



**Snohomish Health District  
Board of Health Minutes  
December 8, 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 3:02 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.

**Arrivals/Departures**

Ms. Fraley-Monillas arrived at 3:27 p.m.

**Approval of Minutes**

It was moved by Ms. Anji Jorstad and seconded by Ms. Christine Frizzell to approve the minutes of the regular meeting of November 10, 2020. The motion passed with 14 yes votes, 0 no votes, 1 absent (Fraley-Monillas).

**Public Comment**

Public comment was accepted in writing prior to the meeting. Administrative Officer Shawn Frederick read aloud into the record one written comment received:

1. A letter from Ms. Teddi McGuire, Local Government Affairs, Washington Hospitality Association, expressing support for proposed Res. 20-28 being considered for adoption by the Board at today's meeting regarding administrative waiver of EH fees related to the food industry.



### Written Reports

Chair Wright noted that the following written reports can be found in the Board packet:

- a. Finance Manager's report for September 2020 (SR 20-097; T. Kellogg)
- b. Program Policy Committee draft minutes – Nov. 19
- c. Public Health Advisory Council – Nov. 25
- d. Administration Committee draft minutes – Dec. 2
- e. Executive Committee draft minutes – Dec. 4

### Consent

It was moved by Ms. Kyoko Matsumoto Wright and seconded by Ms. Jorstad to approve the following items on consent:

- a. Approve vouchers and Res. 20-31 authorizing November 2020 Health District expenditures
- b. 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
- c. Authorize the Administrative Officer to execute Amendment #17 to the Consolidated Contract
- d. 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
- e. 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

The motion passed with 14 yes votes, 0 no votes, 1 absent (Fraley-Monillas).

### Special Business

#### Public Hearing on the 2021 Health District proposed budget

Mr. Shawn Frederick reviewed the proposed balanced budget for 2021. It contains \$15.9M in both revenues and expenditures. CARES Act dollars are not included because they are set to expire at the end of this year. The proposed budget includes 2.5 additional FTEs and includes revenues from cities' per capita contributions. Also included is a capital budget request of \$70,000 to replace the IT servers and switches, as well as non-capital requests totaling \$546,728, which includes estimated costs for much-needed operations and maintenance work for the Rucker Building, record digitization, replacement of the HR/Payroll software, and a new electronic health record system. Mr. Frederick reviewed the six-year forecast, projected fund balance, and reserved dollar amounts. Looking ahead, he noted that we'll leverage revenue opportunities with improvements made to the Rucker Building, the new Sound Foundation for Public Health, and a proposed grant coordinator. After Board discussion, Chair Wright opened the public comment portion of the public hearing. No public comments were received in writing by the published deadline, nor did any attendees volunteer to speak. Chair Wright closed public comment and the public hearing.

### Action

#### Adopt Res. 20-30 approving the 2021 Health District proposed budget (SR 20-099; S. Frederick)

Mr. Frederick and Chair Wright thanked the budget ad hoc committee and staff who helped in the budget process.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Linda Redmon to adopt Res. 20-30 approving the 2021 Health District proposed budget. The motion passed with 15 yes votes, 0 no votes, 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 (SR 20-100; S. Frederick)**

In the event the CARES Act dollars aren't extended or another funding source isn't identified, this resolution allows the Administrative Officer to use unreserved funds up to \$2M to cover January and February costs related to COVID-19 response. Additionally, earlier this year the Board approved \$500K in emergency funds for COVID activities, which to date haven't been used. This totals \$2.5M should other funding source(s) not become available.

It was moved by Mr. Scott Bader and seconded by Ms. Fraley-Monillas 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. The motion passed with 15 yes votes, 0 no votes, 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 (SR 20-096; R. Gray)**

Res. 20-12 passed by the Board earlier this year waived late fees for water recreation facilities. Res. 20-28 resolution will rescind that resolution and proposes three key points related to food service, water recreation, and group camps: 1) late fees are waived for facilities currently closed, as long as they renew the permit prior to reopening; 2) payment of permit fees will be deferred for three months; and 3) during the deferral period, enforcement action will not be enforced due to nonpayment. This resolution will remain in effect during the emergency proclamation.

It was moved by Mr. Bader and seconded by Ms. Elisabeth Crawford 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. The motion passed with 15 yes votes, 0 no votes, 0 absent.

