

Meeting Minutes
September 23, 2021
Regular Meeting

The meeting was held via Zoom conference call.

Committee members present

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

Staff present

Shawn Frederick, Tracey Kellogg, Sara Centanni, Ragina Gray, Katie Curtis, Nicole Thomsen, Michael Johnson, Andrea Pellham, Sarah de Jong, Nikki Thompson (legal counsel)

Call to Order

The special meeting of the Executive Committee was called to order by Chair Wright at 12:00 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. Anji Jorstad and seconded by Ms. Kyoko Matsumoto Wright to approve the minutes for the special meetings of April 29, 2021, July 20, 2021, and August 25, 2021. The motion passed with 5 yes votes, 0 no votes, 0 absent.

Due to the full agenda, action items were moved before briefings to ensure enough time for discussion and possible action.

Action

Adopt letter requesting the Department of Health revise Chapter 2460272A WAC, section -0280(1) consistent with the intent of SB 5503, and forward to the full Board for action (SR 21-096; S. Frederick)

This item was brought to staff by Councilmember Nehring and Councilmember Low and is in regard to Senate Bill 5503, signed into law April 17, 2019. It details historical responsibilities for local health jurisdictions. Specific to the nature of the letter, the Washington State Department of Health (DOH) has brought forth some proposed language that specifically states when an onsite sewage system failure or malfunction occurs, the owner shall either remediate that system in conformance with the Washington Administrative Code (WAC) or repair, remediate, or replace that system with a conforming system or component in full compliance with new construction requirements under this chapter. The concern is the proposed language is not consistent with the language in the original bill that was passed. Section 2(1)(a) of the Senate bill specifically states that the first priority to allowing repair or second priority to allowing replacement of an existing conventional onsite sewage system consisting of a septic tank and drainfield with a similar conventional system should be not imposed or allow the imposition of a more stringent performance requirement or equivalent onsite sewage system for private entities than public entities. It also states the allowance of the system to be repaired using the least expensive alternative that meets the standards and is likely to provide comparable or better long-term sewage treatment in a fluent dispersal outcomes. Ms. Kyoko Matsumoto-Wright shared that realtors are currently discussing

this item as it makes closing of sales more complicated costly. Ms. Matsumoto-Wright will further discuss with the realtors. Andrea Pellham, Land Use Supervisor for the Health District, said that the discussion is really focused on the definition of what a “conforming system” is. Right now, that definition allows for either meeting the current WAC standards or meeting the standards of a previous revision to the WAC, which allows the approval of many repairs that are considered conforming because they meet the intent of the previous version of the WAC; however, the verbiage for the revisions under section 0280 specifically states that it must meet the new construction requirements, which removes the ability to consider a repair conforming under previous versions of the WAC. Ms. Megan Dunn voiced that she believes allowing a lower standard of septic repairs is a counter to the goal of protecting public health. Committee members discussed waiting until after the Program Policy Committee discusses this item at its next meeting before making a decision on moving forward.

It was moved by Ms. Adrienne Fraley-Monillas and seconded by Ms. Matsumoto Wright to revisit this item next month after the Program Policy Committee has again reviewed it at its meeting next month. The motion passed with 5 yes votes, 0 no votes, 0 absent.

Approve Resolution 21-18 rescinding Resolution 18-04 and authorizing the appointment of a new Auditing Officer, and forward to the full Board on consent (SR 21-093; S. Frederick)

As part of the RCW, the Health District needs to have an auditing officer for claims that are presented for payment. Historically, this role has been filled by the finance manager. With the impending departure of the current finance manager, Tracey Kellogg, staff are requesting the appointment of Sara Centanni, incoming finance manager for the Health District, to fill this role.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Megan Dunn to approve Resolution 21-18 rescinding Resolution 18-04 and authorizing the appointment of a new Auditing Officer, and forward to the full Board on consent. The motion passed with 5 yes votes, 0 no votes, and 0 absent.

Authorize the Administrative Officer to recruit for a 1.0 behavioral health specialist for the Child Care Health Outreach Program, and forward to the full Board on consent (SR 21-086; K. Curtis)

The childcare health outreach program currently has a vacant half time registered dietician position and a vacant half time behavioral health specialist position. Staff would like to propose removing the half time registered dietician and increasing the half time behavioral health specialist position to a full time position, as there is a much greater need for a behavioral health specialist in the community right now.

It was moved by Ms. Jorstad and seconded by Ms. Fraley-Monillas to authorize the Administrative Officer to recruit for a 1.0 behavioral health specialist for the Child Care Health Outreach Program, and forward to the full Board on consent. The motion passed with 5 yes votes, 0 no votes, and 0 absent.

Authorize the Administrative Officer to hire a disease intervention specialist for the tuberculosis control program, and forward to the full Board on consent (SR 21-085; K. Curtis)

Right now there is 1.0 full-time employee (FTE) disease intervention specialist (DIS) that works .5 FTE in the STD program and .5 FTE in the tuberculosis control (TB) program. As cases are increasing in both STD and TB programs, staff would like to propose moving the DIS staff member to the STD fulltime and increasing the TB DIS position to full time as well.

It was moved by Ms. Jorstad and seconded by Ms. Dunn to authorize the Administrative Officer to hire a disease intervention specialist for the tuberculosis control program, and forward to the full Board on consent. The motion passed with 5 yes votes, 0 no votes, 0 absent.

Authorize the Administrative Officer to release a request for proposal to identify a vendor to provide after-hours emergency call services, and forward to the full Board on consent (SR 21-084; K. Curtis)

The Health District is currently contracted with the Washington Poison Center for this service. According to the purchasing policy, the contract needs to be rebid. Staff are very happy with the service WPC has provided and will encourage them to apply. This service is for healthcare providers to call

about an immediately notifiable condition after hours or on the weekends, or if there is an emergency and they need to reach the director on call.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Jorstad to authorize the Administrative Officer to release a request for proposal to identify a vendor to provide after-hours emergency call services, and forward to the full Board on consent. The motion passed with 5 yes votes, 0 no votes, 0 absent.

