

REPORT FOR THE BOARD OF HEALTH

Executive Committee Meeting

Regular meeting of August 28, 2019

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

Committee members absent: None

Staff present: Shawn Frederick, Heather Thomas, Pam Aguilar, Tracey Kellogg, Nancy Furness, Bruce Straughn, Katie Curtis, Grant Weed (legal counsel), Linda Carl (note-taker)

Guests: Mark Steranka, Partner, Moss Adams; Tamie Kellogg and Jay Watson, Kellogg/Watson

The meeting was called to order at 11:33 a.m.

Motions passed at this meeting:

- Approved minutes of the regular meeting of July 24, 2019
- Approved the 2019 budget amendments and forwarded to the full Board for action
- Forwarded Res. 19-20 regarding the Division of Responsibilities to the full Board for discussion
- Approved corrected minutes for the Jan. 8 and Feb. 12, 2019, Board meetings, and forwarded to the full Board on consent
- Approved request to reclassify a 1.0 Disease Intervention Specialist position to a lead position, and forwarded to the full Board on consent
- Authorized the Interim Administrator to approve out-of-state travel for Sara Lidstrom, Disease Intervention Specialist, to attend the mandatory CDC Passport to Partner Services course in Long Beach, California, October 7-11, 2019
- Authorized the Interim Administrator to approve out-of-state travel for Kelly Barrows, Vaccine Coordinator, to attend the National Conference for Immunization Coalitions and Partnerships in Honolulu, Hawaii, November 13-15, 2019

Briefings

Environmental Health proposed fee schedule (no staff report)

Mr. Straughn reviewed the proposed fee schedule. It will be on the agenda at the September Board meeting as a discussion item and reviewed again at the September committee meetings. The final fee schedule will be at the October Board meeting for approval. Having it approved in October will allow EH to invoice by mid-November and provide more certainty in the 2020 budget. Staff recommends a general fee increase of 5.5% overall, which reflects the COLAs in 2017 and 2018 (the last fee adjustment was in 2017). All but about 14% of EH is fee-supported; the rest comes out of general fund. Mr. Straughn is proposing two new fees in the septic program related to report submittals. We have about 2,600 report submittals per year; the new fees will generate about \$100K in additional revenue. Existing staff will be dedicated to monitor this work. The state is reviewing submittal requirements, which may turn it into a full program in the near future, making it beneficial for us to begin now.

HVAC project update (no staff report)

Mr. Frederick reported that the project is now complete.

Performance audit direction to Moss Adams (no staff report)

Mr. Frederick introduced Mr. Mark Steranka, partner at Moss Adams. In the 2019 budget, the Board requested a performance audit, and Moss Adams was selected from the RFQ. Mr. Steranka indicated that Moss Adams could do a SWOT or a full risk assessment. Depending on the level of assessment, the cost will range from \$10K to \$40K. He stated that a full risk assessment is holistic and the most comprehensive, which will provide insights into the organization. Moss Adams can provide a menu of options and make recommendations to the Board based on the assessment. The Board could then develop an audit plan based on their priorities. The committee was supportive of a full risk assessment. Moss Adams will prepare a scope of work to include in the Board packet for September.

Debrief: Strategic Planning Work Session on Aug. 13 (no staff report)

KelloggWatson provided to the committee a draft list of potential strategic goals. Ms. Cook stated that item b, "Lead on specific public health issues," was particularly critical when looking at our vision. Input from the Sheriff and senior staff will be included in the updated draft. Next steps include revisiting the mission/vision statements and closing the loop with the PHAC and senior staff. The strategic plan will adapt accordingly to the 2020 budget. The committee agreed to extend its September meeting an additional half hour to accommodate the next strategic planning briefing. They also agreed to extend the October Board meeting by an hour for this topic. Staff will poll the Board to determine if they'd like to meet right before or directly after the October Board meeting.

Recruitment options for health officer position (no staff report)

Ms. Pam Aguilar received four quotes from four agencies for the health officer recruitment. The minimum was \$30K and the maximum was about \$68K. This did not include travel expenses for the search committee or for candidates. Completion time ranged from 120 days to 1.5 years. The committee preferred to utilize human resources to do a local search first, then go externally if a qualified candidate is not found.

Update on Narcan funding in the County (no staff report)

Ms. Heather Thomas reported that the County spends approximately \$45-50K/year to provide Narcan to the cities. Each kit is about \$75. The state health officer has instituted standing orders with pharmacies across the state for Naloxone. To address the issue of grant funding no longer being available, Ms. Thomas provided four options:

1. Do nothing.
2. Utilize our new AmeriCorps VISTA member, which is covered by the opioid grant. Kyle Wansing is our opioid outreach coordinator, which is a 1 FTE federal employee housed at the Health District. We could repurpose part of his scope of work to be the point person in the county for coordination. This could include training and data-monitoring.
3. We could partner with the state DOH on their new leave-behind program.
4. We could promote and provide naloxone training to employers.

Ms. Fraley-Monillas added that cities could potentially pay for their own Naloxone and we provide training and data-monitoring. She mentioned she liked the idea of using the AmeriCorps VISTA member. The idea of this program being tied to per capita dollars was briefly discussed. The committee added this item to the next Board meeting for discussion.

Next meeting date: Wednesday, Sept. 25, 11 a.m. (special start time)

The meeting adjourned at 1:47 p.m.