

## **REPORT FOR THE BOARD OF HEALTH**

### Administration Committee Meeting

Regular meeting of November 27, 2019

**Committee members present:** Scott Bader, Sam Low, Kyoko Matsumoto Wright, Liam Olsen

**Committee members absent:** Nate Nehring

**Staff present:** Shawn Frederick, Heather Thomas, Tracey Kellogg, Rich Son, Pam Aguilar, Katie Curtis, Linda Carl

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The meeting was called to order at 3:36 p.m.

#### **Motions passed at this meeting:**

- Approved minutes of the regular meeting of Oct. 23, 2019.
- Approved vouchers and Res. 19-26 authorizing November 2019 expenditures for Health District and PHEPR fund, and forwarded to the full Board on consent.
- Approved Finance Manager's report for September 2019, and forwarded to the full Board as a written report.
- Authorized the Interim Administrator to enter into an agreement with Buenavista Services Inc. to provide janitorial services at the Rucker Building and South County locations from Jan. 1 to Dec. 31, 2020, and forwarded to the 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.

#### **Briefings**

##### *2020 budget briefing (no staff report)*

Since the preliminary budget was presented to the Board earlier this month, there have been some changes, including additional per capita funds and \$38,000 savings for janitorial services. There is also a small increase in the cost of the financial system support and post-retirement employee benefits. AFSCME and WSNA provided proposals to counter the layoffs. The Executive Committee authorized Ms. Pam Aguilar to negotiate terms with the unions. The cost is similar to what's already in the proposed budget, but it reduces bumping. Any excess funds in the budget will be used for deferred maintenance, as recommended by the budget ad hoc committee. Both the budget ad hoc and the Executive Committee recommend bringing forward version B of the proposed budget for Board approval in December; this version includes the childcare outreach program and will be a neutral budget. Legal counsel is working on an agreement with a leasing agent for the Rucker Building; after we have a leasing agent, then we're arrange a Rucker Building task force meeting and start the space-planning process. Mr. Frederick added that we continue to examine our contracts as we renew them and will likely see more savings in the process.

##### *Performance evaluation tool (SR 19-115)*

In the past, employee evaluations have been used inconsistently, so Ms. Aguilar created an evaluation process and forms, then put together a work group for input. This process will be used agency-wide to make it consistent. Evaluations will be done throughout the year. New employees will be evaluated starting at the mid-point of their trial period; existing employees will be given their evaluations on the

anniversary of their start date. The Executive Committee suggested a few edits, and they suggested that Ms. Aguilar check with Summit Law Group to see if we need to bargain this with the unions. Business reps have been kept in the loop during the process.

**Next meeting date: Special meeting on** Wednesday, Dec. 18, at 3:30 p.m.

The meeting adjourned at 4 p.m.