



**Snohomish Health District
Board of Health Minutes
January 9, 2018**

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

Members Present

Scott Bader, Councilmember, Everett
Christine Cook, Councilmember, Mukilteo
Adrienne Fraley-Monillas, Councilmember, Edmonds – BOH Chair
Kurt Hilt, Councilmember, Lake Stevens
Sam Low, County Councilmember
Kyoko Matsumoto Wright, Councilmember, Mountlake Terrace (via phone)
Nate Nehring, County Councilmember
Liam Olsen, Councilmember, Bothell
Dan Rankin, Mayor, Darrington
Terry Ryan, County Councilmember
Brian Sullivan, County Councilmember
Jeffrey Vaughan, Councilmember, Marysville
Stephanie Wright, County Councilmember – BOH Vice Chair

Members Absent

Jeff Rasmussen, Councilmember, Monroe
Shirley Sutton, Councilmember, Lynnwood (new member, not yet sworn in)

Arrival/Departure

None to report.

Call to Order

The regular meeting of the Board of Health was called to order at 3:05 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. Kurt Hilt and seconded by Mr. Dan Rankin to approve the contents and order of the agenda with one amendment: the addition of the SNAP-Ed agreement for Board approval under Action (10. C). The motion passed unanimously.

Special Business

Swearing in of new Board members:

New Board members Scott Bader, Liam Olsen, and Jeff Vaughan were sworn in by legal counsel Grant Weed.

Election of Chair and Vice Chair:

Mr. Jeff Ketchel noted that in the Board's rules of governance, the chair and vice chair will serve for one year; however, if they're willing to serve in that capacity, they may be elected to a second consecutive one-year term. Both Ms. Fraley-Monillas and Ms. Stephanie Wright have agreed to serve again in 2018.



Chair Fraley-Monillas opened the floor for nominations for the chair of the Board. Mr. Nate Nehring nominated Adrienne Fraley-Monillas. There were no other nominations, and Ms. Fraley-Monillas becomes the Chair of the Board for 2018.

Chair Fraley-Monillas opened the floor for nominations for the vice chair of the Board. Chair Fraley-Monillas nominated Stephanie Wright. There were no other nominations, and Ms. S. Wright becomes the Vice Chair of the Board for 2018.

Chair Fraley-Monillas said this consistency is good for the Health District, particularly since the Board will do evaluations this year for the Administrator and Health Officer. Ms. S. Wright added that 2017 was a year of change for the Health District, and keeping people in their roles for another year provides continuity. Also, as we reach out to the cities and strengthen relationships, it's beneficial to have a city councilmember as chair for outreach and consistency. Mr. Ketchel stated he appreciates the consistency as well.

Committee assignments:

Chair Fraley-Monillas asked that each Board members review the committee list and email their first and second choice to Ms. Carl. Mr. Ketchel gave a brief overview of the committees; he noted that today the Board will discuss call-in options for committee attendance. Each committee, once established, will confirm the dates and times they want to meet.

Approval of Minutes

It was moved by Ms. Stephanie Wright and seconded by Mr. Hilt to approve the minutes of the regular meeting of Dec. 12, 2017. The motion passed with four abstentions (Fraley-Monillas, Bader, Olsen, Vaughan).

Public Comment

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

Standing Reports

Chair Fraley-Monillas reported on the Jan. 4 Executive Committee special meeting. The committee was introduced to Tracey Kellogg, the new Finance Manager, who comes to us from Kitsap 911 and Kitsap Public Health. The committee reviewed the November/December vouchers and had several questions regarding checks and voucher dates. Staff will provide clarification. The committee asked that this item be pulled from the Board packet and reviewed again at the next Executive Committee meeting.

The committee then reviewed the updated Division of Responsibilities and discussed the dollar amounts per occurrence for staff approval. The committee requested that the Division of Responsibilities reflect required notification to the committee and/or the Board when per-month expenditure exceeds a specified amount. The committee also requested quarterly reporting to the Board regarding expenditures, with alerts to the Board when spending exceeds specified percentages for the quarter. The Executive Committee will discuss further at its next meeting.

