

Meeting Minutes
December 2, 2020
Special Meeting

The meeting was held via Zoom conference call.

Committee members present

Scott Bader
Christine Frizzell
Sam Low

Committee members absent

Elisabeth Crawford
Jeff Vaughan

Staff present

Shawn Frederick, Chris Spitters, Heather Thomas, Pam Aguilar, Tracey Kellogg, Ragina Gray, Katie Curtis, Bruce Straughn, Carrie Parker, Rich Son, Grant Weed, Nikki Thompson, Linda Carl

Call to Order

The regular meeting of the Administration Committee was called to order by Mr. Scott Bader at 3:30 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 departed at 3:47 p.m.

Approval of Minutes

It was moved by Mr. Sam Low and seconded by Ms. Christine Frizzell to approve the minutes for the regular meeting of October 28, 2020. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Action

Approve vouchers and Res. 20-31 authorizing November 2020 Health District expenditures, and forward to the full Board on consent (no staff report; T. Kellogg)

It was moved by Mr. Low and seconded by Ms. Frizzell to approve vouchers and Res. 20-31 authorizing November 2020 Health District expenditures, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Approve Finance Manager's report for September 2020, and forward to the full Board as a written report (SR 20-097; T. Kellogg)

It was moved by Ms. Frizzell and seconded by Mr. Low to approve the Finance Manager's report for September 2020, and forward to the full Board as a written report. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Adopt Res. 20-30 approving the 2021 Health District budget, and forward to the full Board for action (SR 20-099; S. Frederick)

Ms. Tracey Kellogg reviewed the highlights and assumptions of the proposed balanced budget. It was moved by Mr. Low and seconded by Ms. Frizzell to adopt Res. 20-30 approving the 2021 Health District budget, and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Adopt Res. 20-29 authorizing the Administrative Officer to use unreserved general funds for COVID-19 beginning January 1, 2021, if no other funding source is identified first, and forward to the full Board for action (SR 20-100; S. Frederick)

CARES Act funding currently expires December 31, 2020. Because COVID-19 work is continuing, staff recommends that unreserved general funds previously made available by the Board be available in 2021 if no other funding sources become available first. The District has spent nearly \$900K for COVID-related expenses in October, with higher amounts projected for November and December. These expenses don't include costs related to vaccine distribution and work with our partners once the vaccine is available. We currently have around 60 staff dedicated to contact tracing and disease investigation.

It was moved by Ms. Frizzell and seconded by Mr. Low to adopt Res. 20-29 authorizing the Administrative Officer to use unreserved general funds for COVID-19 beginning January 1, 2021, if no other funding source is identified first, and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Adopt Res. 20-28 temporarily waiving Environmental Health late fees for renewal of operating permits for food service establishments, water recreation facilities, and group camps, and forward to the full Board on consent (SR 20-096; R. Gray)

After today's discussion with representatives of the Hospitality Association, Ms. Ragina Gray suggested revisions to the proposed resolution. The association suggested a two-month grace period. Mr. Low expressed concern for restaurant owners who are struggling and suggested a quarterly payment plan; Ms. Frizzell concurred. The committee took no action on this item and recommended it be brought forward to the full Board with additional options.

Authorize the Administrative Officer to sign the intergovernmental agreement between Snohomish County and the Snohomish Health District for activities related to solid waste in Snohomish County, from January 1, 2021, to December 31, 2023, and forward to the full Board on consent (SR 20-090; R. Gray)

This is an ongoing contract related to solid waste activities in the county through 2023; we receive an average of \$450K-\$500K from the County for this work. Mr. Low confirmed with legal counsel that voting on this ILA doesn't conflict with his role as a County Councilmember.

It was moved by Mr. Low and seconded by Ms. Frizzell to authorize the Administrative Officer to sign the intergovernmental agreement between Snohomish County and the Snohomish Health District for activities related to solid waste in Snohomish County, from January 1, 2021, to December 31, 2023, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Authorize the Administrative Officer to execute Amendment #17 to the Consolidated Contract, and forward to the full Board on consent (SR 20-093; K. Curtis)

Ms. Curtis noted that the assumption is that these funds will continue into 2021. New this funding period are funds specifically allocated to Hepatitis C work.

It was moved by Ms. Frizzell and seconded by Mr. Low to authorize the Administrative Officer to execute Amendment #17 to the Consolidated Contract, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Authorize the Administrative Officer to sign the Medicaid Administrative Claiming interagency agreement with the Health Care Authority for the term January 1, 2021, through December 31, 2022, and forward to the full Board on consent (SR 20-092; K. Curtis)

It was moved by Mr. Low and seconded by Ms. Frizzell to authorize the Administrative Officer to sign the Medicaid Administrative Claiming interagency agreement with the Health Care Authority for the term January 1, 2021, through December 31, 2022, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Authorize the Administrative Officer to extend an existing agreement with Buenavista Services Inc. to provide janitorial services at the Rucker Building from January 1 to December 31, 2021, and forward to the full Board on consent (SR 20-098; S. Frederick)

Mr. Frederick noted that Buenavista is significantly lower than our previous janitorial vendor; the cost has been further reduced due to the Lynnwood building being vacated.

It was moved by Ms. Frizzell and seconded by Mr. Low to authorize the Administrative Officer to extend an existing agreement with Buenavista Services Inc. to provide janitorial services at the Rucker Building from January 1 to December 31, 2021, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, and 2 absent.

Briefings

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

Legal counsel has been working with staff to develop an MOU to establish the working relationship between the new foundation and the Health District. Wording could change after it's discussed with the foundation board and their separate legal counsel. The District will provide staff support and the foundation will operate as a separate 501c3. Annual addendums will allow for yearly negotiations. Once reviewed by the foundation and their legal counsel, the MOU will come through committees and the Board for further review and approval.

New HRIS/Payroll system (SR 20-094; P. Aguilar)

The 2021 budget includes funds for replacing the HR/payroll system. The current system is challenging, not user-friendly, and requires a lot of manual tracking and staff time; the vendor offers little support to fix ongoing problems. One bid has already been received for a new system, and staff will solicit at least two more bids.

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

Dr. Spitters gave an overview of the weekly report that he sent to the Board yesterday. Case numbers continue to increase, and the healthcare system is getting stressed. There are 89 confirmed cases and three suspected in county hospitals. There are about 1,000 people hospitalized statewide. Outbreaks in long-term care facilities (LTCF) continue to rise. The top transmission venues are private gatherings, close work contacts, and LTCF. Cases in those over 70 have flattened, but we're seeing increasing cases in young to mid-age adults. The positivity rate as of mid-November is 10.2%.

About 10% of hospital beds are taken by COVID-19 patients, which affects the hospitals' ability to care for other patients. Several LTCF have had to close to new admissions because of outbreak control measures, which means fewer beds available for patients that need care after being discharged from the hospital. With increased numbers, our ability to reach contacts has decreased.

Regarding schools, Dr. Spitters noted that young children are not efficient spreaders of the disease. In general, we're not seeing sustained transmission in schools, and outbreaks are generally only a few cases.

We should expect to see the results of Thanksgiving gatherings show up in about two weeks in the case rate; hospitalization rates will follow shortly thereafter. Staff is working on a trio of videos related to schools: one for superintendents/principals, one for teachers/staff, and the other for families. The videos should be ready tomorrow.

Information Items

The regular December meeting is canceled.

Next meeting date: Wednesday, Jan. 27, 3:30 p.m.

Adjournment

The meeting was adjourned at 4:52 p.m.

DRAFT