

Meeting Minutes
June 25, 2021
Special Meeting

The meeting was held via Zoom conference call.

Committee members present

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

Comings and Goings

Ms. Stephanie Wright arrived at 12:36 p.m.

Staff present

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

Call to Order

The special meeting of the Executive Committee was called to order by Vice Chair Adrienne Fraley-Monillas at 12:05 p.m. via Zoom video conference.

Roll Call

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

Action

Authorize the Administrative Officer to sign the memorandum of understanding with PROTEC17 – Allied Professional Health Unit (APHU) regarding the lead Epidemiologist position and forward to the full Board on consent (SR 21-061; P. Aguilar, K. Curtis)

This was a request that was submitted by the current epidemiologist who has been the Health District's communicable disease epidemiologist for many years. In 2017, all of the epidemiologist positions were combined into one program and she has trained the other two epidemiologists in communicable disease. Over the last year, she has led in the COVID response and the Health District leadership has identified this as a needed role.

It was moved by Ms. Megan Dunn and seconded by Ms. Anji Jorstad to authorize the Administrative Officer to sign the memorandum of understanding with PROTEC17 – Allied Professional Health Unit (APHU) regarding the lead Epidemiologist position and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, 1 absent (Wright).

Authorize the Environmental Health Director to apply for Local Solid Waste Financial Assistance from the Washington State Department of Ecology and forward to the full Board as a briefing (SR 21-064; R. Gray, S. Frederick)

This grant is a non-competitive funding source with the Department of Ecology for solid waste activities performed throughout the county. Because of the time sensitivity, the application has already been submitted; however, if the Board decided to not continue pursuing this funding source, the application could be rescinded at any time. This item is being requested for approval by the Executive Committee and to forward to the full Board as a briefing due to the short nature and inability to bring this to the full

Board for authorization. The division of responsibilities includes specific language that allows the Executive Committee to approve things under limited circumstances such as this and then to have that information be briefed at the full Board meeting.

It was moved by Ms. Dunn and seconded by Ms. Kyoko Matsumoto Wright to authorize the Environmental Health Director to apply for Local Solid Waste Financial Assistance from the Washington State Department of Ecology and forward to the full Board as a briefing. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Wright).

Authorize the Environmental Health Director to terminate the well seal inspection program agreement with the Washington State Department of Ecology and forward to the full Board as a briefing (SR 21-065; R. Gray, S. Frederick)

This is an interagency agreement between the Health District and the Department of Ecology, originally entered into for five years in 2015 and then extended an additional year in 2020. Defined in the division of responsibilities is the requirement for the creation, extension, or termination of a program to be brought before the Board for approval. While the agreement initially made financial sense for the Health District, due to shifting workflows the program has run a deficit the past two years. Over the past couple months, the Environmental Health Director, Ms. Ragina Gray, discussed the possibility of ending this program with staff but was unaware of the end date, as it was managed by the now vacant Assistant Director position. This grant would be due by the end of the month and doesn't fit the timeframe that could be completed by the next full Board meeting, which is why staff are asking for the approval by the Executive Committee to terminate this contract. With the termination of this program, the work will revert back to the Department of Ecology to perform.

It was moved by Ms. Dunn and seconded by Ms. Matsumoto Wright to authorize the Environmental Health Director to terminate the well seal inspection program agreement with the Washington State Department of Ecology and forward to the full Board as a briefing. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Wright).

Briefings

Health District policy prioritization framework (SR 21-059; N. Thomsen)

Policy POL 210.002 concerning texting (SR 21-050; N. Thomsen, K. Curtis)

In the interest of time, these items were moved from the agenda to be added to the July 2021 Executive Committee meeting.

Policy POL 130.002 concerning purchasing (SR 21-057; N. Thomsen, P. Spence)

This policy was approved by the Board last year and is being brought back to Committee with some revisions based on recommendations provided through last year's audit. Ms. Thomsen walked through the redlined version of the policy that showed the recommended changes. This policy will go back to Committees as an action item next month for approval to move to the full Board in August.

