

**Meeting Minutes**  
**September 23, 2020**  
**Regular Meeting**

The meeting was held via Zoom conference call.

**Committee members present**

Scott Bader  
Elisabeth Crawford  
Sam Low

**Committee members absent**

Christine Frizzell  
Jeff Vaughan

**Staff present**

Shawn Frederick, Chris Spitters, Tracey Kellogg, Heather Thomas, Pam Aguilar, Ragina Gray, Katie Curtis, Bruce Straughn, Nicole Thomsen, Rich Son, 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 Mr. Sam Low and seconded by Ms. Elisabeth Crawford to approve the agenda contents and order. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

**Approval of Minutes**

It was moved by Ms. Crawford and seconded by Mr. Low to approve the minutes for the regular meeting of August 26, 2020. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

**Action**

*Approve vouchers and Res. 20-22 authorizing September 2020 Health District expenditures, and forward to the full Board on consent (no staff report; T. Kellogg)*

It was moved by Mr. Low and seconded by Ms. Crawford to approve vouchers and Res. 20-22 authorizing September 2020 Health District expenditures, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

*Approve Finance Manager's report for July 2020, and forward to the full Board as a written report (SR 20-078; T. Kellogg)*

As of July, total cash was at \$2.3M; investments include \$7M in the State pool and \$2.5M in the Snohomish County pool. Revenues are 26% above budgeted projections and expenditures are 1.9% above projections. Total fund balance is just over \$12M. When the declaration of emergency was declared in March, \$500K of emergency funds were transferred to Unreserved Funds; those funds were moved back because sufficient funding was received to cover emergency COVID-19 expenses.

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

*Adopt Res. 20-23 approving the 2020 budget amendment as shown in Exhibit A, and forward to the full Board for action (SR 20-079; T. Kellogg)*

A budget amendment is needed to adjust the 2020 budget from \$16M to \$26.7M, primarily due to CARES Act funding. The increase in expenditures is offset by increased revenue related to the COVID-19 response, resulting in a surplus of just over \$1.3M. The amendment includes \$1.5M from the State and \$10.9M CARES Act funding from the County. Actual costs for the permanent positions of administrative officer, health officer, and EH director are also included. Adjusted revenue from the IRS lease is included, and there is decrease in investment interest of \$60K. There may be one additional budget amendment brought to the Board later this year.

It was moved by Mr. Low and seconded by Ms. Crawford to adopt Res. 20-23 approving the 2020 budget amendment as shown in Exhibit A, and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

*Adopt Res. 20-24 approving the proposed Environmental Health fee schedule as shown in Exhibit A, effective November 1, 2020, and forward to the full Board for action (SR 20-076; R. Gray)*

Ms. Ragina Gray reviewed the changes in the fee schedule proposed by staff. She noted the Board could also consider an across-the-board increase of 1-3% to keep up with COLAs. Proposed changes are primarily in vital statistics, food, and land use. The changes include a standard \$317 late fee in land use and over-the-counter fees for processing permits of \$50 to cover staff costs. There is also a \$3.50 pass-through fee for using VitalChek kiosks for birth/death certificates, and a proposed \$13.50 fee for over-the-counter processing of birth/death certificates. During discussion, the committee brought up potential inequities for charging over-the-counter fees for individuals who may have language or technology barriers or may not have a debit/credit card for online orders. Members of the committee mentioned other options beside the over-the-counter fee, such as an online discount or an option for staff to waive over-the-counter fees in some situations. Staff suggested potentially holding off on those fees until the Equity Team could look into it further. Mr. Bader noted the proposed increase in fees is to cover staff costs and expressed support for moving the resolution forward as presented by staff; he suggested considering ways to help increase customer access for the small number who may have issues. Mr. Low and Ms. Crawford were supportive of a motion that removed the over-the-counter fees.

It was moved by Mr. Low and seconded by Ms. Crawford to adopt Res. 20-24 approving the proposed Environmental Health fee schedule as shown in Exhibit A, with the removal of over-the-counter fees, effective November 1, 2020, and forward to the full Board for action. The motion passed with 2 yes votes (Low, Crawford), 1 no vote (Bader), and 2 absent.

*Approve draft POL 130.005 - Gift Card Purchase, Use, and Distribution Policy, and forward to the full Board on consent (SR 20-075; N. Thomsen)*

This new policy addresses the process of approval, use, and chain of custody of gift cards, which are used to assist clients (such as TB patients) with minor expenses, such as transportation or gas. Gift cards are not for volunteers or staff. Each gift card is no more than \$10, based on IRS regulations.

It was moved by Mr. Low and seconded by Ms. Crawford to approve draft POL 130.005 - Gift Card Purchase, Use, and Distribution 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)*

Mr. Frederick reported that the 2021 pro forma budget is complete, with a small potential savings. Several factors may still affect it, including the assumptions that per capita contributions from the cities

remains status quo; the budget also doesn't take into account any changes to pending labor negotiations. This week Mr. Frederick gave a mid-year report to the County Council on the 2020 budget; he is now waiting for a decision regarding the release of \$125K previously withheld. Mr. Frederick will give a presentation to the County Council for the 2021 budget next month; our 2021 budget ask is the same as 2020.

*Health Officer briefing (no staff report; C. Spitters)*

Dr. Spitters reported that the rate of decline is starting to flatten; our rate is 42 cases per 100K in the previous two weeks. Decreases continue in all young-adult age groups; older adults continue to have low, stable rates. Rates for school-age children went up slightly. COVID-19 hospital census among Snohomish County residents is in the high teens and continues to trend down; at the peak of wave 1 it was around 100 and at the peak of wave 2 it was around 30. Testing by SHD decreased due to air quality closures, but is still around 6,000 a week for the county as a whole; the positivity rate is around 2.5% and continues to trend down.

Staff continues to meet with the schools; many are looking at in-person learning in the lower grades within the next few weeks.

Dr. Spitters encourages everyone to get flu shots. There is currently a virtual absence of influenza in the southern hemisphere, and we're hopeful we may not see a significant flu surge this winter. We anticipate a COVID-19 wave as people spend more time indoors. We're working to get the current rate down as far as possible so that the next wave doesn't threaten resource capacity if/when it occurs.

Dr. Spitters and Shawn Frederick jointed a meeting of local public health officials with the State health officer and the Secretary of Health last week. The Secretary's priorities now are in-person learning, getting rates down further, and planning for vaccine when that becomes available. The Secretary was reticent to open applications for the next phase of reopening at the current time.

Mr. Low questioned how some businesses can operate as normal, while others were forced to close. Dr. Spitters acknowledged the legitimate complaints regarding impacts, and staff continues to focus on getting prevention messages out, controlling transmission, and detecting cases. It's a challenge to balance the public health interest with other interests, like school and the economy. We're seeing higher outcomes of despair related to physical and mental health issues (such as an increase in overdoses and anecdotal reports of increased ER visits due to excess alcohol).

Ms. Heather Thomas reported that new guidance is out from the State regarding convention centers, hotels, and similar venues. Live entertainment is prohibited through phase 3; business meetings, training, and testing is now permitted. There is a question regarding if schools can rent out facilities, and she has a call into the State for clarification.

### **Information Items**

Mr. Frederick reported that he's looking into ClearGov, which allows finances to be displayed publicly to increase transparency.

Next meeting date: Wednesday, Oct. 28, 3:30 p.m.

### **Adjournment**

The meeting was adjourned at 4:44 p.m.