



PUBLIC HEALTH DEPARTMENT

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KITTTITAS COUNTY BOARD OF HEALTH Minutes

Thursday, November 16, 2006
Commissioners' Auditorium
10:08 a.m.

PRESENT: **Board Members:** Carolyn Booth, Commissioner David Bowen, Chair, Commissioner Perry Huston, and Don Solberg, M.D., Vice Chair. **Kittitas County Public Health Department Staff (KCPHD):** Environmental Health Manager Cathy Bambrick, Assessment Coordinator/Health Promotion Manager Sara Burnet, Community Health Services Manager Bonnie Corns, Health Officer Dr. Mark Larson, and Clerk of the Board Susan Merrill.

ABSENT: Board member Commissioner Alan Crankovich

OTHER ATTENDEES:

Leslie Berry, Board of Health Advisory Committee (BOHAC)
Barry Kling, Administrator, Chelan-Douglas Health District
Tyler Lobe, CWU Reporting Student
Judy Pless, Budget and Finance Manager, Auditor's Office

MINUTES:

Susan Merrill mentioned that the minutes covering the October 25 and November 2 public hearing on the Gibson matter will be presented at the December meeting.

Motion 11-01: Carolyn Booth moved that the minutes of the October 19, 2006 Board of Health (BOH) meeting be approved; Commissioner Huston seconded. All approved. Motion 11-01 carried.

INTRODUCTIONS:

Commissioner Bowen welcomed other attendees and acknowledged Leslie Berry from BOHAC. Barry Kling introduced himself as the guest speaker for the Joint Select Committee on Public Health Financing. And Tyler Lobe introduced himself as a CWU reporting student covering the meeting.

New staff: Cathy Bambrick mentioned that the new Environmental Health Specialist, Joe Gilbert, could not change his schedule and thus was unable to attend the BOH meeting.

It was decided that agenda items would be rearranged so that Barry Kling could do his presentation as the first item of business.

CONTRACTS:

DSHS Medicaid Administrative Match Contract #0563-75729 Amendment #2: Ms. Corns said the second amendment dealt with changes in invoice forms.

Motion 11-02: Dr. Solberg moved that the DSHS Medicaid Administrative Match Contract #0563-75729 Amendment #2 be approved; Carolyn Booth seconded. All approved. Motion 11-02 carried.

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

DEPARTMENT UPDATES:

Staffing replacement progress report: Bonnie Corns stated that two nursing positions are still vacant; interviews have occurred; and an offer will be extended to one applicant.

Commissioner Bowen provided an update on the vacant Director position whereby he said one candidate took another job, the current pool is still active, and the position will be reposted. Commissioner Bowen said the Program Analyst position will also be reposted on December 1.

Cathy Bambrick said that Shelley Spencer, our temporary financial consultant, does not want to work beyond 40 hours.

BUSINESS:

Joint Select Committee on Public Health Financing's findings and next steps: Barry Kling, MSPH, Administrator of Chelan-Douglas Health District, and member of the bipartisan Joint Select Committee gave a presentation on the Committee's year-long study of the State's public health system. Mr. Kling provided:

- A brief history of the taskforce;
- Information on the bipartisan Committee's conclusions about problems in the Washington State's system ([1] genuine gaps exist, [2] uncertain funding has not kept pace with inflation, pollution growth and emergence of new public health problems, [3] \$50 million annual increase in dedicated public health funding is needed, and [4] funding should continue to be a partnership between state and local government);
- The Committee's proposal to target gaps in basic local services (priority areas are communicable disease, chronic disease and disabilities, health families, environmental public health, preparedness for health emergencies, access to care, and health information);
- The Committee's recommendations; and
- And asked for an expression of support from BOH for the funding proposal of \$50 million annually (90% to go to local health jurisdictions) to target specific gaps that have been identified. Mr. Kling recommended that the expression of support be addressed to the BOCC and WASAC (Washington State Association of Counties) (which will be asked about its priorities at the meeting of Legislature).

Mr. Kling emphasized that "public health is basic community infrastructure." Mr. Kling stated that accountability in the form of specific performance measures accompanies the proposal for increased funds. And he identified potential funding sources (e.g., State tobacco tax revenue).

A resolution drafted to support the Committee's funding proposal had been distributed to BOH members at the beginning of the meeting. Dr. Solberg asked if a resolution from the BOH was being sought; Mr. Kling answered affirmatively.

Discussion occurred over: accountability issues and performance indicators as an additional tool in the accountability toolbox; acknowledgement that wide support for the proposal exists at various government levels; agreement over fundamental notion of gaps in basic local public health system; message heard that proposal is for dedicated funding but which will not be a panacea for all public health problems; appreciation for performance measures that focus on outcomes and quality of health; and concern that Legislature has short-term measurement focus versus long-term health outcome measurement (e.g., covering two generations).

Motion 11-03: Dr. Solberg moved that BOH Resolution 2006-4 Washington State Legislature's Bipartisan Joint Select Committee on Public Health Financing Conclusion and Recommendation be adopted; Carolyn

Booth seconded. Members took time to read through the Resolution. No further discussion occurred. All approved. Motion 11-03 carried.

