



PUBLIC HEALTH DEPARTMENT

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Meeting Title: PUBLIC HEALTH STUDY SESSION
Date: February 27, 2007
BOCC Attendees: David Bowen, Alan Crankovich, Mark McClain
PH Attendees: Cathy Bambrick, Susan Merrill
Other Attendees: Jerry Pettit, Tom Swenson

DISCUSSION/DECISIONS		ACTION TO TAKE
Start time	11:03 a.m.	
Minutes	None to review.	
Announcements		
Discussion		
Staffing update	Environmental Health (EH) Manager: will interview one applicant on Wednesday. EH Specialist II: one applicant has applied for the position. PH RN: will conduct phone interview on Monday.	
Archiving Project: Jerry Pettit, Susan Merrill	Contract with vendor is ready to be approved. Commissioner Bowen stated that the Board of Health (BOH) had approved the archiving grant and thus ratification of the Director's signature on the vendor contract can occur at the next BOH and Board of County Commissioners' (BOCC) meetings.	Mr. Pettit will do a budget amendment to account for \$20,000 in additional Auditor O&M funds over the original \$5000 dedicated to the project in the original project proposal.

	<p>Jerry Pettit said he has received the executed interlocal purchasing agreement and all is in place for the vendor contract. Mr. Pettit provided an overview of the vendor contract and said that Auditor's O&M funds will supplement grant funds and will pay \$25,000 for the contract.</p> <p>BOCC members indicated their approval of the additional O&M funds to be used for the project as the archiving work needs to get done.</p>	
Draft JPO, Washington State Department of Health (DOH), Office of Drinking Water	<p>Cathy Bambrick said the draft JPO reflected minor modifications by DOH; and it had been reviewed by Dr. Larson, Holly Duncan, and herself. Discussion weighed concerns of the Commissioners over a variety of issues (methodology, derivation of the number itself on the number of water connections, consequences of noncompliance [review by the State, loss of State revenue for these systems] with the benefits of compliance (political considerations and the public benefit derived from local review of Group B water systems).</p>	<p>BOCC will review the draft JPO for the next PH Study Session or the February 22nd BOH meeting. Ms. Bambrick said she will wait for BOCC input and direction. Commissioner Bowen and Commissioner Crankovich stated they can also put the issue on the April 3rd BOCC Agenda Session.</p>
Sorensen Building Office Space	<p>Cathy Bambrick provided a handout on the proposed new office space configuration and stated that she had returned to the original plan based on input from department staff and Tom Swenson. This plan includes removal of kitchen in order to create additional office space, installation of a half-door near the entrance to serve as physical barrier from clinic rooms and personal offices, creation of a client waiting room, and implementation of additional security and HIPPA-compliance matters. Discussion occurred over the prospect of a full door and a fire-proof, client filing system.</p> <p>BOCC indicated their approval of the plan.</p>	<p>Commissioner McClain requested a full wall for a physical barrier rather than a half wall for additional privacy and a sound barrier.</p>
Substance Abuse Grant, partnership with Yakima County and ADDS	<p>Cathy Bambrick provided an update. Yakima County Health District is applying for a regular grant which will also cover Kittitas County. Under this grant, Kittitas County would gain training for a 0.5 FTE position and case management and substance abuse treatment.</p>	
Flu Shots: Residual Supply, County Employees	<p>Ms. Bambrick stated that PH has a remainder of 167 flu doses for adults; and Dr. Larson says it is still not too late to administer flu shots. Ms.</p>	<p>Ms. Bambrick was asked to check with Judy Pless to see if the department can donate the</p>

	Bambrick asked about providing shots at cost to County employees. She indicated that the Department does not have the budget to advertise for another flu shot clinic. Commissioner Bowen stated that the County cannot afford to pay for the shots. Commissioner Crankovich said that employees could pay for their own shots. Commissioner McClain asked if there was a population that needs the shots. Donation options were discussed.	doses to a nonprofit organization (as the County cannot give them to County personnel).
Status of progress made on State Auditor's Report 's recommendations for PH	<p>Cathy Bambrick provided a brief update. She remarked that petty cash accounts are done; and that some issues over how Environmental Health (EH) permit numbers are issued are still outstanding. Jim Goeben will change the computer system so that unique OSS permit numbers can be computer-generated (numbers separate from the database numbers); but solution for food establishment permit numbers is still unresolved. Commissioner Bowen stated that the new Permit Center software will resolve the matter. Ms. Bambrick mentioned that the software has not been ordered as of yet.</p> <p>Ms. Bambrick mentioned that she has restricted CDS' access to "read-only" on the EH permits.</p>	<p>Commissioner Bowen directed Ms. Bambrick to explicitly:</p> <ul style="list-style-type: none"> • tell the State Auditors that the solution will be the new software, which will have the capability of generating the permit numbers; • give an expected date for the software to go online; • provide a description of the internal items that have been done to temporarily mitigate the issue.
Direction for Public Health Department	Cathy Bambrick distributed and reviewed a handout on her goals for her first six months as Director of the Department. Commissioners responded that it sounded great.	Ms. Bambrick requested BOCC input regarding how Commissioners want meetings to occur with the Board of Health, Board of Health Advisory Committee, Eric Jensen at the hospital, and community work (e.g., bioterrorism-related work). Ms. Bambrick said she will set up meetings with each Commissioner to get input on how to improve meetings.
Meeting Adjourned	11:55 a.m.	
Next Meeting	Tuesday, March 27, 2007, 10 am	

To Protect and Promote the Health and the Environment of the People of Kittitas County