

**Meeting Minutes  
September 22, 2022**

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

**Committee members present**

Anji Jorstad (Vice Chair)  
Kyoko Matsumoto Wright  
Stephanie Vignal

**Committee members absent**

Julieta Altamirano-Crosby (Chair)

**Staff present**

James Lewis, Pamela Aguilar, Katie Curtis, Ragina Gray, Pia Sampaga-Khim, Tony Colinas, JR Myers, Carrie Parker, Nicole Thomsen, Nikki Thompson, Sarah de Jong

---

**Call to Order**

The meeting of the Executive Committee was called to order by Vice Chair Anji Jorstad at 12:00 p.m. via Zoom video conference and in the auditorium of the Rucker Building.

**Roll Call**

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

**Approval of Agenda Contents and Order**

It was moved by Ms. Stephanie Vignal and seconded by Ms. Kyoko Matsumoto Wright to approve the agenda contents and order. The motion passed unanimously.

**Approval of Minutes**

- Approval of minutes of the regular meeting of June 23, 2022
- Approval of minutes of the special meeting of July 22, 2022
- Approval of minutes of the regular meeting of July 28, 2022
- Approval of minutes of the special meeting of August 9, 2022
- Approval of minutes of the special meeting of August 31, 2022
- Approval of minutes of the special meeting of September 8, 2022

It was moved by Ms. Vignal and seconded by Ms. Matsumoto Wright to approve all minutes as submitted. The motion passed unanimously.

**Public Comment**

No member of the public was in attendance and Ms. Jorstad closed public comment.

**Action**

*Authorize the Administrative Officer to reclassify the payroll analyst role to a program specialist II accounting specialist role (SR 22-087; P. Aguilar)*

The Health District's current payroll analyst is being promoted to a newly created grant accountant position. Staff are requesting to reclassify the payroll analyst role to a program specialist II role because

after the integration into Snohomish County government, there will be no need for a payroll analyst role any longer.

It was moved by Ms. Vignal and seconded by Ms. Matsumoto Wright to authorize the Administrative Officer to reclassify the payroll analyst role to a program specialist II accounting specialist role. The motion passed unanimously.

*Authorize the Administrative Officer to approve payment of the invoice for Enduris through August 30, 2023 (SR 22-088; P. Aguilar)*

The District received its annual invoice for Enduris, the company that provides insurance for the District. Although District employees and assets will be integrated within Snohomish County government on the first of next year, staff are requesting to pay the full amount because the Health District needs to stay insured until it is dissolved, which could take longer. If the District is dissolved before the end of the insurance coverage, Enduris would send a refund for the unused amount.

Ms. Jorstad noted that the end date of the insurance should be through August 31, 2023, and not August 30, as written in the staff report.

It was moved by Ms. Vignal and seconded by Ms. Matsumoto Wright to authorize the Administrative Officer to approve payment of the invoice for Enduris through August 31, 2023. The motion passed unanimously.

### **Executive Session**

The Snohomish Health District Board of Health Executive Committee recessed and convened into Executive Session for purposes of personnel matter pursuant to RCW 42.30.110(1)(g) to evaluate qualifications of an applicant for public employment, and discussing with legal counsel the legal risk of a potential action pursuant to RCW 42.30.110(1)(i)(iii). Executive Session is expected to last up to 10 minutes. Unless extended to a later time, the Executive Committee will reconvene into regular session at 12:19 p.m. and is not expected to take action. Executive Session was extended an additional 10 minutes and an additional 5 minutes and reconvened at 12:34 p.m. and did not take action.

### **Upcoming Meetings**

Ms. Sarah de Jong announced the upcoming meetings.

### **Adjournment**

The meeting was adjourned at 12:35 p.m.