

The regular meeting of the Spokane Regional Health District Board of Health held on **Thursday, January 25, 2024**, was called to order by Commissioner Josh Kerns, Chair, at 12:32 p.m. in room 140 of the Public Health Center, 1101 West College Avenue, Spokane, Washington.

**PRESENT**

- Commissioner Josh Kerns, Chair
- Commissioner Amber Waldref, Vice Chair
- Commissioner Mary Kuney
- Councilmember Michael Cathcart
- Board Member Charlie Duranona (*departed at 1:52 p.m.*)
- Board Member Christopher Patterson
- Board Member Alycia Policani, ND (*arrived at 12:42 p.m.*)

**ABSENT**

**CITIZEN INPUT**

No citizen input was received.

**BOARD REPORTS**

- Councilmember Cathcart and Spokane Regional Health District (SRHD) Administrative Officer, Dr. Alicia Thompson, DrPH, LMSW, were welcomed to their first Board of Health (BOH) meeting.
- Board Members Alycia Policani and Christopher Patterson were acknowledged for their service on the Board of Health.
- The Executive Committee of the Board of Health met to set the agenda.
- BOH Budget & Finance Committee had no report.

**CONSENT AGENDA**

Consists of items considered routine, which are approved as a group. Any member of the Board may request to remove an item from the Consent Agenda to be considered separately.

Meeting Minutes: December 7, 2023  
 2023 Vouchers paid: November 1-30, 2023

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Voucher Numbers:	#263062 - #263270	\$364,613.84
Advice Numbers:	#DD79692 - #DD79954	
Payroll Warrants:	#1149684 - #1149687	\$1,189,674.80
Advice Numbers:	#DD79955 - #DD80217	
Payroll Warrants:	#1150236 - #1150247	1,094,529.77
	<b>TOTAL</b>	<b>\$2,648,818.41</b>

2023 Vouchers paid: December 1-31, 2023

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Voucher Numbers:	#263271 - #263483	\$2,202,567.07
Advice Numbers:	#DD80218 - #DD80484	1,131,575.32
Payroll Warrants:	#1150673 - #1150675, 1150416, 1151132	
Advice Numbers:	#DD80485 - #DD80749	\$1,076,567.98
Payroll Warrants:	#1151373 - #1151382	
	<b>TOTAL</b>	<b>\$4,410,710.37</b>

**Motion:** *To approve the consent agenda as presented.*

**Motion/Second:** *Waldref/Cathcart*

**Approved:** *Unanimously*

## EXECUTIVE SESSION

The Board adjourned at 12:35 p.m. for 30 minutes for an executive session pursuant to RCW §42.30.110(1)(i). The Board requested legal counsel and SRHD Administrative Officer, Alicia M. Thompson, DrPH, LMSW, remain for the executive session.

Board Member Policani arrived at 12:42 p.m.

At 1:05 p.m., the BOH chair requested an extension of the executive session for an additional 15 minutes.

## MEETING RECONVENED

The meeting reconvened at 1:22 p.m. No action was taken.

## ACTION ITEMS

Resolution #24-01 1) Removing Amelia E. Clark's Authority to Legally Bind SRHD for all Contracts and Procurements Related to Federal Funds; and 2) Providing the Current SRHD Administrative Officer, Alicia M. Thompson, Dr. PH, LMSW, Authority to Legally Bind SRHD for all Contracts and Procurements Related to Federal Funds; and 3) Providing Continued Authority for the SRHD Deputy Administrative Officer, Lola B. Phillips, and SRHD Finance Director, Kim Kramarz, to Act as Designees in the SRHD Administrative Officer's Absence – Kim Kramarz, Finance Director and Controller

**Motion:** To approve Resolution #24-01 as presented with further discussion about contract thresholds at the next Board meeting.

**Motion/Second:** Kuney/Waldref

**Approved:** Unanimously

**Discussion:** The Board requested a resolution to reduce the amount for purchases requiring Board approval from \$100,000 to \$50,000.

Adopt 2024 Board of Health Meeting Schedule – Commissioner Kerns, Board Chair

**Motion:** To approve the 2024 Board of Health meeting schedule as presented.

**Motion/Second:** Cathcart/Duranona

**Approved:** Unanimously

## ADMINISTRATIVE OFFICER'S REPORT – Alicia M. Thompson, DrPH, LMSW, Administrative Officer

- Alicia Kreutzer, Nurse Family Partnership Program Manager, provided an update on the Nurse Family Partnership program. The program had a congressional site visit with United States Representative Cathy McMorris-Rodgers in December.

## FINANCIAL REPORT – Kim Kramarz, Finance Director & Controller

- November financials show revenues at \$44,970,000 which is 84% of budget and expenses at \$44,468,000 which is 83% of the budget. There is a surplus of \$500,000 to the budget currently. A surplus is expected at year end. The December report will be shared in February or March 2024.
- Unassigned reserves are at 22% and the committed reserves are at \$1.5 million. Total reserves are \$17 million.
- The accountability audit is still ongoing. An audit exit conference will be scheduled when completed.

Board Member Duranona departed at 1:52 p.m.

## HEALTH OFFICER REPORT – Francisco Velázquez, MD, SM, FCAP, Health Officer

- Washington state's respiratory illness (influenza, RSV and COVID-19) rate is moderate, but is lower than last year. SRHD staff are continuing their work with kindergarten through 12-grade schools and childcare facilities that are at high risk for these illnesses. The DPR team is working on a respiratory illness dashboard that will be released this month.

- There have been 467 COVID-19 related deaths in Washington State and 40 RSV deaths.
- There have been 42 influenza deaths in Spokane County this season.

**LEGISLATIVE UPDATE** – *Lola Phillips, Deputy Administrative Officer*

The Board received an update on Washington state legislative activity.

**BOARD MEMBER CHECK IN**

- Board Member Policani thanked the Board for the opportunity to serve as a member.
- Commissioner Kunev thanked the appointed Board Members for serving on the Board.
- Commissioner Waldref thanked the appointed Board Members for serving on the Board.
- Board Member Patterson thanked the agency and staff for the work they do.
- Commissioner Kerns thanked appointed Board Members for serving.

**NEXT BOARD OF HEALTH MEETING**

The next Board of Health meeting is scheduled at 12:30 p.m. on February 29, 2024.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 2:16 p.m.

APPROVED:

  
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Commissioner Josh Kerns, Chair

Date: 2-29-24

  
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Ann Pitsnogle, Recording Secretary