

Board of Health
Public Health Program Policy Committee

Meeting Minutes
October 20, 2022
Regular Meeting

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

Committee members present

Elisabeth Crawford, Vice Chair
Megan Dunn
Heather Logan (Chair) (Virtual)
Ben Zarlingo (Virtual)

Committee members absent

Jared Mead

Staff present

Shawn Frederick, Pamela Aguilar, Katie Curtis, Ragina Gray, JR Myers, Theresa Bengtson, Carrie Parker, Nicole Thomsen, Tony Colinas, Sarah de Jong

Guests present

Stephanie Wright (Snohomish County), Jason Biermann (Snohomish County)

Call to Order

The regular meeting of the Program Policy Committee was called to order by Ms. Heather Logan at 3:30 p.m. in the auditorium at the Snohomish Health District and 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 Ms. Megan Dunn and seconded by Mr. Ben Zarlingo to approve the agenda contents and order. The motion passed unanimously.

Approval of Minutes

It was moved by Mr. Zarlingo and seconded by Ms. Dunn to approve the minutes of the regular meeting of September 15, 2022. The motion passed unanimously.

Public Comment

Ms. Logan noted that no public comment was received and no member of the public requested to speak.

Briefings

2023 Budget update (SR 22-108; S. Frederick)

Mr. Shawn Frederick began a briefing on the preliminary budget that will be presented to the full Board of Health at its November meeting as a public hearing and briefing and then will go as a public hearing and action item for approval at the December Board meeting. The balanced budget currently has a net revenue of \$675,000 and the District is in a financially stable condition. Ms. Pam Aguilar, Ms. Katie

Curtis, and Ms. Ragina Gray walked through budget updates for their respective divisions, which can be found in the meeting packet.

Board members and staff discussed the following:

- Budget approval process with the pending integration on January 1. The District previously shared a placeholder budget with the County. The preliminary budget shared today fits within the parameters of that placeholder budget, with expenditures in the preliminary around \$20,000 lower than what was in the placeholder. The final FTE number is also below what was submitted in the placeholder. There is the expectation that there would be an amendment to marry the two budgets together in the future.
- Upgrades to the call center phone system are being done with County IT in mind and staff will be seeking cloud-based solutions to minimize the impact it would have on County IT to maintain.
- Communication gaps have been identified during the integration process and staff on both sides are working to mitigate.

Enforcement of new food code changes (SR 22-099; R. Gray)

Ms. Gray shared an update regarding a revision to Washington State Code for food safety. This change requires enforcement for new requirements that are outlined in the WAC revision. The Health District has been performing outreach to food safety establishments regarding this change, through channels such as education at routine inspections and newsletter articles. Councilmembers may see an increase in outreach from constituents regarding these changes.

Action Items

Adopt Resolution 22-29 approving the proposed Environmental Health fee schedules as shown in Exhibit A (SR 22-106; R. Gray)

Ms. Gray briefed the Committee members on the proposed Environmental Health (EH) fee schedules, which includes a 2% increase for most items to fund the 2022 COLA increase. The large exception to this increase is in Hazardous Analysis and Critical Control Point (HACCP) reviews, which currently is operating at a loss of about \$7,600 per inspection. Ms. Gray is proposing increasing the fee from \$1,600 to \$2,000 to close the gap to cost recovery. Committee members discussed the large fee increase for the HACCP and the potential impact that could have on business owners.

It was moved by Mr. Zarlingo and seconded by Ms. Elisabeth Crawford to adopt Resolution 22-29 approving the proposed Environmental Health fee schedules as shown in Exhibit A, and forward to the full Board for action.

Adopt letter requesting the Department of Health revise Chapter 246-272A WAC, section -0280(1) consistent with the intent of SB 5503 (SR 22-105; R. Gray)

Around this time last year, Councilmembers Nate Nehring and Sam Low requested the Board consider adopting a letter that would be submitted as a public comment to the State Board of Health on an impending WAC revision for septic systems. At that time, Board committees declined to move the letter forward to the full Board and the public comment period for the revision was closed. It was requested to bring this item back through Committees this year. The letter is specifically regarding a line in the revised WAC to “allow a system to be repaired using the least expensive alternative that *meets standards*.” The Health District requires new drain field designs to have at least 36 inches between a water table or restrictive layer (i.e. bedrock) and the bottom of a drain field trench to allow for proper effluent treatment and health safety. However, prior to 1991 the distance requirement was 12 inches. The WAC, states that a local health jurisdiction can continue to allow repairs to the standards at which the house was originally permitted under, so for example, if a septic system was built before 1991, the 12 inches of vertical separation could be allowed for a repair. This latest revision to the WAC would

require all septic systems to conform to standards, or the 36 inch vertical separation between the bottom of the trench and a water table or restrictive layer. This change has both positive and negative impacts:

Positive

- Increased treatment / water quality protection
- Increased protection of public health
- Increased protection of environmental resources like shellfish – Tribal Treaty rights

Negative

- Increased cost to landowners
- Potentially increase in unpermitted “bootlegged” repairs (something other counties have experienced)

The letter presented today would request the State Board of Health consider striking the WAC revision that would require repairs to conform to today's standards.

