

REPORT FOR THE BOARD OF HEALTH

Administration Committee Meeting

Regular meeting of March 27, 2019

Committee members present: Sam Low, Nate Nehring, Kyoko Matsumoto Wright, Liam Olsen

Committee members absent: Scott Bader

Staff present: Jeff Ketchel, Mark Beatty, Shawn Frederick, Heather Thomas, Tracey Kellogg, Bruce Straughn, Pam Aguilar, Rich Son, Linda Carl

The meeting was called to order at 3:32 p.m. by Chair Liam Olsen.

Motions passed at this meeting:

- Approved minutes of the regular meeting of February 27, 2019.
- Approve vouchers and Res. 19-08 authorizing March 2019 expenditures for Health District and PHEPR fund, and forwarded to the full Board for action.
- Approved the Finance Manager's report for January 2019, and forwarded to the full Board as a briefing.

Action Item – no formal action taken

Authorize the Administrator to sign the EnvisionConnect Hosted License & Support Agreement, and forward to the full Board for action (SR 19-038)

Accela is the electronic system used in the Environmental Health division; the contract expired in August 2018. It was recently determined that the District paid all invoices received from Accela; however, we were inadvertently not invoiced for licensing and hosting. Several reasons were provided by Accela for their failure to invoice us. The balance due as of December 2018 is \$388,387; Accela agreed to write off \$52,000 and will bill us at the 9.2% tax rate (instead of 9.7%). The 2019 budget is based on what was previously paid.

The committee discussed options regarding the amount still owed to Accela. They requested review of the expired contract by legal counsel and asked for the timeframe of the new system that Accela is rolling out. The committee recommended a meeting with staff and Accela; Mr. Low and Mr. Olsen volunteered to be a part of the meeting. The committee recommended this topic be discussed further with the full Board in executive session. No action was taken.

Briefings

HVAC RFP (SR 19-032)

In the 2019 budget, \$500K was approved for capital improvements; most will go to HVAC repair. An RFP was developed and reviewed by Mr. Weed. Once a contractor is identified, the contract and scope of work will be brought to the Administration Committee and Board for approval. Three of the five items in the capital budget are addressed in this RFP, including sidewalk repair and flashing on the north side of the building.

Draft policy 100-001 Policies and Procedures (SR 19-034)

Previously the District had no internal policy control or consistent format. Staff developed a standardized format and the initial policy that provides direction to District employees on how to develop a new policy or revise an existing policy. The committee recommended waiting to move this forward until the completion of the division of responsibilities document, and to add this item to the April Administration Committee.

Next meeting date: Wednesday, April 24, at 3:30 p.m.

The meeting adjourned at 4:28 p.m.