



**Snohomish Health District
Board of Health Minutes
January 21, 2020**

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

Members Present

Scott Bader, Councilmember, Everett
Elisabeth Crawford, Councilmember, Mukilteo
Megan Dunn, County Councilmember
Adrienne Fraley-Monillas, Councilmember, Edmonds
John Joplin, Councilmember, Brier
Anji Jorstad, Councilmember, Lake Stevens
Sam Low, County Councilmember
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace
Nate Nehring, County Councilmember
Dan Rankin, Mayor, Darrington
Linda Redmon, Councilmember, Snohomish
Stephanie Wright, County Councilmember – BOH Chair
Terry Ryan, County Councilmember (via phone)

Members Absent

Christine Frizzell, Councilmember, Lynnwood
Jeff Vaughan, Councilmember, Marysville

Call to Order

The regular meeting of the Board of Health was called to order at 3:03 p.m. by 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

Terry Ryan joined via phone at 3:19 p.m. and Nate Nehring arrived at 3:21 p.m.

Approval of agenda

It was moved by Ms. Adrienne Fraley-Monillas 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 Ms. Fraley-Monillas to approve the minutes of the regular meeting of December 10, 2019. The motion passed unanimously.

Special Business

Swearing in of new Board members

New Board members Elisabeth Crawford, Megan Dunn, John Joplin, and Anji Jorstad were sworn in by legal counsel Grant Weed.



Election of Board Chair and Vice Chair

Mr. Sam Low nominated Ms. Redmon for chair of the Board. Ms. Kyoko Matsumoto Wright nominated Ms. Stephanie Wright. Ms. Redmon declined the nomination.

Ms. Fraley-Monillas nominated Mr. Dan Rankin for vice chair. Mr. Low nominated Ms. Redmon for vice chair.

There was brief discussion regarding the expectation of the chair and vice chair to sit on the executive committee. Mr. Rankin and Ms. Redmon expressed interest in staying on the program policy committee. Acknowledging that, Ms. Fraley-Monillas nominated Ms. Matsumoto Wright as vice chair.

Chair Wright called for a vote regarding the nomination of Ms. S. Wright as chair, which passed unanimously.

Chair Wright called for a vote regarding the nomination of Ms. Matsumoto Wright as vice chair, which passed unanimously.

Board of Health committees

Chair Wright asked Board members to let Ms. Linda Carl know their first and second choice for standing committees, and, if interested, to let her know if they'd like to be on the public foundation ad hoc committee or the Rucker Building task force. Ms. Carl will send an email to the Board with the current meeting times of the committees.

Public Comment

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

Written Reports

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

Briefings

Presentation by KelloggWatson regarding the Health District's 2020 Strategic Plan (no staff report)

Ms. Tamie Kellogg and Mr. Jay Watson reviewed their process of obtaining consensus while developing the strategic plan. Mr. Watson stated that the plan is rooted in foundational public health services listed in state statute. He said they talked to other organizations—such as Snohomish County Cities and the Sheriff's Office—and relied on Health District staff expertise during development. They also received input from the Board in meetings with the executive committee and in Board work sessions. Board members Redmon and Rankin read through the draft and provided corrections and input. The values in the plan are a composite of one session with the Board and one with staff. The plan has been reviewed by many individuals.

Ms. Megan Dunn asked if there are tangible goals at the work-plan level for staff. Ms. Kellogg responded that in the chapter titled Implementation Considerations, it's suggested that the Health District develop specific measures relative to each work-plan item. Ms. Redmon commended KelloggWatson on presenting the impetus for public health in Snohomish County and providing the historical background. Mr. Bader asked if there is anything significantly different than the two previous strategic plans. Mr. Watson responded the foundational public health services concept is new and means trying to ferret out a suite of services and programs available to everyone in the country at some level. Before then, different health jurisdictions focused on different priorities. Ms. Kellogg added that previous strategic plans were more prescriptive and more like a work plan; this strategic plan focuses on the scope of what the Health District wants to cover and is less prescriptive. Additionally, they assured there was consensus.

Action Items

Adopt Res. 20-02 approving the Health District's 2020 Strategic Plan (SR 20-001)

It was moved by Ms. Redmon and seconded by Mr. Dan Rankin to adopt Res. 20-02 approving the Health District's 2020 Strategic Plan. The motion passed unanimously.

Approve vouchers and Res. 20-01 authorizing December 2019 expenditures for Health District and PHEPR fund (no staff report)

It was moved by Ms. Fraley-Monillas and Mr. Scott Bader to approve vouchers and Res. 20-01 authorizing December 2019 expenditures for Health District and PHEPR fund. The motion passed unanimously.

