



PUBLIC HEALTH DEPARTMENT

www.co.kittitas.wa.us/health/

Administration
Community Health Services
Health Promotion Services
507 N. Nanum Street, Ste 102
Ellensburg, WA 98926
Phone: (509) 962-7515
Fax: (509) 962-7581

Environmental Health
411 North Ruby Street, Ste 3
Ellensburg, WA 98926
Phone (509) 962-7698
Fax (509) 962-7052

KITTTAS COUNTY BOARD OF HEALTH

Minutes

Thursday, April 17, 2008
Commissioners' Auditorium
10:03 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 Educator Sarah Bedsaul, Community Health Services Director Bonnie Corns, Outreach Worker Julia Karns, Health Officer Dr. Mark Larson, Clerk of the Board Susan Merrill, Environmental Health Director Holly Myers, and Health Promotion Manager Robin Read-Ochoa

OTHER ATTENDEES:

Melody Madlem, Board of Health Advisory Committee (BOHAC)
Ali Kilgore, Kittitas High School Family, Career and Community Leaders of America (FCCLA) Student
Cheryl Uceny, Kittitas FCCLA Chapter Advisor
Morgan Uceny, FCCLA Student

Chair McClain called the meeting to order.

MINUTES:

Motion 04-01: Dr. Solberg moved to approve the minutes of the March 20, 2008 Board of Health meeting; Commissioner McClain seconded. Commissioner Crankovich abstained as he was not present at the meeting. All approved. Motion 04-01 carried.

INTRODUCTIONS:

BOHAC Introduction: Melody Madlem, as BOHAC's representative, was introduced by Cathy Bambrick, and Ms. Madlem reported on the following KCPHD updates addressed at BOHAC's April 14th meeting: (1) new staff, (2) West Nile Virus protocols, (3) free children's immunization clinic, (4) bacterial meningitis and beef recall after action reports, (5) Department of Ecology's Memorandum of Agreement, which BOHAC members recognized as a tough situation to work through, and (6) syringe exchange program, which BOHAC members were excited about and thought an important and needed program in the community.

Commissioner McClain and Commissioner Crankovich introduced themselves to Ms. Madlem.

"HPV Girls" Introduction and Project Presentation: Ms. Bambrick introduced two Kittitas High School Family, Career and Community Leaders of America (FCCLA) students, Ali Kilgore and Morgan Uceny, and Kittitas FCCLA Chapter Advisor, Cheryl Uceny, and said the students would provide a brief presentation on what they had accomplished in their Human Papillomavirus (HPV) community project.

Cheryl Uceny said that the “HPV girls” worked with Communicable Disease Nurse Carrie Bland, RN, (to provide free vaccinations to 36 girls [out of a HS total of 82 girls] between 9 to 18 years old at Kittitas HS promoting the HPV vaccine through their project and said the two girls recently finished first in the State Leadership Conference competition and their project was selected as best FCCLA high school project in their category/division in the nation. The girls will be the senior representatives for Washington State at the National Conference in Florida in July, 2008.

Ali Kilgore and Morgan Uceny gave a presentation to the Board of their project “*You Could Be One Less*,” a peer education project to educate and keep people from contracting the human papillomavirus, the cause of about 70 percent of cervical cancer and to increase HPV immunizations in Kittitas County. “*You Could Be One Less*” *Presentation*: The two girls outlined steps they took to develop and promote their project; and provided information on what the project accomplished.

Ms. Bambrick said this was a great project for KCPHD and congratulations go to Carrie Bland for her excellent work. The girls want give Ms. Bland an award as an honorary FCCLA member. **Commissioner McClain recommended that the two girls present the award to Ms. Bland at the May 6 BOCC agenda session. [At the same meeting of the Commissioners, an award of recognition will also be presented to each of the girls, Ali Kilgore and Morgan Uceny.]** BOH members congratulated the two girls for their excellent information and work.

