

Meeting Minutes
July 27, 2022

The meeting was held via Zoom conference call.

Committee members present

Neil Tibbott (Chair) (Virtual)
Mark James (Vice Chair) (Virtual)
Nate Nehring (Virtual)
Sam Low (Virtual)

Staff present

Shawn Frederick, Tracey Kellogg, Nicole Thomsen, Katie Curtis, Carrie Parker, Ragina Gray, JR Myers, Sarah de Jong

Revisions to the agenda:

Removal of Special Business – Presentation by Recovery Warriors

Call to Order

The regular meeting of the Administration Committee was called to order by Mr. Neil Tibbott 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.

Approval of Agenda Contents and Order

Staff were notified prior to the meeting that the presenter for the special business was unable to attend the meeting and requested to remove that portion of the agenda.

It was moved by Mr. Neil Tibbott and seconded by Mr. Mark James to approve the agenda contents and order as amended. The motion passed unanimously.

Approval of Minutes

It was moved by Mr. Tibbott and seconded by Mr. Nate Nehring to approve the minutes of the regular meeting of June 22, 2022. The motion passed unanimously.

Public Comment

No public comment was received and no member of the public was in attendance to speak. The public comment portion of the meeting was closed.

Action

Vouchers and Res. 22-20 authorizing Health District expenditures from June 16, 2022, to July 15, 2022 (no staff report; T. Kellogg)

It was moved by Mr. Nehring and seconded by Mr. Mark James to approve the vouchers and Resolution 22-20 authoring Health District expenditures from June 16, 2022, to July 15, 2022. The motion passed unanimously.

Finance Manager's report for May 2022 (SR 22-070; T. Kellogg)

Ms. Tracey Kellogg provided a summary of where the District is at financially.

It was moved by Mr. James and seconded by Mr. Nehring to approve the Finance Manager's report for May 2022, and forward to the full Board as a written report. The motion passed unanimously.

Renew agreement with CentralSquare for hosting of OneSolution Financial System an additional year (SR 22-062; T. Kellogg)

This is an extension of the District's ERP agreement for its financial system. Staff are requesting the agreement be renewed through September 2023 to allow time to transfer over to the County.

It was moved by Mr. Nehring and seconded by Mr. Sam Low to renew the agreement with CentralSquare for hosting of OneSolution Financial System an additional year, and forward to the Executive Committee for final action. The motion passed unanimously.

Contract with Companion Data Services for digitization of Environmental Health records (SR 22-067; R. Gray)

The Environmental Health division currently has over a million pieces of paper records that need to be digitized. After looking into several options, Staff have found that contracting with a company to perform this work is the most efficient use of time and resources. Ms. Gray briefed Committee members on why this service is needed and also shared and answered questions the Program Policy Committee asked and its last meeting.

It was moved by Mr. Low and seconded by Mr. Nehring to authorize the Administrative Officer to sign the contract with Companion Data Services for digitization of Environmental Health records, and forward to the Executive Committee for final action. The motion passed unanimously.

PHAC appointments (SR 22-069; N. Thomsen)

Public Health Advisory Council (PHAC) membership positions are on a staggered three-year term and there are currently six that were up for their renewal terms at the end of June. Three of those seats will remain unfilled. Two members have requested to be reappointed: Mr. Kurt Hilt, representing the social and economic employment sector, and Mr. Korey MacKenzie, representing community stakeholders. A new recommendation for PHAC membership, Ms. Huynh Chhor, who is a behavioral health specialist, would fill the new behavioral health community sector position.

It was moved by Mr. Nehring and seconded by Mr. Low to approve the re-appointment of two previously appointed Public Health Advisory Council members and the appointment of Huynh Chhor to the Public Health Advisory Council through June 2025, and forward to the Executive Committee for final action. The motion passed unanimously.

Extend contracts with Snohomish County hospitals for opioid-surveillance activities (SR 22-065; K. Curtis)

The District has contracted with Swedish and Providence since 2018 for work under the overdose to action grant. Part of that grant allows the District to provide funding to area hospitals to receive data on opioid overdoses that come into the emergency rooms. These amendments would allow this work to continue an additional and final year under the grant.

It was moved by Mr. James and seconded by Mr. Low to authorize the Administrative Officer to sign amendments with Providence Health and Swedish Medical Center to continue to provide surveillance activities for non-fatal overdose emergency room visits, and forward to the Executive Committee for final action. The motion passed unanimously.

