



**Snohomish Health District
Board of Health Minutes
July 12, 2022**

The meeting was held via Zoom conference call/video.

Members Present via Zoom

Julieta Altamirano-Crosby, Councilmember, Lynnwood – BOH Chair (Virtual)
Elisabeth Crawford, Councilmember, Mukilteo (Virtual)
Mark James, Councilmember, Marysville (Virtual)
Heather Logan, Councilmember, Arlington (Virtual)
Sam Low, County Councilmember (Virtual)
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace (Virtual)
Jared Mead, County Councilmember (Virtual)
Neil Tibbott, Councilmember, Edmonds (Virtual)
Stephanie Vignal, Councilmember, Mill Creek (Virtual)
Stephanie Wright, County Councilmember – BOH Chair (Virtual)
Ben Zarlingo, Councilmember, Everett (Virtual)

Members Absent

Megan Dunn, County Councilmember
Anji Jorstad, Councilmember, Lake Stevens – Vice Chair
Nate Nehring, County Councilmember

Comings and Goings

Neil Tibbott left at 4:07 p.m.
Sam Low left at 5:38 p.m.

Call to Order

The regular meeting of the Board of Health was called to order using a hybrid setting at 3:01 p.m. by Ms. Stephanie Wright.

Roll Call

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

Approval of Agenda Contents and Order

It was moved by Mr. Ben Zarlingo and seconded by Ms. Stephanie Vignal to approve the agenda contents and order. The motion passed unanimously.

Special Business

Election of Chair

According to the bylaws, the Vice Chair would normally ascend to the Chair position. Ms. Wright read a letter from Vice Chair Anji Jorstad declining the role of Chair of the Board of Health. Nominations were opened for Chair of the Board of Health. Ms. Kyoko Matsumoto-Wright nominated Ms. Stephanie Vignal as Chair. Ms. Vignal nominated Dr. Julieta Altamirano-Crosby but said if that nomination was not accepted, Ms. Vignal would accept the nomination. Dr. Altamirano-Crosby accepted the nomination. There were no other nominations and the Board voted unanimously for Dr. Altamirano-Crosby to become the Chair of the Board of Health



Chair Altamirano-Crosby opened up nominations for Vice Chair of the Board of Health. Ms. Vignal nominated Anji Jorstad as Vice Chair. There were no other nominations and the Board voted unanimously for Anji Jorstad to become the Vice Chair of the Board of Health.

Dr. Altamirano-Crosby presided over the remainder of the meeting.

Approval of Minutes

It was moved by Ms. Stephanie Wright and seconded by Mr. Zarlingo to approve the minutes of the regular meeting of June 14, 2022. The motion passed unanimously.

Public Comment

Two public comments were received in writing prior to the meeting:

1. An email received from a Ms. Lori Wirtz voicing opposition to the Governor's requirement of mandatory vaccination for state employees.
2. An email from a Mr. Joe Kunzler speaking in favor of stronger non-pharmaceutical intervention strategies and mask mandates to combat COVID.

Consent

It was moved by Ms. Wright and seconded by Mr. Zarlingo to approve the following items on consent:

- a. Authorize the Administrative Officer to sign amendment #4 to the consolidated contract with the Washington State Department of Health
- b. Authorize the Administrative Officer to sign amendment #5 to the consolidated contract with the Washington State Department of Health
- c. Authorize the Administrative Officer to sign amendment #4 with Health Care Authority for the ABCD program
- d. Approve Policy POL 130.004 concerning contracts

The motion passed unanimously.

Action

Vouchers and Res. 22-18 authorizing Health District expenditures from May 16, 2022, to June 15, 2022 (no staff report; S. Centanni)

It was moved by Mr. Zarlingo and seconded by Ms. Wright to approve vouchers and Res. 22-18 authorizing Health District expenditures from May 16, 2022, to June 15, 2022. The motion passed unanimously.

Res. 22-19 rescinding Res. 21-18 and authorizing the appointment of a new Auditing Officer (SR 22-064; S. Frederick)

Mr. Shawn Frederick shared that the current Finance Manager, Sara Centanni, will be terminating employment with the Health District effective Friday, July 15. Tracey Kellogg, former Finance Manager, will be the interim Finance Manager until a permanent replacement is hired.

It was moved by Ms. Wright and seconded by Mr. Neil Tibbott to approve Res. 22-19 rescinding Res. 21-18 and authorizing the appointment of a new Auditing Officer. The motion passed unanimously.

Specialty pay for Environmental Health Safe Environments program (SR 22-048; J. Myers)

Ms. Ragina Gray shared that the Health District inspects area schools once every two years and staff would like to expand that work by assigning a staff member to perform outreach with schools to explore ways to



provide better support. The project work would run through January 2023 and would be an approximate 5% increase for the chosen staff member.

