

Board of Health  
**Public Health Program Policy Committee**

**Meeting Minutes**  
**November 17, 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)  
Jared Mead  
Ben Zarlingo (Virtual)

**Staff present**

Shawn Frederick, James Lewis, Pam Aguilar, Carrie Parker, Pia Sampaga-Khim, Nicole Thomsen, Katie Curtis, Tony Colinas, Ragina Gray, Theresa Bengtson, Heather Rollings, Sarah de Jong

---

**Call to Order**

The regular meeting of the Program Policy Committee was called to order by Ms. Heather Logan at 3:31 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 Ms. Elisabeth Crawford to approve the agenda contents and order. The motion passed unanimously.

**Approval of Minutes**

It was moved by Mr. Ben Zarlingo and seconded by Ms. Crawford to approve the minutes of the regular meeting of October 20, 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. The public comment portion of the meeting was closed.

**Action Items**

*Authorize the Administrative Officer to sign the memorandum of understanding with PROTEC17 to adjust the salary and step placement for five term-limited employees (SR 22-116; P. Aguilar)*

As part of the COVID response, the Health District brought on many temporary staff. Around 35 of those staff were granted term-limited positions. Since the beginning of this year, that number has been cut back to five staff. This MOU would allow the District to retroactively adjust the number of service credits for these employees, which also affects the salary and step placement.

It was moved by Ms. Dunn and seconded by Mr. Zarlingo to authorize the Administrative Officer to sign the memorandum of understanding with PROTEC17 to adjust the salary and step placement for five term-limited employees, and forward to the full Board on consent. The motion passed unanimously.

*Adopt Res. 22-30 authorizing the 2022 Budget Amendment #2 (SR 22-110; T. Bengtson)*

It was moved by Ms. Dunn and seconded by Mr. Zarlingo to adopt Res. 22-30 authorizing the 2022 Budget Amendment #2, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to sign amendment #9 to the consolidated contract with the Washington State Department of Health (SR 22-109; K. Curtis)*

Ms. Katie Curtis walked through the changes in this amendment, which can also be found in the packet.

It was moved by Mr. Zarlingo and seconded by Ms. Dunn to authorize the Administrative Officer to sign amendment #9 to the consolidated contract with the Washington State Department of Health, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to hire a disease intervention specialist lead position for the Prevention Services division (SR 22-115; C. Parker)*

The staff member that previously held this position was promoted this past February and the position was left open since. With the increase in STD cases, staff are requesting to fill the position to help the team better manage the caseload. This position was not included in the preliminary 2023 budget and will create an adjustment to those budget numbers.

It was moved by Mr. Zarlingo and seconded by Ms. Crawford to authorize the Administrative Officer to hire a disease intervention specialist lead position for the Prevention Services division, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to enter into an agreement with Ideal Option for the Medication Anticipated Treatment (MAT) expansion project for under the HRSA grant (SR 22-111; P. Sampaga-Khim)*

Staff would like to enter into an agreement with Ideal Option to provide a peer support specialist and allow Ideal Option to rent or leave a vehicle to transport patients to and from their appointments. The total contract amount of \$103,000 would be covered by HRSA funds. This item was previously brought through Committees as a briefing, and Board members provided input on the best path forward. Based on research staff performed, this option was determined to be the most viable.

It was moved by Ms. Crawford and seconded by Mr. Zarlingo to authorize the Administrative Officer to enter into an agreement with Ideal Option for the Medication Anticipated Treatment (MAT) expansion project for under the HRSA grant, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to enter into the revised subrecipient agreement with Darrington School District for work under the HRSA grant (SR 22-103; P. Sampaga-Khim)*

Last May the Board of Health approved entering into an agreement with Darrington School District, allowing them to hire a behavioral health specialist term-limited position. Since that time, discussions regarding the scope of work expanded and it was determined the role the school district plays is that of a subrecipient rather than a contractor. Because of this, and the tentative addition of a behavioral training program that the school district would like to provide for its staff, Health District staff are requesting to enter into this revised agreement.

It was moved by Mr. Zarlingo and seconded by Ms. Dunn to authorize the Administrative Officer to enter into the revised subrecipient agreement with Darrington School District for work under the HRSA grant, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to increase the FTE of the current Maternal Child Health Environmental Health Specialist from .5 to 1.0 in the Prevention Services division (SR 22-112; P. Sampaga-Khim)*

Prevention Services has a .5 FTE environmental health specialist working with the maternal child health program. This position primarily works with the child care health outreach program and has recently expanded to include work under the childhood lead prevention program. With this additional program, and a recent increase in work in the child care program, staff are requesting to increase this position's FTE to 1.0. The cost is an approximate \$60,000 per year and would be covered by the Foundational Public Health funding and a grant through the CDC.

It was moved by Mr. Zarlingo and seconded by Ms. Crawford to authorize the Administrative Officer to increase the FTE of the current Maternal Child Health Environmental Health Specialist from .5 to 1.0 in the Prevention Services division, and forward to the full Board on consent. The motion passed unanimously.

*Authorize the Administrative Officer to sign amendment #10 to the consolidated contract with the Washington State Department of Health (SR 22-118; K. Curtis)*

Ms. Curtis walked through the changes in this amendment, which can also be found in the packet.

It was moved by Ms. Crawford and seconded by Mr. Zarlingo to authorize the Administrative Officer to sign amendment #10 to the consolidated contract with the Washington State Department of Health, and forward to the full Board on consent. The motion passed unanimously.

### **Briefings**

*Change to Vital Records Fee Schedule (SR 22-117; R. Gray)*

Ms. Ragina Gray shared that a state law was recently passed that changes some rules around the way birth certificates are issued for stillbirths. This change requires the creation of another category of birth certificates on the vital records fee schedule so this certificate type can be tracked. Staff are awaiting feedback from legal council on whether Board action is required to effect this change or not.

### **Informational Items**

Ms. de Jong announced the upcoming meetings.

### **Adjournment**

The meeting was adjourned at 4:03 p.m.