Briefings

Employee handbook (SR 21-088; P. Aguilar)

Several updates need to be made to the handbook and the goal is to bring this forward for adoption by the end of the year. Mr. Shawn Frederick reviewed the proposed changes to the handbook.

Policy POL 120.003 concerning telecommuting (SR 21-089; P. Aguilar)

This item is very similar to the interim telecommuting policy approved by the Board at the beginning of the pandemic. Mr. Frederick requested input from Committee members regarding if some field-staff positions be offered as permanent telecommuting positions when the District recruits for them. A supplemental document in the form of a checklist has also been created for supervisors to gauge the ability for an employee to work remotely. This telecommuting policy could also potentially impact plans for the Rucker Building remodel, as it would change the footprint in determining how much space to dedicate towards hoteling workstations vs. dedicated cubicles vs. offices and also gives an opportunity to look at space utilization terms of other public facing meetings spaces. At the Administration Committee meeting, Mr. Scott Bader asked about the impact this telecommuting policy would have on plans for the Health District, specifically related to the building footprint. As far as ensuring work is being competently performed - staff time is monitored very closely in the environmental health record system and performance measures are also developed across all divisions to make sure that work is happening at appropriate levels. The Health District has also converted to wi-fi capable laptops with secure access to Health District information systems. Staff will continue to work on this policy and also compare to other similar policies with other governmental agencies before presenting to the Board again.

Policy POL 130.007 regarding electronic funds transfer (SR 21-070; N. Thomsen, T Kellogg)

This policy is the result of a request made during the audit process last year. This is the first policy of its kind and is in alignment with the current District policies. It speaks specifically to the roles and responsibilities, monitoring and tracking, and control measures. This policy only speaks applies to payroll eft but there is a plan to implement accounts payable paying by eft in the future. Almost every jurisdiction received this request from auditors last year because of continued fraud in this area. This item was presented to the Program Policy and Administration Committees with no received comments.

2022 Legislative agenda planning (SR 21-092; H. Thomas, N. Thomsen)

The 2022 Legislative session will begin with a short (60-day) session in January. The Health District aims to have the legislative agenda out for consideration for October Committee meetings for potential approval by the full Board in November. This is done for two reasons – the first, to give Board members enough time to review and provide feedback, and the second, to share with other community partners for their consideration and potential integration into their own legislative agendas. Typically, the Health District relies on the Washington State Public Health Official's and the State Public Health Association's legislative agendas for some springboard ideas. This year, however, these agendas have yet to be published so District staff have put together a tentative legislative agenda. Ms. Nicole Thomsen reviewed items currently on the draft agenda. This item was presented to the Program Policy Committee last week and those Committee members had requests to add three things for consideration – mental health support and investments, climate change, and equity. The Public Health Advisory Council also received this briefing and members spoke to the importance of climate change, equity, and

housing. At the Administration Committee meeting, Mr. Nate Nehring requested marijuana revenue as a source for linking with behavioral health support be considered for addition. Ms. Megan Dunn requested hearing aids and other hearing instruments be added, as private insurance companies aren't required to cover this service.

Proposed Environmental Health food safety program fee schedule (SR 21-094; R. Gray)

This item was presented to the Program Policy Committee last week as a briefing and the Committee had several technical questions so a subject matter expert, Mr. Michael Johnson, has been brought to this meeting to answer any potential questions this Committee may have. In order to make January invoice billing, which is the largest to be captured by the new changes, this item includes only the food safety program fee schedule. The other Environmental Health (EH) fee schedules will be presented to Committees next month. These proposed changes have been presented for feedback to the Health District's equity team and the Food Advisory Committee. Feedback received from the Food Advisory Committee is that fee increases should be spread out as much as possible to lessen the individual impact on any one particular individual or group. They were also generally supportive of the idea for a 2% increase across the board, and there was no major pushback on any of the other proposals regarding plan reviews or temporary events. The Washington Hospitality Associate has been present at all the Food Advisory Committee meetings, as well having individual meetings with Environmental Health leadership. They have been generally supportive of the 2% increase. Ms. Ragina Gray outlined proposed changes in the fee schedule.

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

There was no Health Officer update given, as Dr. Spitters was unable to attend the meeting.

Determine the dates of the November and December Committee meetings (No staff report)

Committee members decided to have the December Committee meeting on the first Thursday of January. Ms. Sarah de Jong will send a doodle poll to Committee members to determine the best date for the November Committee meeting.

Notification of intent to enter into memoranda of agreement with public and private K-12 schools to implement COVID-19 Test to Stay programs (SR 21-097; C. Spitters, S. Frederick)

Meeting COVID-19 case investigation requirements has been difficult for many schools to maintain. To help keep kids in school as much as possible, a "Test to Stay" program has been developed. This program provides school districts the opportunity for a modified quarantine for unvaccinated students that are identified as close contacts in grades K-12. It reduces exclusion from in-person instruction if all required mitigation measures have been followed and testing is used as a method of screening, as outlined in the recommendations that are listed in the staff report. A requirement of this program is for interested school districts to enter into an agreement with local health officer before implementing in their schools. This item does not require Board approval but staff thought it was in the best interest to ensure the Board was fully informed of this fairly unique responsive measure.

Information Items

Next Board of Health meeting date: Tuesday, October 12, 3 p.m.

Next committee meeting date: Thursday, October 28, 12 p.m.

Adjournment

The meeting was adjourned at 1:23 p.m.