The committee was briefed on two union contracts – PTE-Allied Professional Health Unit and PTE-Environmental Health Unit. The Board will receive a briefing in today's executive session. Negotiations for WSNA are ongoing, and negotiations for AFSCME will start next week.

Staff is in the process of updating the employee handbook to include new information on sick leave and travel compensation. The handbook will be finalized in February.



Mr. Ketchel presented data on other public health jurisdictions and other agencies regarding the use of surrogates or alternates for Board members. A handful of Boards use alternates, all of whom are elected officials. However, none use surrogates – such as a legislative aide or staff member. The RCW is silent on using surrogates that are non-elected. The committee recommended that Chair Fraley-Monillas and Mr. Ketchel meet individually with County Councilmembers to discuss options.

The committee discussed telephonic voting at committee meetings and recommends that full participation over the phone (including voting) be allowed at all committee meetings. This item is under briefings at today's Board meeting. The Executive Committee meets again on Feb. 1.

Briefings

Board and Committee meeting attendance and options (no staff report)

The Executive Committee discuss options at its last meeting and recommended that Mr. Ketchel and Chair Fraley-Monillas talk individually to the County Councilmembers to get their input. Mr. Ketchel noted that for Board members representing cities, another city councilmember could potentially act as an alternate; however, since all County councilmembers sit on the Board, there are no other similar electeds that could act as an alternate. The committee recommended that Chair Fraley-Monillas and Mr. Ketchel meet one-on-one with County Councilmembers to discuss options.

Telephonic voting at committee meetings **(SR 18-004)**

Legal Counsel Grant Weed stated that the Board's adopted rules of procedure include limited telephonic attendance and participation. The Executive Committee discussed having the same opportunity for committee meetings, including telephone voting, and recommended a minor amendment to the rules of procedure to include telephonic participation. The Board allows for three times in a calendar year to participate over the phone, with allowances made by the Board Chair in extraordinary circumstances. When reasonable, 24-hours' notice is required. The same rules are recommended by the Executive Committee for committee meetings. Mr. Weed recommends that committees select a vice chair in the event the chair is unavailable or must participate over the phone.

After a brief Board discussion favoring telephonic participation, Mr. Weed indicated that a resolution amending the Board's rules of procedure will be brought forward at the next Board meeting.

PHAB accreditation update (no staff report)

One of Mr. Ketchel's goal as administrator is to become an accredited agency. In the past, there wasn't adequate staffing for this initiative. The Ruckelshaus report brought to light some challenges that accreditation could address. When he became administrator, he assigned Mr. Gary Hanada to oversee the accreditation process full-time. Mr. Hanada has been partnering with Ms. Carrie McLachlan, Assessment Program Manager. Other local accredited public health agencies are Whatcom, Pierce, Kitsap, Spokane, Benton-Franklin, and the State. Mr. Ketchel and Mr. Hanada gave a presentation on PHAB accreditation, benefits, measures, steps, and timeline. The process takes several years, with a PHAB site visit expected in 2020. The site visit includes interviews with Board members, leadership, and staff. The Board will be involved in strategic planning, will be updated on the culture of quality and accreditation process, and will be asked to provide feedback. Eventually policies and the application fee (appx. \$32,000) will require Board approval.

Executive Session

Chair Fraley-Monillas requested to add real estate discussion to executive session.



It was moved by Mr. Hilt and seconded by Ms. S. Wright to amend the agenda to add as an additional (third) executive session topic, the sale or disposition of real estate. The motion passed unanimously.

On the topic of sale or disposition of real estate, Board members Bader, Rankin, and Ryan recused themselves from the discussion.

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

- Collective bargaining matters pursuant to RCW 42.30.140(4)(a) and (b)
- Pending litigation pursuant to RCW 42.30.110(1)(i) (i & ii)
- Sale or disposition of real estate property pursuant to RCW 42.30.110.

Chair Fraley-Monillas stated that executive session is expected to last 30 minutes and the Board will reconvene at 4:20 p.m. The Board extended executive session 10 minutes. The Board reconvened into regular session at 4:30 p.m.

