



**SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH**

RESOLUTION NUMBER: 19-17

**RESOLUTION SUBJECT: REIMBURSEMENT FOR EXPENSES
OF BOARD OF HEALTH MEMBERS**

WHEREAS, the Board of Health of the Snohomish Health District is made up, in part, of representatives from various cities and towns within the county who serve their respective city councils on a part-time basis and who likewise serve on the Board of Health on a part-time basis; and

WHEREAS, Article VII of the Health District Charter provides that Board members should be reimbursed for their expenses of attendance at Board-designated meetings with a flat fee as reimbursement for travel, meals, and incidental expenses, not as compensation, and that such flat fee shall be established by Board action; and

WHEREAS, in 1979 per Res. 79-9, the Board established the sum of \$40 as the reimbursement amount for Board member attendance at the Board of Health meeting or at committee meetings upon which the Board member serves; and

WHEREAS, in 1990 per Res. 90-31, the Board increased the sum to \$55 as the reimbursement amount for Board member attendance at the Board of Health meeting or at committee meetings upon which the Board member serves; and

WHEREAS, in 2001 per Res. 01-06, affirmed the reimbursement amount of \$55 per meeting with amendments addressing the time between meetings and the time of day in which meetings are held to qualify for reimbursement; and

WHEREAS, neither the Charter nor Res. 01-06 clearly specify what meetings qualify for reimbursement;

WHEREAS, since it has been 18 years since this issue was last addressed, the Board determined it was appropriate to review its policy, practice, and procedure and to make the amendments contained in this resolution based on current needs and practices;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF HEALTH as follows:

1. The sum of \$____ reimbursement is allowed to Board members for attendance at each Board of Health meeting and at each meeting of a Health District committee upon which a Board member serves.
2. Health District committees shall be defined as the Administration Committee, the Executive Committee, and the Program Policy Committee, plus the Public Health Advisory Council, any task forces or ad hoc committees authorized by the Board, and any retreats or workshops specifically for the purpose of addressing Board of Health business. Reimbursement for participation on other committees (such as an interview panel conducted outside the above-mentioned meetings) will be decided on a case-by-case basis by the Chair of the Board.

3. To be eligible for reimbursement, Board members must attend the meeting, either in person or telephonically, through substantial close of business of the meeting as determined by the Board or committee chair.
4. Reimbursement shall not be allowed for attendance at more than one meeting on the same day unless such meetings are fully separated by two or more hours.
5. Reimbursement is not available to Board members elected to serve on a fulltime basis, and as such are salaried on a fulltime basis by the respective council or governing authority to which they have been elected and from which they are appointed to the Board *unless* the meeting occurs after 5:30 p.m. or on weekends or holidays.
6. Payment will be initiated by the Board clerk based on the above requirements and processed through the finance department on a monthly basis.
7. This resolution becomes effective on August 13, 2019, and replaces Res. 79-9, Res. 90-31, and Res. 01-06 in their entirety.
8. A copy of this resolution shall be made available to each Board of Health member now serving or hereafter elected or designated to the Board of Health in the manner provided by the Charter and the laws of the State of Washington.

ADOPTED this _____ day of _____ 2019.

Stephanie Wright, Chair
Board of Health

ATTEST:

Shawn Frederick, MBA
Interim Administrator