

**Meeting Minutes**  
**April 29, 2021**  
**Special Meeting**

The meeting was held via Zoom conference call.

**Committee members present**

Megan Dunn  
Adrienne Fraley-Monillas – Vice Chair  
Kyoko Matsumoto Wright

**Committee members absent**

Anji Jorstad  
Stephanie Wright - Chair

**Staff present**

Shawn Frederick, Chris Spitters, Heather Thomas, Tracey Kellogg, Ragina Gray, Katie Curtis, Nicole Thomsen, Sarah de Jong, Grant Weed (legal counsel)

**Guests present**

Amelia Vakalutukali, Community Equity Advisory Board and steering committee member

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**Call to Order**

The special meeting of the Executive Committee was called to order by Vice Chair Adrienne Fraley-Monillas at 12:03 p.m. via Zoom video conference.

**Roll Call**

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

**Approval of Minutes**

It was moved by Ms. Megan Dunn and seconded by Ms. Kyoko Matsumoto Wright to approve the minutes for the special meeting of April 1, 2021. The motion passed with 3 yes votes, 0 no votes, 2 absent (Jorstad, Wright).

**Action**

*Approve Res. 21-12 recognizing Amy Beth Cook for her service on the PHAC and forward to the full Board on consent (SR 21-045; N. Thomsen)*

Amy Beth Cook, the superintendent for the Lake Stevens School District is retiring after close to 30 years of service. Ms. Cook has been a member of the Public Health Advisory Council (PHAC) for almost six years and it's the Health District's practice to highlight and recognize members who have served multiple terms on the PHAC to recognize their hard work of bridging the gap between public health and their sectors.

It was moved by Ms. Dunn and seconded by Ms. Matsumoto Wright to approve Res. 21-12 recognizing Amy Beth Cook for her service on the PHAC and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, 2 absent (Jorstad, Wright).

*Authorize the Administrative Officer to sign interlocal agreements and contracts necessary for mass vaccination clinic operations (SR 21-047; S. Frederick)*

This is a continuation of the body of work that falls under the recently executed consolidated contract amendment #20 with the Washington State Department of Health (DOH). A requirement of that amendment is for the Health District, as the local health authority of Snohomish County, to act as a pass-through subrecipient for other agencies in Snohomish County who wish to receive FEMA funding for their COVID-related work. As a result, interlocal agreements (ILAs) need to be in place with each of these agencies to ensure compliance with funding requirements. The Department of Emergency Management (DEM) is contracted directly with DOH but will eventually also need to contract with the Health District in regard to this work. DEM's role is to review the submitted materials for all agencies seeking reimbursement to ensure the costs are eligible, reimbursable expenses, per FEMA guidelines. These ILAs have been developed in close interaction with the Health District's legal counsel, and informed by the available documentation from DOH. DOH has not yet released its final guidelines and so there may still be future revisions to the document; however, in the interest of time, and because the funding is built around 90-day increments, staff is seeking blanket authorization to enter into these agreements.

It was moved by Ms. Dunn and seconded by Ms. Matsumoto Wright to authorize the Administrative Officer to sign interlocal agreements and contracts necessary for mass vaccination clinic operations. The motion passed with 3 yes votes, 0 no votes, and 2 absent (Jorstad, Wright).

*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)*

Ms. Ragina Gray shared that no revisions have been made since this item was presented at last month's Executive Committee meeting; however, the Environmental Health Assistant Director will be resigning their position, effective tomorrow, and Ms. Gray may delay reassigning the health educator position until a replacement has been hired, as that position would report directly to the Assistant Director.

It was moved by Ms. Dunn and seconded by Ms. Matsumoto Wright to 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. The motion passed with 3 yes votes, 0 no votes, and 2 absent (Jorstad, Wright).

*Approve the Community Equity Advisory Board bylaws and forward to the full Board on consent (SR 21-029; N. Thomsen)*

This item was approved by the Community Equity Advisory Board (CEAB) two months ago and was presented to the Program Policy Committee last month. Ms. Nicole Thomsen introduced a member of the CEAB steering committee, Ms. Amelia Vakalutukali, who gave a brief review of the bylaws.

It was moved by Ms. Dunn and seconded by Ms. Matsumoto Wright to approve the Community Equity Advisory Board bylaws and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, 2 absent (Jorstad, Wright).

*Approve the budget policy, and forward to the full Board on consent (SR 21-039; N. Thomsen, T. Kellogg)*

This item was brought as a briefing at the Executive Committee's meeting last month. Since that time, no comments were received for, or changes made to, the policy. It has been reviewed by legal counsel and no red flags were found.

It was moved by Ms. Dunn and seconded by Ms. Matsumoto Wright to approve the budget policy, POL 135.001 concerning budget policies and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, 2 absent (Jorstad, Wright).

*Approve the finance policy, and forward to the full Board on consent (SR 21-040; N. Thomsen, T. Kellogg)*

This was brought as a briefing item at last month's Executive Committee meeting. No comments were received from Board members, either at that meeting or during the interim; however, after a follow up conversation the finance manager, a couple changes have been made. The first is to clarify the definition of operating programs - the difference between internally-facing vs. forward-facing services. There is also a clarification in the definitions of working capital reserve and emergency reserve funds. This policy has been reviewed by the Health District's legal counsel and no red flags were found.