Action

Agreement with Professional and Technical Employees Local 17-Allied Professional Health Unit, effective Jan. 1, 2018, through Dec. 31, 2020 (SR 18-003)

It was moved by Mr. Hilt and seconded by Mr. Sam Low to approve the agreement with Professional and Technical Employees Local 17-Allied Professional Health Unit, effective Jan. 1, 2018, through Dec. 31, 2020. The motion passed unanimously.

Agreement with Professional and Technical Employees Local 17-Environmental Health Unit, effective Jan. 1, 2018, through Dec. 31, 2020 (SR 18-005)

It was moved by Mr. Hilt and seconded by Mr. Low to approve the agreement with Professional and Technical Employees Local 17-Environmental Health Unit, effective Jan. 1, 2018, through Dec. 31, 2020. The motion passed unanimously.

Authorize the Administrator to enter into a contract with WSU for services associated with SNAP-Ed

Ms. Thomas thanked the Board for allowing staff to walk this item onto the agenda today. This a continuing agreement from last year with Washington State University for the Supplemental Nutrition Assistance Program Education Grant. The new grant extends to a three-year cycle for \$75,000 per year. It provides supplemental nutrition education; the Healthy Communities team works with schools that service lower-income areas.

It was moved by Mr. Scott Bader and seconded by Mr. Hilt to authorize the Administrator to enter into a contract with WSU for the period of Oct. 1, 2017, through Sept. 30, 2020, for services associated with the SNAP-Ed grant. The motion passed unanimously.

Chair's Report

Chair Fraley-Monillas did not have a report.

Administrator's Report

Mr. Ketchel shared a letter with the Board from the IRS giving its notice to partially reduce the space it leases at the Rucker Building effective April 19, 2019. Additionally, he provided a handout with updates on the per capita contributions from cities. Lynnwood, Mill Creek, and Monroe have not responded as of yet. Ms. Chris

Cook recently informed the Mukilteo City Council that she will come back with a budget amendment for the full dollar contribution. Mr. Ketchel, who is the legislative co-chair for WSALPHO, shared the WSALPHO 2018 legislative agenda, which was approved by WSAC.

Health Officer Report

Dr. Beatty stated that in 2016, the total number of opioid deaths in the county was 95 – second in the state only to King County, even though its population is larger. The new Maternal Death Review group at DOH completed its first-year review of causes of death in mothers around the time of delivery. The report shows that overdose was the number-one cause of death among mothers who did not die of medical-complication deaths. Dr. Beatty has requested more information from the State to see how many were in Snohomish County. We continue to work with the activated emergency management system. Flu season started one to two weeks later than normal, with 10 flu-associated deaths, which is higher than usual. These patients tested positive for flu but many had underlying chronic diseases; therefore, flu may not have been the primary cause of death. STDs continue to rise at 12% per year, with a reemergence of congenital syphilis, generally in the age-range from mid-teens to forties. The same trends are being seen across the state and country. One area Dr. Beatty is trying to curb the STD trend is by working with community partners that have funding restrictions to provide therapy to the sexual partners of persons testing positive. Both the Naval Station and the Tulalip Tribes were interested in discussing.

Dr. Beatty also stated that SHD is looking into outlier schools regarding immunization compliance to explain the risks. Other events occurring at the end of the year in SHD included a multi-county outbreak of salmonella related to fresh-cut watermelon and cantaloupe. Since this was a fresh produce, the outbreak should be over, except for possibly fruit that was frozen by consumers. DOH and SHD have sent out messages to discard the implicated fruit purchased and frozen around the time of the outbreak. SHD has started to receive reports of small clusters of norovirus, which is not a reportable disease, at several long-term-care facilities. They've asked for help in monitoring the outbreak and preventing further spread. It doesn't appear to be a large problem right now. SHD had several requests for mumps testing, which SHD staff are investigating, with only one positive case in an adult.

Information Items

Chair Fraley-Monillas reviewed the information items. She and Mr. Ketchel encouraged Board members to attend the WSALPHO/WSPHA legislative day in Olympia on Feb. 7.

Adjournment

The meeting was adjourned at 4:50 p.m.

Adrienne Fraley-Monillas, Chair

Jefferson Ketchel, Administrator / Secretary