

Board of Health
Public Health Program Policy Committee

Meeting Minutes
February 18, 2021
Regular Meeting

The meeting was held via Zoom conference call/video.

Committee members present via Zoom

Elisabeth Crawford
Jared Mead
Linda Redmon

Committee members absent

Dan Rankin
Jeff Vaughan

Staff present

Shawn Frederick, Chris Spitters, Heather Thomas, Nicole Thomsen, Pam Aguilar, Ragina Gray, Sarah de Jong, Linda Carl

Call to Order

The regular meeting of the Program Policy Committee was called to order by committee chair Ms. Linda Redmon at 3:01 p.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 Mr. Jared Mead and seconded by Ms. Redmon to approve the minutes of the regular meeting of January 21, 2021. The motion passed with 3 yes votes, 0 no votes, 2 absent (Rankin, Vaughan).

Action

Approve electronic signature policy (POL 100.002), and forward to the full Board for action (SR 21-021; N. Thomsen)

Due to the increased need and use of electronic signatures, legal counsel recommended a policy to address specific uses. There are two general signature types: e-signatures inserted into a document, and those obtained digitally through a platform such as AdobeSign. Signature authority remains in line with the Board's Division of Responsibilities.

It was moved by Ms. Elisabeth Crawford and seconded by Mr. Mead to approve electronic signature policy (POL 100.002), and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, 2 absent (Rankin, Vaughan).

Not adopt charges allowable under RCW 42.56.120 for costs incurred for fulfilling public records requests (SR 21-019; N. Thomsen)

Staff reviewed allowable options for recovering costs to fulfill public records. Because cost recovery is negligible (between \$50 and \$900 per year, depending on the option), staff recommends continuing our current practice to not charge for these costs. The Health District will eventually digitize records so that

many documents will be searchable online without going through the public records process. This year's budget contains \$150K for digitization.

It was moved by Ms. Redmon and seconded by Ms. Crawford to not adopt charges allowable under RCW 42.56.120 for costs incurred for fulfilling public records requests. The motion passed with 3 yes votes, 0 no votes, 2 absent (Rankin, Vaughan).

Briefings

Sound Foundation for Public Health update (SR 21-020; H. Thomas)

The Foundation is preparing to file paperwork and is finalizing the MOU. The scope of work will include in-kind contributions from the Health District. The Board previously authorized up to \$50K for in-kind support in 2021. The Foundation requests clerical/admin support, grant support, technical oversight, some marketing/media support, and office space. Legal recommends office space is not offered at the Health District, although meeting space is allowable. The committee expressed their support for the requested in-kind contributions.

Combined public health policy work plan and administrative policy work plan (SR 21-019; N. Thomsen)

The committee's work plan is evolving into a combined plan with the administrative policy work plan. After conversations with stakeholders, Ms. Nicole Thomsen identified a frameworks to balance and prioritize policy needs. We're currently on pace with the policy calendar shared last month at this committee. A draft work plan is in development and will be available soon for committee input. Additional conversations include EH policies related to fees, enforcement code, and land use code. Ms. Redmon requested that equity informs all our policies and suggested beginning with an equity/inclusion policy. Ms. Heather Thomas added that many grant funders look for this type of policy.

Legislative update (no staff report; N. Thomsen)

Ms. Thomsen noted that over 1,000 bills were introduced this session, which is about one-third of what is normal. The bill tracker has been updated; some bills are now considered dead. Substitute HB 1152 that would create comprehensive public health districts passed out of committee; it is prescriptive but has some flexibility. There will likely be more iterations to come. Tied to HB 1152 is SB 5149. This substitute bill reduces the proposed tax to \$1.54 per member per month, with \$3.04 max by 2026. HB 1345 related to vaping did not pass out of committee and does not currently have support. HB 5371 will impose a tax on sugary beverages; 60% would fund public health equity and chronic health issues and 40% would go to FPHS. The legislature is aware that they haven't properly funded public health. HB 1368 regarding federal funding for COVID-19 activities is on its way to the Governor for signing.

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

Dr. Chris Spitters reported that our curve continues to go down and our trajectory looks good on all metrics (hospitalizations, long-term care outbreaks/cases, and deaths). New cases peaked around 440 and now are down to about 140 per rolling two-week period. About 130K doses were allocated through Feb. 13, with about a two-to-one ratio, first vs. second dose. 90% of first doses received and 40% of second doses received have been administered. We're currently at about 22% immunity countywide, with a goal of around >80%.

Additional data will be added on the website regarding mass vaccination sites and how many vaccines are being delivered. Partners are teaming up to reach adult family homes, senior living, and residents of the Everett Housing Authority that may be unable to travel to vaccine sites. A new sign-up system for the mass vaccination sites will be rolled out soon. It includes updated features, with data going back to the State. Our call center is answering 83% of the incoming calls. There are 91 vaccine sites in the county, with five of those being mass vaccination sites. DOH is working on a public/private partnership with covidwa.com.

Updated recommended treatment and guidance was issued today related to gonorrhea; we had 800 cases in the county last year. Congenital syphilis was on the brink of elimination but is coming back; we've added guidance that includes two tests during pregnancy.

Special Business

- Election of chair and vice chair was deferred to the next meeting.
- The committee agreed to a new start time: 3:30 p.m., starting with the March 18 meeting.
- The committee reviewed their scope of authority and recommended two changes: updating the current resolution related to the Division of Responsibilities (Res. 19-20), and changing "administrator" to "administrative officer."

Informational Items

Ms. Redmon reviewed the upcoming meetings.

Next Meeting Date

Thursday, March 18, at 3:30 p.m.

Adjournment

The meeting was adjourned at 4:59 p.m.