

## REPORT FOR THE BOARD OF HEALTH

### Executive Committee Meeting

Regular meeting of January 23, 2019

**Committee members attending:** Adrienne Fraley-Monillas, Kurt Hilt, Brian Sullivan, Stephanie Wright

**Committee members absent:** Chris Cook

**Staff present:** Jeff Ketchel, Shawn Frederick, Heather Thomas, Pam Aguilar, Bruce Straughn, Linda Carl, and legal counsel Grant Weed

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The meeting was called to order at 11:32 a.m.

#### **Motions passed at this meeting:**

- Approved the meeting minutes of Jan. 2, 2019.
- Authorized the Administrator to approve recruitment of an Epidemiologist II to fill a budgeted yet vacant position, and forward to the full Board for action.
- Authorized the Administrator to approve two out-of-state travel requests for K. Hernandez.

#### **Briefings**

##### *Review of Board of Health rules of procedure (SR 19-005)*

The rules were brought to the full Board in January and will have further discussion at their February meeting. So far, no Board members have provided comments. Mr. Grant Weed mentioned that telephonic participation is allowed, with limits, with Board chair approval. The committee discussed pros and cons of telephonic participation. Mr. Brian Sullivan also mentioned that texting rules should be reviewed by Board members.

##### *Update on Board members' certification letters (no staff report)*

All Board members have been confirmed with the exception of Linda Redmon.

##### *Budget Procedure Ad Hoc Committee formation (no staff report)*

Mr. Ketchel asked the Executive Committee to approve taking to the full Board a request for volunteers to create a 2020 budget ad hoc committee that will include Mr. Ketchel, Mr. Shawn Frederick, and Ms. Tracey Kellogg. The committee approved adding this item to the February Board agenda.

##### *RFP for performance / financial audit (no staff report)*

Mr. Ketchel proposed drafting an RFP and statement of work (with Executive Committee parameters) for a third-party performance/financial audit. An audit is a requirement in the 2019 approved budget. Chair Wright asked staff to prepare a scope of work for Executive Committee for input.

##### *Update on PCHB Go East appeal (no staff report)*

Mr. Weed recommended the committee recess into executive session at the end of the agenda to discuss this matter.

##### *SCHLC response to legal counsel's questions (SR 19-008)*

Mr. Weed had provided questions to the coalition's interim director, Cynthia Eichner. Ms. Eichner provided answers in writing to some questions and is looking further into others. She's working with the YMCA to answer follow-up questions from Mr. Weed. After brief discussion, Ms. Eichner departed the room. The committee continued their discussion, which included the following concerns:

- Taking this on amid staff layoffs
- Public agencies are less nimble than private organizations
- SCHLC is not a legal entity; how do we make an agreement with a non-legal entity?
- Funding the coalition could be considered a gift of public funds.

The committee determined that a private entity is likely the better choice as a backbone agency due to our structural limitations. The committee also agreed it wasn't good timing to take on additional work amidst staff layoffs. Mr. Weed added that he sees no legal pathway without the risk of exposure. The committee agreed to recommend to the full Board not to move forward with talks with SCHLC regarding being its backbone agency. Staff will draft a resolution to take to the full Board.

*Authorize the Administrator to approve two out-of-state travel requests for K. Hernandez (SR 19-011)*

Employee Krys Hernandez has two opportunities for training and orientation into the PHEPR program. These in-depth, interactive trainings will expand his knowledge of emergency management locally and nationally. Grant funds will pay for the Preparedness Summit, but the District will pay for Mr. Hernandez's meals. FEMA will pay for the National Preparedness Symposium; all expenses are covered. This item was properly moved, seconded, and unanimously approved by the committee.

*Discussion regarding the proposed Mariner Community Campus (no staff report)*

Ms. Heather Thomas briefed the committee on this proposal brought forward by Sen. Marko Liias. This is a \$5M ask of the legislature, with construction planned for 2023-25. Sen. Liias asked for a commitment from the District by next Friday. The committee is supportive of the vision and concept but asked staff to check with Sen. Liias to see if he can wait in order to take this to the full Board.

*Memorandum of agreement with Sno-Isle Libraries for dispensing sites in emergencies (SR 19-009)*

The purpose of this MOU is to define expectations, document site and security plans, define the terms for using Sno-Isle facilities, and establish the responsibilities of each organization during a catastrophic disease outbreak, terrorist attack, or natural disaster.

*Memorandum of agreement with Sea Mar Community Health Centers for smoking-cessation collaboration (SR 19-010)*

The purpose of this MOU is to partner with Sea Mar to set up an informational booth at several clinics through the North Sound Region (Snohomish, Skagit, Whatcom, and Island Counties) to inform Sea Mar's clients of the benefits of quitting smoking and the resources available.

### **Executive Session**

The committee convened into executive session at 12:57 p.m. to discuss pending litigation pursuant to RCW 42.30.110(1)(i) (i & ii). They convened into regular session at 1:37 p.m. without taking action.

**Next meeting:** Feb. 27 at 11:30 a.m. The meeting adjourned at 1:40 p.m.