It was moved by Ms. Wright and seconded by Ms. Heather Logan to approve specialty pay for the Environmental Health Safe Environments program. The motion passed unanimously.

Youth cannabis and Commercial Tobacco Prevention Program (YCCTPP) request for application to fund one lead organization to facilitate and support the Program's Practice Collaborative (SR 22-059; P. Sampaga-Khim)

This funding would sustain a 1.0 FTE Tobacco Prevention Specialist position. While it's a new grant, the work is more like an extension of work already being performed.

It was moved by Ms. Wright and seconded by Ms. Logan to authorize the Administrative Officer to apply for the Practice Collaborative for Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP) grant. The motion passed unanimously.

Addition of temporary term-limited COVID FTEs(SR 22-058; C. Parker, P. Aguilar)

Most of the COVID-response contract work ended at the end of June. However, there are still activities that are being absorbed in the Health District normal work structure and staff are finding a need for increased staffing capacity for enhanced tracking and response activities. Because of this, staff are requesting to hire some positions, as listed in the staff report, through December 31.

It was moved by Ms. Wright and seconded by Mr. Zarlingo to authorize the Administrative Officer to hire term-limited positions to support COVID-19 response activities. The motion passed unanimously.

Temporarily suspend the Division of Responsibilities and delegate decision-making authority to the Executive Committee (SR 22-066; S. Frederick)

Mr. Shawn Frederick briefed the Board on this item, which has two requested motions – to suspend the division of responsibilities for the months of July and August, and to suspend the division of responsibilities for items related to the County withdrawal. Both outcomes would delegate decision-making authority to the Executive Committee. Mr. Frederick shared that this delegated authority allows for more capacity for the Board of Health to make decisions regarding policy.

Board members discussed the proposed actions with the following points:

- Concern over the propriety of delegating authority to a smaller body for decisions that could have very large consequences.
- Whether there would be an opportunity for the Executive Committee to seek the rest of the Board members opinion or support on these matters.
- Recognition that the Board will need to be more nimble than usual in the coming months and trust in the Executive Committee to be making these decisions.

It was moved by Ms. Elisabeth Crawford and seconded by Ms. Wright to temporarily suspend the division of responsibilities adopted in Res. 19-20 and delegate decision-making authority to the Executive Committee for the months of July and August 2022. The motion passed unanimously.

It was moved by Ms. Kyoko Matsumoto-Wright and seconded by Mr. Tibbott to temporarily suspend the division of responsibilities adopted in Res. 19-20 and delegate decision-making authority to the Executive Committee for matters related to the County withdrawal unless, and to the extent, superseded by any ILA entered into between the District and Snohomish County. The motion passed with 8 yes votes, 3 no votes, and 3 absent.

Executive Session



The Snohomish Health District Board of Health will recess and convene into Executive Session for the purposes of personnel matter pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee, pending litigation pursuant to RCW 42.301.110(1)(i), and to discuss with legal counsel the legal risk of a potential action pursuant to RCW 42.30.110(1)(i)(iii). Executive Session is expected to last up to 10 minutes. Unless extended to a later time, the Board will reconvene into regular session at 4:15 p.m. and may take possible action. The Board of Health extended Executive Session 5 minutes, 5 minutes, 5 minutes, 5 minutes, 5 minutes, 5 minutes, 5 minutes, and 2 minutes, and reconvened into regular session at 4:52 p.m. and took the following actions:

It was moved by Ms. Logan and seconded by Ms. Wright to approve the settlement agreement between Administrative Officer Shawn Frederick and the Snohomish Health District. The motion passed unanimously.

Administrative Officer's Report

No Administrative Officer's report was shared.

Briefings

Public Health Integration Presentation (No staff report; S. Frederick)

Mr. Josh Dugan, from the Snohomish County Executive's Office shared a presentation on the overall integration structure and planned workgroups for the coming months to integrate public health into County government.

Written Reports

Chair Altamirano-Crosby noted that the following reports can be found in the Board packet:

- a. Finance Manager's Report for December 2021 (SR 22-056; S. Centanni)
- b. Finance Manager's Report for April 2022 (SR 22-057; S. Centanni)
- c. Program Policy Committee draft minutes – Jun 16
- d. Administration Committee draft minutes – Jun 22
- e. Executive Committee draft minutes – Jun 23
- f. Public Health Advisory Council special meeting draft minutes – Jun 29

Information Items

Chair Altamirano-Crosby announced upcoming meetings.

Adjournment

The meeting was adjourned at 5:20 p.m.

Julieta Altamirano-Crosby, PHD
Chair, Board of Health

Shawn Frederick, Administrative Officer / Secretary