

**Meeting Minutes**  
**Special Meeting**  
**December 7, 2022**

The special meeting was held in the Auditorium of the Rucker Building and via Zoom conference call.

**Committee members present**

Neil Tibbott (Chair)  
Mark James (Vice Chair)  
Sam Low  
Joseph Hund

**Committee members absent**

Nate Nehring

**Staff present**

Shawn Frederick, Pamela Aguilar, James Lewis, Theresa Bengtson, Ragina Gray, Heather Rollings, Katie Curtis, Tony Colinas, Pia Sampaga-Khim, Steven Dodson, Rhonda Smids-Osborne, 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 3:30 p.m. in the Auditorium of the Rucker Building 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 Mr. Mark James and seconded by Mr. Joseph Hund to approve the agenda contents and order. The motion passed unanimously.

**Approval of Minutes**

It was moved by Mr. James and seconded by Mr. Sam Low to approve the minutes of the regular meeting of October 26. 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 September 2022 (SR 22-119; T. Bengtson)*

Ms. Theresa Bengtson shared that of this report, 75% of the year has passed and most things are tracking in usual patterns.

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

*Vouchers and Resolution 22-32 authorizing Health District expenditures from October 16, 2022, to November 15, 2022 (no staff report; T. Bengtson)*

Ms. Bengtson drew attention to the last paragraph of the report, that disclosed that a sequence of checks, numbers 73265 - 73382 were voided but don't appear in the report due to the way the programming system is configured.

It was moved by Mr. Tibbott and seconded by Mr. Hund to approve vouchers and Resolution 22-32 authorizing Health District expenditures from October 16, 2022, to November 15, 2022, 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)*

This amendment includes changes that have occurred since the last budget amendment in June. The largest increase was the \$1.5 million the Board previously approved for the purchase of vehicles to upgrade the fleet. Other changes include increases in wages. A full list can be found in the packet. Committee members discussed the vehicles not being included in the current budget and the possibility of moving the item to the full Board for action instead of consent to give more time to review the details of this amendment.

It was moved by Mr. Low and seconded by Mr. James to adopt Resolution 22-30 authorizing the 2022 Budget Amendment #2, and forward to the full Board for action. The motion passed unanimously.

*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 Mr. Hund and seconded by Mr. James 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 with three yes votes, one absent (Nehring) and one abstention (Low).

*Approve a change to the 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. This item was previously brought to the Program Policy Committee, and that body did not voice any concern at that time. Staff are requesting to move this item to the consent agenda at the next full Board meeting.

It was moved by Mr. Low and seconded by Mr. James to approve a change to the vital records fee schedule to include stillborn birth certificates, 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. Hund and seconded by Mr. James 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.

Mr. Low shared that it seems like STD cases for the past few years has been high and asked if this one addition was sufficient to meet the required workload or if there are other ways to go about this work. Mr. Frederick shared that additional staffing resources are likely to be needed but there are also additional strategies that need to be explored and employed to have effective outcomes. Ms. Curtis said that we've also proposed adding an advanced nurse practitioner to this program to perform comprehensive treatment and testing onsite to help capture individuals that aren't comfortable visiting our healthcare facility and this would also reduce our need to contract out with the healthcare provider. Mr. Low requested any needs for this program to be included in the budget presentation for the Board of Health meeting on Tuesday.

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 in July, 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 Mr. Low and seconded by Mr. Hund 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. Hund and seconded by Mr. James 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 approximately \$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. Hund and seconded by Mr. James 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 #9 to the consolidated contract with the Washington State Department of Health (SR 22-109; K. Curtis)*

Ms. Curtis provided an overview of the changes proposed in this amendment, which includes:

- Refugee and immigrant community health work has \$200,000 added to it. This funds our 1.0 FTE community health worker who works with our Ukrainian and other refugee populations and would fund her work through May 2024.
- The next item renames a program to the “Office of Resiliency and Health Security” with no funding changes.
- We were recently awarded \$100,000 for healthcare associated infections and antimicrobial resistance. This funding will last through July 2024.
- The Office of Regional Representatives had one task updated with no funding change amount
- \$138,000 was added to the tuberculosis work to help support screening and treatment services for refugees from Ukraine.

It was moved by Mr. James and seconded by Mr. Hund 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 sign amendment #10 to the consolidated contract with the Washington State Department of Health (SR 22-118; K. Curtis)*

The Department of Health awarded the District \$80,000 of ARPA funding to provide COVID vaccines through June 2023.

It was moved by Mr. Hund and seconded by Mr. James 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**

*International Migrants Day Proclamation (no staff report; S. Frederick)*

Mr. Shawn Frederick provided a briefing on this propose proclamation and invited Committee members to provide feedback. The Committee discussed wording in one of the preambles that centered around the difference between “refugee” and “migrant.” Staff are working to clarify that language and will bring to the full Board for consideration at its next meeting on Tuesday, December 13.

## **Information Items**

Ms. Sarah de Jong announced the next Board of Health meeting would take place next Tuesday, December 13, at 3:00 pm.

Committee members discussed the role and responsibilities this Board will have after public health shifts responsibility to the County on January 1 and requested any information available to be shared before the Board meeting next week.

## **Adjournment**

The meeting was adjourned at 4:34 p.m.