

**Meeting Minutes
December 8, 2022**

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

Committee members present

Julieta Altamirano-Crosby (Chair)
Stephanie Vignal
Kyoko Matsumoto Wright

Committee members absent

Anji Jorstad (Vice Chair)
Strom Peterson

Staff present

Shawn Frederick, Pam Aguilar, Theresa Bengtson, Carrie Parker, Katie Curtis, James Lewis, Tony Colinas, Nikki Thompson, Sarah de Jong

Call to Order

The regular meeting of the Executive Committee was called to order by Chair Julieta Altamirano-Crosby at 3:30 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. Kyoko Matsumoto Wright and seconded by Ms. Stephanie Vignal to approve the agenda contents and order. The motion passed unanimously.

Public Comment

There was no public comment received and no one from the public volunteered to speak. Chair Altamirano-Crosby closed the public comment period.

Action Items

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. The Administration Committee requested at their meeting yesterday to move this item to the full Board for action instead of consent.

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

Previously, the Health District brought on many temporary staff. Around 35 of those staff were granted term-limited positions. Since the beginning of 2022, 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. Matsumoto Wright and seconded by Ms. Vignal 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.

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 as a briefing item, 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 Ms. Matsumoto Wright and seconded by Ms. Vignal 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 work would be covered by foundational public health funding and some general funds.

It was moved by Ms. Matsumoto Wright and seconded by Ms. Vignal 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. Matsumoto Wright and seconded by Ms. Vignal 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. The total maximum amount in the contract is \$150,000 and would list Darrington School District as a subrecipient.

It was moved by Ms. Matsumoto Wright and seconded by Ms. Vignal 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 would be completely covered by the Foundational Public Health funding and a grant through the CDC.

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

This amendment adds five items to the consolidated contract for this year:

- Refugee and immigrant community health work has \$200,000 added to it. This funds our 1.0 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 Ms. Vignal and seconded by Ms. Matsumoto Wright 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 Ms. Vignal and seconded by Ms. Matsumoto Wright 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.

Executive Session

The Snohomish Health District Board of Health Executive Committee recessed and convened into Executive Session for the purposes of sale, acquisition, or lease of real property pursuant to RCW 42.30.110(1)(c). Executive session is expected to last up to 5 minutes. Unless extended to a later time, the Executive Committee will reconvene into regular session at 12:33 p.m. and is expected to take

action. Executive Session was extended 5 minutes and 3 minutes, and the Executive Committee reconvened regular session at 12:41 and made the following action:

It was moved by Ms. Vignal and seconded by Ms. Matsumoto Wright to authorize the Administrative Officer to enter into a lease termination agreement with Scriber Lake, LLC. The motion passed unanimously.

Briefings

Administrative Officer's Report

Mr. Shawn Frederick shared that there would be a final Executive Committee meeting next week to wrap up the Board of Health minutes.

Mr. Frederick also shared District staff have been working to stand up COVID and flu clinics in the community, with one opening tomorrow at the Lynnwood Food Bank, and several more developing.

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. It was also shared with the Administration Committee yesterday, and that body requested clarification regarding the definition of the words “refugee” and “migrant.” Staff are working to clarify that language and bring to the full Board for consideration the Board meeting on Tuesday.

Informational Items

Ms. Sarah de Jong announced the upcoming meetings.

Adjournment

The meeting was adjourned at 12:48 p.m.