

Meeting Minutes
July 22, 2020
Regular Meeting

The meeting was held via Zoom conference call.

Committee members present

Scott Bader
Elisabeth Crawford
Christine Frizzell
Sam Low
Jeff Vaughan

Committee members absent

None

Staff present

Shawn Frederick, Chris Spitters, Tracey Kellogg, Ragina Gray, Heather Thomas, Pam Aguilar, Rich Son, Katie Curtis, Linda Carl

Call to Order

The regular meeting of the Administration Committee was called to order by Mr. Scott Bader at 3:30 p.m. via Zoom video conference.

Roll Call

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

Arrivals/Departures

Jeff Vaughan arrived at 3:48 p.m.

Approval of Agenda Contents and Order

It was moved by Ms. Christine Frizzell and seconded by Mr. Sam Low 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 Mr. Low and seconded by Ms. Frizzell to approve the minutes for the regular meeting of June 24, 2020. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Action

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

It was moved by Mr. Low and seconded by Ms. Crawford to approve vouchers and Res. 20-20 authorizing July 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 May 2020, and forward to the full Board as a written report (SR 20-062)

Ms. Tracey Kellogg reported that the budget remains on par with some adjustments. Compensated absences reserves dropped because of recent leave payouts. Emergency Reserve funds were moved

into Undesignated Funds. Accounts Receivable has a negative balance in part due to the EnvisionConnect internal audit; some of the adjustments made at year-end 2019 likely need to be reversed in 2020.

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

Authorize the Administrative Officer to sign Amendment #15 to the Department of Health consolidated contract for 2018-2020, and forward to the full Board on consent (SR 20-054)

The consolidated contract with the state is a total of \$11.9M. The amendment adds about \$88K, primarily for TB elimination. There are some funds for the lead prevention program, which will likely go unspent. Funds for this program ended June 30. Also in the amendment is funding for the drinking water program and WIC. The committee expressed interest in learning more about the lead prevention program and the potential community impact without it. Mr. Shawn Frederick will bring information back to a future meeting.

It was moved by Mr. Low and seconded by Ms. Frizzell to authorize the Administrative Officer to sign Amendment #15 to the Department of Health consolidated contract for 2018-2020, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Authorize the Administrative Officer to sign the Snohomish County investment pool terms and conditions, and forward to the full Board on consent (SR 20-059)

Ms. Kellogg reported that in 2017 we began participating in the County's investment pool. At the time the rates were higher and was considered a good investment. Most of the Health District's funds are in the State pool, which is less liquid than the County pool. The District invests \$8.6M with the State and \$2.5M with the County.

It was moved by Ms. Frizzell and seconded by Ms. Crawford to authorize the Administrative Officer to sign the Snohomish County investment pool terms and conditions, and forward to the full Board on consent. The motion passed with 5 yes votes.

Adopt Res. 20-19 expressing support for the formation of a public benefit nonprofit charitable corporation/foundation for the purpose of assisting with funding and the provision of unmet public health needs, and forward to the full Board for action (SR 20-063)

Ms. Heather Thomas reviewed decision points made by the foundation ad hoc committee. The name of the new foundation will be Sound Foundation for Public Health. It initially will focus on Snohomish County but could expand into the five-county region. Its purpose is to provide support identified in the CHA and CHIP, and/or emergent public health issues. The Board makeup will be initially seven members appointed by the Board, with a maximum of 11. Terms will be staggered, and there will be two ex-officio members (the Board chair or designee and the Administrative Officer or designee). In the first several years, the foundation will focus on getting up and running, with in-kind support from Health District staff. There are five recommendations listed in the draft resolution, including a \$50K placeholder for upstart expenses.

It was moved by Ms. Crawford and seconded by Ms. Frizzell to adopt Res. 20-19 expressing support for the formation of a public benefit nonprofit charitable corporation/foundation for the purpose of assisting with funding and the provision of unmet public health needs, and forward to the full Board for action. The motion passed with 5 yes votes.

Briefings

Update on COVID-19

Mr. Frederick reported that efforts have been expanded to address the surge in cases, including hiring new disease investigators and supervisors, as well as adding to our communications team. Staff are monitoring 1,100 individuals daily. The goal is to double testing capacity to 500/day with one or two

fixed testing sites. Mr. Frederick would like to create a temporary position on the epi team to help with data. Dr. Chris Spitters reported that cases continued to rise steadily over the last five weeks. Previously, we had been at 20 new cases per 100K population in a two-week period; that number has increased to 80. We had been as low as 15 case reports per day; that number is now at about 60. The age range most affected is 15 to 39-year-olds. Hospitalization rate remains stable, although that's starting to tick up as well. Deaths remain at about two to three per week, and hospital surge capacity is maintaining at 20%. Testing capacity has increased, but so has the positivity rate (around 6% now). There's a large backlog in commercial testing nationwide, taking many days to weeks before results are received, which causes us to lose the disease-control benefit from testing. Although transmission seems to be in the younger age range, it will likely creep into the older population.

School superintendents have expressed concern about schools starting in the fall. Some schools in the state have committed to only online learning. If schools open for in-person classes, there likely will be outbreaks. The superintendents would like a regional decision regarding the fall learning environment and are looking to the Health District and DOH for guidance.

Daily case monitoring has been challenging. We reach about two-thirds of the newly reported cases within a day, and about 90% within 48 hours. We have a 50-60% response rate to follow-up daily monitoring. Daily monitoring is not typical for other diseases, except TB patients on daily directly observed medications. The net benefit to disease control vs. staff resources may need to be considered long-term. Results for drive-through testing is usually one to three days, and we continue to add available times.

Budget briefing (no staff report)

Although the budget ad hoc committee hasn't been formed yet, staff is working on documents, including the 2020 budget amendment and the budget report to the County council. The council withheld \$125K in 2020 pending the mid-year report. The annual request to the County Executive is scheduled for Monday. Mr. Frederick will also make semi-annual presentations to city councils within the next few months. The 2021 budget is starting with an approximate deficit of \$200K, primarily because of expected decreases in some fees due to an anticipated economic downturn. The pro forma budget currently doesn't include staff COLAs.

2019 Annual Financial Report filing (SR 20-058)

Ms. Kellogg reported that The District's report was filed on time on July 1. The year ended with a net revenue of negative \$575,483, which differs from the negative net revenue of \$358,395 reported in the draft internal financial report for December 2019. Primary reasons for the increase in the negative net revenue: we retired the HVAC system and video surveillance at a loss, and we increased leave expense for staff, which is adjusted at year-end from being recognized "as earned" to recognized "as used." For GAAP financial statements, we also recognize the liability for pensions, leave balances, and post-retirement expenses. The annual audit starts the first week in August and generally last 60 days.

Information Items

Next meeting date: Wednesday, Aug. 26, 3:30 p.m.

Adjournment

The meeting was adjourned at 4:42 p.m.