



**Snohomish Health District  
Board of Health Minutes  
December 10, 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  
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace  
Liam Olsen, Councilmember, Bothell  
Nate Nehring, County Councilmember  
Dan Rankin, Mayor, Darrington  
Linda Redmon, Councilmember, Snohomish  
Jeff Vaughan, Councilmember, Marysville  
Stephanie Wright, County Councilmember – BOH Chair

**Members Absent**

Terry Ryan, County Councilmember  
Brian Sullivan, County Councilmember  
Shirley Sutton, Councilmember, Lynnwood

**Call to Order**

The regular meeting of the Board of Health was called to order at 3:05 p.m. by Chair Stephanie Wright in the auditorium of the Snohomish Health District Rucker Building.

**Roll Call**

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

**Arrivals/Departures**

Sam Low and Jeff Vaughan arrived at 3:10; Adrienne Fraley-Monillas departed at 4:48 p.m.

**Approval of agenda**

It was moved by Mr. Kurt Hilt and seconded by Mr. Scott Bader 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. Hilt to approve the minutes of the regular meeting of November 12, 2019, and the special meeting of November 12, 2019. The motion passed unanimously.

**Public Comment**

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

**Written Reports**

Committee reports and the finance manager's report are provided in the Board packet.





## Consent

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

- a. Approve vouchers and Res. 19-26 authorizing October 2019 expenditures for Health District and PHEPR fund
- b. Authorize the Interim Administrator to enter into an agreement with Buenavista Services Inc. to provide janitorial services at the Rucker Building and South County locations from Jan. 1 to Dec. 31, 2020
- c. Authorize the Interim Administrator to approve filling a vacant, budgeted position for a full-time communicable disease supervisor
- d. Authorize the Interim Administrator to sign the memorandum of understanding with PROTEC17 – Allied Professional Health Unit regarding the lead DIS position
- e. Authorize the Chair of the Board to form an ad hoc committee focused on developing a recommended framework to establish a public health foundation.

The motion passed unanimously.

## Briefings

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

Mr. Shawn Frederick reported that the presentation by KelloggWatson originally scheduled at the Executive Committee meeting of Nov. 27 was cancelled. Several Board members and staff have provided additional comments on the document. At this point Board direction is needed regarding the review/approval process for the final document and if it needs to go through committees. Ms. Linda Redmon noted that the document originally went through the committees; if there are substantive changes, the committees may want to see it again. Mr. Frederick stated that the original contract with KelloggWatson is set to expire Dec. 31, and the Board may want to consider extending the contract to allow the final document to go through committees before coming back to the Board. However, he stated that he believes there are no substantive changes in the document. Ms. Redmon then suggested keeping with the original timeframe and bringing the final document back to the full Board in January without going through committees. Mr. Frederick noted that we'll still have to extend the contract for an additional three weeks to allow for a new deadline for final document adoption, but there will be no additional cost. Chair Wright stated that this item will come back to the full Board for action at the January meeting.

### *Performance evaluation tool (SR 19-115)*

Ms. Pam Aguilar worked with a work group and created a performance evaluation tool to provide consistency throughout the agency regarding how and when performance evaluations are done. A procedure document was also created. The Executive Committee previously provided some input, and Ms. Aguilar is working with Summit Law to clean up some of the language in the end-of-year performance evaluation. Supervisors and HR will review the performance evaluation before being delivered to the employee.

### *Proposed 2020 Health District budget (SR 19-122)*

Mr. Frederick gave a presentation regarding the changes to the proposed budget since the last Board meeting. He noted the budget process began with a \$1.7M deficit. Total expenditures will increase by over \$360K compared to the 2019 amended budget. There's also a reduction of 12.9 FTEs, primarily in WIC and First Steps. There will continue to be a moratorium on out-of-state travel, and we'll continue to work toward a performance audit to be completed in 2020. We've implemented budgeting software, and we'll continue with a hiring freeze of open positions unless approved by the Board. The assumptions that went into the budget have not changed. The Executive Committee forwarded the proposed budget, which includes the Child Care Health





Outreach team through 2020. This decreased the number of FTE reductions while still maintaining a neutral budget. We've accounted for normal cost increases, both in the proposed budget and in projections moving forward. Per capita dollars are included from those cities that have approved the contributions. Staff has had some conversations with cities regarding tying naloxone funding to per capita contributions.

