

Board of Health
Public Health Program Policy Committee

Meeting Minutes
October 21, 2021
Regular Meeting

The meeting was held via Zoom conference call/video.

Committee members present via Zoom

Elisabeth Crawford
Dan Rankin
Linda Redmon

Committee members absent

Jared Mead
Jeff Vaughan

Comings and goings

Mr. Dan Rankin arrived at 3:38 p.m.

Staff present

Shawn Frederick, Ragina Gray, Nicole Thomsen, Heather Thomas, Katie Curtis, Carrie Parker, Pam Aguilar, Sara Centanni, Sarah de Jong

Guests present

Lisa George, chairperson for the Public Health Advisory Council (PHAC);
Jean Doerge, member of the PHAC and representative of the senior sector

Call to Order

The regular meeting of the Program Policy Committee was called to order by Committee Chair Ms. Linda Redmon at 3:35 p.m. via Zoom video conference.

Roll Call

Roll call was taken by Ms. Sarah de Jong who reported there was not a quorum present.

Briefings

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

Ms. Pamela Aguilar shared the changes to the policy since it was presented to the Committee at its September meeting. These proposed changes include acceptable distancing limits for staff that want to telecommute, and requiring 24-hours notice for in-person meetings. The agreement will be shared with collective bargaining units to review. Board members and staff discussed in-office workspaces in case telecommuting doesn't work out for certain staff members. Current discussions around space planning keep scalability in mind.

Approval of Minutes

With the arrival of a Committee member, there was now a quorum present.

It was moved by Ms. Elisabeth Crawford and seconded by Mr. Dan Rankin to approve the minutes of the regular meeting of September 16, 2021. The motion passed unanimously.

Action Items

Approve the amendments to the employee handbook, effective Nov. 10, 2021, and forward to the full Board on consent (SR 21-088; P. Aguilar)

The Committee was briefed on this item at its last meeting in September. The only change to the employee handbook since then was the addition of Affordable Care Act language.

It was moved by Mr. Rankin and seconded by Ms. Crawford to approve the amendments to the employee handbook, effective Nov. 10, 2021, and forward to the full Board on consent. The motion passed unanimously.

Approve Res. 21-21 approving the proposed Environmental Health fee schedule as shown in Exhibit A, effective November 10, 2021, and forward to the full Board for action (SR 21-101; R. Gray)

Ms. Ragina Gray reviewed the proposed changes to the Environmental Health fee schedule, which included a 2% increase across the board. The Committee was briefed on the food safety fee schedule at its last meeting and the only change since then is an update to the definition of a farmers market. The changes to the other fee schedules included:

- Land Use – Eliminated references to a no cost resubmittal following disapproval
- Safe Environments – Eliminated reference to safe medicine return
- Vital Records – Increased the identity verification and records retention fee to \$15 and added the data sharing fee for the weekly distributed list of recently deceased.

It was moved by Ms. Crawford and seconded by Mr. Rankin to approve Res. 21-21 approving the proposed Environmental Health fee schedule as shown in Exhibit A, effective November 10, 2021, and forward to the full Board on consent. The motion passed unanimously.

Approve the 2022 Snohomish Health District legislative priorities, and forward to the full Board on consent (SR 21-092; N. Thomsen, H. Thomas)

Two adjustments have been made to the legislative agenda that are not included in the packet. The first is to increase the priority level of isolation and quarantine protections and expand the wording to include employment and childcare security, as many people who are having to isolate or quarantine still have to pay for their daycare, creating a financial burden. The second adjustment is a modification of the Coronavirus paragraph at the top, due to the Health District receiving notification yesterday by the Department of Health that approximately \$2.3 million of its response funding has been withdrawn effective July 1.

It was moved by Ms. Linda Redmon and seconded by Mr. Rankin to approve the 2022 Snohomish Health District legislative priorities, and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to enter into an interlocal agreement with Tacoma-Pierce County Health Department for administration of online food worker cards, and forward to the full Board on consent (SR 21-095; R. Gray)

The Health District has partnered with Tacoma-Pierce County Health Department (TPCHD) for several years for this service. The contract will be expiring soon and this allows it to be renewed. It's for an online system where people can get their food worker cards and the Health District receives a portion of the fees.

It was moved by Ms. Crawford and seconded by Mr. Rankin to authorize the Administrative Officer to enter into an interlocal agreement with Tacoma-Pierce County Health Department for administration of online food worker cards, and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to sign an amendment to the ABCD program with the Health Care Authority, and forward to the full Board on consent (SR 21-102; K. Curtis)

This program matches lower-income families with dentists that accept Apple Health and helps encourage dental providers to enroll in the program, resulting in more dental capacity on the county. This amendment adds more funds for performing outreach work. The rest of the agreement remains the same from the previous contract. Board members discussed the need for increased capacity and access to affordable dentistry in the county.

It was moved by Mr. Rankin and seconded by Ms. Crawford to authorize the Administrative Officer to sign an amendment to the ABCD program with the Health Care Authority, and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to sign the local solid waste financial assistance agreement with the Washington State Department of Ecology, and forward to the full Board on consent (SR 21-104; R. Gray)

This is a funding source received for the past several years. It's matched by the Health District's agreement with Snohomish County and provides funds for enforcement actions and solid waste facility inspections.

