

**Snohomish Health District  
Board of Health Minutes  
February 13, 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  
Nate Nehring, County Councilmember  
Liam Olsen, Councilmember, Bothell  
Dan Rankin, Mayor, Darrington  
Jeff Rasmussen, Councilmember, Monroe (via phone)  
Terry Ryan, County Councilmember (via phone)  
Brian Sullivan, County Councilmember  
Shirley Sutton, Councilmember, Lynnwood  
Jeff Vaughan, Councilmember, Marysville  
Stephanie Wright, County Councilmember – BOH Vice Chair

**Members Absent**

None

**Arrival/Departure**

Ms. Cook and Mr. Sullivan arrived at 3:10; Mr. Olsen arrived at 3:20.

**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 Ms. Linda Carl who reported there was a quorum present.

**Approval of Agenda Contents and Order**

It was moved by Mr. Sam Low and seconded by Mr. Kurt Hilt to add an executive session item related to performance of a public employee, pursuant to RCW 42.30.110. The motion passed unanimously.

It was moved by Mr. Low and seconded by Ms. Stephanie Wright to approve the contents and order of the agenda with the addition of an executive session item related to performance of a public employee. The motion passed unanimously.

**Special Business**

New Board member Ms. Shirley Sutton was sworn in by legal counsel Mr. Grant Weed.



### **Approval of Minutes**

It was moved by Mr. Dan Rankin and seconded by Mr. Low to approve the minutes of the regular meeting of Jan. 9. The motion passed unanimously.

### **Public Comment**

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

### **Standing Reports**

Chair Fraley-Monillas noted that committee standing reports are in the Board packets.

### **Consent**

It was moved by Mr. Nate Nehring and seconded by Ms. Wright to approve the consent agenda:

- a. Approve vouchers and Res. 18-01 authorizing December 2017 expenditures for Health District and PHEPR fund
- b. Approve vouchers and Res. 18-05 authorizing January 2018 expenditures for Health District and PHEPR fund
- c. Approve Res. 18-04 rescinding Res. 17-07 and authorizing the appointment of a new Auditing Officer

The motion passed unanimously.

### **Briefings**

Real estate update (no staff report)

Ms. Heather Thomas stated that the Health District is currently awaiting information from the City of Everett. The Dykeman team recently visited the VOA site and is preparing a report that will go to the Administration Committee at its Feb. 28 meeting. The due diligence period is mid to late March.

Snohomish Health District 2018 work plan (no staff report)

Mr. Jeff Ketchel and the senior leadership team formulated a work plan reflective of the items the Health District is doing and needs to be doing for the necessary operations of the agency. The work plan includes who the item is assigned to and completion dates. Mr. Ketchel welcomes feedback from the Board.

### **Executive Session**

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)
- Performance of a public employee pursuant to RCW 42.30.110

Chair Fraley-Monillas stated that executive session is expected to last 25 minutes and the Board will reconvene at 3:40 p.m. The Board asked for two five-minute extensions. The Board reconvened into regular session at 3:50 p.m.



**Action**

***Agreement with Washington State Nurses Association (WSNA) from Jan. 1, 2018, through Dec. 31, 2020 (SR 18-011)***

HR Manager Pam Aguilar distributed an updated salary page, in which some of the salaries had been calculated incorrectly. The corrected information doesn't change the overall contract information. Chair Fraley-Monillas gave the Board a moment to review the corrected salary information.

It was moved by Mr. Low and seconded by Mr. Hilt to approve the agreement with the Washington State Nurses Association, effective Jan. 1, 2018, through Dec. 31, 2020. The motion passed unanimously.

***Agreement with AFSCME from Jan. 1, 2018, through Dec. 31, 2020 (SR 18-012)***

It was moved by Mr. Low and seconded by Mr. Hilt to approve the agreement with AFSCME, effective Jan. 1, 2018, through Dec. 31, 2020. The motion passed unanimously.

***Approve amendments to employee handbook, effective Feb. 14, 2018 (SR 18-009)***

Ms. Aguilar reviewed the amendments to the updated employee handbook, which include changing references to the deputy director to administrator, adding a section for compensating travel, changing the workweek to Monday through Sunday, updating the sick leave language, adding the sick leave conversion, and adding an additional floating holiday for non-exempt employees.

It was moved by Mr. Rankin and seconded by Mr. Low to approve the amendments to the employee handbook, effective Feb. 14, 2018. The motion passed unanimously.

***Approve the revised monthly Board of Health financial report (SR 18-010)***

Finance Manager Tracey Kellogg has redesigned the financial report to look similar to the 2018 approved budget and to include additional detail that the Board has previously requested. Ms. S. Wright questioned information within the report; specifically, what position would we be in if we hadn't changed the numbers for the financial system and the Rucker Building for 2017. Ms. S. Wright requested to table the item to next month when staff has that additional information.

***Approve Res. 18-03 rescinding Res. 17-24 and amending the Board's Rules of Procedure to include telephonic participation at committee meetings (SR 18-006)***

At the last Board meeting, the Board agreed to allow the same rules that apply to the Board meetings for telephonic participation to apply to the committee meetings as well.

