



**Snohomish Health District
Board of Health Minutes
October 13, 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 Minutes

It was moved by Ms. Adrienne Fraley-Monillas and seconded by Mr. Scott Bader to approve the minutes of the regular meeting of September 8, 2020. 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 July 2020
- b. Program Policy Committee draft minutes – Sept. 17
- c. Administration Committee draft minutes – Sept. 23
- d. Executive Committee draft minutes – Sept. 24
- e. PHAC draft minutes – Sept. 23



Consent

It was moved by Mr. Bader and seconded by Mr. John Joplin to approve the following items on consent:

- a. Approve vouchers and Res. 20-22 authorizing September 2020 Health District expenditures
- b. Authorize the Administrative Officer to sign the Vital Records Service Agreement with VitalChek regarding electronic kiosks
- c. Confirm the appointment of Kurt Hilt to fill an unexpired term on the Public Health Advisory Council through June 2022

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

Special Business

Staff Briefing – Proposed Environmental Health fee schedule

Environmental Health Director Ragina Gray reviewed the proposed changes previously reviewed by the Administration and Executive Committees. Proposed changes are intended for full cost-recovery. In committee, the topic of over-the-counter fees was discussed as a potential equity issue. That proposed fee has been removed until staff further reviews the fee with the District's Equity Team. There remains, however, an over-the-counter fee of \$13.50 specific to Vital Records for birth/death certificates. Additional proposed fees include making late fees consistent across the board, plan-review fees for the food program have been increased from one hour to two hours, temporary food permits were adjusted, a late fee was added for holding tanks, and changes to Vital Records fees that have been set by the State. Staff is proposing a new \$10 fee to review and file the county's death records into the Electronic Death Records System (EDRS); the fee will be charged to funeral homes. There is also a \$3.50 pass-through fee to VitalChek for the new kiosks, plus the \$13.50 over-the-counter fee. Some fees provide full cost-recovery but some do not, even with the proposed fee increase.

During Board questions, the Board mentioned concerns with proposed fees to the restaurant industry while we're in the midst of a pandemic.

Public Hearing – Proposed Environmental Health fee schedule

Chair Wright opened the public hearing for public comment. Administrative Officer Shawn Frederick read into the record a letter received by the published deadline. The letter is from Ms. Samantha Louderback, Sr. Manager, State Government Affairs, Washington Hospitality Association. In the letter, Ms. Louderback expressed concerns regarding the proposed fees that will affect the food and hospitality industry during a time the industry is adversely affected by the pandemic.

No other public comments were received in writing by the published deadline, nor did any attendees volunteer to speak during the meeting. Chair Wright closed the public hearing.

Action

Adopt Res. 20-24 approving the proposed Environmental Health fee schedule as shown in Exhibit A, effective November 1, 2020 (SR 20-076; R. Gray)

Mr. Jared Mead stated he would like the proposed fees to the restaurant and hospitality industry removed from the proposed fee schedule.

It was moved by Mr. Jared Mead and seconded by Ms. Fraley-Monillas to adopt Res. 20-24 approving the proposed Environmental Health fee schedule as shown in Exhibit A, effective November 1, 2020, with the removal of the proposed fee changes related to the food program.

There was further discussion regarding the timing issue of implementing approved fee increases and clarification of which fees are related directly to the restaurant/hospitality industry that will remain unchanged from the current fee schedule per the motion. The Board mentioned reconsidering the food program fees next year, once the industry sees recovery after the pandemic. Board members also expressed concern with the



budget and ensuring the District continues to consider full cost recovery for services. Staff confirmed the administrative adjustments in the fee schedule would remain as proposed in Exhibit A. The proposed fees have not been included in the District's proposed 2021 budget.

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

Adopt Res. 20-23 approving the 2020 budget amendment as shown in Exhibit A (SR 20-079; T. Kellogg)

2020 budget appropriations need to be adjusted from \$16.7M of expenditures to \$26.7M. The increase is offset by increased revenues of \$11.3M. Staff recommends the surplus be reserved for COVID-19 response activities in 2021.

