



**Snohomish Health District
Board of Health Minutes
October 8, 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
Sam Low, County Councilmember
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace
Nate Nehring, County Councilmember
Dan Rankin, Mayor, Darrington
Linda Redmon, Councilmember, Snohomish
Brian Sullivan, County Councilmember
Jeff Vaughan, Councilmember, Marysville
Stephanie Wright, County Councilmember – BOH Chair

Members Absent

Kurt Hilt, Councilmember, Lake Stevens – BOH Vice Chair
Liam Olsen, Councilmember, Bothell
Terry Ryan, County Councilmember
Shirley Sutton, Councilmember, Lynnwood

Call to Order

The regular meeting of the Board of Health was called to order at 3:07 p.m. by Chair Stephanie Wright 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

Scott Bader arrived at 3:15 p.m., Brian Sullivan arrived at 3:17 p.m. and left at 4:35 p.m.

Approval of agenda

It was moved by Mr. Dan Rankin and seconded by Ms. Kyoko Matsumoto Wright to approve the agenda contents and order. The motion passed unanimously.

Approval of Minutes

It was moved by Ms. Linda Redmon and seconded by Ms. Chris Cook to approve the minutes of the regular meeting of September 10, 2019. The motion passed unanimously.

Public Comment

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

Written Reports

Committee reports are provided in the Board packet.



Consent

It was moved by Ms. Adrienne Fraley-Monillas and seconded by Mr. Nate Nehring to approve the following consent agenda items:

- a. Approve vouchers and Res. 19-22 authorizing September 2019 expenditures for Health District and PHEPR fund
- b. Authorize Interim Administrator to sign the refugee health screening services contract amendment with DSHS for the period of October 1, 2019, through September 30, 2020
- c. Adopt Res. 19-23 authorizing the 2019 budget amendments.

The motion passed unanimously.

Briefings

2020 budget update (no staff report; S. Frederick)

Mr. Shawn Frederick reported that the next budget ad hoc committee meeting is this Friday. He's presenting to city councils throughout the county to let them know what public health is doing in their communities. The labor units are involved and informed throughout the budget process; they've worked collaboratively to help find solutions for budget challenges. Mr. Frederick will present a draft budget proposal at Friday's ad hoc meeting. The proposal will move forward through the committees, with a first presentation to the full Board in November and final budget adoption in December.

Naloxone distribution (SR 19-095; H. Thomas)

Ms. Heather Thomas noted there are several attachments in the packet regarding research the Board requested, including a breakdown of total cost and dosages used by agencies in the county since 2015, and police and fire department anticipated usage. Ms. Thomas noted that the Sheriff's Office recently replenished some of its Narcan stock and should be supplied for most of 2020. The other attachment includes stats on where Naloxone was administered in the county by law enforcement. Staff brought forward several options for the Board to consider regarding Naloxone distribution starting in 2020, as well as potential funding opportunities. In committee, the topic of tying this to per capita funding came up. For cities that don't contribute per capita dollars but still want to participate, the Health District could purchase Narcan and invoice them for the cost, plus an overhead/administrative fee. Our AmeriCorps VISTA employee could help with coordination. Ms. Thomas reported that she spoke with South Snohomish Fire Authority, which has a blanket purchasing agreement at a contracted rate. It's possible we could collaborate with them to take advantage of this bulk rate. Ms. Redmon asked about small cities that contract with the Sheriff's office and how we could coordinate that usage. Ms. Thomas responded that if the Sheriff's office has Narcan units, which includes their contracted cities, then our staff time would be for coordination and tracking. There could also be increased outreach and training available for those contracted small cities. The County has offered to talk with us regarding lessons learned and to share data. Kyle Wansing, our AmeriCorps VISTA member, could provide coordination and ordering, track expiration dates, etc. While the Sheriff's Office contracts for law enforcement services, this would be an additional component of inventory, tracking by location, and so on. Ms. Fraley-Monillas stated that if the County is no longer tracking this, then it lands to us; we can't expect the smaller cities to be able to afford to do this work. Ms. Redmon asked if this is being tracked in New World. Ms. Thomas responded that pieces of it are, such as when Narcan is used by fire and police. Mr. Rankin asked how many agencies countywide are deploying Narcan. Ms. Thomas said that all law enforcement are currently using it; most of them intend to move forward—only one said they would not move forward if they don't have funding. Fire authorities get their funding through grants; some of it can be recouped through billing insurance carriers. Some said they'd be interested in discussing a leave-behind program if piloted by the Health District. We could be a distribution hub for leave-behinds under Dr. Spitters' authority and in partnership with the Department of Health; we'd be responsible for tracking. This could not, however, be given directly to first responders to be used on a patient.



We could also partner with hospitals if there's interest. We've connected DOH with the jail and South Snohomish Fire.