It was moved by Ms. Dunn and seconded by Ms. Matsumoto Wright to approve the finance policy, POL 130.001 concerning finance policies and forward to the full Board on consent. The motion passed with 3 yes votes, 0 no votes, 2 absent (Jorstad, Wright).

## **Briefings**

*COVID update (SR 21-047; S. Frederick) [walk-on item]*

Snohomish County is currently experiencing an increase in COVID cases and a decrease in appointment reservations at mass-vaccination sites. Together, these could indicate the likelihood of an increased spread of COVID-19. The Health District is involved in almost every aspect of the COVID response, including testing, case investigation, contact tracing, community outreach, communications, mobile clinics, mass vaccination sites, etc.

The Health District currently has 140 temporary and contract staff that are performing these duties. These positions range from registered nurses, epidemiologists, statisticians, etc. who have been working across the programs, and in some cases, as unique units; however, with the current workload, there has been a shift in recent weeks to move some of that work to DOH to ensure effective management. With that in mind, we are looking at moving forward with increasing temporary staffing by 36-40 positions. Not included in this projected increase is the possibility for isolation and quarantine activities to move from DEM to the Health District. There are adequate funds for this additional staffing through allocations from the consolidated contract amendment #20, which adds \$12,000,000 primarily focused on the Health District's COVID response.

Ms. Dunn asked if this staffing increase would also help increase the response to complaints or concerns about establishments or special events. Mr. Shawn Frederick shared that complaints are taken care of by whatever agency has the authority over that type of business. The Health District's Environment Health division responds to complaints that occur at food establishments or mobile food vendors. Ms. Heather Thomas shared the Health District currently has a temporary employee who logs all received complaints, and either forwards to the appropriate agency, or shares with the appropriate group at the Health District to follow up on.

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

Ms. Thomsen walked through the policy prioritization framework and policy development process flowcharts and reviewed comments and feedback provided by the Program Policy Committee and the Administration Committee at their April meetings.

If a potential policy isn't listed in the strategic plan, a determination is made if it's driven by data and results in increased resource conversation. Ms. Dunn asked for a revision to be made to the workflow

to catch some potential policy needs that may otherwise be assigned a low priority, such as for an interpretation policy - while it may not be listed in the strategic plan, should still rate a higher priority level.

*COVID media buys (SR 21-046; H. Thomas)*

While none of the individual agreements trigger Board approval requirements, the total sum is quite large at roughly \$250,000 and so staff are bringing this as a briefing item to inform the Board of the advertising work being done in support of COVID vaccinations. The advertisements are through a number of different mediums – such as radio, tv, digital, internet, and billboards. In addition, select ads will be translated into other languages in partnership with the CEAB and the County Community Advocate Pilot to provide advertising for underserved populations. Ms. Dunn cautioned against using advertising companies that are uninterested in promoting pro-vaccination information.

*2021 legislative update (no staff report; N. Thomsen, H. Thomas)*

The legislative session ended this past Sunday. House Bill 1152 passed out of the Senate and has been sent to the Governor for signature. Almost everything in the previous version of the bill is included in either HB 1152 or as a budget proviso. There are also some impacts for the Health District, as it moves toward utilizing the PHAC as part of the Board restructuring piece; the Health District will have to ensure the PHAC bylaws and membership matches the prescribed duties of the legislation. The biennium budget was approved with an additional \$147,000,000 per biennium to be included for foundational public health services (FPHS), this plus the previous FPHS commitment brings the total funding for the 2021-23 cycle just shy of \$175,000,000.

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

There have been no qualitative changes since the last full Board meeting. The number of cases have increased and the rate of cases and hospitalizations have eclipsed the threshold that would trigger a retreat to phase two. In terms of impact, while the increase in hospitalizations is up, the rate is at about half of the level that causes problems for the hospital system. Deaths in long-term care facility settings has not increased. Vaccinations have been rolling out well up to this week. About 40% of Snohomish County residents have initiated their first dose and 25-30% have completed their vaccination schedule. There is an increase in vacancies at the mass-vaccination sites and we are currently working with Snohomish County Emergency Coordination Center (ECC) and DEM to improve the attractiveness of the sites and redistribute vaccine allocations through outreach and to healthcare systems.

## **Executive Session**

The Snohomish Health District Board of Health Executive Committee convened into Executive Session for the purposes of potential litigation pursuant to RCW 42.30.110(1)(i). Executive Session is expected to last up to 10 minutes. Unless extended to a later time, the Executive Committee will reconvene into regular session at 1:33 p.m. and is not expected to take action.

The Executive Committee extended Executive Session for an additional 5 minutes and an additional 5 minutes. They reconvened at 1:43 p.m. and did not take action.

## **Information Items**

Next Board of Health meeting date: Tuesday, May 11, 3 p.m.

Next committee meeting date: Thursday, May 27, 12 p.m.

## **Adjournment**

The meeting was adjourned at 1:43 p.m.