Authorize the Administrative Officer to enter into a Limited Medical Service Consultant Agreement with Christopher Spitters, MD, MPH, as attached in Exhibit A, for the period January 1, 2020 – December 31, 2021 (SR 19-129)

It was moved by Ms. Redmon and seconded by Mr. Bader to authorize the Administrative Officer to enter into a Limited Medical Service Consultant Agreement with Christopher Spitters, MD, MPH, as attached in Exhibit A, for the period January 1, 2020 – December 31, 2021.

Mr. Shawn Frederick clarified that this contract is specific to Dr. Spitters' role as the primary consultant for TB work, not for his role as the interim health officer. There are no pay differences from the previous contract.

The motion passed unanimously.

Authorize the recruitment of a 1.0 FTE Environmental Health Specialist to fill a budgeted, vacant position (SR 19-125)

Mr. Bruce Straughn stated that an EH specialist in the food program retired on Dec. 31. This is to replace the position. There will be a budget savings of about \$40K due to the retiree leaving at the top of the scale and the new hire coming in at a lower rate of pay. Requests to fill positions must be approved by the Board according to the budget proviso.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Redmon to authorize the recruitment of a 1.0 FTE Environmental Health Specialist to fill a budgeted, vacant position. The motion passed unanimously.

Authorize the Administrative Officer to extend until close of business on March 31, 2020, the employment of an Environmental Health program assistant 1 employee affected by the 2020 budget layoffs and subsequent bumping (SR 20-004)

Mr. Straughn stated that the 2020 budget didn't include layoffs in the customer service division; however, due to bumping, a program assistant in this division is scheduled to be laid off at the end of January. The new staff member comes from a different division and will be in training for several months, the result of which is a reduction in staffing in customer service. There will be savings in the department due to replacing the EH specialist brought forward in the previous action item. Mr. Straughn requests that a portion of that savings be used to continue the program assistant position through March.

It was moved by Ms. Fraley-Monillas and seconded by Mr. Bader to authorize the Administrative Officer to extend until close of business on March 31, 2020, the employment of an Environmental Health program assistant 1 employee affected by the 2020 budget layoffs and subsequent bumping. The motion passed unanimously.



Authorize the Administrative Officer to sign the professional services agreement with OnlineRME, LLC, for the period November 1, 2019 – October 21, 2024 (SR 19-130)

Mr. Straughn stated that OnlineRME provides us with an online portal for septic-system pumpers and maintenance providers to submit reports to the Health District. OnlineRME charges \$3 per submittal. The contract now provides that OnlineRME will collect and remit to us the fees implemented with the current EH fee schedule.

It was moved by Mr. Bader and seconded by Ms. Redmon to authorize the Administrative Officer to sign the professional services agreement with OnlineRME, LLC, for the period November 1, 2019 – October 21, 2024. The motion passed unanimously.

Authorize a grant application to be submitted for HRSA's Rural Communities Opioid Response Program – Implementation funding opportunity (SR 19-124)

Mr. Frederick stated that this is a continuation of a current grant focused on opioid activities with additional funding opportunity.

It was moved by Ms. Fraley-Monillas and seconded by Mr. Bader to authorize a grant application to be submitted for HRSA's Rural Communities Opioid Response Program – Implementation funding opportunity.

Mr. Rankin asked legal counsel if there is an appearance of fairness issue due to the Town of Darrington being a partner in the consortium. Mr. Grant Weed stated that since Darrington is not a decision-maker on allocation of funds and is not a recipient, there's no conflict of interest.

The motion passed unanimously.

Authorize the Administrative Officer to approve out-of-state travel for Therese Quinn and Samara Heydon to attend the National Disaster Preparedness Summit in Dallas, TX, March 31 through April 3, 2020 (SR 20-003)

Mr. Frederick stated that Ms. Quinn is nationally recognized for her work with the Medical Reserve Corps. She has been invited to present on this topic at the preparedness summit.

It was moved by Mr. Sam Low and seconded by Mr. John Joplin to authorize the Administrative Officer to approve out-of-state travel for Therese Quinn and Samara Heydon to attend the National Disaster Preparedness Summit in Dallas, TX, March 31 through April 3, 2020. The motion passed unanimously.

Authorize the Administrative Officer to approve out-of-state travel for Krys Hernandez to attend FEMA Barrier Precautions and Controls for Highly Infectious Disease training in Anniston, AL, Feb. 9-14, 2020 (SR 20-005)

Mr. Frederick stated this is an excellent opportunity for Mr. Hernandez to receive technical training from one of the nation's premier training facilities. Travel costs will be reimbursed except for a portion of the per diem rate and Mr. Hernandez's normal salary.

It was moved by Mr. Sam Low and seconded by Mr. Bader to authorize the Administrative Officer to approve out-of-state travel for Krys Hernandez to attend FEMA Barrier Precautions and Controls for Highly Infectious Disease training in Anniston, AL, Feb. 9-14, 2020. The motion passed unanimously.