It was moved by Mr. Rankin and seconded by Mr. Hilt to Approve Res. 18-03 rescinding Res. 17-24 and amending the Board's Rules of Procedure to include telephonic participation at committee meetings. The motion passed unanimously.

***Authorize the Administrator to sign proposed lease extension agreement with Scriber Lake Co., LLC, for the Lynnwood building for a five-year term from July 1, 2018, through June 30, 2023 (SR 18-008)***

The Health District was notified recently that the District wasn't paying the full rental amount for several years, totaling over \$31,000. The landlord agreed to a temporary reduced rate in 2014 while District staff attempted to sublease a portion of the rental property that was vacated with the closing of the immunization clinic. After being notified, the District has resumed paying the full amount. The landlord proposed a two-year lease extension and a five-year lease extension; both options waive the back payment still owing. The Administration Committee forwarded the five-year extension to the Board. The five-year extension includes a 1% annual increase with an optional two-year extension at the end of the term agreement.

With the potential move of Rucker Building staff to the VOA building, the vacant space at the Lynnwood location will be used as a staging area as we implement a phased renovation/move-in of the VOA building. It was moved by Ms. S. Wright and seconded by Mr. Low to Authorize the Administrator to sign the proposed lease extension agreement with Scriber Lake Co., LLC, for the Lynnwood building for a five-year term from July 1, 2018, through June 30, 2023. The motion passed unanimously.

### **Administrator's Report**

Mr. Ketchel introduced Ms. Nicole Thomsen, the new Health Policy Analyst. Ms. Thomsen serves on the Mukilteo planning commission and previously worked at Seattle King County Public Health; she is an expert in the field of lead poisoning and healthy housing.

Mr. Ketchel has been following HB 1476, sponsored by Rep. Strom Peterson, regarding septic operations and maintenance. If passed, enforcement and oversight of appx. 65,000 septic systems in the county would be increased, with a cost to the Health District of about \$3.4M in the first five years. All 12 Puget Sound local health jurisdictions and WSAC are opposed to the bill.

As part of the accreditation process, the staff developed an employee survey; the survey was previously shared with the Chair and will be sent to the full Board today. The survey serves as a baseline for future agency improvements. Last week staff attended public health legislation day in Olympia; joining them was Board member Hilt, who attended as a Snohomish County and a State Board of Health member.

Chair Fraley-Monillas mentioned that after discussions with County councilmembers regarding ways to improve the meeting process, one idea that will be implemented is to eliminate some reports or provide them in written form instead of verbally at the meetings. One of these reports, the Chair's report, will be eliminated from the agenda.

### **Health Officer Report**

Dr. Beatty reported that many parts of the country are seeing influenza rates comparable to the 2009-10 pandemic; however, Washington State and Snohomish County are seeing the end of peak flu season. The Snohomish County rate was 30% less than last year. We did, however, have more deaths per hospitalization compared to last year. After reviewing historical data, Dr. Beatty found that we have a disproportionate number of flu deaths in the county compared to larger counties, which could indicate an access issue. He noted that this disproportion is not limited to the flu; we also see a similar pattern for opioid overdose deaths. He plans to research this data further.

Dr. Beatty continues to meet with his counterparts throughout the county. Recently he met with Dr. Cooper of South County Fire and Rescue to improve connectivity, particularly in emergencies. He also met with Dr. Selove, the County's medical examiner. Dr. Selove is interested opioid data and opioid-related-deaths data.

The CDC has a data model that looks at death and hospitalization data to calculate what might be the estimated number of people who are currently using and having issues with abuse and misuse. Obtaining this data will give us a sense of what percent would want services and help us in pursuing services, such as treatment-on-demand. Using the data we could then look at what's currently available and determine how much more is needed. Dr. Beatty has data privileges with Providence and is working to get the same at Swedish Edmonds in order to obtain data to make these calculations.

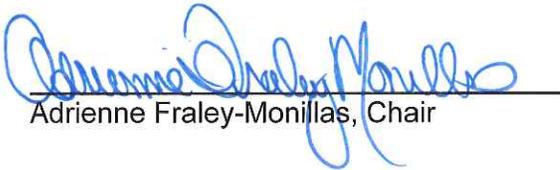


**Information Items**

Mr. Rankin recently met with former Sen. Kirk Pearson, who is now the director for rural development in the state. Mr. Pearson has been tasked with addressing opioid issues in the state and in the country. He requested to come to this Board to start the conversation. The Chair and Vice Chair recommended a special meeting with Mr. Pearson, but to start with a smaller conversation to flesh out topics and other details. Mr. Ketchel suggested also inviting others from the multi-county agency group to the special meeting. Chair Fraley-Monillas suggested scheduling a special meeting directly after an upcoming Board meeting.

**Adjournment**

The meeting was adjourned at 4:15 p.m.



Adrienne Fraley-Monillas, Chair



Jefferson Ketchel, Administrator / Secretary