

REPORT FOR THE BOARD OF HEALTH

Executive Committee Meeting

Regular meeting of November 27, 2019

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

Committee members absent: Brian Sullivan

Staff present: Shawn Frederick, Heather Thomas, Pam Aguilar, Nicole Thomsen, Nancy Furness, Katie Curtis, Grant Weed (legal counsel), Linda Carl

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

Motions passed at this meeting:

- Approved minutes for the regular meetings of Sept. 25 and Oct. 23.
- Authorized the Interim Administrator to approve filling a vacant, budgeted position for a full-time communicable disease supervisor, and forwarded to the Board on consent.
- Authorized the Interim Administrator to sign the memorandum of understanding with PROTEC17 – Allied Professional Health Unit regarding the lead DIS position, and forwarded to the Board on consent.
- Authorized the Chair of the Board to form an ad hoc committee focused on developing a recommended framework to establish a public health foundation, and forwarded to the full Board on consent.
- Changed the January Board of Health meeting to the third Tuesday of the month on a permanent basis, and forwarded to the full Board for action.
- Authorized the Human Resources Manager to contact the bargaining units to negotiate early-retirement incentives for union employees affected by layoffs to reduce movement, with limits in each of the bargaining units.

Briefings

Performance evaluation tool (SR 19-115)

Ms. Pam Aguilar stated that employee evaluations lack consistency on how they're being administered. She convened a committee to develop a procedure and evaluation forms that could be used throughout the agency. The proposed evaluations included goal-setting, a mid-year evaluation, and a one-year evaluation. Mr. Hilt asked if this required codification since it's a potential change in working conditions under the CBAs. Ms. Aguilar noted that the business reps are aware of the process and that staff have been given evaluations, although inconsistently, in the past. Ms. Fraley-Monillas recommended that vague terms like "generally," "most," and "almost" be clarified in the evaluation forms. *The committee recommended that Ms. Aguilar ask Summit Law Group to review the procedure and forms, and to bring this back to the committee next month.*

Budget briefing (no staff report)

Mr. Shawn Frederick reported that the budget ad hoc committee recommended version B of the proposed budget to be forwarded to the Board for adoption. Version B includes the childcare outreach program. Since the preliminary 2020 budget was presented at the last Board meeting, the District received additional per capita contributions and the janitorial contract was reduced by \$38K. The

additional funds will be used for retirement payments to staff affected by layoffs and for deferred building maintenance, creating a neutral budget to present to the Board in December.

He reported that Sea Mar and CHC have expressed interest in taking over WIC. DOH would like services to overlap during the transition period; they anticipate a smooth transition for clients. DOH will go through an RFP process for new providers and have given us the opportunity to be involved in the process.

Next meeting date: Special meeting on Wednesday, Dec. 18, 11:30 a.m.

The meeting adjourned at 12:13 p.m.