



PUBLIC HEALTH DEPARTMENT

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KITTTITAS COUNTY BOARD OF HEALTH Minutes

Thursday, July 20, 2006
Commissioners' Auditorium
10:05 a.m.

PRESENT: **Board Members:** Carolyn Booth, Commissioner David Bowen, Chair, Commissioner Alan Crankovich, and Commissioner Perry Huston. **Kittitas County Public Health Department Staff (KCPHD):** Environmental Health Manager Cathy Bambrick, Community Health Services Manager Bonnie Corns, Health Officer Mark Larson, M.D., and Clerk of the Board Susan Merrill.

ABSENT: Vice Chair Don Solberg, M.D.

OTHER ATTENDEES:

Joan Baird Glover, Board of Health Advisory Committee (BOHAC)
Melanie Jones, Board of Health Advisory Committee (BOHAC)

MINUTES:

Motion 07-01: Carolyn Booth moved that the minutes of the June 22, 2006 Board of Health meeting be approved; Commissioner Crankovich seconded. All approved. Motion 07-01 carried.

INTRODUCTIONS:

Commissioner Bowen introduced Joan Baird Glover and Melanie Jones, representatives of the Board of Health Advisory Committee (BOHAC).

ANNOUNCEMENTS:

Retirement Party for Jane Wright: A reminder was issued about the retirement party for Jane Wright, former Assessment Coordinator for KCPHD, which will be held July 26th, 5 p.m., at the Tav's patio. Susan Merrill thanked Joan Baird Glover for organizing much of the event. Joan Baird Glover mentioned the "thank you/good luck" book that will be circulated at the party.

Staff Updates: Cathy Bambrick stated that the On Site Sewage (OSS) Specialist had resigned on July 18th; and the position has been posted. Ms. Bambrick stated that Environmental Health (EH) will be contracting with certified OSS staff from other counties, and will keep the Board of Health (BOH) posted.

CONTRACTS:

WorkFirst Contract Amendment #1, DSHS Contract #0563-83355: Bonnie Corns described proposed amendment #1 to the WorkFirst Contract with the Department of Social and Health Services (DSHS). It covers an extension of dates from July 1, 2006 to June 30, 2007. Ms. Corns briefly described the fee-for-service program covered by the contract.

Motion 07-02: Commissioner Huston moved to approve the WorkFirst Contract Amendment #1, DSHS Contract #0563-83355; Carolyn Booth seconded. All approved. Motion 07-02 carried.

Coordinated Prevention Grant (CPG), #G0600299: Cathy Bambrick described that the grant with the Department of Ecology (DOE) was being resubmitted as we realized post its approval at the June BOH meeting that the Grant/Contract Application Review Form contained incorrect funding figures. Ms. Bambrick explained the correct figures on the resubmitted review form.

Motion 07-03: Carolyn Booth moved to approve the Coordinated Prevention Grant (CPG), #G0600299 with the corrected fund amounts on the review form; Commissioner Huston seconded. All approved. Motion 07-03 carried.

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

DEPARTMENT UPDATES:

Disaster Preparedness and Pandemic Flu Community Forums: Bonnie Corns reported on a number of recent emergency response activities performed by KCPHD staff, including:

- 15,000 inserts placed into the *Daily Record*, *Upper County Tribune* and the *Shopper* that contained basic all-hazard emergency plan information and a pan flu brief.
- The June 28th community forum held in Ellensburg and the July 18th community forum held in Cle Elum on disaster preparedness and pandemic flu, with presentations and written materials on a variety of disaster and pan flu topics and planning.
- A pandemic flu presentation at the Adult Activity Center.
- Participation in the Emergency Management Council meeting which focused on planning for the needs of special populations in Kittitas County in an emergency.
- A 24/7 phone test both during and after business hours.

Ms. Corns also mentioned upcoming activities which include attendance at the Fire Chief's meeting and the Regional Hospital meeting.

Oral Health Provisional Clinic: Bonnie Corns described the work that Christie Waddington has done in creating the Oral Health Provisional Clinic. Ms. Corns mentioned that Ms. Waddington had started the clinic today. Ms. Waddington and volunteer dental hygienists are providing dental screening for clients, all of whom were nominated by community agencies. Bonnie briefly reviewed the plan devised for the clinic by Ms. Waddington. The provisional clinic will serve 20 eligible clients. After today's screening, treatment plans will be reviewed by volunteer dentists to see what dental work can actually be done in August.

Commissioner Huston asked if a thank you letter from BOH would be helpful; and Bonnie answered affirmatively.

