

Meeting Minutes
October 28, 2020
Regular Meeting

The meeting was held via Zoom conference call.

Committee members present

Scott Bader
Elisabeth Crawford
Sam Low
Jeff Vaughan

Committee members absent

Christine Frizzell

Staff present

Shawn Frederick, Chris Spitters, Heather Thomas, Pam Aguilar, Ragina Gray, Katie Curtis, Nicole Thomsen, Rich Son, Sarah de Jong, Linda Carl

Call to Order

The regular meeting of the Administration Committee was called to order by Mr. Sam Low 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.

Arrival/Departure

Mr. Bader arrived at 3:34 p.m.

Approval of Minutes

Mr. Low noted a typo on page two.

It was moved by Ms. Elisabeth Crawford and seconded by Mr. Jeff Vaughan to approve the minutes for the regular meeting of September 23, 2020, with one correction. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Action

Approve vouchers and Res. 20-26 authorizing October 2020 Health District expenditures, and forward to the full Board on consent (no staff report; T. Kellogg)

It was moved by Mr. Scott Bader and seconded by Ms. Crawford to approve vouchers and Res. 20-26 authorizing October 2020 Health District expenditures, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

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

It was moved by Mr. Bader and seconded by Ms. Crawford to approve the Finance Manager's report for August 2020, and forward to the full Board as a written report. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Adopt Res. 20-25 rescinding Res. 19-15 and authorizing Mr. Shawn Frederick, Ms. Ragina Gray, and Ms. Katie Curtis as authorized signers on bank and investment accounts, and forward to the full Board on consent (SR 20-086; T. Kellogg)

It was moved by Ms. Crawford and seconded by Mr. Bader to adopt Res. 20-25 rescinding Res. 19-15 and authorizing Mr. Shawn Frederick, Ms. Ragina Gray, and Ms. Katie Curtis as authorized signers on bank and investment accounts, 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 contract extension with the Department of Social and Health Services for the Refugee Health Screening Program through 9/30/21, and forward to the full Board on consent (SR 20-081; K. Curtis)

The Department of Social and Health Services has extended our current contract through September 30, 2021. The current contract has a maximum agreement amount of \$230,000. This represents a \$50,000 reduction from the past year's contract. The reduction in funding is mainly due to the cap on the number of refugees currently being allowed into the United States. This cap is set by the U.S. President each year.

It was moved by Mr. Bader and seconded by Mr. Vaughan to authorize the Administrative Officer to sign the contract extension with the Department of Social and Health Services for the Refugee Health Screening Program through 9/30/21, 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 approve filling a vacant, budgeted position for a 0.5 FTE Registered Nurse in the TB Elimination and Refugee Health programs, and forward to the full Board on consent (SR 20-082; K. Curtis)

With the \$50,000 reduction in The Department of Social and Health Services' contract, staff requests that a 0.9 FTE vacant RN position be rehired at a 0.5 FTE.

It was moved by Ms. Crawford and seconded by Mr. Bader to authorize the Administrative Officer to approve filling a vacant, budgeted position for a 0.5 FTE Registered Nurse in the TB Elimination and Refugee Health programs, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Adopt Res. 20-27 regarding intent to continue naloxone coordination and tracking for law enforcement and per capita partners in the county, and forward to the full Board on consent (SR 20-088; H. Thomas)

In November 2019, the Board of Health approved Resolution 19-25, which stated that the Health District would take over the naloxone distribution program for law enforcement in Snohomish County. Municipalities that contributed at least \$1.00 per resident in per capita funding in 2020 had their police department's naloxone supplies paid for with their contribution. In 2020, Snohomish County and 13 of the 20 cities signed interlocal agreements with their per capita contributions. Staff estimated \$45-50K to purchase naloxone for 2020. As of October 2020, total expenses were \$48,750. Staff have a small quantity on hand, so future orders before the end of the year are not anticipated. The 2021 budget currently has \$50K as a placeholder to continue the naloxone program in 2021.

It was moved by Ms. Crawford and seconded by Mr. Bader to adopt Res. 20-27 regarding intent to continue naloxone coordination and tracking for law enforcement and per capita partners in the county, 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 notify Summit Law of intent to exercise a two-year extension option for labor and employment legal services for the period January 1, 2021, through December 31, 2022, and forward to the full Board on consent (SR 20-083; P. Aguilar)

Summit Law Group provides labor and employment advice, as well as coordinates with the District's bargaining agents.

