

Meeting Minutes
September 24, 2020
Regular Meeting

The meeting was held via Zoom conference call.

Committee members present

Adrienne Fraley-Monillas
Anji Jorstad
Stephanie Wright – Chair

Committee members absent

Kyoko Matsumoto Wright – Vice Chair
Nate Nehring

Staff present

Shawn Frederick, 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 11:39 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

Mr. Shawn Frederick requested to add a briefing regarding the CARES Act agreement with Snohomish County.

It was moved by Ms. Adrienne Fraley-Monillas and seconded by Ms. Anji Jorstad to approve the agenda contents and order with one addition. The motion passed with 3 yes votes, 0 no votes, 2 absent.

Approval of Minutes

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas to approve the minutes for the regular meeting of Aug. 27, 2020. The motion passed with 3 yes votes, 0 no votes, 2 absent.

Action

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)

Mr. Shawn Frederick reviewed the budget amendments with just over \$10M in expenses, offset by \$11M in revenues, primarily related to the COVID-19 response. Revenues include \$1.5M from the State and \$10.9 from Snohomish County from CARES Act dollars. Also included in the amendment are the actual costs for the administrative officer, health officer, and EH director; adjusted revenue from the IRS lease; and a decrease in interest revenue. Staff recommends that the resulting surplus of \$1.3M be reserved for the 2021 COVID-19 response due to CARES Act funding ending at the end of 2020. Mr. Frederick will ask staff to adjust the exhibit to more clearly show the changes before going to the Board.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad 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 proposed updates to the EH fee schedule. The proposed changes fall into three categories: vital records, food, and land use. Some changes address language clarity. Staff also looked at actual costs and areas where full cost-recovery could be obtained. The Board could also consider an across-the-board increase of 1-3% to cover COLAs; however, the actual increase won't be known until after labor negotiations. All late fees have been increased to a standard \$317. An over-the-counter fee of \$50 was proposed for permit processing to cover staff time. This was discussed in the Administration Committee yesterday and they expressed hesitancy due to equity issues. New fees include a charge to funeral homes for staff time related to EDRS data, a pass-through fee of \$3.50 for using the VitalChek kiosks, and a \$13.30 fee for over-the-counter processing of birth and death certificates. The committee discussed over-the-counter fees and suggested providing written guidance to staff for when the fee could be waived under certain circumstance. Mr. Frederick added that the fee could be delayed until staff does due diligence and looks at it further through an equity lens. Chair Wright would like the Board to have the over-the-counter fee as a discussion item when this is brought to the full Board next month. She suggested adding it as a potential option for Board consideration.

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas to adopt Res. 20-24 approving the proposed Environmental Health fee schedule as shown in Exhibit A without the over-the-counter fee but including it as a potential option, effective November 1, 2020, and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, 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)

The new policy is to clarify appropriate use of gift cards. The cap is \$10 for each and can be used to provide support to clinical patients, such as a TB patient who may need gas or transportation funds. Gift cards are not for thank yous, incentives, or for staff. They can only be purchased by our purchasing agent, and there will be appropriate tracking and monitoring through a chain of custody. If it's determined that a patient may need more than one gift card, the administrative officer has discretion to authorize additional cards. The committee agreed to forward this to the full Board for action instead of consent.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to approve draft POL 130.005 - Gift Card Purchase, Use, and Distribution Policy, and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Confirm the appointment of Kurt Hilt to fill an unexpired term on the Public Health Advisory Council through June 2022, and forward to the full Board on consent (SR 20-077; N. Thomsen)

Mr. Kurt Hilt is a former Board of Health member and secretary in the International Association of Firefighters Local 1828. If appointed, he will fill an open position representing Labor on the PHAC.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to confirm the appointment of Kurt Hilt to fill an unexpired term on the Public Health Advisory Council through June 2022, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Briefings

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

Mr. Frederick reported that staff completed the pro forma budget with a current surplus of \$50K. Upcoming labor negotiations haven't yet been factored in. The budget assumes a 10% reduction in funding from the State and County but status quo funding from cities. Earlier this week Mr. Frederick delivered the semiannual report to the County Council; he's awaiting a decision on if the \$125K previously withheld will be released. Aside from the current budget amendment, there may be one more before the end of the year. Ms. Fraley-Monillas cautioned against assuming cities will contribute the

same per capita dollars as this year. Mr. Frederick and leadership staff are in the process of giving presentations to the cities and will follow up with a letter.

CARES Act agreement with Snohomish County [added at the beginning of the meeting]

Snohomish County previously approved \$10.9M to the Health District for COVID-19-related activities. Staff have been working on finalizing the agreement for several months. A few concerns were addressed, including the invoicing date, concerns if less than \$750K was spent, subcontractor language, and termination clause language. Mr. Frederick received the agree-upon version this morning and will forward it to the committee. This item will go to the full Board in October as an action item to authorize the administrative officer's signature.

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

Ms. Pam Aguilar reported that Mr. Frederick earned an additional 34 comp hours in the pay periods from August 10 to September 13. He is currently at 172 hours; 240 is the maximum.

Determine dates of Oct., Nov., and Dec. committee meetings

For the October meeting, the committee agreed to meet on the 29th. Chair Wright suggested December 3 for the November meeting, and January 7 for the December meeting.

Information Items

Next meeting date: Thursday, October 29, 11:30 a.m.

Adjournment

The meeting was adjourned at 12:52 p.m.