



PUBLIC HEALTH DEPARTMENT

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KITTITAS COUNTY BOARD OF HEALTH Minutes

Thursday, November 17, 2005
County Commissioners' Auditorium
10:00 a.m.

PRESENT: Board Members: Vice Chair Don Solberg, M.D., Carolyn Booth, Commissioner David Bowen, and Commissioner Alan Crankovich; and Public Health Department Staff: Financial Manager, Lynn Borngrebe, Community Health Services Manager, Bonnie Corns, Administrator, Nancy Goodloe, Health Promotion Manager, Ann Riley.

ABSENT: Commissioner Perry Huston, Chair

OTHER ATTENDEES:

Martha Pitts, member of Board of Health Advisory Committee
CWU Community Health Education Students
Dr. Melody Madlem, CWU
Katy Freeman, The Palace Café and Saloon
Jim Allen, Kittitas Valley Community Hospital Respiratory and Cardiology Department
Joe Teely, Kittitas County Tobacco Coalition member

INTRODUCTIONS:

Nancy Goodloe introduced Martha Pitts who is representing the Board of Health Advisory Committee (BOHAC) at today's meeting.
Nancy Goodloe introduced Dr. Melody Madlem and the CWU Students

AWARD PRESENTATION:

Ann Riley introduced Katy Freeman representing the Palace Cafe, and Jim Allen and Joe Teely representing the Kittitas County Tobacco Coalition. Jim and Joe presented the Mary Selecky award to Katy Freeman and the Palace Café and Bar for their efforts to promote smoke-free environments in Kittitas County. The Palace was nominated for the award by the Tobacco Coalition.

CONTRACTS AND AMENDMENTS:

Consolidated Contract amendment: Funds added to the contract as of this amendment -- PHEPR – LHJ monies = \$99,429 and PHEPR – Hospital monies = \$2,000. These are the emergency response planning funds anticipated from the state. This reflects a 5% decrease in funding from last year. Director Goodloe recommended approval of this amendment by the Board.

Motion 11-01: Commissioner Bowen made a motion to approve the Consolidated Contract Amendment in Bioterrorism funding. Commissioner Crankovich seconded. All approved. Motion 11-01 carried.

Group Health Immunization Contract for the Board of Health's review. Director Goodloe indicated the contract had been reviewed by the Public Health Counsel and approved as to form. She stated that the number of immunizations would be small and the list of contracted immunizations was defined in the contract. Group Health requested this contract so that Group Health members in Kittitas County would be able to access immunizations that local providers do not carry.

Motion 11-02: Commissioner Bowen made a motion to approve the Group Health Immunization Contract. Carolyn Booth seconded. All approved. Motion 11-02 carried.

BUSINESS:

2006 Budget Discussion:

Director Goodloe gave an overview of the revised budget proposal that was being presented today, at the direction of the Board of Commissioners at the Public Health budget hearing on November 10. At that meeting, the commissioners requested a more detailed description of the work that would justify the requested FTEs, and they indicated support for elevating the water position in Environmental Health to full-time instead of approving a new FTE for that division. The purpose of the discussion today is to review the more detailed information requested on November 10. In addition Goodloe reported that since the meeting with the BOCC on November 10, the Environmental Health clerk had resigned and that information relative to that resignation was part of the budget proposal before the BOH today. Specific issues presented were:

a. Review of the Permit Center transition process that was being recommended. Goodloe indicated that when the EH clerical position was vacated earlier in the month, she had approached CDS Director, Darryl Piercy about the possibility of using that FTE to hire a third Permit Tech and to begin transitioning the EH clerical support and paperwork processes to the CDS Permit Techs now instead of waiting until mid-2006 as planned. She reported that the Board of Commissioners (BOCC) had approved the notion and that the transition process was started.

b. Request for another clerical 1.0 FTE for Morris Sorenson building. Director Goodloe indicated that in retrospect she realized that the reception and clerical duties at Morris Sorenson could use more support and that she was requesting the EH clerical FTE be retained in Public Health and be transferred to Morris Sorenson. She acknowledged that this was not the proposal she had put before the BOCC with Director Piercy but that she continued to support the notion of the transition process at the Permit Center and the addition of an FTE to that department.

c. Health Promotion request for .7 increase. Director Goodloe presented more information as requested.

d. Oral Health Coordinator request for .4 increase. Director Goodloe presented more information as requested.

There was extensive discussion of the budget items. Director Goodloe was asked to schedule continued discussion with the BOCC before final approval was given.

Environmental Health Staffing:

Director Goodloe gave an update on the status of staff replacement for the Environmental Health Division:

- There will be five interviews for the Food Safety position
- The committee is in place for the EH Manager search – Director Goodloe, BOH member, David Bowen, Board of Health Advisory Committee member, Bruce Tabb, HR staff, Matt Anderson, and CHS Director, Bonnie Corns.

Proposed Adjustments to 2006 Fee Schedule

a. Director Goodloe indicated that since the Board of Health meeting on October 20, two requests for additions to the 2006 Fee Schedule had arisen. One request was to add a fee for the replacement of Blood Borne Pathogen training certificates. The suggested replacement fee is \$10.00. There was discussion.

Motion 11-03: Commissioner Bowen made a motion to approve the addition of a \$10 replacement fee for Blood Borne Pathogen training certificates to the 2006 fee schedule. Carolyn Booth seconded. All approved. Motion 11-03 carried.

b. A second proposed change to the 2006 Fee Schedule was to charge a \$10.00 administrative fee to process Environmental Health refunds. Goodloe indicated that we do not get many requests for these refunds because the Fee Policy states that no refunds will be given for services rendered. She provided examples of situations where applications for services are made, the fee is charged and deposited, and the applicant changes his/her mind and cancels the request for services. In these cases, there is a need to refund the fee. This administrative fee will cover the cost of that refund process. There was discussion and general agreement that the fee should be \$20 instead of that requested. The Board requested Director Goodloe to put this agenda on the December meeting and provide some specific examples and more information about how often this happens at that time.

Initiative 901 – Ann Riley

Ann Riley discussed the plan for implementation and compliance of I-901. She stated that information will be coming from the State Department of Health along with communication materials for use in Local Public Health Jurisdictions. She and Prosecutor Doug Mitchell will meet later this afternoon to review the legalities of I-901.

EH Appeal Process

Motion 11-04: Commissioner Bowen moved to schedule a public hearing on the proposed EH Appeal process for 10:00 a.m. on December 15, 2005. The motion was seconded. Motion 11-04 passed. The Director was instructed to post notice to the paper.

The meeting adjourned at 12:02 p.m.

Next Meeting: The next Board of Health meeting will meet on December 15, 2005 at 10:00 a.m. in the County Commissioners' Auditorium.

Don Solberg, M.D., Vice Chair of the Board of Health

Nancy Goodloe, Administrator
Kittitas County Public Health Department

Bonnie Corns, Interim Clerk to the Board of Health
Kittitas County Public Health Department