



# PUBLIC HEALTH DEPARTMENT

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

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## KITTTITAS COUNTY BOARD OF HEALTH Minutes

**Thursday, June 22, 2006**  
**Commissioners' Auditorium**  
**10:05 a.m.**

**PRESENT:** **Board Members:** Carolyn Booth, Commissioner David Bowen, Chair, Commissioner Alan Crankovich, and Vice Chair Don Solberg, M.D. **Kittitas County Public Health Department Staff (KCPHD):** Environmental Health Manager Cathy Bambrick, Community Health Services Manager, Bonnie Corns, Emergency Response Specialist Jerry Harris, Successor Health Officer Mark Larson, M.D., Clerk of the Board Susan Merrill, Health Officer Rosalie Miller, M.D., and Environmental Health Specialist Melissa Schumaier.

**ABSENT:** Commissioner Perry Huston.

### **OTHER ATTENDEES:**

Shirley Fischer, Board of Health Advisory Committee (BOHAC)  
Mark Nelson, Evergreen Valley Utilities, Cle Elum  
Clint Perry, TerraDesign Works, Land Planning Consultants, Roslyn

### **ANNOUNCEMENTS:**

Chair David Bowen stated that Nancy Goodloe had resigned yesterday (June 21<sup>st</sup>). Commissioner Bowen said he had also spoken with Dr. Rosalie Miller and received confirmation that Ms. Goodloe's resignation would not change Dr. Mark Larson's duties as the department's new Health Officer starting on July 1.

### **MINUTES:**

**Motion 06-01: Carolyn Booth moved that the minutes of the May 18, 2006 Board of Health meeting be approved; Don Solberg seconded. Commissioner Crankovich abstained as he was not present at the meeting. All approved. Motion 06-01 carried.**

### **INTRODUCTIONS:**

Cathy Bambrick introduced Shawn Brown, CWU intern in Food Science and Nutrition, who is working with KCPHD staff in matters of on site sewage, food handling, and WIC.

Ms. Bambrick also introduced Dr. Larson to Melissa Schumaier.

### **CONTRACTS:**

**Consolidated Contract #C13037 Amendment #9:** Bonnie Corns described proposed amendment #9 to the Consolidated Contract with Washington Department of Health (DOH). It covers:

- The second half of funding for pandemic flu (PF) influenza preparedness for a total addition of \$10,042 (for the August, 2005 to August, 2006 time period); and
- the amendment revises the total maximum consideration not to exceed \$869,262. (Susan Merrill noted that there was a typo and the amount was indeed \$869,262 and not \$869.262.)

Emergency Response Specialist Jerry Harris provided a review of plans and described activities which have occurred under the contract, including distribution of PF planning information to the business community and at-large community, as well as preparations for the upcoming June 28<sup>th</sup> community forum on Disaster Preparedness and Pandemic Flu Planning Forum at Hal Holmes Center.

Dr. Solberg inquired into the possibility of conducting a mini-scale, county-wide tabletop with the hospital and medical clinics, stating that a mechanism needs to be developed to determine which medical providers will provide flu screening and which will be open for business during a PF disaster. Dr. Solberg said that individual clinics cannot make this decision so another entity needs to make the decision for county-wide purposes. Some discussion occurred with Ms. Harris explaining the history and current status of work with medical providers; discussion concluded with Dr. Miller stating that Public Health can coordinate shared decision-making, and then can run tabletops or assign responsibility.

**Motion 06-02: Commissioner Crankovich moved to approve the signature of the Acting Administrator on the Consolidated Contract #C13037 Amendment #9; Carolyn Booth seconded. All approved. Motion 06-02 carried.**

**Consolidated Contract #C13037 Amendment #10:** Bonnie Corns described proposed amendment #10 to the Consolidated Contract with Washington Department of Health (DOH). It covers:

- the remaining \$4000 for the purchase of a WIC vehicle;
- \$188 in Farmers' Market vouchers;
- \$740 that WIC should have provided last cycle to cover regular caseload;
- additional funding for tobacco prevention work; and
- a total increase in the contract of \$31,493.

