by Mr. Jeff Rasmussen and seconded by Mr. Sullivan to approve the consent agenda:

- a. Approval of vouchers and Res. 17-23 authorizing September 2017 expenditures for Health District and PHEPR fund
- b. Confirm Lisa George, Sr. Director of Quality and Medical Services at Providence Regional Medical Center, to the Public Health Advisory Council (SR 17-055; J. Ketchel)

The motion passed unanimously.

Executive Session

Chair Fraley-Monillas convened the Board into executive session for 30 minutes for the purpose of:

- Collective bargaining matters pursuant to RCW 42.30.140(4)(a)
- Sale, acquisition, or lease of real property pursuant to RCW 42.30.110(1)(b) and (c)
- Review of qualifications of a public employee pursuant to RCW 42.30.110(1)(g)

Chair Fraley-Monillas stated that executive session is expected to last 30 minutes and the Board will reconvene at 3:55 p.m. For the record, Mr. Murphy recused himself from any discussion related to the sale of the Rucker Building.

The Board announced its intent to extend executive session for an additional five minutes, then an additional five minutes. The Board reconvened into regular session at 4:13 p.m. and took the following action:

Regarding collective bargaining matters pursuant to RCW 42.30.140(4)(a):

It was moved by Mr. Ryan and seconded by Mr. Rasmussen to approve the agreement with Professional and Technical Employees, Local 17-Environmental Health Supervisors Unit, Jan. 1, 2018, through Dec. 31, 2020, and authorize the Interim Administrator to execute the agreement. The motion passed unanimously.

Regarding sale, acquisition, or lease of real property pursuant to RCW 42.30.110(1)(b) and (c):

It was moved by Mr. Ryan and seconded by Mr. Benjamin Goodwin to authorize the interim administrator to execute Amendment #1 to the Purchase and Sale Agreement subject to the following three revisions:

- In the introductory paragraph, delete the words, "for reference purposes"
- In Recital A, delete the words "or about Sept. 27, 2017"
- Add date fields for the signatures in the signature blocks of Amendment #1.

Discussion: Mr. Murphy stated for the record that he stepped out of executive session during this portion of executive session and will therefore abstain.

The motion passed with one abstention (Mr. Murphy).



Regarding review of qualifications of a public employee pursuant to RCW 42.30.110(1)(g):

It was moved by Mr. Murphy and seconded by Mr. Ryan to authorize the chair and her designees to negotiate an employment agreement with the leading recommended candidate from the interview process for the Health District Administrator position subject to approval by the Health District Board. The motion passed unanimously.

Briefings

Syringe exchange and outreach services (SR 17-051)

Ms. Heather Thomas gave a brief review of the AIDS Outreach Project/Snohomish County Syringe Exchange in Everett, which is on pace to collect two million dirty needles this year (one-for-one). They are at maximum capacity, but there's an increasing need in the county for this service. Staff is exploring the idea of including the Syringe Exchange underneath the Health District; DOH has indicated informally that funding could be included in a consolidated contract at the beginning of the year. In addition to needle exchange, staff will also provide treatment information and resources, referrals for care, and hepatitis testing.

Ms. Cheri Speelman and Mr. Matt Standefer from the Syringe Exchange were invited to attend today's meeting. Ms. Speelman briefly described the history, purpose, and business model of their organization.

Mr. Ketchel reviewed the budget impact of absorbing the Syringe Exchange as well as potentially expanding it, and requested direction from the Board. After discussion, the Board had questions regarding the financial impact, data, and sustainability, but generally expressed support philosophically. Mr. Ketchel will work with staff to gather additional data and budget information to discuss with the Administrative Committee for further review. Mr. Sam Low requested a tour of their office.

Electronic agenda-management system (SR 17-049)

Ms. Carl briefly reviewed the decision to select Novusolutions as the provider for an electronic agenda-management system and the basic features of its NovusAGENDA program. The Board will likely receive training on the new system in January.

