



PUBLIC HEALTH DEPARTMENT

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KITTTITAS COUNTY BOARD OF HEALTH

Minutes

Thursday, November 29, 2007

Commissioners' Auditorium

10:15 a.m.

PRESENT: Board Members: Commissioner Crankovich, Rich Elliott, Commissioner Mark McClain, and Dr. Don Solberg, Vice Chair. Kittitas County Public Health Department Staff (KCPHD): Public Health Administrator Cathy Bambrick, Community Health Services Director Bonnie Corns, Clerk of the Board Susan Merrill, and Accountant Amber Simon.

ABSENT: Commissioner David Bowen

OTHER ATTENDEES:

Margaret Condit, Board of Health Advisory Committee (BOHAC)\
Joan Baird Glover, Board of Health Advisory Committee (BOHAC)
Jeanne Dorres, Central Washington University (CWU) student observing meeting

Commissioner Crankovich called meeting to order.

MINUTES:

Motion 11-01: Commissioner McClain moved to approve the minutes of the October 18, 2007 Board of Health meeting; Dr. Solberg seconded. All approved except for Commission Crankovich who abstained as he had not been present at the meeting. Motion 11-01 carried.

INTRODUCTIONS:

Cathy Bambrick introduced Amber Simon as the department's new accountant; and said Ms. Simon had worked for a variety of Westside firms in an accounting role, had a degree in accounting, and was off to a great start.

BOHAC representatives, Margaret Condit and Joan Baird Glover, were introduced.

Margaret Condit announced that BOHAC had two new members: Amy Claussen who for 20 years has lived in Ellensburg and is currently working for Planned Parenthood as Director of Education and Training; and Jan Naragon, Research Investigator at the Department of Health, Olympia, with expertise in water management issues, and who graduated from CWU. Cathy Bambrick said that another new member, Melody Madlem, was appointed to BOHAC after applying for Board of Health (BOH) membership. Dr. Solberg also contributed that Ms. Claussen used to own the Hot-Diggity Dog establishment in Ellensburg and was a teacher with a M.S. in Education.

CONTRACTS:

Child Care Infant Nurse Consultant Contract with Central Washington University's Rainbow Center and KCPHD: Cathy Bambrick stated that this contract is the same as all of the department's child care contracts; and

she said that infant nurse consultant services will be provided to the Rainbow Center at a rate of \$50 per visit for a contract maximum of \$600.

Motion 11-02: Dr. Solberg made a motion to authorize the Administrator's signature on the Child Care Infant Nurse Consultant Contract with Central Washington University's Rainbow Center and KCPHD; Rich Elliott seconded. Commissioner Crankovich noted that all required signatures from the Prosecutor's Office and Auditor's Office were present. All approved. Motion 11-02 carried.

KCPHD Teens Against Tobacco Use (TATU) Contract for Personal Services with Educational Service District 105: Cathy Bambrick said that the contract is with ESD 105, KCPHD will implement the TATU program in four Kittitas County school districts, and KCPHD will receive compensation from ESD for an amount up to \$4000 during the contract's term. Under the contract, teenagers are taught to bring tobacco prevention messages to their peers.

Motion 11-03: Rich Elliott made a motion to authorize the Administrator's signature on the KCPHD Teens Against Tobacco Use (TATU) Contract for Personal Services with Educational Service District 105; Dr. Solberg seconded. All approved. Motion 11-03 carried.

2007-2011 Consolidated Contract #C14952 Amendment #6: Cathy Bambrick conveyed that this 6th amendment to the Consolidated Contract: (1) adds a new statement of work (SOW) which adds a Group B water program to improve the safety and reliability of drinking from Group B systems; and (2) amends the SOW for the Obesity Prevention (Healthy Communities) program in order to correct funding periods and move funds to correct funding periods. Funding under the contract has been increased by \$20,994 to a revised contract maximum of \$696,934.

Motion 11-04: Rich Elliott made a motion to approve the Administrator's signature on the 2007-2011 Consolidated Contract #C14952 Amendment #6; Dr. Solberg seconded. All approved. Motion 11-04 carried.

DEPARTMENT UPDATES/ISSUES:

Health Officer update: Dr. Larson was not able to attend meeting due to scheduling conflicts.

BUSINESS:

Review and approval of the 2008 Public Health Department budget: Cathy Bambrick stated she would review the proposed 2008 budget which now includes some modifications which were recommended by the Commissioners from a meeting earlier in the week.

Expenses: Cathy Bambrick said the department has been struggling for years and needs to decrease expenses and focus on programs that it can afford and can do well by. Consequently, the bioterrorism program has lost one FTE in order to align the budget; and there is the possibility that more staff reductions will be needed. The department is making enhanced efforts to increase revenue and is being smart about program development.

Ms. Bambrick outlined the biggest differences between this year and last year's projected expenses:

- The largest increase is due to salary and benefits increases (county-wide benefits experienced a 24% increase).
- New minor equipment needs for nurses and Environmental Health (EH) (e.g., EH color printer, EH furniture out of Solid Waste grant).
- Contracted professional services (e.g., interpreters, \$21,800 in Breast and Cervical Health Promotion (BCPH) funding for pass-through to physicians is reflected in the budget for the first time).
- Cell phones rates have increased.