When the budget process started, Mr. Frederick noted that we understood that the Health District faces a revenue issue; there are few sources we can access for funding, plus we don't have taxing authority. Nearly 62% comes from intergovernmental revenue sources, such as per capita and grant funding. To make the organization more standardized, some programs have been moved to other divisions; for instance, only those programs with pure overhead costs are now under administration. The organizational changes will occur over a period of time in 2020. Mr. Frederick reviewed revenues by division, which are outlined in the budget. Expenditures have stayed stable over the last few years and have decreased in some areas, such as supplies. The budget includes deferred maintenance and capital items that need to be addressed, such as replacement of all IT software at a cost of about \$70K. This capital expense will allow us to bring forward security patches, protect data, and bring onboard more modern forms of business applications. Non-capital expenditures are primarily deferred maintenance in the Rucker Building to make the top two floors available for lease. The electronic health record project will update hardware to protect data and allow us to operate in a more efficient and modern way. This budget leaves us with a total fund balance of approximately \$8.7M. Eventually we'll need to address the reserves policy. We anticipate a budget surplus between 2021 and 2025, with a balanced budget in 2026. This projection does not include new revenue generated by leasing space in the building, what we'll do with the South County building, or any other financial efficiencies we find in modernizing our contract management practices.

Mr. Frederick added that in 2020 we'll continue to address policy issues, including leasing space in the Rucker Building, the lease at the South County building, a public health foundation to access new forms of revenue, performance leadership and management, a comprehensive policy review, fleet management, and environmental health records.

Chair Wright thanked Mr. Frederick, the staff, and the budget ad hoc committee for their work on this budget. Ms. Matsumoto Wright expressed appreciation for addressing the empty space in the Rucker Building and the South County building. Ms. Linda Redmon thanked the cities that contributed per capita funds, and Chair Wright thanked Mr. Jeff Vaughan for restoring Marysville's per capita funding.

## **Special Business**

*Public Hearing regarding the proposed 2020 Health District budget and accept into the record written comments regarding the proposed 2020 budget*

Chair Wright opened the public comment portion of the public hearing. There were no volunteers to speak; Chair Wright closed public comment.

It was moved by Ms. Linda Redmon and seconded by Ms. Fraley-Monillas to accept into the record written comments regarding the proposed 2020 budget. The motion passed unanimously.

## **Action Items**

### **Adopt Res. 19-28 regarding the proposed 2020 Health District budget**

It was moved by Ms. Fraley-Monillas and seconded by Mr. Hilt to adopt Res. 19-28 regarding the proposed 2020 Health District budget.

Discussion: Ms. Chris Cook thanked Mr. Frederick, staff, and Ms. Redmon for answering her questions regarding WIC and First Steps. Chair Wright stated that leadership and staff gave her assurance that clients will continue to receive services as we transition these programs. Ms. Fraley-Monillas said she appreciates that the transition process will be slow and that other agencies will pick up the services as we work with the State.

The motion passed unanimously.





**Adopt Res. 19-27 establishing the set day, time, and location of the regular monthly meeting of the Board of Health to be the third Tuesday in January and the second Tuesday of each remaining month of the year at 3 p.m. at the Snohomish Health District (SR 19-120)**

Changing the first meeting in January to the third Tuesday allows cities time to go through the process of identifying their representative to the Board of Health.

It was moved by Mr. Bader and seconded by Ms. Fraley-Monillas to adopt Res. 19-27 establishing the set day, time, and location of the regular monthly meeting of the Board of Health to be the third Tuesday in January and the second Tuesday of each remaining month of the year at 3 p.m. at the Snohomish Health District. The motion passed unanimously.

**Adopt Res. 19-29 recognizing Board member Chris Cook for her service on the Board**

Mr. Dan Rankin read into the record Res. 19-29 and expressed his appreciation for working with Ms. Cook on the Board and committees; Ms. Cook thanked the Board. Chair Wright thanked Ms. Cook for her service.

It was moved by Mr. Rankin and seconded by Ms. Fraley-Monillas to adopt Res. 19-29 recognizing Board member Chris Cook for her service on the Board. The motion passed unanimously.

**Adopt Res. 19-30 recognizing Board member Kurt Hilt for his service on the Board**

Ms. Fraley-Monillas read into the record Res. 19-30 and expressed her appreciation to Mr. Hilt for all his work on the Board. Mr. Hilt thanked the Board. Mr. Sam Low thanked Mr. Hilt for his service on the Board and to the city of Lake Stevens. Chair Wright thanked Mr. Hilt for his service.