Washington Association of School Administrators South Central Region’s Community Leadership Award for Shape Up Kittitas County (Presented by Kittitas County Superintendents): Robin Read-Ochoa said that the award is a huge honor and surprise for Shape Up and Sarah Bedsaul. Ms. Read-Ochoa explained that school administrators present community leadership awards to programs that contribute to public education, and Shape Up unanimously was the program that districts wanted to honor this year. Ms. Read-Ochoa and Cathy Bambrick will go with Ms. Bedsaul to the awards banquet on May 8, 2008 in Yakima.

CONTRACTS AND AMENDMENTS:

Yakima County, Office of Aging and Long Term Care (ALTC) Performance Agreement No. 2008: Cathy Bambrick was this contract was on the agenda as a follow-up to last month’s meeting. Ms. Bambrick reported that ALTC did not change contract language and ALTC decided to contract with oral health providers and not with KCPHD. **Thus, the contract was withdrawn by the department from consideration.**

Interlocal Agreement for Document Preparation and Imaging Services, OSOS Contract No. 8WK1-964, State of Washington, Office of the Secretary of State, Archives & Records Management Division Agreement: Cathy Bambrick said that this is an interlocal agreement for the department’s archiving project (for microfilming) for a cost of \$6,131.43 (inclusive of tax). Auditor’s Office’s Operation and Maintenance Historical Preservation Funds will reimburse the department for the contract costs. A BOCC resolution authorizing this interlocal agreement was approved on April 15, 2008; and written confirmation for the funding reimbursement to KCPHD from the Auditor’s Office, in response to Commissioner McClain’s request, was obtained on March 31, 2008.

Motion 04-02: Commissioner McClain moved to approve the Public Health Administrator’s signature on the Interlocal Agreement for Document Preparation and Imaging Services, OSOS Contract No. 8WK1-964, State of Washington, Office of the Secretary of State, Archives & Records Management Division Agreement; Dr. Solberg seconded. All approved. Motion 04-02 carried.

2007-2011 Consolidated Contract #C14952 Amendment #9 with Washington State Department of Health (DOH): Cathy Bambrick reviewed the changes in Amendment #9 covering changes in the statement of work (SOW) for three programs. Discussion occurred regarding the impact on the Group A program (i.e., decrease

in funding is not a concern to KCPHD), codes, effective dates, and impact on workload for emergency preparedness work (i.e., SOW reflects no net increase in tasks and KCPHD is already doing work specified in the revised SOW).

Motion 04-03: Dr. Solberg moved to approve the Public Health Administrator's signature on the 2007-2011 Consolidated Contract #C14952 Amendment #9 with Washington State Department of Health; Commissioner Crankovich seconded. All approved. Motion 04-03 carried.

DEPARTMENT UPDATES/ISSUES:

Financial Update: Cathy Bambrick reported that:

- The department's indirect cost allocation plan has been given to the Auditor's Office for approval.
- 2007 books have been closed and the department is awaiting approval by the Auditor's Office.
- 2008 revised budget will be ready after the indirect cost allocation plan is approved by the Auditor's.
- Data is being entered into QuickBooks for real time information and tracking of contracts to enable the department to bill in a timely manner and avoid losing money on grants, and to make good financial decisions.
- Amber Simon was complimented for her financial work in these activities.

Discussion occurred over using QuickBooks as a second accounting system and Commissioner McClain suggested seeing how the Sheriff's Office tracks their contracts (as their office has a similar high number of contracts).

Update on Memorandum of Agreement (MOA) between Kittitas County and Department of Ecology (DOE):

Cathy Bambrick reviewed the handout containing talking points on the final MOA, signed on April 8, 2008 and which will go into effect on July 1, 2008. Ms. Bambrick complimented the Commissioners on doing a great job with the negotiations; and stated that it was a fair agreement considering compromises that were made. Commissioner McClain gave the credit to Commissioner Crankovich. Dr. Solberg commended the work.

