

Board of Health
Public Health Program Policy Committee

Meeting Minutes
March 18, 2021
Regular Meeting

The meeting was held via Zoom conference call/video.

Committee members present via Zoom

Dan Rankin
Elisabeth Crawford
Linda Redmon

Committee members absent

Jared Mead
Jeff Vaughan

Staff present

Chris Spitters, Heather Thomas, Nicole Thomsen, Pam Aguilar, Ragina Gray, Katie Curtis, Tracey Kellogg, Linda Carl, Sarah de Jong

Guest

Clarence Shaw, Community Equity Advisory Board and steering committee member

Call to Order

The regular meeting of the Program Policy Committee was called to order by committee chair Ms. Linda Redmon at 3:36 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 Ms. Elisabeth Crawford and seconded by Mr. Dan Rankin to approve the minutes of the regular meeting of February 18, 2021. The motion passed with 3 yes votes, 0 no votes, 2 absent (Mead, Vaughan).

Action

Approve the Community Equity Advisory Board bylaws (SR 21-029; N. Thomsen)

Mr. Clarence Shaw gave a brief overview of the Community Equity Advisory Board (CEAB) bylaws. The Program Policy Committee requested some of the language describing criteria for membership be updated to be more inclusive and less restrictive. This feedback will be relayed back to the CEAB at their next steering committee meeting. The Program Policy Committee also requested this item to be forwarded to the full Board for action.

It was moved by Mr. Rankin and seconded by Ms. Crawford to approve the Community Equity Advisory Board bylaws with the suggested edits from the Program Policy Committee, and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, 2 absent (Mead, Vaughan).

Authorize the Environmental Health Director to restructure the Environmental Health division to separate the Land Use and Safe Environments programs, as well as reassign the health educator to serve the entire division, and forward to the full Board on consent (SR 21-025; R. Gray)

An overview of the current organizational structure of the land use and safe environments programs in Environmental Health was given by Ms. Ragina Gray, who also explained the two programs are united by name only and currently operate as though they are two separate programs. There is also a surplus in the 2020 budget, and Ms. Gray would like to designate special-projects pay for a staff member to put a concerted effort into redesigning the solid waste program in 2021. Additionally, there is a .5 FTE health educator who reports to the food program, and Ms. Gray would like a reassignment for that position to report to the division assistant director, allowing all Environmental Health staff to utilize the position, instead of being exclusive to the food program. During discussions, the committee included wording for special-projects pay in their motion and recommended that additional information be provided to the Board regarding budget impact.

It was moved by Ms. Crawford and seconded by Mr. Rankin to authorize the Environmental Health director to restructure the Environmental Health division to separate the Land Use and Safe Environments programs, offer special pay to a staff member to lead solid waste and safe environments activities, and reassign the health educator to serve the entire division, and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, 2 absent (Mead, Vaughan).

Approve the reciprocal agreement with the Sound Foundation for Public Health, and forward to the full Board for action (SR 21-032; H. Thomas)

A draft of the reciprocal agreement between the Health District and the Sound Foundation for Public Health is complete. The agreement incorporates a physical address for the foundation at the school district/library headquarters. Language was also inserted to address audit concerns.

It was moved by Mr. Rankin and seconded by Ms. Linda Redmon to approve the reciprocal agreement with the Sound Foundation for Public Health, and forward to the full Board for action. The motion passed with 3 yes votes, 0 no votes, 2 absent (Mead, Vaughan).

Briefings

Finance policy (SR 21-027; N. Thomsen, T. Kellogg)

Budget policy (SR 21-028; N. Thomsen, T. Kellogg)

Ms. Nicole Thomsen requested to talk about these two items in conjunction, as they both relate to each other. When reviewing the current 2016 finance policy in November 2020, staff decided to split it into at least three separate policies, two of them being the finance and budget policies. The plan is to bring the separated policies to Board committees within the next couple months to solicit feedback. The revised policies will be brought back through committee with the intent of full Board approval by June or July 2021.

Policy prioritization framework (SR 21-030; N. Thomsen)

2021 policy calendar update (SR 21-031; N. Thomsen)

2021 Environmental Health policy work plan (SR 21-026; R. Gray)

Ms. Thomsen requested to talk about these three items in conjunction, as they relate to each other. The topic of creating a policy workplan was brought to this committee this past January. During that meeting, an interest was expressed by committee members to create an annual workplan with a broader platform for a more long-term look at policy creation to prioritize policies by their importance and relevance to the Health District's goals and focus. The committee members recognized that not all Board members were present to provide feedback and directed Ms. Thomsen to bring this item back to the committee at their next meeting.

As an example of how the proposed policy prioritization framework can work, three Environmental Health policy needs were identified --- food safety program fee schedule update, SHD enforcement code update, especially as it relates to the food safety program, and land use code update. Ms. Gray provided detail on each of these areas and presented a general timeline for each policy topic.

Legislative update (no staff report; N. Thomsen)

Ms. Thomsen gave a brief update on the bills currently being tracked. House Bill 1152 regarding local public health governance has moved to the Senate and SB 5149 regarding a covered lives tax remains in the Senate.

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

Due to limited time, the Health Officer was unable to give a full report. He reported the disease rate is going down and vaccination rates are increasing. He reported that the vaccine supply is expected to remain stable in the coming weeks, but we've been told it could double in April. The federal government has indicated they want all adults to be considered eligible for vaccine by May.

Informational Items

Ms. Redmon reviewed the upcoming meetings.

Next Meeting Date

Thursday, April 15, at 3:30 p.m.

Adjournment

The meeting was adjourned at 5:12 p.m.