

**Meeting Minutes**  
**July 28, 2021**  
**Regular Meeting**

The meeting was held via Zoom conference call.

**Committee members present**

Scott Bader  
Christine Frizzell  
Sam Low  
Nate Nehring

**Committee members absent**

John Joplin

**Staff present**

Shawn Frederick, Chris Spitters, Ragina Gray, Carrie Parker, Pam Aguilar, Tracey Kellogg,  
Sarah de Jong

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**Call to Order**

The regular meeting of the Administration Committee was called to order by Mr. Scott Bader at 3:31 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. Christine Frizzell and seconded by Mr. Sam Low to approve the minutes of the regular meeting of May 26. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Joplin).

**Action**

*Approve Finance Manager's report for May 2021, and forward to the full Board as a written report (SR 21-072; T. Kellogg)*

The Health District continues to be in a strong financial position. There's a budget amendment that will be presented to the full Board at its special meeting tomorrow and will make the budget-to-actuals more useful. Staff also propose to switch the reporting period from monthly to the 16<sup>th</sup> to the 15<sup>th</sup> of the month to be able to share more current information.

It was moved by Mr. Nehring and seconded by Ms. Frizzell to approve the Finance Manager's report for May 2021, and forward to the full Board as a written report. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Joplin).

*Approve vouchers and Res. 21-15 authorizing Health District expenditures from June 1, 2021, to July 15, 2021, and forward to the full Board on consent (no staff report; T. Kellogg)*

Ms. Tracey Kellogg explained that the total amounts for the time period may appear larger than normal because they're for a 6-week period instead one month. Business operations are running normal.

It was moved by Mr. Low and seconded by Ms. Frizzell to approve vouchers and Res. 21-15 authorizing Health District expenditures from June 1, 2021, to July 15, 2021, and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Joplin).

*Authorize the Administrative Officer to execute amendment #22 to the consolidated contract with the Washington State Department of Health and forward to the full Board on consent (SR 21-066; K. Curtis)*

Ms. Carrie Parker walked through the funds that would be added with the current amendment.

It was moved by Mr. Low and seconded by Ms. Frizzell to authorize the Administrative Officer to execute amendment #22 to the consolidated contract with the Washington State Department of Health and forward to the full Board on consent. The motion passed with 4 yes votes, 0 no votes, and 1 absent (Joplin).

### **Briefings**

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

Committee members chose to forgo the Health Officer's update, as they would be receiving a similar report at the Board of Health special meeting tomorrow.

### **Information Items**

Next Board of Health meeting date: Thursday, July 29, 12 p.m.

### **Adjournment**

The meeting was adjourned at 3:41 p.m.