Ms. Bambrick highlighted various provisions in the final MOA:

- A more extensive SEPA process for the watershed will be implemented.
- Provisions negotiated out of or changed from former draft version include:
 - Hydrogeologic investigation by Public Health (Final MOA specifies a hydrogeologic report will be required when insufficient information is available to support a SEPA Threshold Determination).
 - Meters for each individual residential connection will be installed on all new wells (and not just Upper County wells).
 - New residential developments on EXISTING parcels created on or before March 28, 2002 are subject to this agreement. Such parcels will need to comply with metering, reading, and reporting requirements. No withdrawal limitations apply to these lots other than those already prescribed under state law.
 - New residential developments of EXISTING parcels created after March 28, 2002 are subject to a water use limitation of 350 gallons per day per residence for internal use; applicants will have to include a plan for external water use for gardens and lawns for a maximum total water use of 1250 gallons per day per residence.

[BOH member Rich Elliott arrived at meeting, an anticipated late arrival.]

Discussion occurred over number of plats affected (unknown); how expected negative public reaction to agreement has not occurred as of yet; guidelines regarding water use limitations; reporting options for the metering process on residences (as the provision on metering left options open); and GPS work.

Cathy Bambrick mentioned the role Environmental Health will have:

- Will coordinate the metering process of each residence.
- Will install remote-read meters and get training on them.
- Will provide assistance with hydrogeologic reports as necessary.

West Nile Virus (WNV) Update: Holly Myers recounted progress made on the implementation of the WNV emergency management plan. Ms. Myers distributed a sample community education item (bookmarks in both English and Spanish which provide information on WNV symptoms) and mentioned that posters entitled “Fight the Bite” (with information on symptoms and prevention using home land management) will be posted as part of the community education campaign. Other items achieved:

- MPDS permit for chemicals obtained from Noxious Weed Control Board.
- Licensing with the State Department of Agriculture and local flying services.

A cost plan on the application of larvicide is still being developed. Cathy Bambrick said that she wants to take this plan to individual cities within the county to see if a cost-sharing mechanism can be created in the event that money from the State is not obtained. **Commissioner McClain suggested getting placed on agendas with City Managers. Ms. Bambrick said a plan of action will be developed on this matter and will be brought to the Board of Health.**

Free Children’s Immunization Clinic: Bonnie Corns gave an update on the March 29 free children’s clinic for immunizations and fluoride varnish:

- It occurred at the beginning of kindergarten registration;
- 85 shots were administered;
- 44 fluoride varnishes were administered;
- 4 complete dental exams and cleanings were performed.

Ms. Corns commended Christie Waddington for taking the lead on logistical preparations. Bonnie Corns said surveys revealed overwhelming positive feedback from parents; a Hallway of Health was run by the CWU Health Education Club; the event was a huge success; Dr. Larson was called in to oversee the clinic; and administrative staff accessed vaccination records from Child Profile (which enhanced efficacy and helped ensure that children would get caught up on all their vaccinations).

BOH members remarked on the excellence of the clinic. **Commissioner McClain suggested releasing a press release on the success of it.**

Department of Health Standards Review Update: Cathy Bambrick stated that the review will occur on May 1; and as of the April 16 deadline, all documentation had been submitted to state reviewers. A 128-page document was submitted containing the strategic plan, after action reports, rapid implementation cycle plans, and policy work (particularly environmental health policies) (amongst other documents). Commendation was given to Sara Burnet for the preparation she devised for the department.

Other Updates: Commissioner Crankovich asked for an update on the response from the community regarding enforcement on environmental health policies. Cathy Bambrick said that residents and industry professionals like hearing about the rules and like knowing what needs to be followed.

Commissioner McClain asked for an update on the move of Public Health programs (WIC, First Steps, and Children with Special Health Care Needs) to Community Health of Central Washington (CHCW). Cathy Bambrick said coordination is occurring between the Human Resources departments at both organizations; formal employment offers are being made to staff; WIC staff are going to CHCW; no nurses are moving to CHCW (as one nurse is staying at KCPHD and the other nurse is retiring); and architects reviewed office renovation plans with staff and redesigned CHCW's plans based on staff's input.

