



**Snohomish Health District  
Board of Health Minutes  
September 8, 2020**

The meeting was held via Zoom conference call/video.

**Members Present**

Scott Bader, Councilmember, Everett  
Elisabeth Crawford, Councilmember, Mukilteo  
Megan Dunn, County Councilmember  
Adrienne Fraley-Monillas, Councilmember, Edmonds  
Christine Frizzell, Councilmember, Lynnwood  
John Joplin, Councilmember, Brier  
Anji Jorstad, Councilmember, Lake Stevens  
Sam Low, County Councilmember  
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace – BOH Vice Chair  
Jared Mead, County Councilmember  
Nate Nehring, County Councilmember  
Dan Rankin, Mayor, Darrington  
Linda Redmon, Councilmember, Snohomish  
Stephanie Wright, County Councilmember – BOH Chair  
Jeff Vaughan, Councilmember, Marysville

**Members Absent**

None

**Call to Order**

The regular meeting of the Board of Health was called to order at 3 p.m. via Zoom conference call by Chair Stephanie Wright.

**Roll Call**

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

**Approval of Agenda Contents and Order**

Chair Wright requested an addition under Briefings regarding an update on the public health foundation.

It was moved by Mr. Dan Rankin and seconded by Ms. Adrienne Fraley-Monillas to approve the agenda contents and order with one addition under Briefings. The motion passed with 15 yes votes, 0 no votes, 0 absent.

**Approval of Minutes**

Ms. Linda Redmon requested a correction to the minutes regarding the name of the Board member who provided a second to the motion approving the consent agenda.

It was moved by Mr. Scott Bader and seconded by Ms. Linda Redmon to approve the minutes of the regular meeting of August 11, 2020, with one correction. The motion passed with 15 yes votes, 0 no votes, 0 absent.

**Public Comment**

Public comment was accepted in writing prior to the meeting. Chair Wright reported no written comments were received.



### Written Reports

Chair Wright noted that the following written reports can be found in the Board packet:

- a. Finance Manager's report for June 2020
- b. Program Policy Committee draft minutes – Aug. 20
- c. Administration Committee draft minutes – Aug. 26
- d. Executive Committee draft minutes – Aug. 27

### Consent

It was moved by Ms. Fraley-Monillas and seconded by Mr. Bader to approve the following items on consent:

- a. 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
- b. Authorize the Administrative Officer to enter into a contract with Mahlum Architects, Inc., for architectural planning for the Rucker Building, pending final negotiations
- c. Authorize the Administrative Officer to sign Amendment #16 to the Department of Health consolidated contract for 2018-2020
- d. Authorize the Administrative Officer to sign the MOU with PROTEC17 regarding Emergency Management Specialists Representation
- e. Authorize the Administrative Officer to sign the MOU with PROTEC17 regarding Case and Contact Investigations Supervisors
- f. Authorize the Administrative Officer to sign the amendment to the contract with the State Department of Ecology for Local Source Control activities
- g. Confirm the appointment of Naisha Williams to fill the underrepresented sector on the Public Health Advisory Council from September 2020 through June 2023

The motion passed with 15 yes votes, 0 no votes, 0 absent.

### Action

#### **Approve vouchers and Res. 20-21 authorizing August 2020 Health District expenditures (no staff report; T. Kellogg)**

At the Administration Committee's August meeting, they questioned duplicate checks shown in the voucher list. After staff review, Ms. Kellogg determined that those duplicates were voided and listed separately on the "void" list. In the future, staff will flag voids shown on the voucher list as well.

It was moved by Mr. Bader and seconded by Ms. Fraley-Monillas to approve vouchers and Res. 20-21 authorizing August 2020 Health District expenditures. The motion passed with 15 yes votes, 0 no votes, 0 absent.

#### **Approve POL 130.002 Purchasing Policy (SR 20-068; N. Thomsen)**

The draft policy is an update to the 2011 policy and was reviewed by all three Board committees. This update was in response to a 2018 audit finding related to sole-source purchasing. Comments were provided at committee level regarding additional language related to equity in purchasing and access to RFQs/RFPs. This verbiage was included in the current version in redline, plus verbiage added by legal counsel related to non-competitive procurement.

It was moved by Mr. Bader and seconded by Ms. Anji Jorstad to approve POL 130.002 Purchasing Policy. The motion passed with 15 yes votes, 0 no votes, 0 absent.



**Authorize the Administrative Officer to move forward with NI Painting & Construction Company regarding external painting for the Rucker Building, pending final negotiations (SR 20-074; S. Frederick)**

The 2020 budget includes \$150K for repainting and pressure-washing the Rucker Building to prepare the building for potential future tenants. Five responsive proposals were received; NI Painting received the highest score after review by Mr. Shawn Frederick and Mr. Jim Neal, fleet maintenance specialist. The warranty is dependent on the paint used; staff recommends the ten-year warranty with enhanced paint for a total project cost of \$66,000.

