



**Snohomish Health District
Board of Health Minutes
May 14, 2019**

The meeting was held at Snohomish Health District, 3020 Rucker Ave., first floor Auditorium.

Members Present

Scott Bader, Councilmember, Everett
Christine Cook, Councilmember, Mukilteo
Adrienne Fraley-Monillas, Councilmember, Edmonds
Kurt Hilt, Councilmember, Lake Stevens – BOH Vice Chair
Sam Low, County Councilmember (via phone)
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace
Nate Nehring, County Councilmember
Liam Olsen, Councilmember, Bothell
Linda Redmon, Councilmember, Snohomish
Terry Ryan, County Councilmember (via phone)
Jeff Vaughan, Councilmember, Marysville

Members Absent

Dan Rankin, Mayor, Darrington
Brian Sullivan, County Councilmember
Shirley Sutton, Councilmember, Lynnwood
Stephanie Wright, County Councilmember – BOH Chair

Call to Order

The regular meeting of the Board of Health was called to order at 3:00 p.m. by Board Vice Chair Kurt Hilt in the auditorium of the Snohomish Health District Rucker Building.

Roll Call

Roll call was taken by Ms. Linda Carl who reported there was a quorum present.

Arrivals/Departures

Mr. Olsen arrived at 3:12 p.m.; Mr. Low arrived via phone at 3:13; Mr. Ryan arrived via phone at 3:15 p.m.

Approval of Agenda Contents and Order

Vice Chair Hilt noted that Item "A" under Briefings is not an item that needs approval; he proposed to remove the word "approve."

It was moved by Ms. Adrienne Fraley-Monillas and seconded by Ms. Linda Redmon to approve the agenda contents and order with the word "approve" deleted under item 9a. The motion passed unanimously.

Approval of Minutes

It was moved by Mr. Scott Bader and seconded by Ms. Fraley-Monillas to approve the minutes of the regular meeting of April 9, 2019. The motion passed unanimously.

Public Comment

There were no volunteers to speak during public comment. Public comment was closed.



Division Update

Karen Winchell, Public Health Nurse, gave an update on the Tuberculosis and Refugee Health Division. She spoke about medications, treatment, cost, and case management for TB patients.

Written Reports

Committee reports are provided in the Board packet.

Consent

It was moved by Mr. Nate Nehring and seconded by Mr. Bader to approve the consent agenda items:

- a. Approve vouchers and Res. 19-10 authorizing April 2019 expenditures for the Health District and PHEPR fund
- b. Authorize the recruitment of a 1.0 FTE Environmental Health Specialist I/II to fill position being vacated
- c. Authorize the recruitment of a 1.0 FTE Disease Intervention Specialist to fill a budgeted, vacant position
- d. Authorize the Administrator to approve payment for the Health Officer's 2019 membership dues for the Washington State Public Health Association.

The motion passed unanimously.

Briefings

Finance Manager's report for February 2019 (SR 19-046)

Ms. Tracey Kellogg reported we're in a stable (high) cash position, which is typical for this time of year. Revenues are 12.3% above projections because of inflow of revenue that normally happens at the beginning of the year and includes food establishment permit renewals and 50% of the annual funds from the State. Expenditures are at 1.1% above projections, in part due to the delay of the finance software upgrade from 2018 to 2019. Fund balance is stable. The annual financial report is due to the auditors on May 30; closing financials for 2018 will be provided to the Board shortly thereafter.

Strategic planning update (no staff report)

Mr. Jeff Ketchel reported that the contract with strategic plan consultants KelloggWatson was executed. Ms. Tamie Kellogg and Mr. Jay Watson met last week with Health District leadership. KelloggWatson will set up additional meetings with the Public Health Advisory Council, members of the Board, and local elected officials. Updates will be given at each Board meeting on the strategic plan throughout the year, with the plan completed by year-end.

Action Items

Authorize the Administrator to decline the IRS reconfiguration project and authorize GSA to directly contract the project (SR 19-047)

The IRS asked the Health District to take the lead on a renovation project to reconfigure the IRS space within the Rucker Building. The request was presented to the Administration and Executive Committees on April 24. Both committees recommended to decline the lead on the project and allow the IRS to contract directly with the contractor.

It was moved by Mr. Bader and seconded by Ms. Fraley-Monillas to authorize the Administrator to decline the IRS reconfiguration project and authorize GSA to directly contract the project. The motion passed unanimously.