Susan Merrill corrected two typos in items (a) and (b) of the contract review form whereby the correct figures are \$4,740 and \$740 respectively (all other figures being correct).

**Motion 06-03: Don Solberg moved to approve the signature of the Acting Administrator on the Consolidated Contract #C13037 Amendment #10; Commissioner Crankovich seconded. All approved. Motion 06-03 carried.**

*At this point, Chair David Bowen introduced Shirley Fischer, Board of Health Advisory Committee representative, who had arrived for the meeting.*

**Coordinated Prevention Grant #G0600299:** Cathy Bambrick explained how the grant with the Department of Ecology (DOE) for comprehensive solid waste activities had been resubmitted; and per its terms, DOE will pay KCPHD 75% of the maximum eligible amount of \$103,744 (with a matching requirement equaling 25% of \$103,744).

**Motion 06-04: Commissioner Crankovich moved to acknowledge the Administrator's signature on Coordinated Prevention Grant #G0600299; Carolyn Booth seconded. Additional discussion occurred on the nature of work to be conducted under the grant. There was no further discussion; all approved. Motion 06-04 carried.**

**Early Intervention Program (EIP) Contract, DSHS Contract #0663-98561:** Bonnie Corns said the contract covers:

- work done by Public Health nurses;
- continuation of contracted work with the Department of Social and Health Services (DSHS) for the next six months.

In response to questions, Ms. Corns said that most of the work is referrals and the program is increasingly being accessed.

**Motion 06-05: Carolyn Booth moved to approve the signature of Commissioner David Bowen on the Early Intervention Program (EIP) Contract, DSHS Contract #0663-98561; Commissioner Crankovich seconded. All approved. Motion 06-05 carried.**

All contracts will be forwarded to the Board of County Commissioners (BOCC) for ratification.

### **DEPARTMENT UPDATES:**

**Staffing Updates:** Cathy Bambrick provided information on staff replacements at the Health Department:

1. The Health Promotion Manager position has temporarily been placed on hold.
2. The Financial Manager position has been posted with no applications as yet.
3. The WIC Coordinator position has received good applicants; and the posting closed on June 23.
4. For the Assessment Coordinator position, great applicants have applied; screening is done; and interviews will occur next week.

Commissioner Bowen said that Human Resources is revising the job description for the Administrator position. In response to Carolyn Booth's question on the type of changes, Commissioner Bowen replied that it has been seven years since the job description has been updated, input is welcome from KCPHD, BOHAC, or any interested individual, and some individuals might get a request to help with the selection. Don Solberg said that in past years, BOHAC, BOH, and KCPHD staff were actively involved in the selection. Commissioner Bowen reiterated that this is his intention.

**Public Health Funding, HB 4410 Committee Report:** Bonnie Corns stated that she believes the agenda item refers to State emergency funding that has become available through the State Legislature. Commissioner Bowen asked that if the agenda item refers to a different issue to please email Board of Health (BOH) members.

**2007 Public Health Emergency Preparedness and Response (PHEPR) Funding and Deliverables:** BOH members reviewed Nancy Goodloe's handout which summarizes 2007 funding for public health emergency preparedness and response. Don Solberg noted that the key sentence was the last one: "All of the contracts and deliverables are being developed so that we will have an all-hazard response plan once this work [i.e., 2007 work on PanFlu preparedness] is completed." Jerry Harris said we are holding our own on deliverables. Carolyn Booth and Commissioner Bowen responded by saying "good job."

**State Board of Health Requests:** Former Administrator Nancy Goodloe was scheduled to discuss this item; and follow-up would be needed as staff did not have information about this agenda item.

### **BUSINESS:**

**Continued Joint Public Hearing from BOCC Agenda Session on June 20, 2006 to Consider Joint Resolution to Appoint Dr. Larson as Health Officer:**

[Public Hearing began at 10:35 a.m.]

Chair David Bowen declared the Joint Public Hearing for the Board of County Commissioners (BOCC) [Resolution No. 2006-96 adopted June 20, 2006] and Board of Health (BOH) [Resolution No. 2006-02] to consider the joint resolution to appoint Dr. Larson as Health Officer in order and open.