Committee members discussed the potential impacts this letter could have on public health and financial impacts on landowners and all shared concerns in signing the letter.

No motion was made and the Committee moved on to the next item.

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

This item was presented as a briefing at last month's Committee meetings. Comments and recommendations were taken from Board and PHAC members and have been incorporated into this updated document. Ms. Nicole Thomsen read through the proposed priorities.

It was moved by Ms. Dunn and seconded by Ms. Crawford to approve the 2023 legislative priorities and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to reimburse a staff member \$1,000 for tuition-related expenses for fall quarter 2022 (SR 22-101; K. Curtis)

The Prevention Services division received a request from a staff member for full reimbursement for fall quarter 2022. This is an allowable request according to union contracts and the employee handbook, however, there is no set policy on how to handle a request. Ms. Katie Curtis is proposing reimbursing the staff member \$1,000 for fall quarter. Committee members discussed the need for a policy and whether to approve this request without set parameters. Discussion also included the possibility of other staff members enrolled in school requesting for reimbursement and whether these requests would be budgeted or not. Ms. Heather Logan expressed her appreciation for education and a desire to have clearer language and guidelines before moving forward.

It was moved by Ms. Crawford and seconded by Ms. Dunn to authorize the Administrative Officer to reimburse a staff member \$1,000 for tuition-related expenses for fall quarter 2022, and forward to the full Board on consent. The motion passed with 3 yes votes, 1 no vote (Logan), and 1 absent (Mead).

Authorize the Administrative Officer to purchase a Bruker X-Ray Florescent (XRF) machine for environmental health sampling (SR 22-097; K. Curtis)

The Health District previously borrowed a machine from the Department of Health for lead testing but is no longer able to do so. The cost of the machine would be caught in the next 2022 budget amendment.

It was moved by Ms. Dunn and seconded by Mr. Zarlingo to authorize the Administrative Officer to purchase a Bruker X-Ray Florescent (XRF) machine for environmental health sampling. The motion passed unanimously.

Authorize the Administrative Officer to sign agreements with North Sound Media, Lamar Transit, National CineMedia, and Bonneville Communications for public health awareness and vaccine advertising (SR 22-104; N. Thomsen)

Last June, Committees received a briefing on a large advertising campaign related to COVID and broader public health topics. Staff have been working to solidify contracts with various organizations around the county for this work. Presented today are four agreements that exceed staffs' monetary approval threshold.

It was moved by Ms. Dunn and seconded by Mr. Zarlingo to authorize the Administrative Officer to sign agreements with North Sound Media, Lamar Transit, National CineMedia, and Bonneville Communications for public health awareness and vaccine advertising. The motion passed unanimously.

Authorize the Administrative Officer to fully execute an agreement with Patagonia Health for an electronic health record system (SR 22-102; K. Curtis)

A couple of months ago the Health District submitted a request for proposal to find a new vendor for its electronic health record system. Patagonia Health was chosen as the company to move forward with. The cost for the initial startup is about \$124,000 and will be covered completely by the funds received from Suzan DelBene's office. The monthly subscription fee is around \$5,000 which is actually less than the current fee for the outdated program the Health District currently uses, resulting in an annual savings of \$25,000 per year.

It was moved by Mr. Zarlingo and seconded by Ms. Crawford to authorize the Administrative Officer to fully execute an agreement with Patagonia Health for an electronic health record system, and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to hire a temporary project manager for electronic health record implementation (SR 22-098; K. Curtis)

This temporary position would be paid for with funds from Suzan DelBene's office and their sole job would be to interface with County IT and Patagonia Health to ensure the new system has a successful launch.

It was moved by Mr. Zarlingo and seconded by Ms. Crawford to authorize the Administrative Officer to hire a temporary project manager for electronic health record implementation, and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to sign the amendment to the contract with the Department of Social and Health Services for the Refugee and Health Screening program (SR 22-100; K. Curtis)

This is an ongoing contract the District has for the refugee and health screening program. The funding for the next year has been increased to \$300,000, which reflects an expectation for an increase in refugees coming into the county for the coming year.

It was moved by Ms. Dunn and seconded by Mr. Zarlingo to authorize the Administrative Officer to sign the amendment to the contract with the Department of Social and Health Services for the Refugee and Health Screen program, and forward to the full Board on consent. The motion passed unanimously.

Authorize the Administrative Officer to sign amendment #8 to the consolidated contract with the Washington State Department of Health (SR 22-093; K. Curtis)

As the state-wide emergency sunsets on October 31, so does the FEMA funding for mass vaccination. This amendment revises the consolidated contract to reflect this change.

It was moved by Mr. Zarlingo and seconded by Ms. Dunn to authorize the Administrative Officer to sign amendment #8 to the consolidated contract with the Washington State Department of Health, and forward to the full Board on consent. The motion passed unanimously.

Informational Items

Ms. de Jong announced the upcoming meetings.

Adjournment

The meeting was adjourned at 5:14 p.m.

DRAFT