It was moved by Mr. Bader and seconded by Ms. Christine Frizzell to authorize the Administrative Officer to move forward with NI Painting & Construction Company regarding external painting for the Rucker Building, pending final negotiations. The motion passed with 15 yes votes, 0 no votes, 0 absent.

**Briefings**

*Public health foundation update (no staff report; H. Thomas)*

Ms. Heather Thomas recapped a previous email to Board members. She noted that the State Auditor's Office flagged several items that should be clarified before an MOU is in place between the foundation and the Health District, including how the new foundation board is established, as well as any financial investments and/or in-kind contributions from the Health District. The auditor's office cautioned that if the Board of Health appoints the initial foundation board members, it ties too closely the two organizations. Legal counsel recommends we proceed with forming the foundation board and recruitment of new members; the ad hoc committee can review and screen applicants and make a decision by consensus (not vote) on the five to seven new foundation members. Mr. Grant Weed reached out to a separate legal firm that may offer pro bono support to get the foundation set up, finalize articles of incorporation and bylaws, and finalize an MOU in coordination with Health District legal counsel. The MOU will stipulate the value the Health District receives from contributions to the foundation and the public benefit. Ms. Thomas reported that Chair Wright offered to personally donate funds needed to file with the Secretary of State or other filings needed to form the foundation board. The recruitment process was recently finalized by the ad hoc committee, and the announcement was posted last week. Applications will be accepted through Sept. 24, and the committee hopes to have the selection process complete by early October. Mr. Weed noted that legal distancing must be ensured between the Health District and the foundation board.

**Administrative Officer's Report**

Mr. Frederick reported that elevator safety upgrades were recently completed in the Rucker Building. The Lynnwood building has been vacated and is staged for potential tenants. In the October Board meeting, staff will bring forward a budget amendment; Mr. Frederick is also working on the 2020 report to the County. The budget ad hoc committee met last Friday; staff is close to completing the pro forma budget and are working on decision packages. The lead program has no additional funding sources, so continuing that work will be a topic of discussion at the budget ad hoc committee. The Rucker Building remodel cost will be in the 2021 budget proposal. As part of the budget process, District leadership is visiting cities to provide a presentation and request per capita funding. Mr. Frederick is also available to Board members for one-on-one meetings regarding the budget. COVID test sites were closed today and tomorrow due to air conditions. There are discussions that testing-site staff will be fit-tested with N95 masks so that those outdoor operations can continue. Internal testing sites are also a consideration if weather conditions worsen. Advanced planning for a potential vaccine is in the early stages with DEM; specifically, how it would be effectively administered via the healthcare system and any other contingencies that may need to be in place for vulnerable populations.



### **Health Officer's Report**

Dr. Chris Spitters provided a COVID-19 update. The county has had five consecutive weeks of decline in new cases, peaking at about 100 cases and now down to about 50 per two-week period. Hospitalization average daily count is also declining since June/July and is now in the high teens. Over the past four weeks we've averaged just over 6,000 tests countywide per week, with about four percent positive, which is also a decline since mid to late July. Percent contacted within 24 hours has improved with gained staffing and capacity. We're reaching 70-80 percent of contacts within 48 hours (the target is 80 percent). There were five newly identified outbreaks within the past week, totaling 16 new cases. All age groups have declining rates; however, the younger age groups continue to have higher rates than the older age groups. We'll continue to monitor the impact of Labor Day weekend activities and some in-school learning experiences; the potential effect will show up in a week or two. Now that rates are descending, we're working with schools to consider how they might implement expanded in-person learning as fall progresses, starting with younger students. In potentially moving to phase 3, there will be discussions with the state regarding when applications could be accepted and what parameters and framework must be met.

The current air quality status is considered unhealthy, particularly for those with underlying heart and lung conditions, and the Health District advises avoiding outdoor activity.

In response to Board questions, Dr. Spitters stated that it's likely the big picture will be considered when applying for phase 3; however, we're unsure if the state's criteria will change. Previously, the County Executive launched the request to move to the next phase. Dr. Spitters stated that regarding in-person learning, he would prefer that we continue the current plan and monitor progress in the next few weeks regarding new cases. If numbers continue to decline, he would not discourage elementary children returning to in-person learning. In-person educational experiences should be small in size so potential cases are limited. Each COVID-19 test, even those given prior to medical procedures, are included in the total testing count. When there's an outbreak, we work with the employer to prevent further transmission.

### **Executive Session**

The Snohomish Health District Board of Health convened into executive session for the purposes of collective bargaining matters pursuant to RCW 42.30.140(4)(b) and pending litigation pursuant to RCW 42.30.110(1)(i). Chair Wright stated that Executive session is expected to last up to 10 minutes. Unless extended to a later time, the Board will reconvene into regular session at 4:27 p.m. and is not expected to take action. The Board announced one 10-minute extension and one five-minute extension. The Board reconvened into regular session at 4:42 and did not take action.

### **Information Items**

Chair Wright announced upcoming meetings.

### **Adjournment**

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

---

Stephanie Wright, Chair

---

Shawn Frederick, Administrative Officer / Secretary