It was moved by Mr. Bader and seconded by Ms. Linda Redmon to adopt Res. 20-23 approving the 2020 budget amendment as shown in Exhibit A. The motion passed with 14 yes votes, 0 no votes, 1 absent (Fraleley-Monillas).

Authorize the Administrative Officer to execute the interlocal agreement with Snohomish County to accept funds under the CARES Act for COVID-19 response work (SR 20-053; S. Frederick)

The County Council authorized \$10.9M from CARES Act funding to the District for COVID-19 response activities. The District, however, will not receive the full amount; expenses are reimbursed as the District completes the work. It appears the full amount will not be expended in 2020. We anticipate expenditures will increase in the next few months as positive cases of COVID-19 increase.

It was moved by Ms. Anji Jorstad and seconded by Ms. Fraley-Monillas to authorize the Administrative Officer to execute the interlocal agreement with Snohomish County to accept funds under the CARES Act for COVID-19 response work. The motion passed with 15 yes votes, 0 no votes, 0 absent.

Approve draft POL 130.005 - Gift Card Purchase, Use, and Distribution Policy (SR 20-075; N. Thomsen)

The policy establishes guidelines and recommendations regarding usage and maximum purchase value of individual gift cards, as well as administrative procedures for tracking and maintenance of gift cards.

It was moved by Mr. Dan Rankin and seconded by Ms. Redmon to approve draft POL 130.005 - Gift Card Purchase, Use, and Distribution Policy. The motion passed with 15 yes votes, 0 no votes, 0 absent.

Briefings

Board input regarding the Rucker Building's external paint colors (no staff report; S. Frederick)

Mr. Shawn Frederick brought forward potential options for exterior paint colors and received feedback from the Board. Mr. Frederick will work with staff to provide additional color mock-ups and signage options and will bring them back to the Board, either by email or through committees.

Public Health Foundation update (no staff report; H. Thomas)

Ms. Heather Thomas reported that we received 23 applications for the foundation board. The screening committee selected 10 applicants who were interviewed last week. The interview committee selected seven individuals to be the founding members of the foundation board. They are:

- Jason Cockburn – Founder and Vice-president of Second Chance Foundation
- Christine Cook – Former City of Mukilteo Councilmember, Past Board of Health Member
- Dr. Robin Fenn – Professor and Chair of Public Health at Bastyr University
- Maria Montalvo – Executive Director of the Corvias Foundation
- Lika Smith – Executive Director for the Pacific Islander Health Board
- Lynn Sordel – Director of Parks, Recreation & Cultural Arts for the City of Lynnwood
- Joe Vessey – CEO for Community Health Center of Snohomish County



A press release will be released tomorrow announcing the seven members. The next step is to get a pro bono attorney onboard to help new members form the foundation.

Administrative Officer's Report

Mr. Frederick reported that there are a growing number of COVID-19 cases at the Tulalip Boys & Girls Club. Countywide we're now at 72 cases per 100K over a two-week period. Hospitalizations are stable but slightly increasing. We're working with our partners regarding advance planning for a vaccine, when it becomes available.

We continue to move forward with Rucker Building projects, space planning, and remodeling design. Mr. Frederick is working on transparency and is looking into ClearGov, which is a platform that provides the public information on demographic makeup and financials. Staff continues work on updating District policies. Additionally, planning continues for COVID-19 response in 2021, should the CARES Act funding not be extended or replaced.

Executive Session

The Snohomish Health District Board of Health will convene into executive session for the purposes of pending litigation pursuant to RCW 42.30.110(1)(i), potential litigation pursuant to RCW 42.30.110(1)(i), and collective bargaining matters pursuant to RCW 42.30.140(4)(b). Executive session is expected to last up to 15 minutes. Unless extended to a later time, the Board will reconvene into regular session at 5:04 p.m. and is not expected to take action.

The Board extended executive session for an additional five minutes and additional three minutes. The Board reconvened at 5:16 p.m. and did not take action.

Information Items

Chair Wright announced upcoming meetings.

Adjournment

The meeting was adjourned at 5:17 p.m.

Stephanie Wright, Chair

Shawn Frederick, Administrative Officer / Secretary