

Meeting Minutes
May 27, 2020
Regular Meeting

The meeting was held via Zoom conference call.

Committee members present

Scott Bader
Elisabeth Crawford
Christine Frizzell
Sam Low

Committee members absent

Jeff Vaughan

Staff present

Shawn Frederick, Tracey Kellogg, Nancy Furness, Heather Thomas, Bruce Straughn, Pam Aguilar, Rich Son, Crystal Dudley, Linda Carl

Call to Order

The regular meeting of the Administration Committee was called to order by Mr. Scott Bader at 3:33 p.m. via Zoom video conference.

Roll Call

Roll call was taken by Ms. Linda Carl who reported there was a quorum present.

Approval of Agenda Contents and Order

Staff requested to remove briefing item 6c regarding the Rucker Building update.

It was moved by Mr. Sam Low and seconded by Ms. Elisabeth Crawford to approve the agenda contents and order with one change. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Approval of Minutes

It was moved by Ms. Christine Frizzell and seconded by Mr. Low to approve the minutes for the regular meeting of April 22, 2020. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Action

Approve vouchers and Res. 20-14 authorizing May 2020 Health District expenditures, and forward to the full Board on consent (no staff report)

It was moved by Ms. Elisabeth Crawford and seconded by Mr. Low to approve vouchers and Res. 20-14 authorizing May 2020 expenditures for Health District expenditures, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Approve Finance Manager's report for March 2020, and forward to the full Board as a written report (SR 20-044)

Ms. Tracey Kellogg presented the new financial statement format. The previous format was by division but now presents revenues and expenditures by type. The variances over budget can be explained mostly by COVID-19. COVID-19 expenses/revenues are divided into three programs by type: billable, non-billable, and mobile testing. We've received \$1.5M from the state; we expect to receive an additional \$10.9M under the CARES act (federal). The \$1.5M state funding was received in April and

will be reflected in that report; we estimate that it will be expended by the end of June. At the committee's request, Ms. Kellogg will provide a supplemental COVID-19 report that separates the state and federal COVID-19 funds in future reports.

It was moved by Ms. Crawford and seconded by Mr. Low to approve the Finance Manager's report for March 2020, and forward to the full Board as a written report. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Adopt Res. 20-15 approving the proposed 2021 budget calendar, and forward to the full Board for action (SR 20-046)

At the Board's direction, staff created a budget calendar the 2021 budget and 2020 budget amendments. Because of the COVID-19 response, the timeline is pushed back slightly. However, we may not require as many budget ad hoc committee meetings that are listed on the calendar. For clarification, the committee asked that the word "calendar" be added to the resolution (in the "Now, therefore" section) and in the title to Attachment A before forwarding to the full Board.

It was moved by Ms. Frizzell and seconded by Ms. Crawford to adopt Res. 20-15 approving the proposed 2021 budget calendar, and forward to the full Board for action. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Authorize the Administrative Officer to execute the Washington State consolidated contract with a \$1,500,000 award for COVID-19 response, and forward to the full Board on consent (SR 20-041)

The \$1.5M award of state funds supports all COVID-19-related activities for preparedness and response. Any remaining funds could go into the 2021 budget.

It was moved by Ms. Frizzell and seconded by Mr. Low to authorize the Administrative Officer to execute the Washington State consolidated contract with a \$1,500,000 award for COVID-19 response, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Briefings

Update on COVID-19

Mr. Frederick reported that in Snohomish County there are now 3,318 total cases, with about 81% recovered and 145 deaths. There are 351 in home isolation and 39 hospitalized. We have about 12 new cases per day in the past five to six days, but we still need to get under 10 new cases per 100K residents in a 14-day period to qualify for phase 2. This equates to about 82 new cases in 14 days. One Abbott testing machine has been given to a community partner; we also have one onsite for first responder testing. Community testing will be available in Monroe, Lynnwood, and Stanwood, and we continue to look for more opportunities. Testing numbers have been low and no one is being turned away.

Update on filling two budgeted, vacant positions (SR 20-042)

The 2020 approved budget required that requests for filling positions come to the Executive Committee for approval before going to the full Board. At its March meeting, the Executive Committee suspended that requirement for budgeted vacancies through the emergency declaration. Mr. Frederick will keep the Board informed of any positions that will be filled during this time. Two of those are the Prevention Services director and an RN in the TB elimination/refugee health program.

VitalChek kiosk proposal (SR 20-045)

The state is moving to an open-record state in January, which means anyone requesting a birth certificate must show proof of relation. With this additional requirement of customer service, staff proposes adding two kiosks in the lobby that customers can use to obtain birth and death certificates without needed to interact with customer service staff. However, customer service staff will continue to be available for those who prefer not to use the kiosk. The kiosks would be provided by VitalChek at no

cost to SHD. VitalChek would maintain the hardware and software of the kiosks; they provide 24/7 maintenance support. There would be a convenience fee of \$3.50 added to the cost the customer pays for the vital record, and that payment would be processed at the kiosk. Staff is unaware of any other health districts using the kiosks. The committee was supportive of staff moving forward.

Information Items

Next meeting date: Wednesday, June 24, 3:30 p.m.

Adjournment

The meeting was adjourned at 4:12 p.m.

DRAFT