



# PUBLIC HEALTH DEPARTMENT

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## KITTTITAS COUNTY BOARD OF HEALTH

### Minutes

**Thursday, February 21, 2008**  
**Commissioners' Auditorium**  
**10:04 a.m.**

**PRESENT:** Board Members: Commissioner Alan Crankovich, Rich Elliott, Commissioner Mark McClain, Chair, and Dr. Don Solberg, Vice Chair. Kittitas County Public Health Department Staff (KCPHD): Administrator Cathy Bambrick, Health Promotion Manager Sara Burnet, Community Health Services Director Bonnie Corns, Environmental Health Specialist Joseph Gilbert, Health Officer Dr. Mark Larson, Clerk of the Board Susan Merrill, Environmental Health Director Holly Myers, Environmental Health Specialist James Rivard, and Accountant Amber Simon

**OTHER ATTENDEES:**

Shirley Fischer, Board of Health Advisory Committee (BOHAC)

**ABSENT:** Commissioner David Bowen

Chair Commissioner McClain called meeting to order.

**MINUTES:**

**Motion 02-01: Rich Elliott moved to approve the minutes of the January 17, 2008 Board of Health meeting as submitted; Commissioner McClain seconded. Commissioner Crankovich abstained as he had been unable to attend the January meeting. All approved. Motion 02-01 carried.**

**INTRODUCTIONS:**

Shirley Fischer, as a BOHAC representative for eighteen years, reviewed BOHAC action and agenda items from BOHAC's February meeting:

- Policy Review: reviewed and approved Site Evaluation and Installer and Pumper Licensing Policies;
- Reviewed Access to health care information; and
- Reviewed Tobacco Program Annual Report.

**CONTRACTS:**

**Department of Social and Health Services Cover All Kids Infrastructure Program Agreement #0865-35108:**

Cathy Bambrick said that the contract covers a one-time-only program, is for \$9,716.00, KCPHD will be receiving a list of families and children; and she stated that a budget amendment for the 2008 budget will be done for this funding now that its deliverables are known.

**Motion 02-02: Rich Elliott made a motion to authorize the Public Health Administrator's signature on the Department of Social and Health Services Cover All Kids Infrastructure Program Agreement #0865-35108; Commissioner Crankovich seconded. All approved. Motion 02-02 carried.**

**Washington State Department of Health 2007-2011 Consolidated Contract #C14952 Amendment #8:** Cathy Bambrick said the contract provides new blue ribbon funds for \$113,314 to cover communicable disease prevention work (including vaccinations and outreach related to communicable disease surveillance), is different than other Consolidated Contract funds in that the department received the funds outright rather than billing for receipt of funds, and KCPHD will hire staff with the funds.

**Motion 02-03: Dr. Solberg made a motion to authorize the Public Health Administrator's signature on the Washington State Department of Health 2007-2011 Consolidated Contract #C14952 Amendment #8; Commissioner Crankovich seconded. All approved. Motion 02-03 carried.**

**Yakima Health District Contract #N11531 Amendment #3:** Cathy Bambrick stated that contract provides \$30,000 for the calendar year, in previous years provided \$40,000 but funds had been cut back, and covers HIV case management services for individuals that are HIV positive. Brief discussion occurred over outreach through physicians' offices and SHARE as the online reporting system.

**Motion 02-04: Rich Elliott made a motion to authorize the Public Health Administrator's signature on the Yakima Health District Contract #N11531 Amendment #3; Dr. Solberg seconded. All approved. Motion 02-04 carried.**

**Data Use Agreement with Michigan Public Health Institute:** Cathy Bambrick said the agreement:

- is a new agreement for all Local Health Jurisdictions in Washington State; and
- pertains to collection of data and reporting of data using consistent methodology across the state (methodology not in existence until this agreement).
- Bonnie Corns said that this agreement uses new software as the current system is obsolete.