The Board recommended that all the options be taken to the Program Policy Committee meeting at their Friday meeting for further discussion. Ms. Thomas added that other than what the County has provided for Narcan purchases, it's hard to estimate a budget. Until we have all the expiration dates, we won't know how many kits will need to be purchased. The County's cost is \$40-50K.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Cook to move this item for further discussion to the Program Policy Committee. The motion passed unanimously.

Special Business

Public hearing regarding proposed Environmental Health fee schedule

Chair Wright opened the public hearing. There were no volunteers to speak. Chair Wright closed the public testimony portion of the hearing.

Mr. Bruce Straughn began by saying that this item has gone through multiple meetings of the budget ad hoc committee, the executive committee, and the administration committee. The last time EH fees were increased was in 2017. This proposal is a 5.5% across-the-board increase that correlates with the budgeted salary increases for 2019 and 2020. The exception is the drinking water program, which has a 20% increase to bring it in line with program costs. In the food program there's a new bed-and-breakfast fee, a plan review fee for change in ownership, a plan review reciprocity processing fee for food trucks across counties, and a blanket event-permit fee. A new fee is being proposed for plan review for addition or remodel for school buildings, which is a lower fee than the standard plan review. There are new fees in the onsite sewage program for septic pumping reports and monitoring and maintenance reports.

This fee proposal passed the executive committee as is to come to the Board. However, at the administration committee meeting, they recommended adding an expedited review fee. For a 50% additional charge, the Health District expedite the process. It would apply to septic and well-site review; most food program plan reviews; and plan reviews for pools, spas, and camps. Mr. Straughn added that the EH director could apply the expedited fee to other fees on a case-by-case basis. If passed, the new fees will go into effect Nov. 1.

For expedited fees, he suggests half the review time or three weeks, whichever is longer. If the Board approves the new fee schedule with expedited fees, Mr. Straughn will bring the implementation plan to the October administration committee meeting. He also recommends a quarterly report to the Board.

Mr. Sam Low asked for clarification on how the expedited fees will speed up overall wait times. Mr. Straughn responded that staff time for expedited reviews will be done outside the normal work hours by employees interested in overtime; this will take those reviews out of the queue and thereby speed up other review times.

Chair Wright asked for a definition of "expedited" so we have clear expectations. Mr. Straughn would like to engage the Board next year on code revisions, which includes definitions added to the code. Chair Wright would like to see how many people take advantage of this, what is the impact on overtime, and if there is full cost-recovery. She'd like to know if the fees are correct or are we causing delays for others in the main pipeline, so that adjustments can be made, if needed.

Action Items

Adopt Res. 19-21 with Exhibit 1 regarding the Environmental Health fee schedule effective November 1, 2019 (SR 19-103)

It was moved by Mr. Scott Bader and seconded by Mr. Dan Rankin to adopt Res. 19-21 with the schedule submitted by the administration committee to include the expedited fee. The motion passed unanimously.



Adopt Res. 19-20 regarding the Division of Responsibilities (SR 19-092)

Mr. Grant Weed reported that since the last Board meeting, the task force received additional comments on the draft. The task force—Chair Wright, Ms. Cook, Mr. Rankin, and Mr. Weed—met again and included a few revisions in the updated version. The first revision is in regards to the Board approving all staffing changes. The matrix now distinguishes between permanent changes that will come to the Board and seasonal changes, which will remain at the division level and provide needed flexibility between programs. Another change concerns communications; additional language is included to elaborate on communications the Board should expect to receive. The language centers on matters of significant policy or significant public interest, such as press alerts. The task force determined that the Board should be allowed to provide input and take action whenever feasible, and the Board would be informed on matters with significant risk-management implications. Another change is that the resolution doesn't include job descriptions or an org chart; they now are referenced. There's a placeholder in the matrix for order of succession and the continuity of operations plan; the COOP has been in place since 2011 as part of the PHEPR work and is required of the agency. However, some amendments/updates are needed to make it viable in all situations. The last update to the document refers to disciplinary actions; the task force determined that these actions should come to the Board if they're at a significant level, such as termination, suspension without pay, or a significant risk to the agency.

It was moved by Mr. Rankin and seconded by Ms. Fraley-Monillas to adopt Res. 19-20 regarding the Division of Responsibilities. The motion passed unanimously.

Authorize Interim Administrator to secure real estate leasing services by direct contract (SR 19-104)

Mr. Frederick reported at the last Board meeting that the RFQ yielded no respondents to identify the value of leasable space in the Rucker Building. The executive committee recommended to allow the interim administrator to reach out directly to leasing agents. Ms. Fraley-Monillas added that not having a leasing agent has held up the process of looking at rentable space in the building and improving revenue for the Health District. Mr. Frederick said the suggestion of the Rucker Building task force was a two-part process: first, get a leasing agent and identify the value of our space, and second, reach out to a space planner to help maximize availability of the space while the leasing agent looks for tenants. He added that the IRS rents 7,000 sq ft that they currently aren't using; we'll receive the full rent amount through June 2020, after which the IRS will downsize and we'll have additional empty space on the third floor. The Rucker Building task force suggested moving most Health District staff to the first floor, with rental space open on the second and third floors.

