

**Meeting Minutes**  
**June 24, 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, Chris Spitters, Tracey Kellogg, Nancy Furness, Heather Thomas, Bruce Straughn, Pam Aguilar, Rich Son, Katie Curtis, Nicole Thomsen, Pia Sampaga-Khim, Therese Quinn, Linda Carl

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**Call to Order**

The regular meeting of the Administration Committee was called to order by Mr. Scott Bader at 3:31 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**

It was moved by Ms. Christine Frizzell and seconded by Ms. Elizabeth Crawford to approve the agenda contents and order. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

**Approval of Minutes**

It was moved by Ms. Crawford and seconded by Ms. Frizzell to approve the minutes for the regular meeting of May 27, 2020. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

**Action**

*Approve vouchers and Res. 20-18 authorizing June 2020 Health District expenditures, and forward to the full Board on consent (no staff report)*

It was moved by Ms. Crawford and seconded by Ms. Frizzell to approve vouchers and Res. 20-18 authorizing June 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 April 2020, and forward to the full Board as a written report (SR 20-056)*

Ms. Tracey Kellogg reported that financials remain in a strong position as of April. The Finance Manager's report has been altered to include charts at the end for details of variances; the financial statements include supplemental COVID-19 information requested by the committee at its last meeting. We've received \$1.5M from the state but it hasn't been allocated yet; these funds will offset general COVID-19 expenses and will be expended by May/June. We'll track CARES Act funds and activity

separately starting June 1; CARES funds must be expended by Dec. 31. Overtime and expenditure allowances may be reimbursable through FEMA but must be allocated separately from CARES funds. It was moved by Ms. Frizzell and seconded by Ms. Crawford to approve the Finance Manager's report for April 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. 20-17 supporting equity and inclusion in public health in Snohomish County, and forward to the full Board as action (SR 20-051)*

The draft resolution addresses the nexus between race and public health. Ms. Nicole Thomsen noted that it was shared with the Program Policy Committee, which provided input that was incorporated into this version; their comments helped form the resolve ("therefore") section. The first four recitals are from the Health District's most recent strategic plan. One additional comment from Board member Dunn asked for consistency when using the terms "African American" and "Black," which Ms. Thomsen is addressing. The resolution was drafted by the Health District's equity team, which was formed two years ago and consists of 10 employees who are looking at policies and principles related to equity inside and outside the organization. Ms. Frizzell expressed support and noted she likes that the resolution calls for annual updates to the Board.

Regarding the steps listed in the resolve section, Ms. Thomsen noted that our 101 Policy calls for using equity as a lens for internal and external policy development. Tools and training for staff can be rolled into policies, and we can look to our staff makeup mirroring the demographics of the community; for instance, including a preference for a foreign language in job postings. The equity team is also looking at a focus group addressing equity, inclusion, and diversity in staff training.

It was moved by Ms. Crawford and seconded by Mr. Low to adopt Res. 20-17 supporting equity and inclusion in public health in Snohomish County, and forward to the full Board as action. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

*Authorize the Administrative Officer to enter a one-year renewal of the professional services agreements for after-hours calls and emergency call center support with the Washington Poison Center, and forward to the full Board on consent (SR 20-048)*

Washington Poison Center has two agreements with the Health District: one for after-hours answering service and the other for emergency call center support. Based on their reliable service, the District would like to extend their agreements, which ends October 1. Staff requests waiving the formal bidding process in 2020, with the intent to go through a formal RFQ in 2021.

It was moved by Ms. Frizzell and seconded by Ms. Crawford to authorize the Administrative Officer to enter a one-year renewal of the professional services agreements for after-hours calls and emergency call center support with the Washington Poison Center, 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 3,834 total cases, over 3,000 of which are recovered. The number in new cases, however, is starting to trend upward. Yakima County reached critical point in its medical capacity; those patients may be distributed to other counties, including ours, which would have an impact on our surge capacity. We're still doing assessment work on the 75 cases reported on Friday and 35 on Monday; so far they appear to be spread countywide with no specific transmission source, such as a particular business or event. It will likely be end of week before we know if there's something else at play in the numbers.

### *Moving to Phase 3 update*

Friday is the first day we could apply to move to phase 3; however, with the jump in cases and potential increase in patients from elsewhere, this date becomes challenging. Mr. Frederick would like to see the

current outbreak well understood. Dr. Spitters reported that we're sorting out the dates of onset from the Friday and Monday cases. This number is above recent historical numbers, and although it's not steep, it does give us pause. It also drives up the positivity rate, which is a factor going into Phase 3. That rate was at 2-3% but will likely now be closer to 5-6%. We now have supervisors hired for our case investigation team and will hire case investigators soon; we currently have 23 FTEs working on this. The state had briefly taken over case investigations while we dealt with our outbreak, but now we have that back. Case investigations and contact tracing are important to keep the numbers at bay. To proceed to Phase 3 at maximum velocity would be ill-advised at this point. Before applying for Phase 3, we need to know more about the jump in cases this past Friday/Monday and ensure isolation and/or quarantine of contacts. A week or so from now we'll likely see descendants of this spike. Although some targets for Phase 3 may not be met before we apply, we still want the positivity and case rates down. We also need to look at staffing levels for contact tracing and hospital cases. Mr. Bader asked Dr. Spitters for a weekly update.

#### *Public Health Foundation Ad Hoc Committee update*

Ms. Heather Thomas reported that the ad hoc committee has met about six times and recommended a possible name (Sound Foundation for Public Health) with the tagline (Supporting healthy communities in Snohomish County), which could be expanded to "and beyond" if we later include the five-county region. Legal counsel drafted the articles of incorporation and the bylaws. The committee recommends the initial makeup of the board to be seven members plus two ex-officio members, with staggered terms. The committee would directly contact potential board members, and we'd advertise to the public as well; there would be an application process, with final appointments by the Board of Health. In-kind funding could be provided to the foundation for initial staff support until the foundation becomes sustainable. The committee continues to look at fundraising and the purpose of dollars raised. Foundation legal counsel will be separate from District legal counsel. When ready, a resolution will be drafted for Board approval to create the foundation.

#### *Update on filling one budgeted, vacant position (SR 20-052)*

Although the Executive Committee gave the Administrative Officer authority during the emergency declaration to hire budgeted, vacant positions without Board approval, Mr. Frederick will continue to keep the Board informed when these positions are intended to be filled. The current position is an environmental health specialist.

#### *Budget briefing*

The budget ad hoc committee is in the process of being formed. The annual financial report is due next week and staff is working to complete it. 2020 budget amendments will include CARES Act funds and the fully executed Sea Mar agreement (\$6K/month through the end of the year). Mr. Frederick is also working with the property manager of the Lynnwood building to finalize the listing agent agreement. If we're able to find a tenant at the full lease amount, it would save the District \$272K/year; the current lease is through June 2022. This Friday Mr. Frederick will meet with architects that responded to the RFQ to remodel the Rucker Building.

#### **Information Items**

Next meeting date: Wednesday, July 22, 3:30 p.m.

#### **Adjournment**

The meeting was adjourned at 4:40 p.m.