**KCPHD staff will provide a follow-up update in the future over what is done with various data (e.g., whether the same methodology is being used nationally, what data is released, and more information about the new software system).**

**Motion 02-05: Commissioner Crankovich made a motion to authorize the Public Health Administrator's signature on the Data Use Agreement with Michigan Public Health Institute; Rich Elliott seconded. It was noted that the agreement starts on January 1, 2008 and continues until further notice. All approved. Motion 02-05 carried.**

**Coordinated Prevention Grant #G0800407:** Cathy Bambrick reviewed the grant, including:

- KCPHD will receive from the Department of Ecology (DOE) \$106,849;
- 25% of costs (i.e., \$35,616) will be paid by cash match;
- KCPHD applies for the grant every two years; and
- The grant covers permitting and inspection of solid waste facilities.

Discussion focused on what costs are covered by the grant (including part of CDS' code enforcement staff's salary), how it is required that the County do the work versus the State, the type of reporting that is given to DOE, and how DOE may provide additional funding for special projects (e.g. to fund GPS units or for solid waste activities pertaining to meth sites).

**Motion 02-06: Rich Elliott made a motion to authorize the Public Health Administrator's signature on the Coordinated Prevention Grant #G0800407; Commissioner Crankovich seconded. All approved. Motion 02-06 carried.**

**DEPARTMENT UPDATES/ISSUES:**

**Health Officer Update:** Dr. Larson reported on a current bacterial meningitis case in Kittitas County and provided an overview of the case, including:

- On the late evening of February 18, 2008, the Public Health Department was notified to call KVCH regarding a possible bacterial meningitis case for a 4-month old twin child (who had been sick since February 12);
- Dr. Larson directed KVCH staff to contact the family and direct them to the Emergency Room at Children's Hospital and Regional Medical Center to receive antibiotic prophylaxis;
- There were 53 close contact exposures (i.e., identified high risk parties);
- Hospital staff received prophylaxis;
- Individuals exposed were directed to their physicians to receive prophylaxis, with instructions to follow-up with their physician too;
- Alerts were provided to all medical clinics in the county;
- KCPHD received confirmation from Children's that it was a case of *Nisseria Meningiditis* (bacterial meningitis);
- The child is now doing well.

Dr. Larson said it is unknown what the total cost is for this disease investigation as KCPHD did not administer prophylaxis. Dr. Larson reported that internal communication within medical clinics needs improvement so that physicians become fully appraised of and responsive to urgent medical situations as identified by the county's Health Officer.

Dr. Larson said Linda Navarre did a great job in her role in this case's disease investigation by making contact with all potentially infected persons. Dr. Solberg complimented staff on their good work.

Dr. Larson said he is covering Grant County as the Acting Health Officer at the moment. There are two cases of Pertussis (Whooping Cough) in elementary schools. The decision has not been made as of yet to require prophylaxis for 300 children and 50 staff due to the cost. Dr. Larson mentioned that this is the reason that Public Health encourages people to get TDaP as preventative to becoming sick and contagious with Pertussis.

Cathy Bambrick said that on the same day (February 18th) a beef recall occurred and Environmental Health (EH) staff did a good job in overseeing the recall of meat at schools in the county.

Commissioner McClain asked about the status of the bill on vaccinations and mercury; Dr. Larson said that it had "died" in the WA Legislature.

**Financial Update:** Amber Simon prefaced her remarks by saying that the financial numbers are unaudited as these current reports use QuickBooks and are not reconciled to Cayenta as of yet, and as such, are preliminary and the numbers could change. Ms. Simon gave a financial update on the following:

- For 2007, net income is \$93,000 with \$88,000 attributed to 2006 income which was not correctly recorded in the 2006 closing process.
- Thus, actual 2007 net income is \$5,000.
- The budgeted deficit for 2007 was rectified by revenues from the following specific programs (i.e., revenues that were over their initial budgeted amount): on-site sewage (\$130k), Medicaid administrative match (\$37k), I-695 replacement funds (\$46k), and the water program (\$36k).

