

REPORT FOR THE BOARD OF HEALTH

Administration Committee Meeting

Regular meeting of February 26, 2020

Committee members present: Scott Bader, Elisabeth Crawford, Christine Frizzell, Sam Low, Jeff Vaughan

Committee members absent: None

Staff present: Shawn Frederick, Heather Thomas, Tracey Kellogg, Rich Son, Bruce Straughn, Katie Curtis, Linda Carl

The meeting was called to order at 3:36 p.m.

Motions passed at this meeting:

- Elected Scott Bader as chair and Sam Low as vice chair for 2020
- Approved the minutes for the regular meeting of Nov. 27, 2019
- Approved vouchers and Res. 20-05 authorizing February 2020 Health District expenditures, and forwarded to the full Board on consent
- Approved Finance Manager's report for December 2019, and forwarded to the full Board as a written report
- Adopted Res. 20-04 approving POL 100.001 Policy and Procedures Policy, and forwarded to the full Board on consent
- Authorized the Administrative Officer to sign the North Sound Accountable Community of Health 2020 scope of work amendment, and forwarded to the full Board for action
- Authorized the Administrative Office to approve filling the TB/Refugee Health supervisor position, and forwarded to the full Board on consent

Briefings

Review the committee's purpose and scope of authority document (no staff report)

The committee added this to next month's meeting.

Environmental Health expedited review fees quarterly report (SR 20-011)

EH now offers an expedited review in 21 days or half the regular review time, whichever is longer. The committee previously requested information regarding this new review schedule to be reported every quarter. Mr. Bruce Straughn noted that in the first quarter of implementation (Nov. 2019 – January 2020), 11 requested expedited reviews came in for the food program and two in land use. In the food program, the normal review time was 32 days; the expedited review was 10 days. In land use, the regular review time was nine weeks; the expedited review was just over three weeks. The committee requested that the total number of reviews be added as well as the aggregate amount, and associated overtime, if possible, be added to next quarter's report.

Next meeting date: Wednesday, Mar. 25, at 3:30 p.m.

The meeting adjourned at 4 p.m.