

**Meeting Minutes
October 29, 2020
Special Meeting**

The meeting was held via Zoom conference call.

Committee members present

Adrienne Fraley-Monillas
Anji Jorstad
Stephanie Wright – Chair
Kyoko Matsumoto Wright – Vice Chair
Nate Nehring

Committee members absent

None

Staff present

Shawn Frederick, Chris Spitters, Heather Thomas, Pam Aguilar, Ragina Gray, Katie Curtis, Nicole Thomsen, Sarah de Jong, Linda Carl, Grant Weed (legal counsel)

Call to Order

The special meeting of the Executive Committee was called to order by Chair Stephanie Wright at 11:31 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 Minutes

It was moved by Ms. Adrienne Fraley-Monillas and seconded by Ms. Anji Jorstad to approve the minutes for the regular meeting of September 24, 2020. The motion passed with 5 yes votes, 0 no votes, 0 absent.

Action

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 Ms. Fraley-Monillas and seconded by Ms. Jorstad 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 5 yes votes, 0 no votes, and 0 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. Fraley-Monillas and seconded by Ms. Jorstad 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 5 yes votes, 0 no votes, and 0 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. Fraley-Monillas and seconded by Ms. Jorstad 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 5 yes votes, 0 no votes, and 0 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. Jorstad and seconded by Mr. Nate Nehring 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 5 yes votes, 0 no votes, and 0 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. Because the 2021 attorney rates haven't been provided yet by Summit, the committee recommended this item go on action instead of consent.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad 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 for action. The motion passed with 5 yes votes, 0 no votes, and 0 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. Mr. Shawn Frederick requested that, as the Administrative Officer, he be exempt from accruing additional compensatory time.

It was moved by Ms. Jorstad and seconded by Ms. Kyoko Matsumoto Wright to authorize the Administrative Officer to approve extension of compensatory time for exempt staff—with the exception

of the Administrative Officer—to December 31, 2021, and forward to the full Board for action. The motion passed with 5 yes votes, 0 no votes, and 0 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 Ms. Jorstad and seconded by Ms. Matsumoto Wright 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 5 yes votes, 0 no votes, and 0 absent.

Authorize the Administrative Officer to approve sign a \$30,000 amendment to the Kresge Emerging Leaders in Public Health grant agreement, and forward to the full Board on consent (SR 20-089; N. Thomsen)

Two years ago, Ms. Nicole Thomsen and the previous Administrator were accepted to the program; since then, there have been two no-cost extensions. Kresge has awarded the Health District an additional \$30,000 for COVID-19-related activities. The District will use the funds to conduct a survey and evaluate how the response has been received in the community, particularly among communities of color. This award will be an extension of the original contract.

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas to authorize the Administrative Officer to approve sign a \$30,000 amendment to the Kresge Emerging Leaders in Public Health grant agreement, and forward to the full Board on consent. The motion passed with 5 yes votes, 0 no votes, and 0 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. The committee discussed the purpose of potential score card or similar method. After discussion, the committee recommended this item be delayed to the November committee meetings, giving staff additional time to address the scoring component. Staff will follow up with the Administration Committee to let them know of the recommendation from the Executive Committee.

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. The item related to quarantine addresses TB and COVID-19 patients that have been ordered into quarantine by the Health Officer, creating a potential financial burden to the patient.

It was moved by Ms. Jorstad and seconded by Mr. Nehring to approve the preliminary 2021 legislative agenda, and forward to the full Board on consent. The motion passed with 5 yes votes, 0 no votes, and 0 absent.

Briefings

Budget briefing (no staff report; S. Frederick)

Mr. Frederick reported that the District is in negotiations with all five bargaining units, with budget implications for 2021. In a recent line-item review, staff found an error of \$150K to the positive. We continue to wait for responses from per capita cities regarding 2021 contributions, and we're working with our legislative delegation at the federal level regarding continuing CARES Act funding. We expend about \$700K/month for COVID-19-related activities. We have \$2.4M in emergency reserves available for COVID-19 expenses in 2021.

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 (a cost to the District of \$520K) asking for the amount to be reduced and for an adjustment to the lease requirements. The landlord indicated she'll consider the District's request and will get back to Mr. Frederick soon. The building has been listed, and Mr. Frederick will meet with the listing agent next week.

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

Dr. Spitters reported that the overall rate of cases has continued to climb over the last five weeks; we've had 120 new cases per 100,000 residents in the county during the last two-week period. We're seeing an increase in all age groups, but 20-59 ages account for 70% of the increase in the last month. There has been a slight increase in school-age kids, but this may not be connected to schools. The increase in older adults is driven by an increase in long-term care facilities, although that's due primarily to one facility in Monroe. Hospitalizations took a brief jump but is now stable and going back down. Deaths have been about 5-6 per week in the last several weeks, but we haven't seen a hospitalization surge as of yet. We continue our work on messaging and control efforts, and we're working with local partners and the state on the vaccine effort for when one does become available.

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

Ms. Pam Aguilar reported that Mr. Frederick earned an additional 37 comp hours in the pay periods from September 11 to October 11.

Determine dates of Nov., and Dec. committee meetings

For the November meeting, the committee agreed to meet on Friday, Dec. 4. The December meeting has been moved to January 7.

Information Items

Next meeting date: Friday, December 4, 11:30 a.m. (special meeting date).

Adjournment

The meeting was adjourned at 12:43 p.m.