

**Meeting Minutes**  
**September 28, 2022**

The meeting was held via Zoom conference call.

**Committee members present**

Neil Tibbott (Chair) (Virtual)  
Nate Nehring (Virtual)  
Sam Low (Virtual)  
Joseph Hund (Virtual)

**Committee members absent**

Mark James (Vice Chair)

**Staff present**

James, Lewis, Pamela Aguilar, Katie Curtis, Ragina Gray, Theresa Bengtson, Tracey Kellogg, Nicole Thomsen, Pia Sampaga-Khim, Carrie Parker, Sarah de Jong

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**Call to Order**

The regular meeting of the Administration Committee was called to order by Mr. Neil Tibbott at 3:34 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**

It was moved by Mr. Sam Low and seconded by Mr. Nate Nehring to approve the agenda contents and order. The motion passed unanimously.

**Approval of Minutes**

It was moved by Mr. Tibbott and seconded by Mr. Joseph Hund to approve the minutes of the regular meeting of July 27, 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**

*Finance Manager's report for June 2022 (SR 22-089; T. Kellogg)*

Ms. Tracey Kellogg introduced Ms. Theresa Bengtson, the Health District's new finance manager.

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

*Finance Manager's report for July 2022 (SR 22-090; T. Kellogg)*

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

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

*Vouchers and Res. 22-25 authorizing Health District expenditures from August 16, 2022, to September 15, 2022 (no staff report; T. Kellogg)*

Mr. Low inquired about invoices received from American Medical Response (AMR). Ms. Katie Curtis shared that AMR transported a group of individuals from a cold weather shelter last winter and the invoicing was just received.

Mr. Low also inquired about advertising costs for a few programs, such as knocking out COVID, anti-smoking and vaping, and ABCs for Healthy Kids. Mr. Low requested more information regarding the funding sources and authorization for entering into those contracts and staff will follow up with him later.

It was moved by Mr. Tibbott and seconded by Mr. Hund to approve the vouchers and Res. 22-25 authorizing Health District expenditures from August 16, 2022, to September 15, 2022, and forward to the full Board on consent. The motion passed unanimously.

*Adopt Res. 22-24 rescinding Res. 20-25 and authorizing Mr. Shawn Frederick, Ms. Ragina Gray, Ms. Katie Curtis, and Ms. Pamela Aguilar as authorized signers on bank and investment accounts (SR 22-079; T. Kellogg)*

Ms. Tracey Kellogg shared that this resolution adds Pam Aguilar as an authorized signer on the bank accounts and is needed for the District's bank to update the signature cards.

It was moved by Mr. Tibbott and seconded by Mr. Low to adopt Res. 22-24 rescinding Res. 20-25 and authorizing Mr. Shawn Frederick, Ms. Ragina Gray, Ms. Katie Curtis, and Ms. Pamela Aguilar as authorized signers on bank and investment accounts, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to sign amendment #7 to the consolidated contract with the Washington State Department of Health (SR 22-077; K. Curtis)*

Ms. Katie Curtis briefed Committee members on the updates included in this amendment, which can also be found in the packet.

It was moved by Mr. Tibbott and seconded by Mr. Low to authorize the Administrative Officer to sign amendment #7 to the consolidated contract with the Washington State Department of Health, and forward to the full Board on consent. The motion passed unanimously.

*Position reclassification for Healthy Community Educator to Healthy Community Specialist (SR 22-075; K. Curtis)*

Ms. Curtis shared that this reclassification would cost about three thousand dollars for a full year and is completely covered by the current grant funding. This reclassification allows for a higher level of work than the health educator position.

It was moved by Mr. Tibbott and seconded by Mr. Hund to authorize the Administrative Officer to reclassify health educator position to a healthy community specialist, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to sign the revised agreement with Swedish Medical Center to provide surveillance activities for non-fatal overdose emergency room visits (SR 22-081; P. Sampaga-Khim)*

This agreement was previously approved by the Board in July. However, the county has seen a significant increase in overdoses which has resulted in an increase in emergency room visits. Staff are requesting the Board approve an increase of \$5,000 over the originally approved contract amount to cover the rise in emergency room overdose visits.

