

REPORT FOR THE BOARD OF HEALTH

Executive Committee Meeting

Regular meeting of July 24, 2019

Committee members attending: Chris Cook, Adrienne Fraley-Monillas, Kurt Hilt, Brian Sullivan, Stephanie Wright

Committee members absent: None

Staff present: Shawn Frederick, Pam Aguilar, Tracey Kellogg, Nancy Furness, Bruce Straughn, Linda Carl

Guests: Angélique Thompson and Kirk Gadbois, State Auditor's Office; Tamie Kellogg and Jay Watson, Kellogg/Watson

The meeting was called to order at 11:30 a.m.

Motions passed at this meeting:

- Approved minutes of the regular meeting of June 26, 2019
- Authorized the Interim Administrator to approve recruitment of a 1.0 FTE Program Assistant 1 position to fill a budgeted, vacant position, and forwarded to the full Board on consent
- Authorized the Interim Administrator to approve recruitment of a 0.70 FTE Behavioral Health Specialist to fill a budgeted, vacant position, and forwarded to the full Board on consent
- Authorized the Interim Administrator to approve recruitment of a 1.0 FTE Environmental Health Specialist III to fill a budgeted, vacant position, and forwarded to the full Board on consent
- Authorized the Interim Administrator to approve recruitment of a 1.0 FTE Environmental Health Specialist I/II to fill a budgeted, vacant position, and forwarded to the full Board on consent
- Authorized the Interim Administrator to approve out-of-state travel for Pia Sampaga-Khim and Dr. Matt Lacy from the Medical Examiner's Office to attend the National Forum on Overdose Fatality Review in Washington, D.C., August 27-28, 2019
- Authorized the Interim Administrator to approve out-of-state travel for Therese Quinn to attend the National NACCHO Public Health Ready review meeting October 16-17, 2019

Briefings

Division of Responsibilities Task Force update (no staff report)

Ms. Chris Cook gave a brief update on the task force. The task force is currently reviewing job descriptions of other agencies' administrative officer while legal counsel finalizes the division of responsibilities document. They're ready to gather input from other Board members to discuss specifics and plan to take the draft document to the August committee meetings and then to the full Board in September.

Strategic planning update with Kellogg/Watson (no staff report)

Tamie Kellogg and Jay Watson have met with District leadership, Snohomish County Cities, and the Public Health Advisory Council. They intend to do some follow-up work, including with the Executive Committee, and they have a meeting planned with the Sheriff. They're working on advance materials for the Board workshop that will either be provided in the Board packet or before.

Budget briefing (no staff report)

Mr. Frederick noted that we're currently \$1.6M in the hole as a starting point for the 2020 budget. The budget ad hoc committee meets this Friday.

Change in UBI number (no staff report)

Last year Ms. Tracey Kellogg notified the Admin Committee that the District's UBI number is connected to the County's facilities department. With implementation of the new family leave law, the County will not allow the District to continue using their Facilities UBI number. Ms. Kellogg let the committee know she will file for a new number.

Budget software recommendation (no staff report)

Ms. Kellogg recommends purchasing a budgeting software tool and recommends Dynamic Budgets. This is a third party that can implement the program in one week, is easy to learn, and costs less than \$20,000 to implement, which is less than the OneSolution option. This expense will be included as a budget amendment.

Narcan (item added at beginning of the meeting)

Ms. Fraley-Monillas was informed by her city's police department that as of Dec. 31, the County will no longer provide Narcan and training to first responders. The program is grant-funded, and the grant will go away at the end of the year. She said the City of Edmonds police officers carry two doses per officer and they had 10 saves last year using Narcan. She asked if there's another grant opportunity to fund Narcan and if the Health District wants to look into this. The committee forwarded this item to the next Board meeting as a briefing and discussion.

Next meeting date: Wednesday, Aug. 28, 11:30 a.m.

The meeting adjourned at 1:50 p.m.