Authorize the Administrator to sign the EnvisionConnect Hosted License & Support agreement with Accela for the contract period of Jan. 1, 2019, through Dec. 31, 2023 (SR 19-048)

EnvisionConnect is the information system utilized by the EH division. The Health District was notified that the contract was not paid appropriately due to improper invoicing by the contractor and that the District owed \$387,000. Two Board members and staff met with Accela and came to an agreement to extend the contract from three to five years; in return, Accela agreed to lower the annual contract increases and also reduce the amount owed. Savings to the District is \$226,000 over the life of the contracts. To pay the amount owed, staff proposes to use 2018 surplus from the food program, vital records, and County assistance funds. To ensure this doesn't happen again, a central contract database has been created. District staff are performing a contract audit to identify any discrepancies; contracts will be more closely monitored until a contract-management solution is found.

It was moved by Ms. Fraley-Monillas and seconded by Mr. Bader to authorize the Administrator to sign the EnvisionConnect Hosted License & Support agreement with Accela for the contract period of Jan. 1, 2019, through Dec. 31, 2023. The motion passed unanimously.

Authorize the Administrator to sign the professional services agreement with Evergreen State Heat & AC (SR 19-050)

The Board allocated \$500,000 in 2019 for capital improvements to the Rucker Building, over \$400,000 specific to the HVAC system. Eighteen HVAC units on the roof are 32 years old. Additionally, one of two makeup air units that supply fresh air to the building isn't functional; these devices supply only hot air and are turned off in the summer months, affecting air quality. After Evergreen State was selected from the RFP process, they did a second assessment with Snohomish County PUD and identified a more efficient, modern, and cost-effective solution that includes over \$34,000 in rebates from PUD. Operations and maintenance costs will be reduced with the more efficient units. PUD will also install more advanced thermostats throughout the building at no cost to the District. The construction schedule will be determined after contract execution.

It was moved by Ms. Fraley-Monillas and seconded by Mr. Liam Olsen to sign the professional services agreement with Evergreen State Heat & AC. The motion passed unanimously.

Adopt Res. 19-09 ratifying the North Sound Accountable Community of Health master services agreement (SR 19-051)

Last July the District signed up to be a partner with North Sound Accountable Community of Health (NSACH), and through the sign-up process inadvertently signed a master services agreement. As a partner, the District received \$138,000 for work we were performing focused on opioids. When staff realized an MSA was signed, they asked legal counsel to review the document. Mr. Weed noted that the MSA had a provision stating that the parties would share confidential information; the District expressed concern regarding a risk of exposure if protected healthcare information (PHI) was shared. Since the project agreement can be amended, Mr. Weed developed language to insert in the project-specific agreement that states the District will not be asked for PHI, nor required to provide it. NSACH indicated their agreement with the language, which will be included in the 2019 contract. The contract will be brought to the Executive Committee and for Board consideration later this month.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Chris Cook to adopt Res. 19-09 ratifying the North Sound Accountable Community of Health master services agreement. The motion passed unanimously.

Administrator's Report

Mr. Ketchel sent an email to the Board with a summary of his report earlier today. He shared an article that Dr. Beatty and Kari Bray from the communications team co-wrote. He shared information on the Complete Streets



project funding nominations that Keri Moore in the Healthy Communities team prepared, which resulted in \$1.35M for four local cities. In the legislative session, public health was allocated \$22M in the biennium for FPHS, with \$10M from the general fund and \$12M through a new tax on vaping products. The receiving parties have a scheduled call tomorrow to discuss allocation; Mr. Ketchel will update the Board when that's resolved. The District notification of award for \$200,000 for an HRSA Rural Communities Opioid Response Program – Planning grant.

Health Officer's Report

Dr. Mark Beatty reported there's a new measles case that's unrelated to the Clark County case. The individual lives in the Tacoma/Pierce County area but worked at SeaTac. Cases will likely show up between now and June 5. Dr. Beatty's article with Ms. Bray dealt with the activities the District and the County's MAC group engaged in concerning the opioid issue.

Information Items

Vice Chair Hilt reviewed the upcoming meetings.

Adjournment

The meeting was adjourned at 3:40 p.m.

Stephanie Wright, Chair

Jefferson Ketchel, Administrator / Secretary