BOH members thanked Mr. Kling for his presentation.

Department Reporting Update: Sara Burnet provided information on the results of the survey which solicited input and suggestions on the direction the department should take for departmental reporting and which was answered by 21 respondents (from KCPHD staff, BOH members, and BOHAC members). A majority of respondents agreed that:

- A report is necessary;
- The report should be published quarterly and be under 10 pages in length;
- It should contain numerical data (especially through graphs and bar charts), focus on health status of Kittitas County residents, have a comparison to the health status of Washington State, and contain information on how Kittitas County is addressing local indicators, standards, and services outlined by local, state, and federal public health organization;
- The report should use the 47 Kittitas County health indicators as the measure of health status, and to a lesser extent, use the 12 Washington State public health standards;
- There was not unanimous agreement about whom the report should be distributed to.

Discussion occurred over what the next steps are and about reporting format. **Sara Burnet said the State Committee will finalize State Indicators to help us create local indicators, and she will return to the BOH with information on new report information and formats.**

2007 Fee Schedule: Cathy Bambrick said that she was not sure of the process and that there was no anticipated change in the current fee schedule. Commissioner Huston Perry said that if there are no changes, then there is no need to do anything. Furthermore, if there are changes, then a public hearing by the Commissioners would be necessary. Commissioner Huston said to look at the amount of resources that support permits to assess the amount of subsidy to each program and compare costs to the collected fees. He said that Community Development Services (CDS) was scheduled to have a public hearing on their fees on Dec. 11th and if there was reason to propose an adjustment to fees, then Public Health fees could be set at the CDS hearing as well.

Approval of KCPHD's 2007 Annual Budget: Cathy mentioned that the development of the budget was an interesting and difficult process due to the vacancy of the Administrator and Finance positions. Ms. Bambrick said different figures exist between CAMAS information and department spreadsheets.

Cathy Bambrick supplied an overview of the proposed 2007 budget. Regarding projected expenses, Ms. Bambrick said she was comfortable with the salary and benefit figures. One (1) FTE has been added (an additional Environmental Health [EH] Specialist) split between half-time On Site Sewage (OSS) work and half-time Solid Waste work.

Some discussion occurred over the increase in work necessitating a FTE in OSS/Solid Waste. **At this juncture, Commissioner Huston recommended that the current level of service (with its longer wait time) be compared to the proposed higher level of service with the additional FTE (with faster turnaround time) and this information be used to develop the fee schedule.**

Ms. Bambrick reviewed the proposed 25% increase in supply expenses (due to increases in fuel, vaccine, and EH supplies) and increases in services/charges. The later charges cover cell phone costs (underestimated in 2006), travel, software (to improve print materials representing department-wide work), rent at the Upper County facility, vehicle maintenance (last year's estimate was too low especially for EH and did not include a new vehicle [for WIC], and printing (higher usage than anticipated).

Ms. Bambrick reviewed capital outlay expenses (i.e., replacement EH vehicle and computers). Some discussion occurred over the rationale for the fund balance.

Ms. Bambrick outlined projected 2007 revenue for Public Health and mentioned increases in federal funding (MAA Matching funds), state funding (Coordinated Prevention Grant), and local revenues (OSS and food safety fees). Ms. Bambrick said that I-695 replacement funds stayed the same as in 2006. Due to increased revenue streams, the county contribution to PH for 2007 will be 10% less than the amount requested in 2006.

Commissioner Bowen mentioned that fine-tuning needed to be done on the proposed 2007 budget yet there was little time before the December 4, 2006 county-wide budget hearing at 3 p.m. Discussion occurred over the approval process for this year's 2007 budget. **It was decided that the Board of Health would cede authority to the BOCC to approve Public Health's 2007 budget so as to not place additional undue burden onto Public Health staff in recognition of this year's unusual circumstances in having too few staff (due to position vacancies) to develop the budget.**

Commissioner Bowen said that the 2007 budget could be fine-tuned by Public Health and given to Judy Pless by the following Monday as there is no time to meet with the Commissioners to review it prior to the budget hearing. He added that Judy Pless' review of the budget will reveal if anything could be out of line. Cathy Bambrick said she will send it to Ms. Pless.

Carolyn Booth and Commissioner Bowen commended Cathy Bambrick and Bonnie Corns for their work on the budget. In turn, Ms. Bambrick thanked Shelley Spencer and Judy Pless.

Commissioner Bowen reiterated that the BOCC knew that additional OSS staff was needed. Commissioner Huston added that if 2007 revenues are not over projected and if a healthy reserve will exist, then there is not much to review for the 2007 proposed budget.

At the meeting's close, Ms. Bambrick said she would review fee schedule (especially regarding adjustments to environmental health fees).

Motion 11-04: Carolyn Booth moved to adjourn the meeting; Commissioner Huston seconded. All approved. Motion 11-04 carried.

The meeting adjourned at 11:34 a.m.

Next Meeting: The next Board of Health meeting will be held on December 21, 2006 at 10:00 a.m. in the Commissioners' Auditorium.

David Bowen, Chair of the Board of Health

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

Susan Merrill, Clerk of the Board of Health