



**Snohomish Health District  
Board of Health Minutes  
June 11, 2019**

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  
Kurt Hilt, Councilmember, Lake Stevens – BOH Vice Chair  
Sam Low, County Councilmember (via phone)  
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace  
Nate Nehring, County Councilmember  
Dan Rankin, Mayor, Darrington  
Linda Redmon, Councilmember, Snohomish  
Brian Sullivan, County Councilmember  
Shirley Sutton, Councilmember, Lynnwood  
Jeff Vaughan, Councilmember, Marysville  
Stephanie Wright, County Councilmember – BOH Chair

**Members Absent**

Liam Olsen, Councilmember, Bothell  
Terry Ryan, County Councilmember

**Call to Order**

The regular meeting of the Board of Health was called to order at 3:08 p.m. by Board Chair Stephanie Wright 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.

**Arrivals/Departures**

Mr. Vaughan arrived at 3:12 p.m.; Mr. Low departed at 4:15 p.m.; Mr. Hilt and Mr. Sullivan departed at 5:10 p.m.

**Approval of Agenda Contents and Order**

It was moved by Mr. Scott Bader and seconded by Mr. Brian Sullivan to approve the agenda contents and order. The motion passed unanimously.

**Approval of Minutes**

It was moved by Ms. Linda Redmon and seconded by Mr. Kurt Hilt to approve the minutes of the regular meeting of May 14, 2019. The motion passed unanimously.

**Special Business**

The Board recognized Rep. June Robinson for her continued support of public health matters at the state level and her support of funding for foundational public health services. Chair Wright presented her with the first Donna Wright Elected Official Champion of Public Health Award.



Chair Wright also presented Res. 19-11 to Dr. Jiho Bryson, recognizing her for her service on the Public Health Advisory Council.

It was moved by Mr. Hilt and seconded by Ms. Adrienne Fraley-Monillas to Adopt Res. 19-11 recognizing Dr. Jiho Bryson's service on the Public Health Advisory Council. The motion passed unanimously.

### **Public Comment**

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

### **Written Reports**

Committee reports are provided in the Board packet.

### **Consent**

It was moved by Mr. Sullivan and seconded by Ms. Fraley-Monillas to approve the consent agenda items:

- a. Approve vouchers and Res. 19-13 authorizing May 2019 expenditures for the Health District and PHEPR fund
- b. Authorize the Administrator to sign the memorandum of understanding with Community Health Center of Snohomish County to provide outreach services at the Health District's WIC/First Steps clinics
- c. Authorize the Administrator to approve recruitment of a 1.0 FTE Program Specialist II to fill a budgeted, vacant position
- d. Authorize the Administrator to approve recruitment of a term-limited 1.0 FTE Healthy Communities Specialist to fulfill requirements in the newly authorized HRSA grant
- e. Authorize the Administrator to approve the recruitment of an Environmental Health Specialist I/II (EHS) to fill a vacant position in the Food Safety Program
- f. Confirm the appointment of one new member and the reappointment of four existing members to the Public Health Advisory Council for three-year terms from July 2019 through June 2022
- g. Adopt Res. 19-12 recognizing Martha Peppones' service on the Public Health Advisory Council

The motion passed unanimously.

### **Executive Session**

The Board convened into Executive Session for the purpose of a personnel matter pursuant to RCW 42.30.110(1)(g). Executive Session is expected to last up to 30 minutes. The Board will reconvene into regular session at 3:45 p.m. and may take possible action.

The Board announced the following extensions to executive session: additional 15 minutes, additional 15 minutes, additional 15 minutes, additional 10 minutes, additional 5 minutes, additional 15 minutes, and additional 10 minutes.

The Board reconvened at 5:10 p.m. and took no action.

### **Action Items**

#### **Adopt Res. 19-14 approving the calendar for the 2020 budget (SR 19-061)**

Board members Nehring, Redmon, and Sutton confirmed serving on the budget ad hoc committee. Mr. Ketchel will check with Mr. Sullivan.



It was moved by Ms. Fraley-Monillas and seconded by Ms. Redmon to adopt Res. 19-14 approving the calendar for the 2020 budget. The motion passed unanimously.

**Direct the Administrator to work with Health District legal counsel and Moss Adams LLP to draft a contract to conduct an assessment of the performance audit areas as designated by the Executive (SR 19-064)**

It was moved by Ms. Fraley-Monillas and seconded by Ms. Shirley Sutton to direct the Administrator to work with Health District legal counsel and Moss Adams LLP to draft a contract to conduct an assessment of the performance audit areas as designated by the Executive. The motion passed unanimously.

**Authorize the Administrator to sign the Project-Specific Agreement with the North Sound Accountable Community of Health (SR 19-063)**

It was moved by Ms. Redmon and seconded by Mr. Bader to authorize the Administrator to sign the Project-Specific Agreement with the North Sound Accountable Community of Health. The motion passed unanimously.

**Authorize the Administrator to approve recruitment of two 1.0 FTE public health nurses in the Communicable Disease Surveillance and Response program to fill two budgeted positions (SR 19-067)**

It was moved by Ms. Fraley-Monillas and seconded by Ms. Redmon to authorize the Administrator to approve recruitment of two 1.0 FTE public health nurses in the Communicable Disease Surveillance and Response program to fill two budgeted positions. The motion passed unanimously.

## **Briefings**

### *Finance Manager's report for March 2019 (SR 19-058)*

Mr. Shawn Frederick reported that as of March, the Health District has \$9.5M in cash and investments. Revenues are 14.5% above projections and expenditures are 1.2% above budgeted projections. The total fund balance is \$11.6M.

### *Strategic planning update (no staff report)*

Mr. Ketchel requested the Board complete the Doodle Poll that Ms. Carl emailed to the Board for the strategic planning work session.

### *2020 budget request to County Executive (no staff report)*

Mr. Ketchel reported that staff is working on this but has nothing new to report at this time.

### *Board members interested in attending NALBOH conference, August 14-16 in Denver, CO (no staff report)*

Mr. Ketchel invited Board members to let him know if interested in attending the conference.

## **Administrator's Report**

Mr. Ketchel reported that he attended the WSALPHO June meeting last week and accepted an award for the Health District for Most Legislative Health Department in the state.

## **Health Officer's Report**

Dr. Mark Beatty reported that there have been no secondary measles cases reported in our county. This is the second outbreak in the last year in which we've had no additional cases.

## **Information Items**

Chair Wright reviewed the upcoming meetings.



**Adjournment**

The meeting was adjourned at 5:25 p.m.

Stephanie Wright, Chair

Shawn Frederick, Interim Administrator / Secretary