

Meeting Minutes **October 27, 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)
Stephanie Vignal
Kyoko Matsumoto Wright
Strom Peterson

Committee members absent

Julieta Altamirano-Crosby (Chair)

Comings and goings

Staff present

Shawn Frederick, Ragina Gray, Katie Curtis, JR Myers, Tony Colinas, Pia Sampaga-Khim, Theresa Bengtson, Nicole Thomsen, Helen Wong, Nikki Thompson (Legal Counsel), Sarah de Jong

Call to Order

The regular 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 Mr. Strom Peterson to approve the agenda contents and order. The motion passed unanimously.

Approval of Minutes

It was moved by Ms. Vignal and seconded by Mr. Peterson to approve the minutes of the regular meeting of October 6. The motion passed unanimously.

Public Comment

There was no public comment received and no one from the public volunteered to speak. Ms. Jorstad closed the public comment period.

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

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 22-28 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.

It was moved by Ms. Vignal and seconded by Ms. Kyoko Matsumoto Wright to adopt Resolution 22-28 approving the proposed Environmental Health fee schedules as shown in Exhibit A, and forward to the full Board for action.

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. Vignal and seconded by Ms. Matsumoto Wright 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. Once through the integration, District staff plan to create a policy to set parameters for tuition-related reimbursement.

It was moved by Ms. Vignal and seconded by Ms. Matsumoto Wright 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 unanimously.

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 about \$32,000.

It was moved by Ms. Vignal and seconded by Ms. Matsumoto Wright 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. The total for all four agreements is about \$525,000 and ads will cover the remainder of 2022 through the end of 2023.

It was moved by Ms. Matsumoto Wright and seconded by Ms. Vignal 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 \$125,000 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 Ms. Matsumoto Wright and seconded by Ms. Vignal 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 Ms. Matsumoto Wright and seconded by Ms. Vignal 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. Vignal and seconded by Ms. Matsumoto Wright 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 Ms. Matsumoto Wright and seconded by Ms. Vignal 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. Sarah de Jong announced the upcoming meetings and shared that the meeting on November 24 is on Thanksgiving, it will be cancelled.

Adjournment

The meeting was adjourned at 12:59 p.m.