Amber Simon said that during the first quarter, 2008, the following is being done:

- Review of 2007 results by program to identify any financial concerns.

- Update QuickBooks with 2008 data for ongoing monthly reviews with KCPHD's management and the Board of County Commissioners.
- Implement the County's new Purchase Order system throughout the department to enhance controls over purchasing.
- Condense BARS codes list for more accurate coding of revenues and expenses.

Cathy Bambrick said that due to the extra revenue, the department's emergency fund is too large, a budget amendment will be required, and she is proposing that the department's vehicles be upgraded. Ms. Bambrick complimented Ms. Simon on her excellent work.

**Department of Ecology Exempt Well Update:** Cathy Bambrick said that the Agreement has not been signed as of yet although it is close to being signed; the Agreement will not impact Public Health (PH) as much as it will Building and Planning; DOE negotiations that will affect PH relate to metering to be done by EH staff on water usage for Group B waste systems and individual wells in the Upper County region; and the County Commissioners have done a great job with DOE.

Commissioner McClain said that information will be released prior to the actual signing of the Agreement; and Commissioner Crankovich stated the target date for signing is April 9<sup>th</sup>.

**CHAMP 2008 Environmental Health Indicators "The Plan:"** Cathy Bambrick said that in the current Key Health Indicators Report, indicators for Environmental Health are not available on a statewide and county basis. In 2007 and 2008, Sara Burnet has been participating in a state mentoring program to develop EH indicators and to develop this current plan entitled "The Plan." Sara Burnet mentioned that her mentor is the EH Director from Thurston County's Public Health District and she has been participating in the WA tracking network from Department of Health which is developing EH indicators on a national level.

Sara Burnet outlined her proposed plan and said that it was an ambitious plan yet worth doing:

- Logic models will be created for each EH program.
- Three statewide indicators currently exist (for failed septic systems, solid waste facilities in compliance, and restaurants with 35 violations).
- To breakdown programs to see what indicators are necessary and will be helpful.
- In May, a list of potential indicators will be available; and BOHAC will vote on these indicators as far as community priorities are concerned.
- Data sources will be checked to verify that data is available; data collection will occur.
- A stand-alone report will be issued in 2008 and the EH indicators will be incorporated in the full report in 2009.
- The anticipated completion date is October, 2008.

Some discussion occurred over (1) the purpose of the work (e.g., DOH with its State Standards wants Public Health to engage in this work, the indicator work helps with funding accountability as the impact of funding can be demonstrated, and it helps ensure that programs will target areas that need the most funding and focus); and over (2) anticipated approaches to dealing with any controversial EH indicators (e.g., exempt wells) (whereby management, BOHAC, and BOH will be involved to see if it is worthwhile to move forward).

**Status of Environmental Health:** Cathy Bambrick said it is time to acknowledge staff in Environmental Health who have worked through two difficult years on the heels of a full staff turnover (except for one position) in 2006 and who have done commendatory work. Ms. Bambrick introduced and complimented the following EH staff for their work:

- Joseph Gilbert, Environmental Health Specialist II, who has recently completed his *WA State Department of Licensing Certificate of Competency for On-Site Wastewater Treatment Systems*

*Inspector* within one year (with a test passing of only 11% within a single year). This is huge boon to the department as it can discontinue using staff from another county to supervise OSS work.

- James Rivard, Environmental Health Specialist II, who recently obtained his *Certificate of Completion of Training in Hazardous Waste Operations and Emergency Response (HAZWOPER)*. The final certification for Mr. Rivard to complete (and final certification for EH staff as well) will be the Manager of Landfill Operations (MOLO) training which will occur in October, 2008.
- Melissa Schumaier, Environmental Health Specialist II, is certified as a Certified Pool and Spa Operator.
- Holly Duncan, Environmental Health Specialist II, is certified as a National Playground Safety Institute Certified Inspector and as a Qualified Sanitary Surveyor.

