Tacoma-Pierce County
Board of Health

Tacoma-Pierce County Health Department
Healthy People in Healthy Communities

Regular Meeting Minutes
January 17, 2024
3 - 5 p.m.

Tacoma-Pierce County Health Department - Auditorium
Hybrid Format with in-person and remote attendance

Dial in: 253 215 8782 Meeting ID: 879 2956 5840
Passcode: 593189
Webinar Link: https://us06web.zoom.us/j/87929565840?pwd=a3FPWHlDckFXSC9EaHdlUnh0U01qdz09

Call to Order
Vice Chair Hitchen called the January 17, 2024 Tacoma-Pierce County Board of Health Regular meeting to order at 3:01 p.m.

Roll Call
Board of Health Members Present: Catherine Ushka, Jani Hitchen, Marty Campbell, Kiara Daniels arrived at 3:04, Paul Herrera, Alternate Board Members: Stephen Cook, Steve O'Ban, Bryan Yambe.
Board of Health Members Excused: Bruce Dammeier, Nicholas Rajacich.

Election of Board of Health (BOH) Officers

Board Member Campbell made a motion to move for 2024 Board Chair - Catherine Ushka and Vice Chair - Jani Hitchen. Seconded by Board Member Ushka.

The motion passed unanimously on a voice vote.

Finance Advisory Committee

Vice Chair Hitchen asked for volunteers among board members to serve on the Finance Advisory Committee. She shared the purpose and meeting frequency and explained the role board members have on the committee.

Chair Ushka and Vice Chair Hitchen volunteered to continue attending this meeting in 2024. Chair Ushka encouraged Alternate Board members Yambe and O'Ban and others that have not taken a turn to consider serving on the committee.

Chair Ushka made a motion to move item 3. Facilities Update from Comments by Interim Director of Health to Item 3 on the Regular Agenda. Seconded by Alternate Board Member Cook.

Vice Chair Hitchen advised this has been properly moved and seconded that the Board amend the agenda to add under the Regular Agenda, Item 3. Facilities Update and discuss the letter to Pierce County Facilities.

The motion passed unanimously on a voice vote.

Comments by the Public (not related to a specific agenda item)

There was no public comment.

Consent Agenda

1. Approval of the meeting minutes for **December 6 and December 20, 2023**.

2. **Resolution No. 2023-4819** – Authorization to contract with McGavick Graves for general counsel in the amount of $150,000; and Summit Law for counsel related to labor law in the amount of $50,000; for the period of January 1, 2024 through December 31, 2024.

Vice Chair Hitchen read the title into the record. Board Member Campbell moved to adopt the Consent Agenda. Seconded by Chair Ushka.

The motion passed unanimously on a voice vote.

Regular Agenda

Resolution No. 2024-4830 - Authorization to expend $133,587 with Admiral Insurance Company for General and Professional liability insurance and $52,906 with Landmark American Insurance Company for excess liability insurance; and authorization to expend an additional combined $169,142 with the following agencies: Life Insurance Co of New York (Travel Accident), Travelers (Crime), CIAW Insurance Company (Property, Auto, Equipment breakdown, Cyber, Wrongful Acts), and Atlantic Specialty (Earthquake) for the period of January 1, 2024 through January 1, 2025. Board Member Campbell moved to adopt the resolution. Seconded by Chair Ushka. The Clerk read the title into the record.

Carolyn Korst, Senior Human Resources Analyst presented the resolution. Ms. Korst advised board members on the Health Department's standard annual insurance renewals. Kym Wilson, with Brown and Brown Insurance advised board members on increases in premiums, why and what's driving these increases.

There was no public comment. The motion passed unanimously on a voice vote.

Resolution No. 2024-4831 - Adoption of the 2024-2025 beginning budget for Tacoma-Pierce County Health Department in the amount of $111,382,100 with 355.35 FTEs. Board Member Campbell moved to adopt the resolution. Seconded by Board Member Herrera. The Clerk read the title into the record.

