



# PUBLIC HEALTH DEPARTMENT

[www.co.kittitas.wa.us/health/](http://www.co.kittitas.wa.us/health/)

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## KITTTAS COUNTY BOARD OF HEALTH Minutes

Thursday, September 23, 2004  
10:05 a.m.

**Present:** Chairman Perry Huston, Vice Chair Carolyn Booth, Board Members Bruce Coe, Dr. Don Solberg and Max Golladay, Health Officer Rosalie Miller, Administrator Nancy Goodloe, Environmental Health Director John Wolpers, and Secretary to the Board of Health Nora Ludlow.

**Minutes:** Carolyn Booth moved that the minutes of August, 2004 Board of Health meeting be approved as presented. Bruce Coe seconded. Motion carried.

### **Contracts and Amendments:**

Consolidated Contract #C08682 (11): Addition to the Consolidated Contract for vaccines for children and stationary satellite phone.

**Dr. Don Solberg made a motion recommending the Board of Health approve the signature of the Administrator for the 2003-2004 Consolidated Contract. Carolyn Booth seconded. Motion carried.**

ESD 105 Contract for TATU program: This is pass-through money from the state to compensate students for peer counseling.

**Carolyn Booth made a motion recommending the Board of Health approve the signature of the Administrator on the ESD 105 Contract for TATU program. Bruce Coe seconded. Motion carried.**

ESD 105 Contract for tobacco prevention program: This program provides tobacco cessation classes as an alternative to suspension, and supports CWU students conducting the classes.

**Dr. Don Solberg made a motion recommending the Board of Health approve the signature of the Administrator on the ESD 105 contract for tobacco prevention. Max Golladay seconded. Motion carried.**

**Updates/Reports:**

Staffing changes:

Business Manager: We are still looking for a business manager. We have spoken with a CWU Accounting student regarding a work-study arrangement to support the business manager for 15 hours per week. She is completing her last 3 semesters in accounting.

On-Site Sewage Position: John updated the Board of Health on the process of hiring the new OSS position. Currently there are two applicants; neither meets the qualifications listed in the job description. There was a discussion on EHS I and EHS II ranking and the qualifications to move into the EHS II position.

**It was suggested to rearrange the notice moving several items from required to preferred and repost the current EH II position. John will revise the job description and review with the Board of County Commissioners before reposting the position.**

Nancy mentioned the position of Emergency Response Specialist is now posted. We should be able to review applications in early October.

**Discussion:**

There are 2 Policy Changes for Environmental Health:

1. Policy to charge a fee to cover the costs to review an OSS redesign submittal: A fee of \$100 is proposed for the submission of a redesign on an OSS system. Currently there is not a fee for changes to the original design. The submission fee for the original design is \$145, but there is no provision for recovering the cost of reviewing plans and reinspecting when plans have been changed. The proposed fee is to recoup PH costs. It was suggested to educate the designers, installers and the homeowners; and if the plans need to be resubmitted, there will be an additional fee charged. A good place to get the word out would be the Builders Roundtable.

2. Policy to charge a fee to cover administrative costs of handling an appeal process: The proposed fee would be \$200 for 4 hours of staff time; this fee does not include BOH time. The process would include crafting a county ordinance and creating a section in the County Code. **John will work with the Prosecutor's office on the ordinance and will write the procedure of the appeal process. John will bring them back to the Commissioners for review.**

Proposed Changes for 2005:

Environmental Health: Solid Waste—we inspect and permit the 4 solid waste sites and are adjusting the fee to recover our costs. Patty Johnson of Solid Waste prefers the fee be based on permit fees rather than a tipping fee. Perry Huston asked John to tidy up the fee schedule and take all items off the fee schedule that do not apply to our county. When we do need a fee for one of the items removed, Perry said to bring it before the BOH to add the fee.

Community Health Service fees: Vaccine costs have increased and it is strictly costs recovery. We need to have a resolution to modify the fee schedule.

Proposed 2005 budget:

Expenses: Benefits have increased significantly and the salaries have increased with the addition of the Emergency Response Specialist. There is an increase in supplies because of the increased cost of fuel. Another change was the Health Officer moving from professional services to a salaried employee. Capitol outlay from Capital Equipment fund will be used to replace 2 vehicles and 4 computers. The total projected expenses are \$1,497,547.38.

Revenue: There has been an increase in Bioterrorism money and MAA match decreased by 50% because of a change in the reporting. The State has decreased revenue for the water program. Local revenue from immunizations and overseas travel will probably decrease. The only increase for Environmental Health is the solid waste permitting fees. The additional fees for the new OSS redesign and Administrative charges for appeals needs to be added to the Environmental Health revenue projections. A decrease in local contribution will result in the need to transfer \$100,000 from the Fund Balance. The TB fund will also increase the County contribution. Perry Huston said to watch how the grant subsidies are affecting the County contribution.

**Dr. Don Solberg made a motion recommending the Board of Health adopt the 2005 Public Health Department Budget and forward it to the Board of County Commissioners. Carolyn Booth seconded. Motion carried.**

Carolyn Booth moved to adjourn and Max Golladay seconded. Motion passed.

**Next Meeting:** The next Board of Health meeting will be October 21 at 10:00 a.m. Dr. Solberg will not be available for the October meeting.

The meeting adjourned at 11:40 a.m.

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Perry Huston, Chair of the Board of Health

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Nancy Goodloe, Administrator

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Nora Ludlow, Secretary to the Board