



**Snohomish Health District  
Board of Health Minutes  
December 13, 2022**

The meeting was held in the auditorium of the Rucker Building and via Zoom conference call/video.

**Members Present via Zoom**

Elisabeth Crawford, Councilmember, Mukilteo (Virtual)  
Megan Dunn, County Councilmember (Virtual)  
Joseph Hund, Councilmember, Sultan (Virtual)  
Anji Jorstad, Councilmember, Lake Stevens – Vice Chair (Virtual)  
Heather Logan, Councilmember, Arlington (Virtual)  
Sam Low, County Councilmember (Virtual)  
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace (Virtual)  
Jared Mead, County Councilmember (Virtual)  
Nate Nehring, County Councilmember (Virtual)  
Strom Peterson, County Councilmember (Virtual)  
Neil Tibbott, Councilmember, Edmonds (Virtual)  
Stephanie Vignal, Councilmember, Mill Creek (Virtual)

**Members Absent**

Julieta Altamirano-Crosby, Councilmember, Lynnwood – BOH Chair  
Mark James, Councilmember, Marysville  
Ben Zarlingo, Councilmember, Everett

**Call to Order**

The regular meeting of the Board of Health was called to order using a hybrid setting at 3:02 p.m. by Vice Chair Anji Jorstad.

**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 Ms. Stephanie Vignal and seconded by Ms. Heather Logan to approve the agenda contents and order. The motion passed unanimously.

**Approval of Minutes**

It was moved by Ms. Logan and seconded by Mr. Neil Tibbott to approve the minutes from the Board of Health November 28; Program Policy November 17; Executive Committee December 1, and December 8. The motion passed unanimously.

**Public Comment**

Ms. Jorstad opened the floor for public comment. No public comment was received and Ms. Jorstad closed public comment.

**Consent Agenda**

It was moved by Mr. Joseph Hund and seconded by Ms. Vignal to approve the following items on consent:

- a. Vouchers and Res. 22-32 authorizing Health District expenditures from October 16 to November 15, 2022



- b. Authorize the Administrative Officer to sign the memorandum of understanding with PROTEC17 to adjust the salary and step placement for five term-limited employees
- c. Approve a change to the vital records fee schedule
- d. Authorize the Administrative Officer to hire a disease intervention specialist lead position for the Prevention Services division
- e. Authorize the Administrative Officer to enter into an agreement with Ideal Option for the Medication Anticipated Treatment (MAT) expansion project for work under the HRSA grant
- f. Authorize the Administrative Officer to enter into a revised subrecipient agreement with Darrington School District for work under the HRSA grant
- g. Authorize the Administrative Officer to increase the FTE of the current Maternal Child Health Environmental Health Specialist from .5 to 1.0 in the Prevention Services division
- h. Authorize the Administrative Officer to sign amendment #9 to the consolidated contract with the Washington State Department of Health
- i. Authorize the Administrative Officer to sign amendment #10 to the consolidated contract with the Washington State Department of Health

The motion passed unanimously.

### **Special Recognition**

*International Migrants Day Proclamation (no staff report; S. Frederick)*

Mr. Shawn Frederick read aloud the proclamation, which declares December 18, 2022, as International Migrants Day and acknowledges the nearly 300 million migrants around the world and the need to ensure that their inalienable rights are respected.

It was moved by Ms. Logan and seconded by Ms. Vignal to approve the proclamation. The motion passed unanimously.

*Proclamation recognizing Shawn Frederick for his service as Administrative Officer of the Snohomish Health District (no staff report; P. Aguilar)*

Ms. Pam Aguilar read a proclamation recognizing Shawn Frederick for his commitment to public health and thanking him for his leadership and dedicated service to public health.

It was moved by Mr. Sam Low and seconded by Ms. Kyoko Matsumoto Wright to approve the proclamation. Board members and staff expressed their appreciation for Mr. Frederick's leadership, especially these past few years and through the pandemic. Mr. Frederick thanked those that spoke.

The motion passed unanimously.

### **Special Business**

*Briefing and Public Hearing on the Health District's 2023 proposed budget*

Mr. Shawn Frederick began his briefing by reviewing the accomplishments of the divisions the past year and providing an overview the proposed budget, which include:

- Medical, dental, and vision rates updated to Snohomish County rates
- PERS employer rates changed to 10.39% effective 9/1/22 (from 10.07%)
- Adding a total of 14 FTE (10 FTE in Prevention Services, 2.0 FTE in Environmental Health, and 2.0 FTE in Administration)
- During 2023, 11.0 FTE were added through board approval or budget amendment 1 (5.0 FTE in Prevention Services, 2.0 FTE in Environmental Health, and 4.0 FTE in Administration)



- The indirect rate will be 10.5%

The County budget reflects 176 FTE and the proposed budget will be below that number, at 172.8.

