



**Snohomish Health District**  
**Board of Health Minutes**  
**Special Meeting**  
**November 7, 2017**

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

**Members Present**

Mark Bond, Councilmember, Mill Creek  
Christine Cook, Councilmember, Mukilteo  
Adrienne Fraley-Monillas, Councilmember, Edmonds – BOH Chair  
Kurt Hilt, Councilmember, Lake Stevens  
Sam Low, County Councilmember (via phone)  
Kyoko Matsumoto Wright, Councilmember, Mountlake Terrace  
Dan Rankin, Mayor, Darrington  
Terry Ryan, County Councilmember (via phone)  
Donna Wright, Councilmember, Marysville

**Members Absent**

Benjamin Goodwin, Councilmember, Lynnwood  
Scott Murphy, Councilmember, Everett  
Nate Nehring, County Councilmember  
Jeff Rasmussen, Councilmember, Monroe  
Brian Sullivan, County Councilmember  
Stephanie Wright, County Councilmember – BOH Vice Chair

**Arrival/Departure**

Mr. Ryan departed at 3:50 p.m. Mr. Low departed at 4:15 and rejoined at 4:30 p.m.

**Call to Order**

The meeting of the Board of Health was called to order at 3:08 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 Agenda Contents and Order**

It was moved by Mr. Dan Rankin and seconded by Mr. Kurt Hilt to approve the contents and order of the agenda. The motion passed unanimously.

**Approval of Minutes**

It was moved by Ms. Donna Wright and seconded by Ms. Chris Cook to approve the minutes of the regular meeting of Oct. 10, 2017.

Mr. Rankin asked the proper procedure for voting to approve minutes if a Board member did not attend the full meeting. Legal counsel Grant Weed suggested a Board member could verbally vote for approval up until their time of departure and recuse him/herself from approval outside that time.

The motion passed with Mr. Rankin noting his departure at 4:45 p.m.



### **Public Comment**

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

### **Standing Reports**

Mr. Hilt report on the Oct. 25 Administration Committee meeting. The committee reviewed and approved Res.17-26 and the list of vouchers for today's consent agenda. The committee approved the contract with Whatcom County for youth marijuana prevention activities. Because the Board, the Admin Committee, and the Executive Committee were previously briefed on this agreement, the committee approved the contract without forwarding to the Board for final approval. Staff reported on the ongoing supplemental work order with the Snohomish County IT department. The scope of work allows for the County to continue to provide Outlook, phone, and helpdesk support. IT staff are currently migrating Outlook to the County system. Mr. Ketchel gave a budget brief and the committee made some requests that you will see reflected in the document today. Ms. Thomas updated the committee on financial options for bringing the Syringe Exchange under the Health District effective January 1, including funding and demographic data. The committee felt comfortable with Mr. Ketchel's inclusion of the syringe exchange in the 2018 budget at the least expensive option, and staff will look for additional funding opportunities in the new year. Staff also briefed the committee on potential buildings for consideration. A preferred building was advanced to the Executive Committee for deliberation the next day.

Chair Fraley-Monillas reported on the Oct. 26 Executive Committee meeting. The committee was briefed on the 2018 proposed budget and potential relocation sites. Following discussion, the Committee authorized Mr. Ketchel to sign an offer letter for a property in Everett. More will be shared on this during Executive Session today. The committee made further edits to the Division of Responsibilities and will discuss it again at its next meeting.

### **Consent Agenda**

It was moved by Mr. Hilt and seconded by Ms. Cook to approve the consent agenda:

- a. Approval of vouchers and Res. 17-26 authorizing October 2017 expenditures for Health District and PHEPR fund
- b. Confirm Amy Navarro, Investment and Public Policy Sr. Manager at United Way of Snohomish County, and Sheila Luong, senior at Mariner High School, to the Public Health Advisory Council

The motion passed unanimously.

### **Executive Session**

Chair Fraley-Monillas convened the Board into executive session for the purposes of:

- Personnel matter pursuant to RCW 42.30.110(1)(g)
- Sale, acquisition, or lease of real property pursuant to RCW 42.30.110(1)(b) and (c)

Chair Fraley-Monillas stated that executive session is expected to last 20 minutes and the Board will reconvene at 3:35 p.m. The Board announced its intent to extend executive session for an additional 15 minutes, then an additional 10 minutes. The Board reconvened into regular session at 4 p.m. and took the following action:

*Regarding Personnel matter pursuant to RCW 42.30.110(1)(g):*

It was moved by Ms. Fraley-Monillas and seconded by Mr. Rankin to enter into a contract with Mr. Jeff Ketchel for the Administrator position with the salary offer discussed in executive session. 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. Hilt and seconded by Ms. Cook to authorize the execution of Amendment #1 to the Purchase and Sale Agreement on the Rucker Building as proposed by the City of Everett. The motion passed unanimously.