It was moved by Ms. Redmon and seconded by Mr. Rankin to authorize the Administrative Officer to sign the local solid waste financial assistance agreement with the Washington State Department of Ecology, and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to sign professional services agreements with Providence Health & Services and Swedish Medical Center to provide surveillance activities for non-fatal overdose emergency room visits, and forward to the full Board on consent (SR 21-105; C. Parker)

The Health District has current agreements with Providence and Swedish for this service. These agreements are needed to meet the deliverables of the Health District's Overdose to Action (OD2A) grant. The work is carried out by the Health District's Health Communities team with the goal of improving surveillance of non-fatal opioid events in Snohomish County. Staff have spoken with all four emergency rooms in the county and while all are interested, only Swedish and Providence currently have the capacity and staffing to implement these systems.

It was moved by Ms. Redmon and seconded by Ms. Crawford to authorize the Administrative Officer to sign professional services agreements with Providence Health & Services and Swedish Medical Center to provide surveillance activities for non-fatal overdose emergency room visits, and forward to the full Board on consent. The motion passed unanimously.

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 originally brought to Committee at its September meeting. Committee members at that time requested to have a technical expert to answer questions regarding House Bill 5503 and the proposed rule changes related to the repairs and replacements of failed onsite septic systems. Mr. Steve Rice, an environmental health specialist for the Health District, explained the current process and the impacts the proposed rule changes would have. Committee members discussed the potential environmental impacts and economical impacts to Snohomish County residents. They also requested fellow Board of Health members Councilmember Nate Nehring and Councilmember Sam Low be invited to the next Program Policy Committee meeting to further discuss their desire to have this letter signed.

No action taken. Committee members chose to table this discussion until the next Committee meeting.

Briefings

2022 Budget (no staff report; S. Frederick; S. Centanni)

Mr. Frederick shared a presentation regarding the preliminary budget document with Committee members. The preliminary budget includes several assumptions:

- The Health District is expecting to receive a little over \$3 million for Foundational Public Health Services (FPHS) in 2022. It's also expected there will be around \$6.3 million over the next biennium to the Health District to be allocated for specific foundational public health programs.
- The Health District expects the fund balance to grow by over \$3 million, with a preliminary funds balance of a little over \$15 million, revenues of \$32 million, and expenditures of \$29 million.
- 2% salary increase for all staff per collective bargaining agreements; non-represented staff typically follow the bargaining agreements.
- 5.28% estimated increases for medical and dental.
- Filled vacant positions have been updated with incumbents and terminated staff have been removed.
- New staffing positions including:
 - Safe Environments Lead
 - Food Safety Environmental Health Specialist
 - Two Land Use Permit Technicians
 - Vital Records Program Specialist II
 - Deputy Administrative Officer
 - A second Prevention Services Assistant Director
 - Accounts Payable Coordinator
 - Accounting Supervisor (approved in 2021)
- A drop in the indirect rate from 47% to 11%, making more funds available by dropping operating costs.
- Funds have also been allocated for new financial software implementation in the finance program.
- The reserve is being increased from 45 to 60 days working capital.

The preliminary budget will be brought to the full Board with an initial public hearing in November and is currently scheduled for a second public hearing and potential adoption at the Board of Health meeting in December.

STD/HIV treatment partnership RFP (SR 21-098; K. Curtis)

The Health District will be releasing a request for proposal soon to find a vendor to provide STD testing and treatment services for the Health District. This work is currently being done by Western Washington Medical Group at its Lake Serene Clinic. Ideally, staff are looking for a vendor with multiple locations in the county and evening or weekend availability. Once vendors are identified, staff will bring this back to the Board and brief on the potential candidates.

House Bill 1152 implementation (SR 21-106; N. Thomsen, L. George, J. Doerge, K. Hilt, J. Biermann, P. Love)

Ms. Nicole Thomsen briefed on House Bill 1152 implementation process and requirements. Ms. Lisa George, Chair for the Public Health Advisory Council (PHAC), and Jean Doerge, a member of the PHAC representing the senior sector, also gave an update on the work the PHAC HB 1152 ad hoc committee has done to date. Ms. Elisabeth Crawford suggested the possibility of special meetings at the beginning of the year with both Board of Health and PHAC members to discuss and establish priorities for the year. Ms. Thomsen requested feedback regarding how the Board would like to see the revised laws implemented, in regard to the role the PHAC plays in reviewing and revising.

Assuming responsibility for the Savvy Septic program(SR 21-100; R. Gray)

Snohomish County runs a program called Savvy Septic. It was originally initiated in 2016 with a grant from the Department of Ecology and has since been funded with Puget Sound Partnership. The program has been well funded and very popular with funding agencies. The County approached Health District staff about a month ago asking if there was any interest in taking the program over. Other counties have similar projects that are typically run by their local health jurisdictions and this program dovetails nicely with the Health District's monitoring and maintenance program. There are two pieces to the program. The first, is financial assistance to help people directly with repairs to the septic systems, and the second is an education outreach program with workshops to help homeowners on how to maintain their septic system. The general consensus from Committee members present was to continue discussions with Snohomish County to obtain more information and to also consult with legal counsel.

Informational Items

Ms. Redmon reviewed the upcoming meetings.

Next Meeting Date

Full Board of Health: Tuesday, November 9, at 3:00 p.m.

Program Policy Committee: Thursday, November 18, at 3:30 p.m.

Adjournment

The meeting was adjourned at 5:15 p.m.