



# PUBLIC HEALTH DEPARTMENT

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

**Administration**  
**Community Health Services**  
**Health Promotion Services**  
507 N. Nanum Street, Ste. 102  
Ellensburg, WA 98926  
Phone: (509) 962-7515  
Fax: (509) 962-7581

**Environmental Health**  
411 North Ruby Street, Ste. 3  
Ellensburg, WA 98926  
Phone: (509) 962-7698  
Fax: (509) 962-7052

## KITTTITAS COUNTY BOARD OF HEALTH Minutes

**Thursday, February 16, 2006**  
**Commissioners' Auditorium**  
**10:04 a.m.**

**PRESENT:** **Board Members:** Carolyn Booth, Commissioner David Bowen, Chair, Commissioner Alan Crankovich, and Vice Chair Don Solberg, M.D.; and **Public Health Department Staff:** Environmental Health Manager Cathy Bambrick, Financial Manager Lynn Borngrebe, Communicable Disease Nurse Anna Canterbury, Administrator Nancy Goodloe, and Clerk of the Board Susan Merrill.

**ABSENT:** Commissioner Perry Huston.

### **MINUTES:**

**Motion 02-01: Carolyn Booth moved that the minutes of the January 12, 2006 Board of Health meeting be approved; Don Solberg seconded. All approved. Motion 02-01 carried.**

### **INTRODUCTIONS:**

Nancy Goodloe introduced Melanie Jones as a representative and chair of the Board of Health Advisory Committee (BOHAC). Nancy also introduced Anna Canterbury, Kittitas County Public Health Department's (KCPHD) Communicable Disease Nurse, who is standing in for Bonnie Corns and who will provide a communicable disease update.

### **CONTRACTS:**

**Consolidated Contract #C13037 (7):** Nancy Goodloe described the various sections of the proposed amendment #7 to the Consolidated Contract with the Department of Health (DOH).

- Section #a reflects a funding reduction due to federal cutbacks and consequent adjustment by DOH in immunization dates to allow more time to do the work;
- Sections #b and #c reflect federal funding channeled through DOH for Shape Up to compensate for federal cutbacks in 2005, along with additional federal funds through a different funding source, which when combined, reinstates full funding for Shape Up's second year.
- Finally, Section #d reflects additional money for bioterrorism response and planning.

Nancy asked that the amendment be approved.

**Motion 02-02: Alan Crankovich moved to accept Amendment #7 in the Consolidated Contract #C13037; Carolyn Booth seconded. All approved. Motion 02-02 carried.**

**Archiving and Records Management Grant #G-3170:** Nancy Goodloe provided history on the county and department's archiving situation and stated that Washington Administrative Codes (WACs) require archiving. Nancy stated that most of the permanent records are old Environmental Health records. Nancy reported that Public Health was awarded the Washington Secretary of State/Archives Local Records Grant Program grant for \$20,000 (grant's maximum). The County Auditor's Office will provide supplemental funds of \$5000.

Don Solberg asked which method of archiving will be used. Susan Merrill reviewed the process; and Commissioner Bowen described some processes used by other county departments.

**Motion 02-03: Don Solberg moved to approve the KCPHD administrator's signature on the grant; Alan Crankovich seconded. All were in favor. Motion 02-03 carried.**

**BUSINESS:**

Resolution to support the Department of Ecology on the Wilson Creek Sub-Basin TMDL clean-up – Perry Huston: As Commissioner Huston was in Olympia, Commissioner Bowen tabled the matter until the next Board of Health (BOH) meeting.

Recommended changes to the Coordinated Prevention Grant Biennial application – Cathy Bambrick: Cathy Bambrick stated that an opportunity exists to apply for an additional \$77,000 maximum (available to every county in the State to do solid waste work) through the Coordinated Prevention Grant (CPG); and furthermore, if funding is restored by the State Legislature, the maximum could be raised to \$99,000. Cathy said it appears that Environmental Health (EH) will apply for \$99,000; the deadline is March 1. The grant covers code enforcement, monitoring, and inspection on solid waste issues (e.g., tires, wood piles, failed septic systems, and leaking fluids from cars, but NOT biosolids).

Nancy Goodloe described how it is EH's responsibility to process permit applications, monitor, inspect, and investigate complaints for solid waste facilities; and full funding is being sought to focus on more than permit applications (as has been the historical focus) and thoroughly address all of these issues.

**DISCUSSION:**

2005 4<sup>th</sup> Quarter Report: Nancy Goodloe mentioned that the 4<sup>th</sup> quarter Quarterly Report reflects figures and information for the entire year, along with a lot of good work from all offices. Nancy thanked Cathy Bambrick for providing information on EH given that she and her staff are new to the department.