It was moved by Mr. Bader and seconded by Mr. Vaughan to authorize the Administrative Officer to notify Summit Law of intent to exercise a two-year extension option for labor and employment legal services for the period January 1, 2021, through December 31, 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 approve extension of compensatory time for exempt staff to December 31, 2021, and forward to the full Board for action (SR 20-084; P. Aguilar)

In March, the Board approved additional compensatory time for exempt staff working over 40 hours during the District's COVID-19 emergency response. Currently we have 25 exempt employees, and 14 have earned compensatory hours. Because the COVID-19 response continues and use of the compensatory time by December 31 is not reasonable, staff requests extending use and accrual of compensatory hours to December 31, 2021.

It was moved by Mr. Bader and seconded by Ms. Crawford to authorize the Administrative Officer to approve extension of compensatory time for exempt staff to December 31, 2021, and forward to the full Board for action. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Authorize the Administrative Officer to approve extension of usage of bereavement leave beyond six months as currently listed in the Employee Handbook and bargaining unit contracts, and forward to the full Board for action (SR 20-085; P. Aguilar)

Currently, the District's employee handbook requires employees to use bereavement leave within six months of a death in the family. However, with the "Stay Home, Stay Healthy" order, gatherings for funerals have been limited, and employees who have lost loved ones during this time have not been able to attend services. Staff requests that during this time, employees be allowed to use bereavement time when needed for any deaths occurring since March 24, extended to six months after the restrictions for gatherings are lifted and returned to full capacity within the state. If an employee needs to attend services outside the state, staff asks that the Administrative Officer be authorized to approve the usage on a case-by-case basis.

It was moved by Mr. Bader and seconded by Mr. Vaughan to authorize the Administrative Officer to approve extension of usage of bereavement leave beyond six months as currently listed in the Employee Handbook and bargaining unit contracts, and forward to the full Board for action. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Approve draft POL 130.004 - Contracts Policy, and forward to the full Board on consent (SR 20-080; N. Thomsen)

The new contracts policy was developed in order to establish a standardized method/process for contract administration and management, establish authorized signatory limits, and establish chain-of-custody records management. Legal cautioned using a "scoring" method of evaluating the District's risk with each contract as each is unique and should be evaluated as such. The committee discussed a potential score card or similar method and whether this should be in the procedures as opposed to the policy. After discussion, the committee recommended this item go to the full Board for action instead of consent.

It was moved by Mr. Bader and seconded by Ms. Crawford to approve draft POL 130.004 - Contracts Policy, and forward to the full Board for action. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Approve the preliminary 2021 legislative agenda, and forward to the full Board on consent (no staff report; N. Thomsen, H. Thomas)

Ms. Thomsen reviewed the items listed on the agenda, which were garnered from last year's legislative agenda, as well as input from WSDOH, WSALPHO, and the County's agendas. Housing and health was added this year at the request of the Program Policy Committee.

It was moved by Mr. Bader and seconded by Mr. Vaughan to approve the preliminary 2021 legislative agenda, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent.

Briefings

Budget briefing (no staff report; S. Frederick)

Mr. Shawn Frederick reported that staff continues to pay attention to the outcome of CARES Act funding for 2021, as well as the cities' per capita contributions. Expenditures have been lower in 2020—aside COVID-19 expenses. Staffing accounts for 77% of Health District expenditures; 58% of revenues in 2021 will be intergovernmental.

Lynnwood building update (no staff report; S. Frederick)

Mr. Frederick had a meeting with the Lynnwood building landlord regarding the District's lease obligation through 2023. The landlord indicated she'll consider allowing the District out of the lease and will get back to Mr. Frederick soon.

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

Dr. Spitters reported that the overall rate of cases continues to climb; the numbers are only exceeded by those in the first wave. We're seeing an increase in all age groups. There's an increase in long-term care facilities as well, although that's due primarily to one facility in Monroe. Hospitalizations took a brief jump but are now stable and going back down. We're not seeing worrisome outcomes like sustained hospitalization rates and deaths. We continue to work with local partners and the state on the vaccine effort for when one does become available.

Confirm November and December committee dates

The committee agreed to move their November meeting to Wednesday, Dec. 2, and to cancel their December meeting.

Information Items

Next meeting date: Wednesday, Dec. 2, 3:30 p.m. (special meeting date).

Adjournment

The meeting was adjourned at 4:27 p.m.