- Training costs have increased and include a national tobacco training and EH training in solid waste, which is expensive training.
- \$10,000 was cut from the HIV program; thus, FTEs in the HIV program have been reduced by shifting staff hours to different program work.
- Advertising has increased in anticipation of newspaper ads/notices for SEPA on OSS code changes (although this cost might be removed after a decision is made on the OSS process).
- Recording fees have increased (e.g., DOH access user fees).
- Printing costs have increased (but perhaps more out-of-house color printing will decrease costs).
- Registration has been combined with training.
- New vehicle (to replace 1993 vehicle) out of new Public Health funding with goal to get the department closer to the county's 5-year car replacement schedule and upon recommendation of the Commissioners.
- Computer replacements have slightly increased as the department gets closer to catching up with the county's 3-year computer rotation schedule and new PH funding will help the department to fund this catch-up.
- Telephone expenses have increased but could diminish upon corrections from telephone vendors.

Ms. Bambrick said that, in working with the Board of County Commissioners (BOCC), she wants to (1) maintain a two-month emergency fund consisting of \$350,000, and consequently, (2) transfer remaining funds from the cash fund (i.e., \$201,632 out of the total \$551,632) into the budget, and (3) decline the County's General Fund contribution (i.e., \$291,167). Expenses will need to be reduced in order to keep reserve at the \$350,000 level; and Ms. Bambrick is appreciative of Commissioners who have given the department time to accomplish the reduction over the entirety of 2008.

Revenue: Cathy Bambrick outlined the biggest differences between this year and last year's revenue:

- EH fees have increased and will support adding a new FTE position in water and a new FTE for the front desk. Overall, revenue is up but not as much as expenses are up.
- The hourly rate for professional services has been increased from \$50 to \$75 per hour. Proposed fee increases were derived using the cost recovery model and include an increase in the office consultation fee for Overseas Travel (i.e., from \$40 to \$75).
- \$201,632 from the fund balance will be transferred into the budget (out of current total of \$551,632).

Dr. Solberg asked for clarification on the revenue line item entitled "allocation of general revenues" (in the amount of \$468,491) underneath the line for "total revenues" (in the amount of \$1,586,100) and asked where the extra \$468,491 came from. Dr. Solberg said that the terminology is confusing as two categories of revenue are indicated. Discussion occurred over this and Cathy Bambrick said that it was confusing to her too.

Motion 11-05: Rich Elliott made a motion to authorize approval of the 2008 Public Health Department budget; Commissioner McClain seconded. Discussion encompassed how monthly and quarterly revenue and expense reports can be presented at Board of Health meetings for budget status updates; and discussion continued over the confusion surrounding the two separate revenues lines noticed by Dr. Solberg. Dr. Solberg said he supported the proposed budget as long as it means that when revenues are added up, all programs are balanced. Ms. Bambrick said that Judy Pless was comfortable with the budget. **Upon no additional discussion, all approved. Motion 11-05 carried.**

Request to schedule public hearing on December 20, 2007 at 10 a.m. to modify Public Health Code to allow bonding for Environmental Health programs: Cathy Bambrick asked to set a joint BOH and BOCC public hearing on December 20, 2007 at 10 a.m. to consider County Code that will allow the Public Health Department to accept bonds to ensure that construction of Group B water systems will be completed. This will allow plat approval to occur before Group B water systems are completed.

Motion 11-06: Commissioner McClain made a motion to approve the request to schedule a joint public hearing of the Board of Health and Board of County Commissioner on December 20, 2007 at 10 a.m. to modify Public Health Code to accept bonds to ensure that construction of Group B water systems will be completed. Discussion occurred and included:

- history of the issue;
- how the practice will allow plat approval to occur before Group B water systems are completed and it will move projects forward faster;
- the bond is a guarantee to pay and establishes that the money is available to complete the project;
- action is necessary as currently it is not written into County Code or the RCWs or WACs.

After conclusion of discussion, Rich Elliott seconded the motion. All approved. Motion 11-06 carried.

ANNOUNCEMENTS:

Emergency Response Activities: Bonnie Corns said that a health alert will be distributed throughout the county this week and next week on the dangers of carbon monoxide particularly associated with generators and charcoal-burning. **Commissioner Crankovich recommended that alert include the instruction to leave generators outdoors and to secure generators to prevent theft. Commissioner McClain recommended that notification be given to sheriff's deputies. Ms. Corns said she would include these recommendations; and she would also share the alert with the Fire Department.**

Bonnie Corns said public service education will also occur regarding ornaments and tree safety issues.

World Aids Day: Saturday, December 1 is World Aids Day.

Environmental Health items: Sage Park has:

1. reviewed and found many changes for the solid waste ordinance. Patti Johnson will update the Solid Waste Plan next year.
2. completed the solid waste inspection form.
3. completed the inspection policy.

Sage Park's last employment day is December 14. A new EH Director has been hired: Holly Myers. Ms. Myers will start work on January 22, 2008, she presently works for the Department of Ecology, Air Quality Division in Yakima, and has management experience.

Commissioner McClain asked if the solid waste fee has been increased. Cathy Bambrick said that there had not been enough time to handle this matter as of yet. Commissioner McClain mentioned that the recycling fee will be looked at and Commissioner Crankovich mentioned that Patti Johnson will be receiving a large grant [to cover the fee]. Ms. Bambrick commented that it takes a lot of time to permit recycling facilities.

The meeting adjourned at approximately 11:09 a.m.

Next Meeting: [The next Board of Health meeting will be held on December 20, 2007 in the Commissioners' Auditorium upon the conclusion of the joint BOH and BOCC public hearing \(which will begin at 10:00 a.m.\).](#)

Alan Crankovich, Chair of the Board of Health

Cathy Bambrick, Public Health Administrator
Kittitas County Public Health Department

Susan Merrill, Clerk of the Board of Health

To Protect and Promote the Health and the Environment of the People of Kittitas County