It was moved by Mr. Tibbott and seconded by Mr. Low to authorize the Administrative Officer to sign the revised agreement with 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.

*Authorize the Administrative Officer to utilize \$1,500,000 of the unreserved fund balance for the replacement of vehicles for the Health District's fleet (SR 22-091; P. Aguilar)*

Ms. Pam Aguilar shared that this item was discussed at the Board of Health retreat in August and again at the budget ad hoc committee meeting. The budget ad hoc committee recommended this be brought to the full Board for consideration. The Health District has forty six cars that are fully depreciated and staff recently learned, as part of the ongoing conversations regarding integration into Snohomish County government, that the County would not take these older cars into their systems. Staff are requesting to utilize \$1.5 million of the unreserved fund balance to purchase an estimated 37 cars to replace the fleet.

It was moved by Mr. Tibbott and seconded by Mr. Hund to authorize the Administrative Officer to utilize \$1,500,000 of the unreserved fund balance for the replacement of vehicles for the Health District's fleet, and forward to the full Board for action. The motion passed unanimously.

## Briefings

*Carpet replacement (SR 22-092; P. Aguilar)*

Ms. Aguilar shared that the District has already budgeted \$56,100 to replace the carpet this year. As its already September, staff are reaching out to possible companies to perform this work.

*Contract with Ideal Option for the MAT Expansion Project for Rural Snohomish County under the HRSA grant (SR 22-084; P. Sampaga-Khim)*

This item was brought through all Committees in July. Ms. Pia Sampaga-Khim reviewed and answered questions from the July Committee meetings, shared comments from the Program Policy Committee's September meeting, and presented the two most viable options for moving forward – leasing a vehicle or an Uber/Lyft voucher program. Committee members and staff discussed the following:

- Committee members expressed interest in a mobile clinic
  - Because this is funded through a federal grant, the van would have to be transferred to the Health District after the grant period ends.
  - Possibility of purchasing the van with Health District funds and leasing it to the grant for the funding period.
- It doesn't appear that there are many car-sharing services (i.e. Uber and Lyft) available in that area.
- Staff would prefer leasing a vehicle and having Ideal Option staff it over the car-sharing services option.
  - This option also allows for a peer navigator, who would be an Ideal Option's employee. Having a peer navigator has been part of the HRSA plan since the planning phase of the grant.

*2023 Legislative Priorities (SR 22-082; N. Thomsen)*

Ms. Nicole Thomsen reviewed a draft of the proposed 2023 legislative priorities. The draft is largely based off last year's approved legislative agenda. Ms. Thomsen also shared the priorities discussed at the September meetings of the Public Health Advisory Council and Program Policy Committee. Administration Committee members discussed focusing on the following priorities:

- Connecting environmental health to individual health and how to promote all the ways public health impacts everyone's lives
- Opioid abuse and homelessness
- Mobile clinics

- Data collection
- Stockpiling of resources and personnel to allow the Health District to be a rapid responder

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

As Administrative Officer Shawn Frederick is currently out of the office, Ms. Aguilar shared the following updates:

- The Executive Committee is meeting weekly due to the integration process. The Executive Committee approved the following items at its September meetings:
  - Reclassification of a payroll analyst position to a program specialist.
  - Payment of the Enduris invoice extending insurance through August 31, 2022.
  - The sinkhole in the back parking lot will be fixed and the lot will be repaved later this week.

#### *Health Officer's Report (no staff report; J. Lewis)*

Dr. James Lewis gave an update on the COVID levels in the community and monkeypox.

#### **Information Items**

Mr. Tibbott announced the upcoming meetings.

#### **Adjournment**

The meeting was adjourned at 5:02 p.m.