

**Meeting Minutes
August 27, 2020
Regular Meeting**

The meeting was held via Zoom conference call.

Committee members present

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

Committee members absent

Nate Nehring

Staff present

Chris Spitters, Heather Thomas, Pam Aguilar, Ragina Gray, Katie Curtis, Nicole Thomsen, Linda Carl, Grant Weed (legal counsel)

Call to Order

The regular meeting of the Executive Committee was called to order by Chair Stephanie Wright at 11:30 a.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. Adrienne Fraley-Monillas and seconded by Ms. Kyoko Matsumoto Wright to approve the agenda contents and order. The motion passed with 4 yes votes, 0 no votes, 1 absent.

Approval of Minutes

It was moved by Ms. Anji Jorstad and seconded by Ms. Fraley-Monillas to approve the minutes for the regular meeting of July 23, 2020. The motion passed with 4 yes votes, 0 no votes, 1 absent.

Action

Authorize the Administrative Officer to exercise a two-year extension option with Weed, Graafstra & Associates for legal services and representation for the period of Sept. 14, 2020, through Sept. 13, 2022, and forward to the full Board on consent (SR 20-066; S. Frederick)

The contract began in 2016 with the option of two two-year extensions. This is the second of the two extension, going through 2022.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Matsumoto Wright to authorize the Administrative Officer to exercise a two-year extension option with Weed, Graafstra & Associates for legal services and representation for the period of Sept. 14, 2020, through Sept. 13, 2022, 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 enter into a contract with Mahlum Architects, Inc., for architectural planning for the Rucker Building, pending negotiations, and forward to the full Board on consent (SR 20-072; S. Frederick)

The RFP was developed in collaboration with our legal counsel. The project has three phases and is to be completed by year-end. There were five submittals, and Mahlum Architects received the highest

scored by a panel of three staff members, including Administrative Officer Shawn Frederick. Their proposed cost is about \$66K, plus tax. This is not currently a budgeted item and will need to be discussed further with the Rucker Building Task Force and Budget Ad Hoc Committee to include in the 2021 budget.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to authorize the Administrative Officer to enter into a contract with Mahlum Architects, Inc., for architectural planning for the Rucker Building, pending negotiations, 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 Amendment #16 to the Department of Health consolidated contract for 2018-2020, and forward to the full Board on consent (SR 20-064; K. Curtis)

Most of the funds in the amendment are current funding; however, \$746K is new money. These funds are intended to be spent in 2020, but remaining funds could be carried over into 2021.

It was moved by Ms. Matsumoto Wright and seconded by Ms. Fraley-Monillas to authorize the Administrative Officer to sign Amendment #16 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 MOU with PROTEC17 regarding Emergency Management Specialists Representation, and forward to the full Board on consent (SR 20-060; P. Aguilar)

Three employees working in the Public Health Emergency Preparedness & Response program will be added to the Allied Professionals bargaining unit. Summit Law has reviewed the MOU.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to authorize the Administrative Officer to sign the MOU with PROTEC17 regarding Emergency Management Specialists Representation, 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 MOU with PROTEC17 regarding Case and Contact Investigations Supervisors, and forward to the full Board on consent (SR 20-061; P. Aguilar)

Three internal employees are currently doing supervisory work during the COVID response. This MOU ensures they are provided a position to return to once the limited position ends.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Matsumoto Wright to authorize the Administrative Officer to sign the MOU with PROTEC17 regarding Case and Contact Investigations Supervisors, 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 amendment to the contract with the State Department of Ecology for Local Source Control activities, and forward to the full Board on consent (SR 20-067; B. Straughn)

Staff have been diverted away from this program to address the COVID response. Over \$80K of the funding for this program has gone unspent in 2020. DOE subsequently reduced funding in the two-year contract by that amount, with a corresponding decrease in the deliverables.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Matsumoto Wright to authorize the Administrative Officer to sign the amendment to the contract with the State Department of Ecology for Local Source Control activities, 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 Vital Records Service Agreement with VitalChek regarding electronic kiosks, and forward to the full Board on consent (SR 20-070; R. Gray)

This item was brought to the Board previously for approval to move forward to enter into negotiations with VitalChek. The kiosks will be located in the lobby for customers to obtain birth certificates. There will be a \$3.50 charge to customers; there is no cost to the District.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to authorize the Administrative Officer to sign the Vital Records Service Agreement with VitalChek regarding electronic kiosks, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Approve POL 130.002 Purchasing Policy, and forward to the full Board on consent (SR 20-068; N. Thomsen)

This impetus for this policy was a 2018 audit finding and the failure of our policy to be in line with our practices. The policy was updated from the 2011 version. Several new sections were added, and the updated policy conforms to all state and federal laws and guidelines. The dollar amount of \$50K was included as a threshold. The Program Policy Committee also reviewed the updated policy and suggested language be included regarding equitable processes; staff recommends this language be included in the procedures as opposed to the policy. The Administration Committee asked for a redline version to see changes from the 2011 version, but because the update is basically a rewrite of the policy, plus formatting changes, Ms. Thomsen provided the original 2011 policy to the committee for comparison. The Executive Committee recommended that because changes are still being made to the policy, it will be forwarded to the full Board as action.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Matsumoto Wright to approve POL 130.002 Purchasing Policy, and forward to the full Board as action. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Confirm the appointment of Naisha Williams to fill the underrepresented sector on the Public Health Advisory Council from September 2020 through June 2023, and forward to the full Board on consent (SR 20-073; N. Thomsen)

Ms. Williams reached out to the Health District expressing interest in joining the PHAC. She currently works at Everett Community College and has a background in public health, emergency management, and social services. Staff is recommending her appointment to the underrepresented sector on the PHAC, which is a sector that hasn't been filled before.

It was moved by Ms. Matsumoto Wright and seconded by Ms. Jorstad to confirm the appointment of Naisha Williams to fill the underrepresented sector on the Public Health Advisory Council from September 2020 through June 2023, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Briefings

Budget briefing and lead prevention program update (no staff report; S. Frederick)

Ms. Heather Thomas reported that the lead prevention program has no funding available; if the Board would like, it can be added for discussion at the budget ad hoc committee meeting, which is scheduled for next week. Staff continues to input budgets in Dynamic Budgets using conservative estimates. A letter is being drafted to request per capita funding and will go to the cities in September. Staff continues to monitor CARES funding. A budget amendment will come to the Board, likely in October.

Review of Administrative Officer's hours (no staff report; P. Aguilar)

Ms. Pam Aguilar reported that Mr. Frederick has earned 23 hours in the pay period from July 13 to August 9. He is currently at 188 hours; 240 is the maximum.

Health Officer update

Dr. Chris Spitters reported that incidence of new cases in all age groups have steadily declined in the last three weeks, which is reassurance that community efforts, along with our increased case investigations, are helping. Hospital rates are also declining. Older age groups were a minority in the

recent wave, with younger age groups (20-49) being more affected. If declines continue, it's possible younger ages (e.g., K-3 or K-5) could return to in-person learning in the fall. If cases decline to 25 per 100K in a two-week period, which is the target, and if other metrics remain stable, we could potentially apply for phase 3 in about four to eight weeks. The CDC de-emphasized testing for contacts and asymptomatic patients, but guidance at the state and local level remains unchanged.

Information Items

Next meeting date: Thursday, Sept. 24, 11:30 a.m.

Adjournment

The meeting was adjourned at 12:15 p.m.

DRAFT