

Meeting Minutes
June 5, 2020
Special Meeting

The meeting was held via Zoom conference call.

Committee members present

Adrienne Fraley-Monillas
Kyoko Matsumoto Wright – Vice Chair
Anji Jorstad
Nate Nehring
Stephanie Wright – Chair

Committee members absent

None

Staff present

Shawn Frederick, Heather Thomas, Pam Aguilar, Crystal Dudley, Linda Carl, Grant Weed (legal counsel)

Call to Order

The special meeting of the Executive Committee was called to order by Chair Stephanie Wright at 11:02 a.m. via Zoom video conference

Roll Call

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

Arrivals/Departures

Mr. Nehring left the meeting at 11:58 a.m.

Approval of Agenda Contents and Order

It was moved by Ms. Anji Jorstad and seconded by Mr. Nate Nehring to approve the agenda contents and order. The motion passed with 5 yes votes.

Approval of Minutes

It was moved by Ms. Jorstad and seconded by Ms. Adrienne Fraley-Monillas to approve the minutes for the regular meeting of April 23, 2020. The motion passed with 5 yes votes.

Action

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

The proposed calendar is based on the one developed for the 2020 budget. It incorporates several opportunities for a budget ad hoc committee to meet.

It was moved by Ms. Fraley-Monillas and seconded by Mr. Nate Nehring to adopt Res. 20-15 approving the proposed 2021 budget calendar, and forward to the full Board for action. The motion passed with 5 yes votes.

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)

This award came from the most recent legislative session and was based on our approximated COVID-related costs from February through June. The recent IT system failure qualified under these funds as well. The award was allocated through the state contract that encompasses about 20 bodies of work.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Kyoko Matsumoto Wright 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 5 yes votes.

Briefings

COVID-19 update (no staff report)

Mr. Shawn Frederick reported that work continues with our community partners as we continue to see the number of new cases decrease. The phase 2 variance application was approved today. Mitigation efforts (social distancing, etc.) will be maintained, and we'll continue to work with long-term care facilities, businesses, and partners. When it makes epidemiological sense, we'll look toward applying for phase 3.

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

In March the Executive Committee suspended the need for Board approval for filling budgeted, vacation positions during the emergency declaration. Mr. Frederick will report on these positions, however, to keep the Board informed. Two such positions are the RN in the TB elimination/refugee health program and the Prevention Services director, who will retire at the end of July.

Rucker Building update (no staff report)

Mr. Frederick reported that building security has been adjusted to the hours of 7:30 a.m. to 6:30 p.m. in response to recent concerns. We continue to await the delivery of the wheelchair lift. Hedges and bushes on the property will be trimmed. The RFQ for building design will be sent out in a few weeks. The Sea Mar lease agreement was sent to them and we're waiting their response. Mr. Frederick spoke with the listing agent regarding the most effective use and marketing of space, considering the likely increase of staff telecommuting. We continue to await word from the IRS regarding their lease contract beyond 2022.

Public Health Foundation update (no staff report)

Ms. Heather Thomas reported that the ad hoc committee has met four times; legal counsel has drafted articles of incorporation and bylaws. The name selected by the ad hoc committee for the foundation is the "Sound Foundation for Public Health," with the tagline of "Supporting healthy communities in Snohomish County," which could be expanded to include the region beyond our county. Ms. Thomas reviewed the ad hoc committee's membership and recruitment suggestions. Separate legal counsel will need to be secured to avoid conflict of interest, as well as someone experienced in applying for 501c3 status. The Executive Committee expressed support for initial in-kind funding from the Health District for staff support until the foundation ramps up and can be sustainable on its own. The Executive Committee also expressed support for some level of Board of Health oversight and the desire to be kept informed. Ms. Thomas noted that the ad hoc committee recommends two ex officio members on the foundation: the Board chair or designee and the Administrative Officer or designee. Mr. Frederick added that there's time to roll costs into the 2021 budget while being mindful of the Health District's primary needs.

VitalChek kiosk proposal (SR 20-045)

Ms. Crystal Dudley reported that with the state law changing regarding vital records (making Washington a closed-record state), proof of relationship will need to be provided when requesting birth and death certificates starting in January (currently no proof/documentation is needed). The kiosks provided by VitalChek are able to authenticate relationship and will save staff time at no cost to the Health District. There is a \$3.50 charge to the customer. Ms. Dudley reported that DOH and Tacoma Pierce County Health Department will require customers to use the kiosk; DOH will also charge a

\$13.50 in-person fee if a customer chooses not to use the kiosk. Currently no health districts in Washington are using the kiosks, but staff has reached out to Oregon to find out how the kiosks are working there. Ms. Jorstad asked if customers will still need to pay a fee if there's a language or literacy barrier. Ms. Dudley will research if there's a way to waive the fee.

Review of Administrative Officer's hours (no staff report)

Per the Executive Committee's request, the Administrative Officers hours will be reviewed by the committee. The committee reviewed Mr. Frederick's hours from March 16 through April 26.

Information Items

Next meeting date: Thursday, June 25, 11:30 a.m.

Adjournment

The meeting was adjourned at 12:02 p.m.

DRAFT