

REPORT FOR THE BOARD OF HEALTH

Executive Committee Meeting

Regular meeting of September 25, 2019

Committee members attending: Chris Cook, Adrienne Fraley-Monillas, Kurt Hilt,

Committee members absent: Brian Sullivan, Stephanie Wright

Staff present: Bruce Straughn, Heather Thomas, Pam Aguilar, Tracey Kellogg, Katie Curtis, Grant Weed, Linda Carl

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

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

Motions passed at this meeting:

- Approved minutes of the regular meeting of August 28, 2019
- Approve Res. 19-21 with Exhibit 1 regarding the Environmental Health fee schedule, effective November 1, 2019, and forward to the full Board for a public hearing and action
- Approved Res. 19-20 regarding the Division of Responsibilities, and forwarded to the full Board for action
- Authorized Interim Administrator to sign the refugee health screening services contract amendment with DSHS for the period of October 1, 2019, through September 30, 2019, and forwarded to the Board on consent
- Approved out-of-state travel for Interim Administrator Shawn Frederick to attend the Driving Government Performance program in Boston, MA, Sept. 23-27, 2019, with Chair Stephanie Wright
- Authorized the Interim Administrator to approve out-of-state travel for Heather Thomas to attend the APHA Annual Conference in Philadelphia, PA, November 1-6, 2019
- Directed staff to bring to the full Board an action item authorizing the Interim Administrator to secure real estate leasing services by direct contact, and forwarded to the full Board for action

Additional direction:

- Directed staff to forward to the Board for discussion and potential action Narcan funding and possibly tying it to per capita dollars from the cities

Special Business

Audit exit conference

The audit team shared the draft results of the 2018 audit. The documents included the financial statement and auditor's report, the management letter, the accountability audit, and the representation letter. The auditors gave a clean and unmodified opinion on the financial statements. They provided a corrective action plan related to adequate internal controls to ensure compliance with federal procurement requirements. They also noted that the District would benefit by implementing secondary review of financial statements and by updating its policies. The tentative publish date of the documents is Sept. 30. The audit cost came in about \$5,000 under budget.

Strategic planning session with KelloggWatson

Ms. Tamie Kellogg and Mr. Jay Watson report that they met with Sheriff Trenary and the PHAC since they met with the Executive Committee, and will meet separately with Interim Health Officer Chris Spitters. They reviewed their draft goals and potential strategies. Ms. Fraley-Monillas requested that funding (or lack of it) be included in the introduction and strategic goals as a priority. The committee agreed that mental health should be called out; Ms. Cook would like suicide-prevention emphasized. They plan to have an exercise with the Board and with staff regarding values and guiding principles. The next work session with the Board is on Oct. 8.

Briefings

Budget briefing (no staff report)

Ms. Tracey Kellogg reported that the budget ad hoc committee is addressing the \$1.6M deficit; however, they haven't provided official direction as of yet. Several cities have biennial budgets in which they've included per capita dollars; those dollars are not yet included in the budget but will be added for the next round of edits. Potential per capita from other cities is not included in the budget. Ms. Heather Thomas is working on the per capita letters to the cities. The total per capita contribution in 2019 was approximately \$300,000 from the cities. Potential rent from the Rucker Building unoccupied space is also not included in the 2020 budget.

Onsite sewage program fees (SR 19-101)

At the last Administration Committee meeting, the committee asked how much fees would need to be increased to add another FTE in order to help alleviate wait times. The 5.5% staff-recommended fee increase will keep current staff stable. To fund an additional FTE, Mr. Straughn estimates an additional 14% increase would be needed in land use programs (onsite sewage disposal and drinking water).

EH funding opportunities with the Department of Ecology (no staff report)

DOE has a funding assistance program for solid waste in which they pay 75% and we pay 25%. The total is \$308,959; we've budgeted \$112,500. The grant would go through June 2021 and would cover a continuation of work we're currently doing. DOE has also reached out regarding the arsenic cleanup in north Everett. This contract could start year-end and go for 18 months.

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

At the last Board meeting, the Board asked staff to research how cities and police departments will handle this moving forward when the funding runs out at the end of the year. Ms. Thomas shared information gathered from police and fire departments. The Sheriff's Office contracts with four cities, but she hasn't heard yet if Narcan funding is in his budget. Some fire departments have grant money available; in the last year, those that responded said they used 626 doses. Some cities expressed interest in a leave-behind program. Our AmeriCorps VISTA member could be utilized for coordination, inventory, and tracking. The cost is approximately \$45-50K/year for the county for Narcan, although we'd need to research expiration dates. The County Executive's budget includes \$250K for the MAC group; it's possible we might be able to apply for those dollars but that's not a guaranteed funding option. Similarly, staff could look into other grant opportunities, but that would take time with unclear outcomes. *The executive committee forwarded this item to the Board for discussion and potential action regarding possibly tying this funding to per capita dollars from the cities.* For those cities that don't contribute but still want the Health District to coordinate, they could be billed for expenses plus an admin/overhead fee.

Update on Moss Adams risk assessment PSA (no staff report)

Mr. Weed reported that the standard formatting of the District's PSA was sent to Moss Adams. Their legal team proposed significant revisions, and Mr. Weed recommended the revised version go through Enduris. Once we hear back from Enduris, Mr. Weed will reach out to Moss Adams' legal counsel. Given that the contract amount is within Mr. Frederick's signing authority, and that the Board previously approved the work plan and amount, the PSA will not need to come back to the Board for approval.

Update on Rucker Building leasing agent RFQ (no staff report)

Mr. Straughn reported that we received no responses to the RFQ. Mr. Weed noted that generally engineering and architect services will need to go through an RFQ process but that other types of professional services can go through an interview process instead. Since we didn't receive responses previously, he felt comfortable if the committee recommended interviewing interested firms. This could be accomplished by reaching out directly to potential firms. The original direction to go through the RFQ process was an action taken by the Board; therefore, Mr. Weed recommended any further steps come from the Board as well. This was moved to the Board as an action item.

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

The meeting adjourned at 1:47 p.m.