Administrative Officer's Report

Mr. Frederick reported that yesterday he was notified by Dr. Spitters that we had a confirmed case of the coronavirus in Snohomish County. Staff efforts were undertaken to ensure coordination with DOH and the CDC regarding handling the case and dealing with public interest and notification. The situation is fluid. CDC arrived in the past four hours, and we'll know more in the next 24 to 48 hours.

Mr. Frederick noted that the strategic plan is closely aligned with the 2020 budget with content and policy conversations and was drafted with the division of responsibilities in mind. We continue to strive for transparency, clarity, and structure, which is the mandate he was given when appointed as interim.

We've been in conversations with Snohomish County IT and have a hardware solution identified to modernize the last of the internal computer systems within the next few months. We're working with vendors on final pricing. This will allow us to make better use of our computer business applications and allow for newer computer applications to function to their potential.

The HVAC repairs that were completed last summer are doing well. Two of the units that weren't part of the repairs have failed since that time; however, we were able to expand into the previous work and were able to get the unit back online for about half the price of purchasing a single unit.

Mr. Rankin asked Mr. Frederick's opinion on how the division of responsibilities document is working so far. Mr. Frederick responded that in most cases it's working fine, but as we move farther down the road it will be tested more. He noted that we're nearing approval of the 101 policy document, which he considers the fourth pillar for creating structure. Once that's approved, staff will move forward with presenting every policy for Board review and re-adoption. At that point we'll know better how the division of responsibilities document tasks the committees and the full Board regarding agenda content. We'll monitor that as we move forward.

Information Items

Chair Wright reviewed upcoming meetings, including the legislative day in Olympia on February 5. Ms. Redmon and Mr. Low plan to attend, and Chair Wright will also be Olympia that day. Other interested Board members were asked to notify Ms. Heather Thomas or Ms. Carl.

Interim Health Officer's Report

Dr. Chris Spitters reported that over the weekend we learned that we have a local case—the first in the U.S.—of the new coronavirus lung infection related to the ongoing outbreak centered in Wuhan, China. This has required a lot of staff work and coordination. We've also received support from EMS and Providence, as well as DOH and the CDC. The patient was admitted to Providence and, out of abundance of caution, is in a special isolation unit, particularly since this is the first case in the country. Dr. Spitters had a successful press conference earlier this afternoon with the governor, CDC, DOH, and Dr. Cook from Providence. The work that remains is to define what a contact is, then identifying and notifying them, followed by monitoring during the two-week incubation period. This will be primarily the Health District's responsibility. Ms. Redmon asked what the take-home message is from the press conference that can be shared with constituents. Dr. Spitters responded that the case is epidemiologically connected to outbreak in Wuhan. Currently it's not cause for alarm, but it is cause for vigilance. The general population is not at risk. Those who haven't traveled to China or were in contact with the patient won't need to change their behavior—he recommends we continue to wash our hands, stay home if sick, and get a flu shot. This individual is a resident of Snohomish County and has family in Wuhan; he just returned from a visit there. He appears to be doing well but continues to remain in the hospital to monitor for any changes. This highlights a good chapter in public health working together—both governmental and non-governmental—to reach a common end to take care of the patient and to prevent further transmission. Dr. Spitters stated that currently it's not public information where the patient resides. Living in the same neighborhood does not increase risk. However, the CDC continues to work with us on the definition of a "contact" with the patient, which likely requires close contact with the patient.

Dr. Spitters reported that there are now 13 cases of Hepatitis A in the county, which the Health District and the incident command team continue to work on. Efforts are focused on following up with some individuals who may have been exposed at the jail. Twelve out of about 36 cases have been identified and vaccinated. There are focused efforts to reach high-risk groups, which include homeless individuals and those injecting drugs, and get them vaccinated.



New cases of vaping-associated lung illness appear to be declining, which suggests that public information and eliminating some products from the shelves is working. We continue to suspect that the spike in lung illnesses was related to vitamin E oil added to cannabis products.

The influenza season appears to be waning. Our message to the community is to get vaccinated through the end of the season since sometimes there can be a second round or spike in cases.

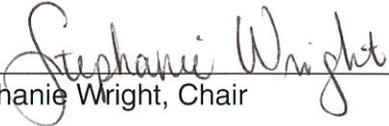
Executive Session

Chair Wright stated that the Snohomish Health District Board of Health will convene into executive session for the purposes of real property sale or lease pursuant to RCW 42.30.110(1)(c), negotiations of a publicly bid contract pursuant to RCW 42.30.110(1)(d), pending or potential litigation under RCW 42.30.110(1)(i), and legal risks of current or proposed action pursuant to RCW 42.30.110(1)(i). Executive session is expected to last up to 30 minutes. Unless extended to a later time, the Board will reconvene into regular session at 4:44 p.m. and may or may not take action.

The Board extended executive session for 10 minutes and for five minutes. They reconvened at 5:02 p.m. and took no action.

Adjournment

The meeting was adjourned at 5:02 p.m.


Stephanie Wright, Chair


Shawn Frederick, Administrative Officer / Secretary