



PUBLIC HEALTH DEPARTMENT

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KITTTITAS COUNTY BOARD OF HEALTH Minutes

Thursday, May 24, 2007
Commissioners' Auditorium
10:03 a.m.

PRESENT: **Board Members:** Carolyn Booth, Commissioner David Bowen, Commissioner Alan Crankovich, 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, Community Health Services Manager Bonnie Corns, Health Officer Mark Larson, M.D., and Clerk of the Board Susan Merrill.

ABSENT: Commissioner Mark McClain

OTHER ATTENDEES:

Leslie Berry, Board of Health Advisory Committee (BOHAC)
Joan Baird Glover, BOHAC and Kittitas Valley Community Hospital (KVCH)

MINUTES:

Motion 05-01: Commissioner Bowen moved to approve the minutes of the April 26, 2007 Board of Health meeting; Carolyn Booth seconded. All approved. Motion 05-01 carried.

INTRODUCTIONS:

Leslie Berry, BOHAC member, was welcomed by Commissioner Crankovich. [Joan Baird Glover, BOHAC member, arrived a little later in the meeting.]

CONTRACTS:

Memorandum of Understanding for Kittitas County Head Start: Cathy Bambrick explained that the Memorandum of Understanding (MOU) with Head Start provides support "in the field of health" by a Public Health nurse. Ms. Bambrick reviewed the MOU.

Motion 05-02: Carolyn Booth moved to approve the Memorandum of Understanding between Kittitas County Public Health Department and Kittitas County Head Start; Commissioner Bowen seconded. All approved. Motion 05-02 carried.

Consolidated Contract No. C14952 Amendment #2: Cathy Bambrick reviewed all items listed on the contract/grant review form. Ms. Bambrick stated that Amendment #2 increases contract funding by \$8,164; and mentioned that Tobacco funds are carried over from 2006. No major changes in deliverables are contained within this amendment.

Motion 05-03: Commissioner Bowen moved to approve the signature of the Public Health Director on the Consolidated Contract No. C14952 Amendment #2 as presented; Dr. Solberg seconded. All approved. Motion 05-03 carried.

CMA Child Care Infant Nurse Consultant Contract: Cathy Bambrick stated that the contract covers nurse consultation services and provided detail on the contract services. Discussion occurred over a discrepancy between the contract and review form regarding the covered cost (i.e., whether it is \$50 per nurse visit or \$50 per month). It was decided that BOH members will approve the contract with the caveat that the contract will be amended in order to reflect that \$50 is charged per visit. **Cathy asked Bonnie Corns to talk with the daycare program about the amendment.**

Motion 05-04: Commissioner Bowen moved to approve the contract with CMA Child Care for Infant Nurse Consultant with an amendment to Section "B" to reflect that services are provided at \$50 per visit; Carolyn Booth seconded. All approved. Motion 05-04 carried.

Busy Buddies Child Care Infant Nurse Consultant Contract

Motion 05-05: Dr. Solberg moved to approve the contract with Busy Buddies Child Care for Infant Nurse Consultant with an amendment to Section "B" to reflect that services are provided at \$50 per visit; Commissioner Bowen seconded. All approved. Motion 05-05 carried.

Amendment to the Medical Services Agreement between Group Health Cooperative and Kittitas County Board of Health: Cathy Bambrick explained that under the contract the department would bill for client services; and the amendment is necessary to comply with federal regulations. Discussion occurred over the purpose of the contract and how no billings have been initiated by clients as of yet.

Motion 05-06: Commissioner Bowen moved to approve the Amendment to the Medical Services Agreement between Group Health Cooperative and Kittitas County Board of Health; Carolyn Booth seconded. All approved. Motion 05-06 carried.

DSHS Medicaid Administrative Match Contract #0563-75729 Amendment #4: Cathy Bambrick explained that this contract was previously approved at the April 26, 2007 Board of Health meeting but previous submission was voided due to delay in submitting timelines with Department of Social and Human Services (DSHS); thus, it needs to be approved again. The only change in this amendment is the start date.

Commissioner Bowen stated to the rest of the Board that DSHS' timelines are too short to allow adequate time for contracts to go through our county approval processes. Both Commissioner Bowen and Commissioner Crankovich said that the BOCC has suggested for DSHS contracts that Board of Health approval be temporarily skipped in order to expedite approval through a BOCC agenda session (and placed on the BOH agenda in the successive month); or a special meeting with the BOCC can occur. Carolyn Booth and Dr. Solberg said this sounded reasonable.

Motion 05-07: Commissioner Bowen moved to approve the DSHS Medicaid Administrative Match Contract #0563-75729 Amendment #4 as presented; Carolyn Booth seconded. All approved. Motion 05-07 carried.

DEPARTMENT UPDATES/ISSUES:

Health Officer update: Dr. Larson presented updates on three items:

1. West Nile Virus: no infected birds are in the county as of yet.
2. Healthcare Coalition and bioterrorism: the Healthcare Coalition is moving forward on (a) planning for an alternative care site related to mass casualties (situated at Morgan Middle School); and (b) a medical volunteer system whereby an appeal letter for credentialed and available volunteers was sent to and received from county nurses. (A similar letter to doctors will be distributed in the future.)