Health Officer Update: Dr. Larson reported that public health is under a mandate to increase vaccinations, and consequently as one measure to meet the mandate, the department is engaged in county-wide discussion with providers over the interface between Child Profile (state database for children's immunizations) and electronic medical records/billing systems and the department will be providing technical support to clinics for this work. "NextGen" (an electronic medical records system) has been adopted by the majority of medical clinics in the county and Child Profile will be used by all medical clinics in the county except Ellensburg Pediatrics and a few other practices. (Most of these later clinics can interface with the state immunization system (Child Profile) through their billing system.)

BUSINESS:

Syringe Exchange Policy: Cathy Bambrick provided information on preparations that have been made for expansion of the syringe exchange program, which include the following:

- Staff met with Clayton Myers, Under-Sheriff, (who in turn will work with police chiefs of local cities) regarding updating and acquiring tacit support from law enforcement on the program.
- A policy governing the program has been drafted and:
 - It is based on policies from King and Yakima counties.
 - Deputy Prosecutor, Don Anderson, rewrote the RCW language for it.
 - It explains how staff will conduct business at the syringe exchange.
 - It includes sections on confidentiality and safety.

Discussion occurred over exchange of large numbers of needles and opportunity it presents to set up intervention meeting for harm reduction, data collection (e.g., for provision of data on why an exchange program works as access to users which in turn equates to users staying in treatment), estimate on number of injection users in county is not easy to identify, free testing for Hepatitis C will occur (and maybe Hepatitis A and Hepatitis B too), rationale behind specifying maximum of four (4) staff at exchange, how there is no need to auto clave (not a practice that is done by other health departments nor Solid Waste), and the need to have a policy with Solid Waste for disposal of needles through the Public Health Department (as needle exchange at Solid Waste is for the public and not the Health Department).

BOH members requested three (3) amendments to the draft policy:

1. **(Item 1a):** strike "new" (in reference to individuals).
2. **(Item 3d):** change cell phone item to:
 - a. apply specifically to employee emergency use and
 - b. to specify that syringe exchange be located in a place where cell phone will work.
3. **(Item 3f[i]):** strike sterilizing in autoclave.

Motion 04-04: Dr. Solberg moved to approve the signatures of the Public Health Administrator and Health Officer on the *Kittitas County Public Health Department Syringe Exchange Policy and Procedure* as amended at today's Board of Health meeting; Rich Elliott seconded. All approved. Motion 04-04 carried.

Kittitas County Child Sexual Abuse Investigation Protocols: Cathy Bambrick said the protocols had been adopted by the Sheriff's Office and the department likewise needs to adopt them in order to run the Sexual Assault Nurse Examiners (SANE) program. Dr. Larson explained that the protocols are used by Harborview Medical Center; revisions will occur soon though they are not ready as of yet; there are no big glaring problems with the protocols; and they have been used in the county for a while.

Dr. Larson asked that the protocols be approved with the caveat that periodic revisions will be adopted by reference. Commissioner McClain recommended creating a user-friendly checklist as to what law enforcement needs to do in conjunction with the protocols as the protocols themselves are written in a form that is not user-friendly. Some discussion occurred over whether training on sexual assault protocols is provided and/or encouraged within law enforcement; and it was stated that some police departments are unwilling to adopt the protocols. Dr. Solberg and Commissioner McClain asked about rape kits and recommended that a checklist of protocols needs to be placed in police vehicles. **Cathy Bambrick will talk to Clayton Myers about this request.**

Motion 04-05: Rich Elliott moved to adopt the current version of the *Kittitas County Child Sexual Abuse Investigation Protocols (Updated 2004)* as devised and used by Harborview Medical Center, with the caveat that as protocols are revised by Harborview Medical Center, they will be presented to the Board of Health; Commissioner Crankovich seconded. All approved. Motion 04-05 passed.

Commissioner Crankovich said the list of participating agencies on the cover sheet to the protocols needs to be updated.

