

Meeting Minutes
May 19, 2022
Regular Meeting

The meeting was held via Zoom conference call/video.

Committee members present via Zoom

Elisabeth Crawford (Vice Chair)
Jared Mead
Ben Zarlingo

Committee members absent

Heather Logan (Chair)
Julieta Altamirano-Crosby

Staff present

Shawn Frederick, Carrie Parker, JR Myers, Katie Curtis, Nicole Thomsen, Pamela Aguilar, Pia Sampaga-Khim, Ragina Gray, Sara Centanni, Rhonda Smids-Osborne, Sarah de Jong

Call to Order

The regular meeting of the Program Policy Committee was called to order by Ms. Elisabeth Crawford at 3:30 p.m. via Zoom video conference.

Roll Call

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

Public Comment

Ms. Crawford noted that no public comment was received.

Approval of Minutes

It was moved by Mr. Ben Zarlingo and seconded by Ms. Crawford to approve the minutes of the regular meeting of April 21, 2022. The motion passed unanimously.

Action Items

Amendment to the master services agreement with the North Sound Accountable Community of Health for participation in the collaborative action network (SR 22-038; K. Curtis)

Since 2018, the Health District has been a part of the North Sound Accountable Communities of Health (ACH) and Medicaid transformation program that provides funding for some programs in the Prevention Services department. This partnership offers a way to collaborate with other organizations on programs the District is also performing. This amendment changes the structure of the funding in that it's groups in cohorts and each participant under the program is able to choose the level of participation in the program, with set funding for each level.

It was moved by Mr. Zarlingo and seconded by Mr. Jared Mead to authorize the Administrative Officer to sign an amendment to the master services agreement with the North Sound Accountable Community of Health to participate in the collaborative action network, and forward to the full Board on consent. The motion passed unanimously.

Agreement with Ideal Option to provide sexually-transmitted disease testing and treatment to Health District clients (SR 22-040; K. Curtis)

The Health District recently submitted a request for proposal for a new healthcare provider for the District's sexually-transmitted disease services. Identified needs were for a provider that can perform full body exams and provide injectable medications and treatments for STDs. Only one bid was received and so staff are requesting to move forward with signing a one-year contract with Ideal Option to provide for these services. After a year, the partnership will be evaluated and determined whether to continue at that time.

It was moved by Mr. Zarlingo and seconded by Mr. Mead to authorize the Administrative Officer to enter into an agreement with Ideal Option to provide sexually-transmitted disease testing and treatment for Health District clients, and forward to the full Board on consent. The motion passed unanimously.

Policy POL 100.001 concerning policies and procedures (SR 22-042; N. Thomsen)

This policy was presented to Board of Health committees last month and the only change was based on feedback from this group, which was also agreed with in the other two committees regarding leaving the policy coordinating committee in.

It was moved by Ms. Crawford and seconded by Mr. Mead to approve Policy POL 100.001 concerning policies and procedures, and forward to the full Board on consent. The motion passed unanimously.

Res. 22-14 approving the 2022 budget amendment #1 (SR 22-043; S. Centanni)

Ms. Sara Centanni briefed Committee members on the proposed 2022 budget amendment #1. Items of note included:

- Removal of 62 FTE from COVID-related activities
- Decrease in supplies and expenses from COVID-related activities
- Addition of the following positions in Administration:
 - Finance – Accountant to help with grants, internal controls, budget, and financial reporting
 - Finance – Supervisor, essentially an audit supervisor that is in charge of the compliance and audit and ensuring adequate internal controls are in place
- Reallocation of Foundational Public Health Services (FPHS) funds to programs with allowable expenses

While the District is decreasing its COVID-19 spending, it is still able to access various funding sources, such as ARPA and CARES if the need for COVID public health services increased. The District also maintains a 60-day stockpile of supplies for two sites. It is also still contracted through the consolidated contract with the Washington State Department of Health for FEMA funds that are used for contractors to perform COVID vaccination.

It was moved by Mr. Zarlingo and seconded by Mr. Mead to approve Res. 22-14 authorizing the 2022 budget amendment #1 as shown in Exhibit A and forward to the full Board for action.

The motion passed unanimously.

Fleet vehicle purchasing (SR 22-039; S. Frederick)

Vehicle manufacturing supply shortages have resulted in a highly competitive vehicle market. Staff are requesting to obtain preauthorization to purchase vehicles and report back to the Board after the purchase. This would allow faster movement in securing the vehicles needed to add to the Health District's fleet. The priority for obtaining vehicles would be hybrid with a few electric. While no single vehicle would exceed the Administrative Officer's purchasing limit, the total amount to be spent would. Vehicle purchases are budgeted at \$400,000 this year, which would likely pay for 9 to 13 vehicles, depending on whether it was gas, hybrid, or electric.

It was moved by Mr. Zarlingo and seconded by Ms. Altamirano-Crosby to authorize the Administrative Officer to purchase vehicles within the allocated limits of the 2022 Adopted Budget and forward to the full Board on consent.

Ms. Crawford verified that the Board would be briefed after a vehicle purchase was made.

The motion passed unanimously.

Briefings

Policy POL 130.004 concerning contracts (SR 22-041; N. Thomsen)

This policy has been in the works for a little over two years and has gone through multiple committee meetings. The most notable change from the last time it was presented to this Committee is the addition of a risk assessment that would evaluate a contract's level of risk and determine whether to send the agreement to legal for further review. Staff have been testing the assessment while sending agreements to legal and have found that it identifies the same risks that are found by legal counsel. Other changes include the addition of federal language which was identified from feedback from auditors.

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

Mr. Shawn Frederick shared a report on COVID, as Dr. Spitters was unable to attend the meeting due to a scheduling conflict. COVID cases continue to rise. The hospitalization rate, although not climbing dramatically, is slowly starting to increase as well. School outbreak associated cases have declined slightly. Long-term care facility outbreak-associated cases has risen to 61 for the week ending 4/30/22. Snohomish County remains in the medium category, with metrics increasing that could soon place the county in the high category. Some factors that are contributing to the increase in cases and hospitalizations are a reduction in the number of people using masks in large settings and having only 60% of those eligible receiving their booster shot.

Informational Items

Ms. Crawford announced the upcoming meetings. There will also be a special meeting of the full Board of Health on Tuesday, May 31 at 3:00 p.m.

Adjournment

The meeting was adjourned at 4:23 p.m.