Whatcom County Youth Cannabis & Commercial Tobacco Prevention Program interlocal agreement amendment #1 (SR 22-068; K. Curtis)

Whatcom County has received funding from the Washington State Department of Health and acts as the lead agency for the youth cannabis & commercial tobacco prevention program. In the past, these were two separate programs, with Whatcom holding the contract for youth cannabis and Snohomish holding the contract for commercial tobacco. This year the Department of Health changed it to include both bodies of work together with Whatcom as the lead agency. This amendment extends the agreement for six months and allows the District to continue the work currently being performed around youth cannabis and tobacco prevention.

It was moved by Mr. James and seconded by Mr. Low to authorize the Administrative Officer to execute amendment #1 of the youth cannabis & commercial tobacco prevention program contract with Whatcom County Health Department, and forward to the Executive Committee for final action. The motion passed unanimously.

Addition of a Healthy Communities Specialist for the Prevention Services Division (SR 22-060; K. Curtis)

In the past, the District has utilized a Vista AmeriCorps Opioid Coordinator. However, the Vista program will be ending at the end of August. Fortunately, the District was able to secure funding from HRSA to help support this work. HRSA funds would cover about half of the amount. The work supported by this position includes creating and maintaining relationships with law enforcement and first responders, and also spearheading naloxone distribution amount law enforcement as well as maintaining the opioid overdose prevention website. The District would like to continue with this work and so Staff are requesting to add a Healthy Communities Specialist position to that effect. The person currently performing the work under Vista is very interested in applying for this position. The cost to the Health District would be around \$30,000.

It was moved by Mr. Nehring and seconded by Mr. Low to authorize the Administrative Officer to hire a Healthy Communities Specialist for the Prevention Services Division, and forward to the Executive Committee for final action. The motion passed unanimously.

Non-healthcare (NH) strike team funding opportunity for skilled and non-skilled nursing facilities (SR 22-071; C. Parker)

The Washington State Department of Health has released a call for applications for local health jurisdictions to apply for funds to better support the skilled nursing facilities and adult family homes as they continue to be impacted by COVID in their facilities. These funds would be used to expand outreach to non-English speaking facilities and would help the District perform more infection control assessment and referrals.

It was moved by Mr. Low and seconded by Mr. Nehring to authorize the Administrative Officer to apply for the non-healthcare strike team grant from the Washington State Department of Health, and forward to the Executive Committee for final action. The motion passed unanimously.

Amendment #6 with Department of Health for Foundational Public Health funding (SR 22-072; K. Curtis)

Ms. Katie Curtis shared the programmatic funding this amendment would add.

It was moved by Mr. James and seconded by Mr. Tibbott to authorize the Administrative Officer to sign amendment #6 to the consolidated contract with the Washington State Department, and forward to the Executive Committee for full approval. The motion passed unanimously.

Briefings

Contract with Ideal Option for the MAT Expansion Project for Rural Snohomish County under the HRSA grant (SR 22-061; K. Curtis)

Ms. Katie Curtis shared that the District is currently the recipient of a grant through HRSA for opioid work within the Sky Valley/Darrington census track and there is a barrier to access for treatment in that

area. To help remedy that, Staff are looking into a pilot program, partnering with Ideal Option to provide transportation to bring clients to Monroe to receive health care services. Two possible ways to do this are to either rent a vehicle and pay Ideal Option for a staff member to drive these clients, or to provide vouchers for a transportation company, such as Uber or Lyft, to Ideal Option to give to clients so they can schedule rides for services. Staff requested feedback from Committee members present on which option Committee members thought was best.

Discussion by Committee members included:

- Whether the client posed any potential danger to the driver due to their medical condition. If so, it may be more favorable to choose the lease option, as the driver would have more resources to deal with such a situation.
- A mobile unit could be a feasible option and is allowed under grant funding. Committee members requested staff to gain more details and present it as a third option at the next Committee meeting.
- Reduce the number of FTE Ideal Option would have to be more aligned with the number of clients anticipated to be served per week (around 15).
- Whether there is a possibility of a leasable space to set up operations for these services instead of transporting clients back and forth.

Administrative Officer's Report (no staff report; S. Frederick)

Mr. Shawn Frederick shared that the work on the merger continues. On Monday of this week, the press release related to Mr. Frederick's departure was sent out per the terms of the agreement. Dr. Lewis will be joining the Health District next Monday as its new Health Officer.

Information Items

Mr. Tibbott announced the upcoming meetings.

Adjournment

The meeting was adjourned at 4:42 p.m.