



PUBLIC HEALTH DEPARTMENT

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KITTTITAS COUNTY BOARD OF HEALTH Minutes

Thursday, March 22, 2007
Commissioners' Auditorium
10:02 a.m.

PRESENT: **Board Members:** Commissioner Bowen, Commissioner Mark McClain, and Don Solberg, M.D., Vice Chair. **Kittitas County Public Health Department Staff (KCPHD):** Public Health Director/Environmental Health Manager Cathy Bambrick, Assessment Coordinator/Health Promotion Manager Sara Burnet, Health Officer Mark Larson, M.D., and Clerk of the Board Susan Merrill.

ABSENT: Carolyn Booth and Commissioner Alan Crankovich, Chair

OTHER ATTENDEES:

Leslie Berry, Board of Health Advisory Committee (BOHAC)
Margaret Condit, BOHAC
Joan Baird Glover, BOHAC and Kittitas Valley Community Hospital (KVCH)
JoAnne Tower, Evergreen Valley Utilities
Peggy O'Neil (toward end of meeting)

Dr. Solberg as Vice Chair started the meeting.

MINUTES:

Motion 03-01: Commissioner McClain moved to approve the minutes of the February 15, 2007 Board of Health meeting as presented; Commissioner Bowen seconded, noting that he was not in attendance at the meeting. All approved. Motion 03-01 carried.

INTRODUCTIONS:

BOHAC members Leslie Berry, Margaret Condit, and Joan Baird Glover were introduced; and JoAnne Tower introduced herself.

CONTRACTS:

KCPHD – USArchive & Imaging Services Contract for Document Management Services: Cathy Bambrick stated that the contract covers document management services provided by USAIS to the KCPHD from February 23, 2007 through June 30, 2007 for legal and historic document preservation. Services include document preparation, scanning, indexing, conversion to digital and microfilm images, and project management for KCPHD's archiving project. Contract amount is \$45,000; \$20,000 stems from State grant funds awarded to KCPHD for archiving purposes and \$25,000 is paid from the Auditor's Operation and Maintenance (O&M) funds.

Ms. Bambrick also stated that archiving "on a forward basis" for new and incoming documents will be subsidized temporarily by Auditor O&M funds until permanent funding can be secured as part of a countywide process. A "move forward plan" will be brought to the BOH in the future.

Motion 03-02: Commissioner Bowen moved to acknowledge and approve the Public Health Director's signature on the KCPHD – USArchive & Imaging Services Contract for Document Management Services; Commissioner McClain seconded. All approved. Motion 03-02 carried.

Susan Merrill invited BOH members to the vendor's demonstration of an electronic data management system (EDMS) for next Wednesday, March 28, at 2 p.m.

DEPARTMENT UPDATES:

Staffing replacement progress report: Cathy Bambrick reported that the department had hired its First Steps nurse, Linda Navarre, who started last week; (2) is interviewing a couple of applicants for the On Site Sewage/Solid Waste position; and (3) has reposted the Environmental Health Manager position.

Funding updates: Cathy Bambrick stated that funds for Shape Up (\$7,620) and the Tobacco program (\$3,000) have been recovered and will be carried over from 2006 into 2007. Ms. Bambrick described that due to the vacant Business Manager position and short-term staff shortages, the department's ability to track grants carefully in 2006 was hampered. **In response to Commissioner Bowen's question, Ms. Bambrick answered affirmatively that a budget amendment will be written to account for these funds.**

BUSINESS:

Determination on scheduling of Board of Health meetings: Commissioner Bowen said that as his Olympia schedule will lighten in a month, there might not be the need to change the schedule of meetings to the 4th Thursday of the month. Dr. Solberg stated that his preference is to retain the 3rd Thursday of the month as the permanent schedule and to make temporary schedule changes to accommodate Commissioner Bowen's schedule. **It was decided that April's meeting will occur on April 26 (the 4th week of the month); and May's meeting will return to the 3rd Thursday schedule.**

Adoption of Personnel Policies Manual: Cathy Bambrick read the adoption statement requiring approval and execution by BOH members. Commissioner Bowen said that if BOH does not adopt the County's Personnel Policies Manual, it needs to create its own.

Motion 03-03: Commissioner Bowen moved to adopt the Kittitas County Personnel Policies Manual; Commissioner McClain seconded. Dr. Solberg "wholehearted" endorsed the motion. All approved. Motion 03-03 carried.