Action

Approve Res. 17-24 establishing rules of procedure for the conduct of business of the Board of Health

Mr. Grant Weed noted a small change from the previous version presented at last month's Board meeting. At the top of page 63 of the Board packet, the change now reflects that a letter from the Chair to all the appointing jurisdictions. Regarding social media: If Board members use social media to make a statement regarding business of the Board of Health, Mr. Weed encourages Board members to make clear that the message is not a view of the entire Board.

It was moved by Ms. D. Wright and seconded by Mr. Sullivan to approve Res. 17-24 with Exhibit A establishing rules of procedure for the conduct of business of the Board of Health. The motion passed unanimously.

Authorize the Interim Administrator to sign the intergovernmental services agreement with Snohomish County for activities related to solid waste **(SR 17-050)**



This is a long-standing contract with Snohomish County; however, this year's contract is slightly different and more straightforward. One dollar per ton received at the County facilities will be directed to the Health District for the operation of its solid waste programs. This is a slight reduction but accurately reflects the scope.

It was moved by Mr. Rasmussen and seconded by Ms. D. Wright to authorize the Interim Administrator to sign the intergovernmental services agreement with Snohomish County for activities related to solid waste for the period of Jan. 1, 2018, through Dec. 31, 2020. The motion passed unanimously.

Authorize the Interim Administrator to sign Amendment #01 to the Refugee Health Screen Services Agreement with DSHS **(SR 17-053)**

This amendment increases funding by \$305,000 for refugee screening services.

It was moved by Mr. S. Murphy and seconded by Mr. Rasmussen to authorize the Interim Administrator to sign Amendment #01 to the Refugee Health Screen Services Agreement with DSHS for Oct. 1, 2017, through Sept. 30, 2018. The motion passed unanimously.

Authorize the Interim Administrator to sign the EIP agreement renewal with the DSHS **(SR 17-056)**

The contract has been in place since 1988. The goal is to improve the health and wellbeing of children and families referred to Child Protective Services and to reduce the likelihood of future referrals.

It was moved by Mr. Rasmussen and seconded by Ms. Chris Cook to authorize the Interim Administrator to sign the Early Intervention Program agreement renewal with the Washington State Department of Social and Health Services, Oct. 1, 2017, through Sept. 30, 2018. The motion passed unanimously.

Set date of a public hearing to consider proposed Environmental Health fee schedule **(SR 17-054)**

Staff presented the draft fee schedule and requested the Board set a date for a public hearing.

It was moved by Ms. D. Wright and seconded by Mr. Benjamin Goodwin to hold the public hearing to consider the proposed 2018 Environmental Health fee schedule at the November Board meeting. The motion passed unanimously.

Set date of a public hearing to consider proposed Prevention Services fee schedule **(SR 17-058)**

Staff proposed removing charges for mandatory HIV testing and requested the Board set a date for a public hearing.

It was moved by Mr. Rasmussen and seconded by Mr. Goodwin to hold the public hearing to consider the proposed 2018 Prevention Services fee schedule at the November Board meeting. The motion passed unanimously.

Briefing

2018 preliminary budget **(SR 17-057)**

Mr. Ketchel reviewed the proposed budget. He noted preliminary outcomes, such as mission clarity and adopting the model of Chief Health Strategist, customer-centered technology, and PHAB accreditation are some of the 2018 priorities. There are no staff reductions proposed in the preliminary budget. Revenues include funding from the County and the cities, FPHS funding from the State, and EH fees. Increased



expenditures include updated technology, collective bargaining agreements, and employee benefits. Mr. Ketchel will continue having all-staff meetings to keep staff informed. He will also provide additional detail at the Oct. 25 Administration Committee meeting to keep the Board apprised of the budget.

Interim Administrator's Report

There will be a series of opioid meetings across the state regarding physician prescribing practices. The Health District will host one of these meetings on Feb. 9, 2018, at Everett Community College.

Information Items

Chair Fraley-Monillas reviewed the information items. She noted that the next Board meeting is a special meeting on the first Tuesday of November due to a conflict with the Washington counties' conference.

Adjournment

The meeting was adjourned at 5:07 p.m.

Adrienne Fraley-Monillas, Chair

Jefferson Ketchel, Interim Administrator,
Secretary