It was moved by Ms. Kyoko Matsumoto Wright and seconded by Ms. Donna Wright to authorize the execution of the Purchase and Sale Agreement with Volunteers of America subject to the following revisions:

1. Change the contingency period from 120 days to 140 days
2. The agreement will be subject to closure of the Rucker Building.

The motion passed unanimously.

It was moved by Ms. Matsumoto Wright and seconded by Mr. Hilt to authorize the expenditure of \$100,000 refundable earnest money deposit for the purpose of the Purchase and Sale Agreement with Volunteers of America. The motion passed unanimously.

## **Public Hearings**

Chair Fraley-Monillas opened the public hearing for the Environmental Health fee schedule. There were no speakers; the public hearing was closed.

It was moved by Ms. D. Wright and seconded by Mr. Hilt to approve the proposed 2018 Environmental Health fee schedule as shown in Exhibit B of the staff report to take effect Dec. 1, 2017. The motion passed unanimously.

Chair Fraley-Monillas opened the public hearing for the Prevention Services fee schedule to eliminate in-person HIV testing. There were no speakers; the public hearing was closed.

It was moved by Ms. Cook and seconded by Mr. Mark Bond to approve the proposed Prevention Services fees schedule as shown in Exhibit A of the staff report to take effect Dec. 1, 2017. The motion passed unanimously.

## **Action**

Approve Joint Resolution No. 17-040 affirming the Snohomish County Executive, Snohomish County Council, Snohomish County Sheriff, and the Snohomish Health District Board of Health's commitment to ending the opioid epidemic in Snohomish County **(SR 17-066)**

Ms. Heather Thomas noted that the County Council will consider this at their meeting tomorrow morning. The signed resolution will be emailed to Snohomish County mayors and legislators. A press conference is planned for Monday, Nov. 20. Dr. Beatty will attend the press conference along with the Executive and the Sheriff.

It was moved by Mr. Hilt and seconded by Ms. Cook to approve Joint Resolution No. 17-040 affirming the Snohomish Health District's commitment to ending the opioid epidemic in Snohomish County. The motion passed unanimously.

## **Briefings**

2018 preliminary budget and request to set a date of public hearing **(SR 17-067)**

Mr. Ketchel noted that the Health District has worked this year to bring together the Board, the County, cities, and federal and state governments to weigh in on the value of public health and is a call to action to fund it as well. At the core of the Health District's priority framework is the idea of the chief health strategist. It includes the strategic plan, performance management, workforce development, and quality improvement. Mr. Ketchel reviewed the budget spreadsheet, which includes a line-by-line column comparing 2017/2018 differences. The revenue spreadsheet includes information on the work being done under each funding source.

Mr. Ketchel reviewed new revenues: FPHS, continued per capita funding, the new EH fee schedule, new grant alignment, shared services, the Syringe Exchange, and PHEPR. Revenue-negative includes WIC/First Steps, site-hazardous assessment, and marijuana/tobacco.

Remaining issues to be resolved for this budget are the collective bargaining agreements and County IT services. Grants/contracts, fund balance, permits/fees, and FPHS and per capita contributions will assist with funding sustainability.

### **Interim Administrator's Report**

Recertification letters requesting appointment for 2018 representatives to the Board will go out soon. Please let the city or cities you represent know your interest in returning to the Board next year.

### **Health Officer Report**

Dr. Beatty's primary focus is the opioid crisis and will lead two of the three projects that the Health District is working on, specifically prescribing practices for physicians and treatment for patients for opioid-use disorder. He's meeting with the Everett Clinic, Swedish, and Providence who are working on monitor/control prescribing practices. Dr. Beatty is doing research on what groups in the community are getting patients connected to needed services. He's obtaining additional data from Providence regarding overdose-patient demographics and will review charts in the next week or two. He's also monitoring the flu situation; there has been one death in the state. He's visiting with all the departments in the Health District to get a better understanding of operations. Dr. Beatty will plan to provide a regular Health Officer's report at the Board meetings.

### **Action**

There was a brief period of time when no quorum was present. Once Mr. Low returned to the meeting, a quorum was present and the following action was taken:

It was moved by Mr. Sam Low and seconded by Mr. Rankin to schedule a public hearing for the 2018 proposed budget for the next Board of Health meeting on Dec. 12. The motion passed unanimously.

### **Information Items**

Chair Fraley-Monillas reviewed the information items.

### **Adjournment**

The meeting was adjourned at 4:37 p.m.

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Adrienne Fraley-Monillas, Chair

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Jefferson Ketchel, Administrator / Secretary