Jamie Paulson, Fiscal and Budget Manager presented the resolution. Ms. Paulson provided board members with a brief update on the Health Department's biennial budget. She provided background on the biennial budget and highlighted Pierce County contributions.

There was no public comment. The motion passed unanimously on a voice vote.

Facilities Update

Gina Shackelford, Facilities and Operations Manager advised board members on next steps for the Pierce County facility update. Ms. Shackelford advised on how this work links to the Department's strategic plan, summarized the Jan. 3 Pierce County presentation and the draft letter to Pierce County Facilities Team.

Chair Ushka led a discussion on whether the letter going out to Pierce County should go out under the Chair's signature or take a vote and have multiple signatures. She advised that if the letter had all board member signatures it would take a vote. Chair Ushka shared she wanted the letter to reflect the will of the Board. Vice Chair Hitchen asked Ms. Shackelford to summarize the draft letter for board members and virtual listeners.

Vice Chair Hitchen advised that if there is interest by board members physically signing onto the letter that the Board postpone any other action on this formally today to the Feb. 7 Board of Health meeting.

Chair Ushka made a motion to table this topic until the next Board Meeting. Seconded by Board Member Herrera.

The motion passed unanimously on a voice vote.

COMMENTS BY INTERIM DIRECTOR OF HEALTH

[Cindan Gizzi, Interim Director of Health]

MLK Day

Cindan Gizzi, Interim Director of Health advised board members the Health Department took time earlier this week to honor the legacy of Dr. Martin Luther King Jr. and recognize the work we need to do in our community and at our Health Department to advance racial justice and health equity.

Cold weather

Ms. Gizzi advised board members on staying safe and warm during the cold and windy weather that we have had. She shared you can find tips on the Health Department website.

New website!

Ms. Gizzi shared the Department has a new website. Board members can check out the new-and-improved website at tpchd.org. Questions? Email us at communications@tpchd.org.

Chair Ushka commented on the Department's new webpage. She expressed her accolades to the Department and Communications team. Vice Chair Hitchen also extended her thanks to the Department and Communications team for their work on updating the Department webpage.

2023 Board of Health Year in Review

Naomi Wilson, Community Assessment Manager lead board members on a review of 2023. She discussed Board meeting format: Board presentation and discussion topics and resolutions. Ms. Wilson reflected on board member feedback from 2023 and how the Department implemented and operationalized their feedback.

Patricia Darden, Confidential Assistant/Board Clerk provided board members with a review of meetings attended by board members and agendas and meeting packets reviewed by board members.

Ms. Wilson led board members through a discussion on how is the Department's communication with board members? How is that going well and where are there areas where the Department can make improvements. Board members shared their feedback and comments.

Ms. Wilson led board members through a discussion of what went well in 2023 and a look forward to 2024. Board members shared their feedback.

Respiratory Disease Surveillance

Jeny Nybo, Program Manager advised board members on respiratory disease surveillance the program is doing this year. She advised board members on the foundational public service of disease surveillance service specifically winter respiratory disease surveillance and how this work aligns with the Department's strategic plan by providing timely and accurate information about disease activity and helps guides their messaging with medical providers in the community.

Matt George, Epidemiologist advised board members on the Department's new respiratory disease dashboard, walked them through an overview of each of the metrics and current disease activity. Mr. George advised board members on using data to drive messages.

Discussion followed on ways to break data down by demographics. Mr. George advised board members that what they see is the entirety of Pierce County. He shared there is an ability to disaggregate further by race, ethnicity, and other demographic characteristics, but that some of the data may be too low for reliability.

COMMENTS BY BOARD OF HEALTH MEMBERS

Chair Ushka thanked board members for their leadership and engagement this year. Vice Chair Hitchen thanked Chair Ushka for her leadership through this time. Board member Campbell thanked Chair Ushka for bringing the National Board of Health to Tacoma this year.

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Executive Session

There was no executive session.

Adjournment

The meeting adjourned at 4:20 p.m.

ATTEST:

Catherine Ushka
Chair, Board of Health

February 7, 2024
Date of Adoption

ATTEST:

Patricia Darden
Clerk, Board of Health