EMERGENCY RESPONSE ACTIVITIES:

Beef Recall: Holly Myers provided an "after action report" on the beef recall which occurred from February 19th through February 21st. Holly Myer and Kodi Still participated in the recall of Hallmark/Westland Mark beef, a recall concerned with potential contamination of beef to schools. Kodi Still successfully contacted all schools and managed the destruction of the beef patties as dictated by Washington State Department of Health. Holly Myers said in Kittitas County there were four (4) locations where meat was stored and only one had significant volume (e.g., one kitchen had 50 cases); and referred to pictures which documented the destruction. Ms. Myers stated good communication occurred between Environmental Health and the schools (kitchens) and the School District; and she stated the recall was successful, was limited in scope, and went smoothly. Holly Myers complimented Kodi Still for her proactive work. Cathy Bambrick complimented Patti Johnson, Solid Waste Director, for her participation in the recall. Cathy Bambrick said the recall action cost the department: \$432.17.

Bacterial Meningitis Investigation: Bonnie Corns began the "after action report" on the bacterial meningitis investigation by describing:

- the timeline of initial contacts starting on February 18 between the KVCH, Cathy Bambrick, Dr. Larson over the presumptive positive case of bacterial Meningitidis in a baby reported from Seattle's Children's Hospital.
- Contact between Cathy Bambrick and the family on February 18 regarding the presumptive positive case, receipt of information that the family had not received prophylactics, and request that the family go to the hospital emergency room to get prophylactics immediately.
- Determination that a public health nurse would contact family to acquire contact information

for all exposed friends.

Dr. Larson continued the overview, stating:

- KCPHD was ahead of Children's Hospital in realizing that a public health problem was posed by this case.
- Review of the investigation revealed some areas for improvement, with the following examples:
 - Family called the ER but did not go to the hospital.
 - Hospital said there was not enough data to support prophylactics. As the hospital was not seeing the problem as a public health problem, Dr. Larson stated that if he had directly talked to Children's Hospital, there might not have been a delay with provision of prophylactics to the family.
- It was eventually confirmed that child did have bacterial Meningitidis (on February 21).
- The two most important investigators were (1) Public Health Nurse Linda Navarre, who ran most of the investigation [contact investigation] and who is highly commended for her work; and (2) the mother of the infant, who provided extensive contact information for family and friends exposed to the ill baby ill.
- A decision was made to refer exposed family and friends to local health providers.
- The investigation was handled well.
- Contact follow-up occurred through February 29 by which time 54 people had been contacted and assessed for exposure, 48 had been counseled for the recommendation to receive prophylaxis, and 44 had completed prophylaxis.
- There were no secondary cases.
- Exposure risk was high for people due to holding a sick baby at a baby shower.
- Additional areas for improvement have been identified and include:
 - Consideration to using KCPHD as a distribution center for antibiotics to reduce extra costs for individuals (i.e., to minimize costs associated with referrals to private doctors to get medication and to help with other aspects of an investigation);
 - A problem with some providers not receiving the urgent mass fax from KCPHD.

Various options were discussed regarding how to immediately get urgent information from the Public Health Department to each physician.

Cathy Bambrick said the communicable disease investigation cost the department: \$2,226.29.

Change in Date for Board of Health Meeting in June: As most members were not available for regularly-scheduled May 15 date, the next Board of Health meeting was changed to May 22.

Motion 04-06: Dr. Solberg moved to adjourn the meeting; Rich Elliott seconded. All approved. Motion 04-06 carried.

OTHER BUSINESS:

Executive Session for BOCC: BOCC members present were Commissioner Mark McClain and Commissioner Alan Crankovich. Others in attendance were Neil Caulkins, Civil Deputy Prosecutor, and Darryl Piercy, Director of Community Development Services.

At 12:02 p.m., Chair McClain opened a special meeting of the Board of County Commissioners (BOCC) and announced the BOCC would go into an Executive Session for approximately thirty minutes to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal

counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency).

At 12:24 p.m., the BOCC reconvened out of Executive Session and Commissioner McClain directed staff to file an appeal.

The meeting adjourned at 12:24 p.m.

Next Meeting: The next Board of Health meeting will be held on May 22, 2008 at 10 a.m. in the Commissioners' Auditorium. *This is a change in the regular meeting schedule.*

Mark McClain, Chair of the Board of Health

Cathy Bambrick, Administrator
Kittitas County Public Health Department

Susan Merrill, Clerk of the Board of Health