Ms. Aguilar walked through the proposals from Administration, which includes:

- 1.0 FTE in Public Records
- Elimination of the Policy Analyst position
- Extending some current term-limited positions past June 2023, which provides an overall savings in general fund with the elimination of the Policy Analyst position
- Adding 2.0 FTE for the District's call center
- \$20,000 for software upgrades

Ms. Ragina Gray shared the proposals for the Environmental Health division, which includes the following:

- EHS III Land Use
- 1.0 FTE
- EHS III Safe Environments
- 1.0 FTE
- Reclassify Technical Writer position to an EHS III and make permanent
- Hire previously approved contract temp position as a permanent PAII staff
- Increase all fees by 2% to cover 2022 COLA
- Includes \$400,000 for a countywide septic system inventory project

Ms. Katie Curtis walked through the proposals for Prevention Services, which includes:

- 4 FTE for the Analytics and Informatics program
- 3 FTE for the Vaccine Clinic
- .5 FTE for the STD Clinic
- 1 FTE for Refugee Health
- 5.75 FTE for COVID/MPV – ARPA funding

Other requests include funds to update IT switches and servers, carpet and window replacement, and infrastructure repairs and maintenance.

Ms. Jorstad opened the public comment portion of the public hearing. No public comments were received in writing by the published deadline, and no attendees volunteered to speak. Ms. Jorstad closed the public hearing.

### **Action**

*Adopt Res. 22-30 authorizing the 2022 Budget Amendment #2 (SR 22-110; T. Bengtson)*

Ms. Theresa Bengtson provided a brief update, sharing that the District must ensure that as it tracks actuals, expenditures must be approved. As there are adjustments throughout the year, amendments are periodically necessary. The largest expenditure included in this item was the increase in expenditures brought on by the purchase of the fleet, which was previously approved by the Board.

It was moved by Ms. Logan and seconded by Mr. Hund to adopt Resolution 22-30 authorizing the 2022 Budget Amendment #2. The motion passed unanimously.



*Adopt Res. 22-33 approving the 2023 Health District Budget (SR 22-124; S. Frederick)*

Mr. Frederick shared that this is a very positive budget and sets public health on a positive trajectory for future years as public health transitions to the County.

It was moved by Ms. Logan and seconded by Mr. Hund to Adopt Res. 22-33 approving the 2023 Health District Budget. The motion passed unanimously.

*Agreement with the Washington State Department of Health to receive Health Officer coverage in the event the current Health Officer is unavailable (SR 22-123; S. Frederick)*

In the past, the Health District has entered into a similar agreement with Skagit and Whatcom Counties. With the formation of a regional medical officer, staff are requesting to enter into an agreement with the Department of Health for the regional medical officer to provide these services on an as-needed basis.

It was moved by Ms. Logan and seconded by Ms. Matsumoto Wright to approve the agreement with the Washington State Department of Health to receive Health Officer coverage in the event the current Health Officer is unavailable. The motion passed unanimously.

*Appointment of Jessica Enick to the Public Health Advisory Council through June 30, 2023, and the appointment of Heather Sellers to the Public Health Advisory Council through June 30, 2025 (SR 22-122; N. Thomsen)*

Ms. Nicole Thomsen shared that the Public Health Advisory Council will be continuing past the integration and there are two prospective candidates that are interested in continuing to participate and share their voices with the group. The applications were reviewed by both the Chair and Vice Chair of the PHAC, as well as discussed with the District's Administrative Officer and Board of Health Chair.

It was moved by Heather Logan and seconded by Ms. Matsumoto-Wright to appoint Jessica Enick to the Public Health Advisory Council through June 30, 2023, and Heather Sellers to the Public Health Advisory Council through June 30, 2025. The motion passed unanimously.

## **Executive Session**

The Snohomish Health District Board of Health recessed and convened into Executive Session for the purposes of collective bargaining matters pursuant to RCW 42.30.140(4)(b). Executive Session is expected to last up to 5 minutes. Unless extended to a later time, the Board will reconvene into regular session at 4:09 pm and is expected to take action. The Board reconvened into regular session at 4:09 pm and took the following action:

It was moved by Ms. Jorstad and seconded by Ms. Logan to authorize the Administrative Officer to sign the settlement agreement as discussed in executive session. The motion passed unanimously.

## **Administrative Officer's Report**

Mr. Frederick shared the following updates:

- As part of the integration process, some agreements have had to be terminated, including Washington State Health Care Authority Public Employee Benefit Board, Washington Counties Insurance Fund, and a few agreements for specific services.
- Items that the Executive Committee have taken action on include:
  - Lease termination agreement with Scriber
  - Depository bank accounts
  - COVID/flu vaccination clinics



### Health Officer's Report

Dr. James Lewis briefed the Board on the opioid epidemic, COVID-19 levels in the community, monkeypox, and other communicable disease concerns include RSV, influenza, and Ebola. A major focus of the briefing was on the current respiratory virus surge particularly RSV and influenza. Dr. Lewis highlighted that Portland OR hospitals had to enter crisis standards of care the week of 12/9 due to the flu/RSV surge, and he signed on to a joint statement with >10 other local health officers as well as >20 healthcare system leaders.

### Upcoming Meetings

Ms. Sarah de Jong noted the upcoming meeting and shared that information regarding the next time this Board will meet will be shared at a later date.

### Written Reports

Ms. Jorstad noted that the following reports can be found in the Board packet:

- a. Finance Manager's report for September 2022 (SR 22-119; T. Bengtson)
- b. Executive Committee approved minutes, November 17, 2022
- c. Public Health Advisory Council draft minutes, November 30, 2022

### Information Items

Ms. Sarah de Jong noted the upcoming meetings.

### Adjournment

The meeting was adjourned at 4:41 p.m.

Julieta Altamirano-Crosby, PHD  
Chair, Board of Health

Shawn Frederick, Administrative Officer / Secretary