Cathy Bambrick proceeded to introduce Holly Myers, Environmental Health Director, stating that Ms. Myers: has experience in enforcement work; had managed the Department of Ecology's Air Quality Division in the Yakima office for six years; had worked seven years in an environmental testing laboratory in Seattle; and was born and raised in Ellensburg.

BOH members commended all Environmental Health staff for their excellent work.

#### **BUSINESS:**

**OSS01-08 On-Site Sewage Site Evaluation Policy and Standard Operating Procedures (SOP):** Cathy Bambrick said that this policy is a revision of its original one (approved by the BOH in 2006) and contains the following revisions:

- corrects for items that had received complaints from licensed designers about each other and some complaints about EH;
- includes parcel map, soil type, field observations, and weather conditions;
- test holes are now marked (with measurements) and digital pictures taken so that it is clear where test holes are precisely located (i.e., where the site evaluation has been conducted, and thus, where holes have been dug in order to correct complaints over discrepancies between different designers as to type of septic system and where system should be placed);
- scanning and archiving have been included; and
- Scheduling of the site evaluation is done by the licensed designer.

Joseph Gilbert added that the SOP gathers as much information as possible so that designers have full information to do proper work and to use the right system. The SOP hold designers to a tougher standard; and protect the department and county. Cathy Bambrick said that EH fees were raised as more week is now required for site evaluations.

Discussion occurred over the impact of the revision process and fees on applicants and designers, and how the designer community had gained greater confidence in the process. **BOH members recommended two amendments to the proposed policy, as follows:**

1. **Amendment #1:** Commissioner McClain recommended that the “request for fee refunds” be stricken. As refunds are listed in the department's fee policy, they do not need to be mentioned in this policy. Furthermore, Commissioner McClain stated that if and when an application has been started and staff resources have been used, there are no refunds.
2. **Amendment #2:** The BOH requested that the section on the appeal process be revised so that it simply states that an appeal shall follow the appeal process established by Kittitas County Code and to reference the Code.

**Motion 02-07: Rich Elliott moved to approve the OSS01-08 On-Site Sewage Site Evaluation Policy and Standard Operating Procedures as amended; Dr. Solberg seconded. Commissioner Crankovich thanked staff for their work and particularly for how the operating procedures have been tightened. All approved. Motion 02-07 carried.**

**On-Site Sewage Master and Associate Installer Licensing Policy and Standard Operating Procedures:** Cathy Bambrick said that the policy was approved in 2006 and the current, revised version contains a few changes. She explained the linkage between Master and Associate Installers. The main change is an 8-hour course is required for Master Installers to maintain their license (a requirement not applicable to Associate Installers) and licenses issued by the County to Master Installers will reflect this training.

**Motion 02-08: Commissioner Crankovich moved to approve the On-Site Sewage Master and Associate Installer Licensing Policy and Standard Operating Procedures; Rich Elliott seconded. All approved. Motion 02-08 carried.**

**OTHER:**

Rich Elliott announced that NIMS 100, 200, and 700 training will occur on March 26, at 8:30 a.m. at the Hal Holmes Community Center in Ellensburg. A mass casualty exercise to fit Public Health needs in an unspecified (for purposes of the exercise) location will occur on May 15.

KCPHD's Fourth Quarter 2007 Newsletter was distributed; and the Kittitas County Tobacco Prevention and Control Program's Winter 2008 newsletter was distributed as well.

Cathy Bambrick said she will not be able to attend the next BOH meeting as she will be on vacation.

The meeting adjourned at 11:15 a.m.

**Next Meeting: The next Board of Health meeting will be held on March 20, 2008 at 10 a.m. in the Commissioners' Auditorium.**

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Mark McClain, Chair of the Board of Health

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Cathy Bambrick, Public Health Administrator  
Kittitas County Public Health Department

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Susan Merrill, Clerk of the Board of Health