It was moved by Ms. Fraley-Monillas and seconded by Ms. Cook to authorize the Interim Administrator to reach out directly to hire a leasing agent. The motion passed unanimously.

Executive Session

The Board convened into executive session for the purpose of pending litigation pursuant to RCW 42.30.110(1)(i). Executive session is expected to last up to 10 minutes, unless extended, and the Board will reconvene into regular session at 4:06 p.m. and is not expected to take action. The Board reconvened at 4:06 p.m. and took no action.

Interim Administrator's Report

Mr. Frederick reported that Chair Wright and he attended the Driving Government Performance course at Harvard as part of the Kresge grant. Many of the case studies were applicable to public health. On their return, they met with the Kresge leadership to follow up with the progress of the grant work around cross-jurisdictional sharing. Kresge indicated there are other opportunities for funding for continued work in this and other avenues of interest to the Health District. There's also an opportunity for a funded intern to do a performance-improvement project of our design, paid for by Kresge.

Mr. Frederick and the leadership team have been presenting to cities regarding per capita. They're sharing as much information as possible related to each municipality, particularly related to prevention and outreach work.



Budget work continues with the budget ad hoc committee. Several Board members have met individually with Mr. Frederick to walk through the budget. The 2020 budget will include five-year projections on funding sources and expenditures. We're in the process of implementing the budget software that was authorized through a budget amendment. Unions have been informed during the budget process and have offered input and potential solutions.

Staff have started collecting performance measures across programs and divisions. The national average for retention rate for public and private agencies is 90%; ours is 95%. Between 2018 and YTD, the percentage of public records requests completed within five days is increasing, and the average number of days to complete is decreasing. We also have significant decreases in the permit application times for building clearances and septic applications. Previously the wait times were 16 and 14 weeks, respectively, and are now down to 11 and 7. We continue to look at measurables and are seeing improvement overall.

The IRS will keep their rented space longer than originally planned. As soon as they vacate their space, we'll look at renting it.

Interim Health Officer's Report

Dr. Chris Spitters updated the Board on vaping and associated lung injury, drug-resistant TB, and first responder bloodborne pathogen exposure.

There have been about 1,000 vaping-associated and lung injury cases nationwide and 18 fatalities as of October 3. In Washington we've had seven cases—three of which are under investigation—and there was one case in Snohomish County. The specific cause remains unclear, but vaping is the link in all cases, with about two-thirds of the cases reporting vaping marijuana or THC-related products, some reporting vaping marijuana and nicotine, and some reporting vaping just nicotine. It likely is caused by an ingredient or contaminant in the vaping products but it's unclear if it's a single or multiple substances, if it's a single or multiple point of processing, or if it's related to the market of illicit products. Likely it's multi-factorial. This is a new problem with an unregulated product and undefined ingredients, causing a concern around consumer safety and public health, specifically because it's an emerging issue, there are unknowns, and use among youth is increasing. The governor released an executive order to ban flavored products, plus other requirements, including consumer warning signs in non-THC vaping stores. The Liquor and Cannabis Board, however, doesn't have jurisdiction in non-THC stores. Local health officers and the Washington DOH Secretary, however, are able to make such an order on public health grounds. The Health District has ceded responsibility and enforcement for sign-posting in non-THC stores to the DOH Secretary. The Health District continues to support DOH in surveillance efforts and will continue to investigate suspected cases.

Dr. Spitters reviewed occupational bloodborne pathogen exposure procedures for covered individuals, such as first responders or healthcare workers. The majority of source patients agree to be tested, but there are occasional instances where the source patient refuses. In these cases, the health officer can order the patient to be tested, with the results shared with the worker who was exposed. This is rare event with no broad public health implications, but the health officer has a duty to carry this out.

Recently we've diagnosed a new case of multiple drug-resistant tuberculosis. This is when a patient's TB germ is resistant to the two key drugs we use for treatment of active TB cases—this is rare, affecting about two percent of patients. Dr. Spitters reviewed the drug regimen for typical and drug-resistant patients. The regimen for drug-resistant patients is much longer, there are more side effects, and the drugs are more expensive. There is a new drug available to replace the previous shots—it works and it's safe, but it costs more. The manufacturer and sole-source distributor currently have a charity program available for patients without insurance. Without assistance from that program, the Health District would be responsible for the payment. Insurance companies have pushed back on the cost, but so far they've covered the expense.



Information Items

Chair Wright reviewed upcoming meetings. The Board agreed to a special meeting of the Board at 2 p.m. on Nov. 12 for strategic planning, followed by the regular meeting of the Board at 3 p.m.

Adjournment

The meeting was adjourned at 4:37 p.m.

Stephanie Wright, Chair

Shawn Frederick, Interim Administrator / Secretary

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