Chair David Bowen reviewed the joint resolution by reading most of its provisions.

Chair David Bowen opened the hearing for public comment and asked for comments. Hearing none, the Chair closed the public comment portion of the hearing.

**Motion 06-06: Commissioner Crankovich moved to approve the Joint Resolution by the BOCC No. 2006-96 and BOH No. 2006-02 as presented; Carolyn Booth seconded. All approved. Motion 06-06 carried.**

[Public Hearing concluded at 10:40 a.m.]

**Environmental Health (EH) Food Policy – Food Safety: Timely Correction and Permit Suspension Policy and Procedure:** Cathy Bambrick described that the purpose of the policy; and reviewed two charts (combining an inspection schedule with a correction schedule) which visually portrayed information covered in the policy on the scoring of food establishment violations and their corresponding corrective actions as determined during food inspections by EH.

Discussion produced several requests to revise the proposed policy to:

- rewrite sections so that all time periods are clear and allow no room for any loopholes;
- add another category within the highest range of violations (i.e., for the >70 range) which acknowledges some progress in compliance to within the 30 – 69 scoring level (and addresses what corrective action would occur when compliance goes below 70 yet violations still reside above the 30 point-level); and
- stipulate that if corrections are not below 30 by the second (2<sup>nd</sup>) inspection, an automatic 7-day suspension is incurred by the food establishment. (The intent being to demonstrate how serious violations are while allowing a food establishment to remain open when possible.)

It was decided that the recommended changes to the policy can be approved through an amendment in the future.

**Motion 06-07: Don Solberg moved to approve the Environmental Health Food Policy – Food Safety: Timely Correction and Permit Suspension Policy and Procedure as presented with an Amendment to be considered in the future; Carolyn Booth seconded. All approved. Motion 06-07 carried.**

**EH On Site Sewage (OSS) Policy – Soil Logs:** Cathy Bambrick provided an overview of the current policy in memo form, noting that a full policy will follow (which will also include the standard appeal process). Commissioners David Bowen and Alan Crankovich elaborated on the situations which prompted development of this policy.

Chair David Bowen asked if there were any comments from the public. Mark Nelson of Evergreen Valley Utilities in Cle Elum commented that the WAC allows licensed designers to do OSS soil logs; and also stated that the current EH staffperson in OSS is not certified. Cathy Bambrick explained that the WAC covers supervision by other certified personnel of her EH specialist in OSS; and that this supervision is occurring.

**Motion 06-08: Commissioner Crankovich moved to approve the Environmental Health On Site Sewage Policy – Soil Logs as presented; Carolyn Booth seconded. All approved. Motion 06-08 carried.**

**EH OSS Policy – Master and Associate Installer Licensing Policy and Standard Operating Procedures:** Cathy Bambrick explained the difference between the proposed and current licensing practice by EH of Master and Associate-level installers. The new practice would become effective henceforth when installers apply for licensing.

**Motion 06-09: Don Solberg moved to approve the signatures of the Health Officer and Administrator on the Environmental Health On Site Sewage Policy – Master and Associate Installer Licensing Policy and Standard Operating Procedures; Commissioner Crankovich seconded. All approved. Motion 06-09 carried.**

**Report on the state of the EH division:** Cathy Bambrick provided a detailed assessment of the division’s general accomplishments and program accomplishments, rated and analyzed each program’s level of performance, and proffered what will maximize performance in the future. Cathy’s assessment was considered too harsh by Commissioner Bowen; and Carolyn Booth, Don Solberg, and Dr. Miller joined Commissioner Bowen in complimenting Ms. Bambrick and her staff on how far they have come with their remarkable work.

**Appreciation to Dr. Rosalie Miller, MD:** Chair David Bowen thanked Dr. Rosalie Miller, MD for her service as Health Officer for the county.

Meeting adjourned at 11:30 a.m.

**Next Meeting:** The next Board of Health meeting will be on July 20 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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Bonnie Corns, Interim Co-Administrator  
Kittitas County Public Health Department

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Susan Merrill, Clerk to the Board of Health