Carolyn Booth complimented the department for the report and said she enjoyed reading it. **Based upon Carolyn's suggestions, along with subsequent contributions from Don Solberg, the following recommendations for changes to the report were agreed upon:**

- **Regarding "MISSION STATEMENT to reduce incidence of food-borne illness" (see p. 13 in Health Promotion section), add information on the rate of food-borne illness, and thus link the rate of food-borne illness to food handler classes. With this linkage, an assessment measure will be created.**
- **Decipher whether individuals taking food handler classes are related to problems with any outbreaks.**
- **Link information on food establishment red violations to the incident of food-borne illness too. Cathy mentioned that she will include data on red violations in future reports.**
- **Decipher whether food illness complaints are related to food-borne illness (re: information found in chart on p. 19).**
- **Move above-mentioned information to the EH section on food establishments. Cathy Bambrick will coordinate with Ann Riley to integrate the sections.**
- **Provide more information on water issues and on-site sewage (OSS) and their impact on the health of the county.**

Environmental Health – new staff transition into work – On-Site Sewage and Food Programs – Cathy Bambrick: Cathy Bambrick reported that the current focus within EH is on staff training as three out of four staff are new. Cathy reviewed training received by the food establishment specialist and the OSS specialist.

2006 Environmental Health work plan – Cathy Bambrick: Nancy Goodloe provided background information on the plan:

- its intent (agreement with Commissioners to develop same expectations for new management processes at EH for the first six (6) months of 2006);
- how it emerged (Nancy received questions from the Commissioners to respond to);
- resulting work plan (Cathy Bambrick developed goals from Nancy’s responses and presented these goals to the Commissioners). Work plan tracks progress on goals.

Both Commissioners and Nancy expressed their satisfaction with and support for the direction and proposed work for the first six months of 2006.

Some discussion occurred over enforcement actions (i.e., Goal II) and the current situation where there is a lack of tracking and lack of policies for a number of issues (e.g., site evaluations, design review).

Communicable disease (CD) update – Anna Canterbury: Anna distributed a handout on the current status of communicable disease (CD) data. Anna provided:

- a short overview regarding giardia, e coli, salmonella, Hepatitis C, and HIV;
- a summary of the influenza season for 2005/2006;
- a report on the Chlamydia situation in the State and Kittitas County.

Anna Canterbury reported that the biggest CD issue is Chlamydia as the highest reported sexually-transmitted disease (STD). In Kittitas County, there has been a 65% increase in the number of cases reported from 2004 (94 cases) to 2005 (155 cases); constituting an outbreak according to the formula used to determine outbreaks. It constitutes a “real increase” as no changes in reporting or testing have occurred. Highest female rates occurred in the age 15-19 group. Anna reported that the outbreak is not correlated to college students. The Department of Health (DOH) is talking with Planned Parenthood about the problem. Anna stated that KCPHD is working with DOH Epidemiology to analyze data and for inclusion in a grant-funded STD project at the University of Washington with particular focus on partner notification. KCPHD will also notify community medical providers; and will explore avenues for community education.

Anna Canterbury briefly described a graph on Chlamydia incidence rates in Kittitas County (2004) and a chart containing a Chlamydia tally by county within Washington State [both located in handout]. Information on Planned Parenthood’s role was provided by Anna.

2007 Funding for Shape Up Kittitas County initiative – Nancy Goodloe: Nancy Goodloe reported that there is no funding from next year’s federal budget for Shape Up’s work. Nancy asked if the BOH wants to continue to fund Shape Up?

**In the discussion that followed, Don Solberg stated that the BOH needs information on what part of Shape Up’s plan could use funding (to also help determine if additional local funds or major grant funds should be pursued). Nancy will provide Shape Up’s implementation plan to BOH at a subsequent meeting and will ask Ann Riley to attend the meeting too.**

**Furthermore, Don Solberg suggested that with current available resources, that were not available at Shape Up’s inception, it is a good time to rethink Shape Up to see what type of funding might be necessary. Commissioner Bowen recommended that Shape Up can apply for grants to meet any impending deadlines, and later decide not to pursue actual funding if it not needed.**

Kittitas County Permit Center updates – business transition, software, SWERT – Nancy Goodloe/Cathy Bambrick: Nancy Goodloe stated that billing is being done by CDS’ Administrative Assistant. Nancy reported that processes

are currently going well; the three permit technicians are trained for all new permit processes. Nancy mentioned that she will provide HIPAA training for the permit technicians.

Nancy reported on the status of permitting software that will be used by Permit Center staff for permit recordkeeping and tracking. A needs assessment is being developed, Computer Services will work on the project, and the target implementation date is the end of the year.

Nancy mentioned that SWERT (Solid Waste Enforcement Review Team) has been involved in the CPG discussion. Additionally, it is planned to bring Upper and Lower District Courts officers together on enforcement items and to get support from judges in order to streamline court processes. SWERT will look at policies and procedures on code enforcement issues on solid waste matters; and how to use the CPG grant to strengthen the system.

**ANNOUNCEMENT:**

An announcement was made that the Washington State Board of Health (WSBOH) will conduct three community forums in 2006 for the purpose of getting public input on the Governor's health priorities and WSBOH's five goals. WSBOH has asked information with meeting schedules be given to all local Boards of Health. A flier was distributed with pertinent information and dates.

**Motion 02-04: There being no further business, Carolyn Booth made a motion to adjourn the meeting; and Commissioner Crankovich seconded. All agreed. Motion 02-04 carried.**

Meeting adjourned at 11:09 a.m.

**Next Meeting: The next Board of Health meeting will be on March 16 at 10:00 a.m. in the Commissioners' Auditorium.**

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David Bowen, Chair of the Board of Health

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Nancy Goodloe, Administrator  
Kittitas County Public Health Department

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Susan Merrill, Clerk to the Board of Health