Policy POL 130.006 concerning asset management (SR 21-058; N. Thomsen)

Asset management was flagged during the 2019 audit as an area that needed to be addressed by the Health District and the creation of this policy has been worked on by staff for the past year, along with the budget and finance policies. This policy is vastly different from the originating 2013 policy, which had about a line and half that addressed asset management. The draft proposal presented today establishes working definitions for all sorts of asset management and creates a floor for small and attractive assets. The policy also speaks to the inventory management system and the need to take active steps on a routine basis for identification in logging and tracking the depreciation process. Ms. Thomsen requested feedback from Committee members on whether they would like to have the additional lower threshold limit of involvement for vehicles and acquisitions for \$10,000 or stay with the currently established \$50,000. There are currently 39 vehicles in the fleet with two set to be totaled out, and 31 are fully depreciated. The newest vehicle is from 2017 and there are vehicles that date back to

1999. Ms. Kyoko Matsumoto Wright said she prefers to streamline to be simpler for staff. Ms. Stephanie Wright said that Community Transit has a policy that requires notification and not board approval for much of their surplus. Ms. Wright suggested a lower and higher tier be created; the lower tier would trigger Board notification and the higher would trigger Board approval. Ms. Fraley-Monillas agreed that there should be some sort of notification to the Board for \$10,000 or greater. This policy will go back to Committees as an action item next month for approval to move to the full Board in August.

Policy POL 130.004 concerning contracts (SR 21-063; N. Thomsen, S. de Jong)

This item began moving through Committees in October of 2020 and was put on hold at the request of the Executive Committee in November to ensure there was enough compliance, coverage, and alignment with the division of responsibilities and that the right checks and balances were in place. At that time, there was also a discussion regarding risk assessment and how a low, medium, or high status gets assigned to a particular risk in a contract. During that discussion, the Health District's legal counsel also spoke to that ongoing tension that many organizations have about where the line is in regard to having contracts reviewed by legal. Since this current draft was put together and staff have worked through the contracting process, two changes have been suggested; the first is to change the language about the acceptable number of renewals for a contract and the second is to add language that aligns with the electronic signature policy recently approved by the Board. This item will be brought back to the Executive Committee and its July meeting for further feedback and consideration.

Rucker Building update and presentation by Mahlum Architects (SR 21-060; S. Frederick)

Mahlum Architects provided a visual presentation of their design process and potential designs for the Rucker Building remodel for Committee feedback. Presenters included Principal PJ Bauser and Leasing Broker Keith McKinney. Ms. Wright requested an itemized list of everything assumed in the \$6.2 million budget. Ms. Dunn asked if it is possible for this renovation to also include compliance around energy efficiency. Ms. Wright and Ms. Adrienne Fraley-Monillas both expressed a desire to tour another facility that has an adaptable activity-based work environment, similar to the proposed remodel by Mahlum Architects, to help visualize what the concept would look like for the Health District. Ms. Wright also said that she's not sure if having paid surface parking would be advisable and would dislike for people to come to the Health District and not be able to find parking. Next steps include incorporating feedback from Committee members to further shape the remodel process, and bring back through Committees again for potential action at the full Board meeting in August.

Mobile clinics and community outreach update (no staff report; P. Sampaga-Khim)

Ms. Pia Sampaga-Khim provided a presentation of the work the Health District and community partners are doing to address disparities in Snohomish County and help remove barriers for individuals to access COVID vaccinations. The focus is now shifting away from mass-vaccination sites and centering around planning for mobile vaccination clinics.

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

The decline in cases is beginning to plateau. Some of the greatest concerns now are the variants that are more transmissible and replacing the previous strains. The B.1.1.7 variant has peaked and is now declining as a proportion of total cases. The P.1 from Brazil and the B.1.617 from India are rapidly expanding and are associated with more transmissibility. The main concern arising out of that is that the increase of transmissibility can create more cases, especially if people are letting their guard down. There's a large backlog of both child immunizations (such as MMR and HPV) and general child health checkups due to the pandemic. As the COVID vaccinations continue to shift to health care systems, providers can use this as an opportunity to help children get caught up on their regular immunizations and preventative care.

The Advisory Committee on Immunization Practices met on Wednesday to discuss the myocarditis pericarditis situation and go over data from multiple vaccine safety data sources. This condition

especially affects young men, adolescents, and younger adults at rates of about 10-50 per million second COVID doses, making the risk/benefit profile of the vaccine still overwhelmingly favorable because the number of deaths and hospitalizations prevented far exceed the number of cases generated by the vaccine.

Determine the date of the July Committee meeting

The date for the July meeting was changed to July 29, 2021 to fall after the Administration Committee meeting on July 28.

Information Items

Next Board of Health meeting date: Tuesday, July 13, 3 p.m.

Next Committee meeting date: Thursday, July 29, 12 p.m.

Adjournment

The meeting was adjourned at 2:00 p.m.

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