Motion 07-04: Commissioner Huston moved to direct KCPHD staff to write letters of appreciation to participating dentists and staff, and sponsoring organizations, in the Oral Health Provisional Clinic for the signature of the BOH Chair; Carolyn Booth seconded. All approved. Motion 07-04 carried.

BUSINESS:

Amended Environmental Health (EH) Food Policy – Food Safety: Timely Correction and Permit Suspension Policy and Procedure: Cathy Bambrick described the amendment which was made to the EH Food Policy – Food Safety policy and which encompasses all of the recommended changes from the June 22nd BOH meeting. Cathy briefly reviewed amended charts that accompany the policy (i.e., charts which combine an inspection schedule with a correction schedule).

Commissioner Huston stated that the intent of the policy is to make amendments to the Kittitas County Code Title 18 – Code Enforcement and provide specific reference to food safety regulations (amongst other EH policies) and thus provide enforcement of these specific regulations using the code enforcement process.

Motion 07-05: Commissioner Huston moved to approve the Amendment to the Environmental Health Food Policy – Food Safety: Timely Correction and Permit Suspension Policy and Procedure and to endorse the policy as presented; Commissioner Crankovich seconded. Commissioner Bowen thanked Cathy Bambrick. All approved. Motion 07-05 carried.

Staffing Updates: Bonnie Corns reviewed current staff replacements at the Health Department:

1. The new WIC Coordinator, Christine Scharpenberg, has started and is scheduled to receive formal State WIC training in September.
2. The new Assessment Coordinator/Health Promotion Manager, Sara Burnet, has been hired and starts on August 2nd.
3. Eight applicants have applied for the Health Educator position, with one candidate outshining all others.

Additionally, Cathy Bambrick mentioned that office space was created for Dr. Larson, the department's new Health Officer. Commissioner Bowen welcomed Dr. Larson.

Commissioner Huston offered resources and support to the department during this transitional period where we are still operating with significant staff vacancies. Regarding replacement for the OSS Specialist, Commissioner Huston said that private contractors have been used in the past. Commissioner Bowen said that the current budget could be amended. Discussion occurred over the need to find support in financial management as the department does not have staff to do billings and budget preparation for the 2007 budget.

Recruitment of New Administrator: Commissioner Bowen stated that the impetus behind the recruitment of a new Administrator currently falls on him. Commissioner Bowen provided an update on the status of the job description for the Administrator's position; and stated that he had discussed it with Joan Baird Glover, BOHAC representative, whom was comfortable with it. Discussion occurred regarding where to post the job listing in both local and national arenas.

Orientation Process for Dr. Larson, Health Officer: Dr. Larson described how orientation is progressing as an "informal process" and how he is meeting once a week with the Communicable Disease nurse Anna Canterbury, Bonnie Corns, and Cathy Bambrick and will make himself available at the department on most Mondays during the orientation period. Dr. Larson mentioned how he is familiarizing himself with policies, Department of Health information, and Environmental Health matters. Commissioner Huston told Dr. Larson to let the Commissioners know if he needed anything.

(Continuation) Recruitment of New Administrator: Joan Baird Glover of BOHAC asked to return to the recruitment process and asked who will be involved in the process. Commissioner Bowen said that it has not been formalized as yet and shared some initial about a recruitment process. Commissioner Bowen said he wants representation from KCPHD manager(s), a BOHAC member, a HR staff person, BOH, and the Commissioners.

Joan Baird Glover offered suggestions on a selection and interviewing process derived from experience with two hospital recruitment endeavors. Commissioner Huston referred to a similar successful process to that of the hospital used by the City in recruiting and hiring the City Manager. Carolyn Booth provided recommendations based on CWU recruitment efforts. Emphasis was placed on representation from a wide variety of people in the process; clarity on where the final decision-making power lies; and integrating an understanding into the process of Commissioners' expectations and staff's operational needs and expectations.

Commissioner Bowen said he will consider the suggestions and make a decision. Commissioner Bowen said he needed to balance both creating the process with moving forward quickly. **Carolyn Booth, Joan Baird Glover, and KCPHD staff they would like to see the job posting and could return their comments by email within 24 hours.**

Motion 07-06: Commissioner Crankovich made a motion to adjourn the meeting; and Carolyn Booth seconded. All approved. Motion 07-06 carried.

Commissioner Crankovich said he will be attending a conference and will not be able to attend the August BOH meeting. Carolyn Booth said she will be gone at the time of the September meeting.

Meeting adjourned at 11:15 a.m.

Next Meeting: The next Board of Health meeting will be on August 17 at 10:00 a.m. in the Commissioners' Auditorium.

David Bowen, Chair of the Board of Health

Bonnie Corns, Interim Co-Administrator
Kittitas County Public Health Department

Susan Merrill, Clerk to the Board of Health