

**Meeting Minutes**  
**December 4, 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, Tracey Kellogg, Ragina Gray, Katie Curtis, Bruce Straughn, Carrie Parker, Gift-Noelle Wango, Linda Carl, Nikki Thompson (legal counsel)

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**Call to Order**

The special meeting of the Executive Committee was called to order by Chair Stephanie Wright at 11:33 a.m. via Zoom video conference.

**Roll Call**

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

**Arrivals/Departures**

Ms. Fraley-Monillas arrived at 11:34. Mr. Nehring departed at 11:59 a.m.

**Approval of Minutes**

It was moved by Ms. Anji Jorstad and seconded by Mr. Nate Nehring to approve the minutes for the special meeting of October 29, 2020. The motion passed with 4 yes votes, 0 no votes, 1 absent (Fraley-Monillas).

**Action**

*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. Mr. Shawn Frederick noted that there are no staff reductions. CARES Act dollars are not included and are due to expire at the end of the year.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to adopt Res. 20-30 approving the 2021 Health District budget, and forward to the full Board for action. The motion passed with 5 yes votes, 0 no votes, and 0 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)*

This is a preemptive measure in the event that CARES Act funding is not available in 2021. 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.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad 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 5 yes votes, 0 no votes, and 0 absent.

*Adopt Res. 20-28 providing administrative waiver of Environmental Health late fees, deferral of renewal fee payment, and temporary suspension of enforcement action for non-renewal of EH annual operating permits for food service establishments, water recreation facilities, and group camps, and forward to the full Board for action (SR 20-096; R. Gray)*

Annual permits are due Dec. 31, with late fees imposed on Jan. 1. However, given the current status of establishments due to the pandemic, staff suggested a temporary change in this practice in order to support local businesses. With the Hospitality Association's input and after discussion with the Administration Committee, staff and legal counsel drafted an updated resolution for consideration. The updated resolution:

1. Authorizes the Administrative Officer to waive the \$300 late fee for currently permitted facilities that renew permits after December 8, 2020, so long as permit renewal occurs before the facility reopens to the public.
2. Authorizes the Administrative Officer to defer the required payment of permit fees for a period of 3 months. Existing permits shall remain valid during this deferral period.
3. Authorizes the temporary suspension of enforcement actions referenced in District Code 2.40.050 and 4.15.060 related to non-renewal of a permit during the 3-month deferral period.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Kyoko Matsumoto Wright to adopt Res. 20-28 providing administrative waiver of Environmental Health late fees, deferral of renewal fee payment, and temporary suspension of enforcement action for non-renewal of EH annual operating permits for food service establishments, water recreation facilities, and group camps, and forward to the full Board for action. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Nehring).

*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.

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas 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 4 yes votes, 0 no votes, and 1 absent (Nehring).

*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. Jorstad and seconded by Ms. Fraley-Monillas 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 4 yes votes, 0 no votes, and 1 absent (Nehring).

*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)*

This is an ongoing contract for work the Health District is already doing.

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas 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 4 yes votes, 0 no votes, and 1 absent (Nehring).

*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. We'll likely go out to bid next year.

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas 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 4 yes votes, 0 no votes, and 1 absent (Nehring).

*Authorize the Administrative Officer to approve the Vroom grant application through the Washington State Department of Health, and forward to the full Board on consent (SR 20-101; K. Curtis) [walk-on item]*

This grant is offered by the Bezos Foundation and will fit well with our Maternal and Child Health program. There is no matching fund required. The grant is up to \$50,000.

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas to authorize the Administrative Officer to approve the Vroom grant application through the Washington State Department of Health, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Nehring).

*Authorize the Administrative Officer to sign the 2021 interlocal agreement with the Snohomish Regional Drug Task Force (SR 20-102; S. Frederick) [walk-on item]*

This work has been ongoing in the county since 1988; in 2016 the Health District partnered with the task force to offer technical expertise, primarily related to property issues. There is no cost to the Health District.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to authorize the Administrative Officer to sign the 2021 interlocal agreement with the Snohomish Regional Drug Task Force. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Nehring).

## **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. 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 poses many problems that are listed in the staff report. 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. As of today there are 87 confirmed cases and three suspected in county hospitals (14 on ventilators). There are about 1,000 people hospitalized statewide. Acute care beds are at 90% capacity. 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.

Ms. Jorstad asked if in-patient treatment centers will be high on the list for vaccine distribution. Dr. Spitters responded that COVID-facing entities will receive priority. He also briefly discussed the new WA Notify app that's used for exposure notification. He noted it's supplemental to human contact tracing, and he encourages everyone sign up.

**Information Items**

Next meeting date: Thursday, Jan. 7, 11:30 a.m. (special meeting date).

**Adjournment**

The meeting was adjourned at 12:50 p.m.