**Authorize the Administrative Officer to approve the Vroom grant application through the Washington State Department of Health (SR 20-101; K. Curtis)**

This is a grant up to \$50K for a suite of developmental tools for children and families that is being used in neighboring counties. It fits well into our Maternal Child Health program and will not require new staff.

It was moved by Mr. Scott Bader and seconded by Ms. Fraley-Monillas to authorize the Administrative Officer to approve the Vroom grant application through the Washington State Department of Health. The motion passed with 15 yes votes, 0 no votes, 0 absent.

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

This task force was formed in 1988 and is a multijurisdictional activity. The Health District provides advice and technical expertise, and there is no cost to us. The ILA has been reviewed by legal counsel.

It was moved by Mr. Scott Bader and seconded by Ms. Fraley-Monillas to sign the 2021 interlocal agreement with the Snohomish Regional Drug Task Force. The motion passed with 15 yes votes, 0 no votes, 0 absent.

**Briefing**

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

Ms. Heather Thomas reported that there was a transition meeting transferring information to the new board. A separate legal counsel has been established. An MOU has been drafted; the attorneys for the foundation board are currently reviewing it. Once reviewed, it will be brought back through committee and to the full Board. The chair of the foundation board is Maria Montalvo, Executive Director of the Corvias Foundation; the vice chair is Dr. Robin Fenn, Professor and Chair of Public Health at Bastyr University; and the treasurer is Joe Vessey, the CEO for Community Health Center of Snohomish County. They have not yet elected a secretary.

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

Ms. Pam Aguilar reported that OneSolution is our current system for HR and payroll. Many issues have been identified since we began using it in 2019. Some issues were resolved by the vendor, but the list provided in the Board's packet are those that haven't been resolved and are ongoing. In addition to that list, sick leave accrual has to be manually tracked every payroll period for about 70 part-time staff because the system is incapable of tracking it. We've received one bid and will obtain two more before deciding on a new system.

**Administrative Officer's Report**

Mr. Frederick reported that today is day 322 of COVID response, and in eight days we'll reach 365 days of continuous activation, which includes a Hep A outbreak that began Dec. 16 of last year.

Recently we implemented a new paperless contract-management process. We continue to complete deferred maintenance items for the Rucker Building and are moving forward on the remodel project. We continue to look for tenants for the South County building. Finance has worked to make our budget more transparent to the public, and in early 2021, Health District finances will be available on our website.

**Health Officer's Report**

Dr. Chris Spitters reported on the current data related to COVID-19. Widespread transmission continues and the healthcare system remains stressed but steady. Long-term care facility cases and outbreaks continue and are a source of morbidity as well as a resource demand on our control efforts. We're also seeing an increased number of outbreaks in workplace settings. Transmission venues are generally small and medium gatherings in personal/private social settings, close contacts in workplaces, and in LTCFs. The case rate in the most recent two weeks through Nov. 28 is at 428. Ages 20 to 39 have the highest rate of new cases. The positivity rate countywide is just over 10%. The highest concentration of cases is in south Everett and South County. Confirmed cases in county hospitals are in the 80s with several suspected cases, and 10 to 15 of those are on mechanical ventilators. Statewide, about 1,100 people are hospitalized. Bed capacity is 20% open beds, but not all of those are staffed. Additionally, 15 of 17 county skilled nursing facilities have restricted admission, impacting the acute care system. There were 22 deaths the last week of November. Our disease investigators are reaching two-thirds of contacts within seven days. New outbreaks in LTCF and workplace settings are now at 32 (97 total cases). At this time we haven't seen sustained transmission in schools or childcares.

**Executive Session**

The Snohomish Health District Board of Health will convene into executive session for the purpose of sale, acquisition, or lease of real property pursuant to RCW 42.30.110(1)(c). Executive session is expected to last up to 10 minutes. Unless extended to a later time, the Board will reconvene into regular session at 5 p.m. and is not expected to take action.

The Board extended executive session an additional three minutes. The Board reconvened at 5:03 p.m. and did not take action.



**Information Items**

Chair Wright announced upcoming meetings.

**Adjournment**

The meeting was adjourned at 5:05 p.m.

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Stephanie Wright, Chair

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Shawn Frederick, Administrative Officer / Secretary

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