

**Meeting Minutes  
July 28, 2022**

The meeting was held at Snohomish Health District, 3020 Rucker Ave., auditorium and via Zoom conference call.

**Committee members present**

Julieta Altamirano-Crosby  
Anji Jorstad  
Stephanie Vignal  
Kyoko Matsumoto Wright  
Stephanie Wright

**Comings and Goings**

Kyoko Matsumoto Wright arrived at 12:03 p.m.  
Stephanie Wright arrived at 12:02 p.m.

**Staff present**

Pam Aguilar, Katie Curtis, Tracey Kellogg, Nicole Thomsen, Carrie Parker, Ragina Gray, Nikki Thompson (SHD Attorney), Tony Colinas, JR Myers, Sarah de Jong

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**Call to Order**

The meeting of the Executive Committee was called to order by Dr. Julieta Altamirano-Crosby 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 Agenda Contents and Order**

Staff requested that the executive session be removed from the agenda and an additional action item to discuss a confidentiality agreement with Snohomish County be added.

It was moved by Ms. Anji Jorstad and seconded by Ms. Stephanie Vignal to approve the agenda contents and order as amended. The motion passed unanimously.

**Approval of Minutes**

The approval of minutes was inadvertently skipped during the meeting. The minutes will be brought forward at the next committee meeting to approve.

**Public Comment**

There were no volunteers to speak during public comment. Public comment was closed.

**Special Business***Recover Warriors Presentation*

Mr. Shane Monta with Recovery Warriors presented on the nonprofit group Dual Diagnosis Anonymous, a peer group to support people diagnosed with both substance use disorders and mental health conditions.

**Action Items**

*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 Ms. Jorstad and seconded by Ms. Vignal to approve the vouchers and Resolution 22-20 authoring Health District expenditures from June 16, 2022, to July 15, 2022. 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 Ms. Vignal and seconded by Ms. Jorstad to renew the agreement with CentralSquare for hosting of OneSolution Financial System an additional year. 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 other Committees asked and their last meetings.

It was moved by Ms. Kyoko Matsumoto Wright and seconded by Ms. Vignal to authorize the Administrative Officer to sign the contract with Companion Data Services for digitization of Environmental Health records. 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 Ms. Jorstad and seconded by Ms. Vignal to approve the new appointment and reappointment of all three members through next June. The motion passed unanimously.

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

The District is in the fourth and final year of the overdose data to action grant. In the past, the District has contracted with both Providence and Swedish hospitals for their participation and would like to request extending their contracts through the end of the grant cycle. This extension wouldn't add any new work and is a continuation of work that is currently being done with both hospitals.

It was moved by Ms. Jorstad and seconded by Ms. Vignal to sign the contracts with Snohomish County hospitals for the opioid surveillance activities. 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 Ms. Jorstad and seconded by Ms. Vignal to execute the interlocal agreement amendment #1 with Whatcom County for the youth cannabis and commercial tobacco prevention program. 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 and the other half of the salary would come from agency funds. The expected total amount would be around \$70,000. 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.

It was moved by Ms. Vignal and seconded by Ms. Jorstad to authorize the Administrative Officer to hire a Healthy Communities Specialist for the Prevention Services Division. 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 Ms. Jorstad and seconded by Ms. Stephanie Wright to proceed with the funding opportunity for the skilled and non-skilled nursing facilities strike team funding. 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 Ms. Jorstad and seconded by Ms. Vignal to authorize the Administrative Officer to sign amendment #6 with the Washington State Department for foundational public health funding. The motion passed unanimously.

*Confidentiality agreement with Snohomish County (No staff report; S. Frederick)*

This confidentiality agreement would allow a free exchange of information between the Health District and Snohomish County to help facilitate the transfer of the District to the County.

It was moved by Ms. Vignal and seconded by Ms. Jorstad to authorize the Chair to sign the common interest non-disclosure and joint defense agreement with Snohomish County to allow the free exchange of information to facilitate the transfer of public health responsibilities to the County. 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:

- Past experience in considering working with a third party company (such as Uber or Lyft) to provide these services. Issues that came up then included risk liability and unavailability of transportation due to staffing shortages. Contracting with a taxicab company yielded better results.
- If this population contains a high percentage of non-English speaking clients and possibly soliciting that populations feedback on what kind of transportation method is preferred.

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

Ms. Pamela Aguilar shared that the press release related to Mr. Shawn Frederick's departure from the Health District was released this past Monday. Dr. Lewis will be joining the Health District next Monday as its new Health Officer. The District also purchased five of the ten vehicles approved by the Board for purchase.

*Rucker Building parking lot repair (no staff report; P. Aguilar)*

There is a sinkhole around the drain in the back parking lot. Staff have received a few quotes and are looking to repair the lot by tearing up and replacing it. The midrange of quotes received was just under \$36,000 for this work. One of the prospective contractors also looked at the front staff parking lot while they were onsite and noticed the same issue beginning around the drain there so staff are also adding that body of work to the quote. The total amount will be just over \$42,000 and staff are moving forward with this as it's considered an emergency repair.

*Determine the date of the September Committee meeting date and time*

Ms. Sarah de Jong will contact Committee members to make sure changing the date to September 29 works for all and will change the meeting date once confirmation is received.

**Information Items**

Upcoming meetings were announced.

**Adjournment**

The meeting was adjourned at 1:01 p.m.