

Meeting Minutes
August 26, 2020
Regular Meeting

The meeting was held via Zoom conference call.

Committee members present

Scott Bader
Christine Frizzell
Sam Low

Committee members absent

Elisabeth Crawford
Jeff Vaughan

Staff present

Chris Spitters, Tracey Kellogg, Heather Thomas, Pam Aguilar, Ragina Gray, Katie Curtis, Bruce Straughn, Nicole Thomsen, 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.

Approval of Agenda Contents and Order

Staff requested one item be removed from the agenda: Briefing Item B - Lead prevention program update.

It was moved by Mr. Sam Low and seconded by Ms. Christine Frizzell to approve the agenda contents and order with one change. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Approval of Minutes

It was moved by Mr. Low and seconded by Ms. Frizzell to approve the minutes for the regular meeting of July 22, 2020. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Action

Approve vouchers and Res. 20-21 authorizing August 2020 Health District expenditures, and forward to the full Board on consent (no staff report; T. Kellogg)

Ms. Frizzell noted that there are several duplicates on the voucher list. Mr. Tracey Kellogg will resolve the issue and resend to the committee. The corrected vouchers will be included with the Board packet for September. The committee took no formal action and recommended this item go to the Board as an action item.

Approve Finance Manager's report for June 2020, and forward to the full Board as a written report (SR 20-071; T. Kellogg)

It was moved by Ms. Frizzell and seconded by Mr. Low to approve the Finance Manager's report for June 2020, and forward to the full Board as a written report. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

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 Mr. Low and seconded by Ms. Frizzell 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 3 yes votes, 0 no votes, and 2 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.

It was moved by Ms. Frizzell and seconded by Mr. Low 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 3 yes votes, 0 no votes, and 2 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 fund are intended to be spent in 2020, but remaining funds could be carried over into 2021.

It was moved by Ms. Frizzell and seconded by Mr. Low 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 3 yes votes, 0 no votes, and 2 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.

It was moved by Ms. Frizzell and seconded by Mr. Low 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 3 yes votes, 0 no votes, and 2 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. Frizzell and seconded by Mr. Low 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 3 yes votes, 0 no votes, and 2 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 Mr. Low and seconded by Ms. Frizzell 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 3 yes votes, 0 no votes, and 2 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)

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. The kiosks will conform to the new RCW in place starting 2021.

It was moved by Mr. Low and seconded by Ms. Frizzell 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 3 yes votes, 0 no votes, and 2 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 committee asked for a redline version to see changes, but since the update is basically a rewrite of the policy, plus formatting changes, Ms. Thomsen will provide the original 2011 policy to the committee for comparison.

It was moved by Mr. Low and seconded by Ms. Frizzell to approve POL 130.002 Purchasing Policy, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Briefings

Budget briefing (no staff report; S. Frederick)

Ms. Heather Thomas reported that a budget ad hoc committee meeting is scheduled for next week. Budgets are in place 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.

Health Officer update

Dr. Chris Spitters reported that incidence of new cases have steadily declined in the last three weeks. We had a rate of 60 cases per 100,000 for the two-week period ending August 23, coming down from a peak in the 90s. Hospital capacity, number of patients hospitalized, and number of tests are stable. The age range with the highest number of cases is 20-29, then 30-39, then 40-49. Older age groups remain low. It appears that wave #2 did not adversely affect the elderly and long-term-care facilities. If the numbers are sustained, it's possible we could go below 25 cases per two-week period in three to four weeks. This is encouraging and could potentially allow in-person learning for the younger ages. Given the current trend, it's possible we could move ahead in the early fall, depending on the Governor's

guidance regarding applying for phase 3. Dr. Spitters is looking at “heat maps” and working with our business analyst on a rate map instead of a case map. This could be useful when a vaccine is available, and could play a role in where to focus the initial supply. Mr. Low thanked Dr. Spitters and Mr. Frederick for their recent meeting with local farmers. The flu season could impact medical services and hospital capacity. It’s also possible the recommendations put in place to reduce COVID could reduce flu cases as well. October is the ideal time to get a flu vaccine.

Information Items

Next meeting date: Wednesday, Sept. 23, 3:30 p.m.

Adjournment

The meeting was adjourned at 4:17 p.m.

DRAFT