It was moved by Ms. Redmon and seconded by Mr. Bader to adopt Res. 19-30 recognizing Board member Kurt Hilt for his service on the Board. The motion passed unanimously.

**Adopt 19-31 recognizing Board member Liam Olsen for his service on the Board**

Mr. Nate Nehring read into the record Res. 19-31. Mr. Olsen thanked the Board. Chair Wright thanked Mr. Olsen for his service.

It was moved by Mr. Nehring and seconded by Mr. Low to adopt 19-31 recognizing Board member Liam Olsen for his service on the Board. The motion passed unanimously.

**Adopt 19-32 recognizing Board member Brian Sullivan for his service on the Board**

Chair Wright noted that Mr. Sullivan was not present at the meeting and the resolution was not read aloud.

It was moved by Mr. Hilt and seconded by Ms. Fraley-Monillas to adopt 19-32 recognizing Board member Brian Sullivan for his service on the Board. The motion passed unanimously.

**Adopt Res. 19-33 recognizing Board member Shirley Sutton for her service on the Board**

Chair Wright noted that Ms. Sutton was not present at the meeting and the resolution was not read aloud.

It was moved by Mr. Bader and seconded by Ms. Fraley-Monillas to adopt Res. 19-33 recognizing Board member Shirley Sutton for her service on the Board. The motion passed unanimously.

**Interim Administrator's Report**

Mr. Frederick will provide a detailed email of accomplishments to the staff and will forward it to the Board as well. He reviewed some of the highlights of accomplishments: an agency-wide performance evaluation program, a strategic plan that's close to being executed, performance leadership and management tools, policy management and organization, and recruitment. Board members interested in participating in developing a 501(c)3 for a public health foundation are asked to contact Ms. Linda Carl.





### Interim Health Officer's Report

Dr. Chris Spitters reported that there are 2,300 cases nationwide with 42 deaths associated with vaping-related lung illness. The trend appears to be slowing down; he's hopeful this is real (as opposed to surveillance-related) and is related to removing cannabis products that contain vitamin E acetate from the shelves. In the lungs, vitamin E can cause the problems we've seen in patients.

Flu season is here; we have a surveillance system set up in partnership with the state and local labs and healthcare facilities. We don't count every case of influenza since it's not a reportable condition. However, we do have a few settings that count the number of tests performed and number of positives; over the past few weeks we've seen the numbers increase. The message is out to the general public with the main intent to remind people to get vaccinated, particularly those more vulnerable or at higher high risk.

Lastly, a potential problem we're seeing is STEC, which is a form of E.coli that's particularly harmful in children. STEC is generally seen in undercooked beef, vegetables, and berries—and in the last few years we've seen it in lettuce products. A recent outbreak is centered at a chain of restaurants in King County. Several people in Snohomish County were sickened, which may be related to the restaurant chain. Public health is looking further into the cases to identify the source.

### Executive Session

The Snohomish Health District Board of Health convened into executive session for the purposes of potential litigation pursuant to RCW 42.30.110(1)(i) and discussion of qualifications of an applicant for public employment pursuant to RCW 42.30.110(1)(g). Chair Wright stated that executive session is expected to last up to 20 minutes, and, unless extended to a later time, the Board will reconvene into regular session at 4:25 p.m. She stated that following executive session the Board may take action. The Board announced one 15-minute extension and three five-minute extensions. They reconvened into regular session at 4:56 p.m. and took the following actions:

It was moved by Mr. Rankin and seconded by Mr. Hilt to extend the health officer interim appointment to Dr. Chris Spitters with the same terms as currently in place and until the permanent position is filled. The motion passed unanimously.

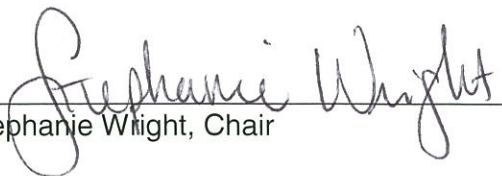
It was moved by Mr. Low and seconded by Mr. Hilt to appoint Shawn Frederick to Health District administrative officer subject to negotiation of employment agreement. The motion passed unanimously.

### Information Items

Chair Wright reviewed upcoming meetings.

### Adjournment

The meeting was adjourned at 5 p.m.

  
Stephanie Wright, Chair

  
Shawn Frederick, Administrative Officer / Secretary