3. **Immunizations:** three (3) new vaccines have been approved through the State. They are: (a) Rotavirus vaccine (oral vaccine against childhood diarrhea); (b) a second Varicella vaccine; and (c) Human Papillomavirus (HPV) vaccine. Dr. Larson spoke about HPV and distributed a Department of Health handout on the HPV vaccine.

Discussion occurred over how Public Health will offer the HPV vaccine only to children (i.e., up to 18 years old) through Washington State Department of Health's Vaccine for Children program.

Staffing replacement progress report: Cathy Bambrick announced that the department is fully staffed. Three Environmental Health (EH) staff were hired recently: Sage Park as the new EH Manager (who will begin work on June 4); James Rivard as the new OSS/Solid Waste EH Specialist (who started last week); and Tim Multop as the half-time EH Specialist for food establishment inspections and vector issues (who started last week). Congratulations were proffered to staff on having no more staff vacancies.

Per BOH member requests, an up-to-date departmental organization chart, as well as, in-person introductions of new staff, will be provided at the next BOH meeting.

Public Health funding updates: Cathy Bambrick distributed a handout which summarized statewide public health priority actions and costs for the \$20 million in statewide funding. Money will be available in July but the spending plans will not be approved until November. Per statewide determination of priorities, the top issue is communicable disease which has to be fully addressed prior to addressing successive issues. Kittitas County Public Health will receive \$118,000 per year for a 2-year cycle.

Discussion occurred over what communicable disease (CD) efforts should be pursued by the department. Topics ranged from CD surveillance, epidemiology and assessment work, CD tracking, raising community awareness, use of some money for immunizations for those older than 18 years of age and those at high risk, set-aside of emergency funds for communicable diseases (e.g., for TB patients), to vector/disease work.

Washington State Department of Health Site Specific Consultation Grant Award: Sara Burnet described the \$5000 grant received from the Department of Health. The department received one of the five grants offered in the state. Grant funds will pay for site specific consultation, and staff education and technical assistance on quality improvement for the department's strategic planning processes.

1st Quarter 2007, Quarterly Report: Sara Burnet distributed a copy of the quarterly report, described how its newsletter format was created in response to BOH, BOHAC, and staff's recommendations last fall, and described features of the quarterly report. Sara and Cathy Bambrick mentioned that a mechanism to show trend data is in the works; and perhaps an addendum to the report would serve this purpose. Information on distribution of the report was provided also.

BOH community member recruitment update: Joan Glover said that no applicants have responded to the first applicant deadline of May 15; and a revised ad has been posted for a new applicant deadline of June 27. Joan stated that BOHAC and the department have decided to broaden their focus to include environmental health, and thus, will actively try to recruit someone with expertise in environmental health. However, this focus does not preclude considering others with expertise in other areas.

May 10th Emergency Preparedness Table Top Exercise: Bonnie Corns provided a summary of the annual exercise, stating that 40 participants were involved in the table top, the event posited was a plane crash with avian flu, the Health Officer attended, Cathy Bambrick attended, three evaluators attended (including Leslie Berry), and issues addressed included an alternative care site and volunteer medical providers. Bonnie said that an after-action report is being created. Bonnie mentioned that the exercise identified some gaps, including one involving secure communications. Leslie Berry and Dr. Larson provided their complimentary feedback on the table top.

Discussion occurred over the role of the WA State Patrol, as well as, the lack of legal protection for an incident commander in all-hazards emergencies.

Archiving update: Cathy Bambrick said that most of environmental health (EH) files have been imaged and described the types of EH records remaining to be archived (e.g., solid waste files, site evaluations, and administrative records). Susan Merrill stated that we are approximately two-thirds finished with our archiving project. Storage of archived records was addressed and mention was made that the department is starting to address the destruction process for paper records which will take longer than anticipated.

Sorensen building construction and move update: Cathy Bambrick reviewed items that have been completed (all staff have moved, three exam rooms have been created, new furniture has been approved for the front desk) and items that are currently in the works (reinstallation of carpet in the waiting room, creation of a half-sized security gate, and a client filing system). Cathy said that once office space changes are completed, BOH members will be invited to view the changes.

BUSINESS:

Key Health Indicators – final list: Sara Burnet provided a handout on key health indicators and stated that tracking data on the indicators will provide a good idea of the County’s health. Sara reviewed the criteria used to select local indicators, which produced 29 indicators, for a total of 59 key health indicators for Kittitas County (30 of which are indicators for which the State gathers data).

Dr. Solberg asked about the possibility of designating all indicators in a positive way; and Sara said she will change all indicators (i.e., many State indicators) to reflect a positive aspect. Cathy Bambrick said that if BOH members are interested in reviewing the indicators in detail, Sara is available to meet with them.

Healthy Youth Survey information: Sara Burnet provided a PowerPoint Presentation on the results of the Healthy Youth Survey which is administered to 6th/8th/10th/12th graders in Kittitas County. Sara described how the survey is one of the major sources for the health indicator data countywide; and furthermore, mentioned that our county had one of the highest participation rates in the State (i.e., over 80% participation).

Motion 05-08: Carolyn Booth made a motion to adjourn the meeting; and Commissioner Crankovich seconded. All agreed. Motion 05-08 carried.

The meeting adjourned at 11:27 a.m.

Next Meeting: The next Board of Health meeting will be held on June 21, 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