Update on recruitment process for new BOH community member: Cathy Bambrick said that a proposed process had been developed using (1) a 2002 BOCC Resolution that was never formalized as it never made it from BOH to a BOCC Agenda Session and (2) BOHAC's "Draft Process for Community Member Selection" (i.e., BOHAC's recommendations). Joan Baird Glover said that BOHAC members Margaret Condit, Bruce Tabb, herself, as well as Cathy Bambrick had designed a clear, simple, and open process with the intent that anyone who has not been involved in the process will be able to understand it in the future. Joan noted the similarity between the BOH and BOHAC documents; and proceeded to read the draft BOHAC document. In particular, Ms. Glover stated that the recruitment of BOH members is distinct from regular Boards as the BOH has substantial legal authority, has a very critical role in the community, and it has been found that it is necessary to actively solicit applicants for this position.

Upon evaluation of the two documents, BOH members recommended that 2002 BOCC Resolution in the "Resolved" section essentially be replaced by BOHAC's Draft. Changes include:

- Change in the make-up of selection committee. [A special purpose committee representing BOHAC will be formed to manage the process for recommendation of community members.]

- Change the role of PH staff. [Public Health Director and Health Officer may participate on BOHAC's committee as non-voting members (i.e., as consulting members).]
- Entire selection process will be overseen by the HR Director.
- BOHAC's committee shall present recommendations [*changed from singular to plural in the final form*] for BOH membership to current BOH members and seek review and counsel of the BOH.

BOH members said they liked the flexibility offered in BOHAC's *Draft* compared to the 2002 *BOCC Resolution* as previous experience has shown that active solicitation is necessary. Furthermore, a resolution will be created in order to formalize the recruitment process.

Joan Baird Glover thanked Susan Merrill and Kay Kenison for locating the earlier documents. Commissioner Bowen thanked Ms. Glover for her work and BOHAC's work.

Members directed Cathy Bambrick to incorporate today's recommended modifications into the former 2002 BOCC Resolution and forward the new resolution to the BOCC for approval at its April 3 Agenda Session.

Motion 03-04: Commissioner McClain moved that the Public Health Director present to the Board of County Commissioners a resolution that reflects the recommended amendments to the presented documents; Commissioner Bowen seconded. All approved. Motion 03-04 carried.

As BOH has adopted the new policy today and BOCC will formalize it on April 3, it was decided that BOHAC's committee can start immediately. Cathy Bambrick mentioned that Carolyn Booth has not formally resigned as of yet.

Appointment of Vice Chair: Cathy Bambrick explained that this item pertains to asking Dr. Solberg to remain the Vice Chair of BOH.

Motion 03-05: Commissioner Bowen moved to appoint Don Solberg as the Vice Chair; Commissioner McClain seconded. All approved. Motion 03-05 carried.

Update on Public Health Funding Bill 1825: Cathy Bambrick provided an update on the status of House Bill 1825. It passed through the House and it was referred to the Senate Health and Long Term Care Committee, where it is believed it will pass as of today's date. If it passes, it still needs to pass other committees, including the Senate Ways and Means Committee. HB1825's funding request currently is at \$20 million (versus the original \$100 million); and the Governor's is at \$10 million.

Department of Health's (DOH) Joint Plan of Operation (JPO): Cathy Bambrick provided an update on the JPO since the BOCC's public hearing on January 3, 2007. On January 26, staff met with DOH to review revisions including those by Kittitas County. The current JPO reflects:

- Changed terminology related to definitions of the water systems;
- Determined that the maximum threshold for local county approval is 9 connections (regardless of the number of people served by the Group B water systems); and
- Removed references to WAC that are contradictory.

Discussion occurred over various concerns, including DOH's circumvention of the rule-making process, the possible division by developers of property into smaller parcels with 9 connections, interruption in the provision of our county service to developers (if JPO is not accepted), and the affected revenue stream.

Commissioner Bowen said that no action is necessary from the Board of Health; today's agenda item was to get feedback from BOH members. Ms. Bambrick stated that at the public hearing in January, the BOCC promised to hold another public hearing.

Motion 03-06: Commissioner McClain made a motion to adjourn the meeting; and Commissioner Bowen seconded. All agreed. Motion 03-06 carried.

Commissioner Bowen acknowledged the attendance of another member of the public at the meeting, Peggy O'Neil.

The meeting adjourned at 11:30 a.m.

Next Meeting: The next Board of Health meeting will be held on April 26, 2007 at 10:00 a.m. in the Commissioners' Auditorium.

Alan Crankovich, Chair of the Board of Health

Cathy Bambrick, Public Health Director
Kittitas County Public Health Department

Susan Merrill, Clerk of the Board of Health