

PUBLIC HEALTH DEPARTMENT

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KITTITAS COUNTY BOARD OF HEALTH

Minutes

Thursday, May 22, 2008
Commissioners' Auditorium
10:02 a.m.

PRESENT: Board Members: Commissioner Alan Crankovich, Rich Elliott, Commissioner Linda Huber, Commissioner Mark McClain, Chair, and Dr. Don Solberg, Vice Chair. Kittitas County Public Health Department Staff (KCPHD): Administrator Cathy Bambrick, Community Health Services Director Bonnie Corns, Health Officer Dr. Mark Larson, Clerk of the Board Susan Merrill, Environmental Health Director Holly Myers, and Health Promotion Manager Robin Read-Ochoa, Amber Simon, Kodi Still

Chair McClain called the meeting to order.

MINUTES:

Motion 05-01: Rich Elliott moved to approve the minutes of the April 17, 2008 Board of Health meeting as submitted; Commissioner Crankovich seconded. Commissioner Huber abstained as she was not present at the meeting. All approved. Motion 05-01 carried.

INTRODUCTIONS:

Commissioner Crankovich and Commissioner McClain introduced Linda Huber, who was appointed as Commissioner on May 14; and expressed how they were excited to have her with them.

CONTRACTS AND AMENDMENTS:

Interagency Agreement between the State of Washington Central Washington University (CWU) and Kittitas County Public Health Department Afterschool Recreation Learning Program: Cathy Bambrick reviewed the contract: it covers assessment and referral by our Public Health nurse of eligible special needs children to an afterschool recreation learning program run by CWU; does not entail funding; and was approved by the Board of County Commissioners on May 6 as it is an interlocal agreement.

Motion 05-02: Commissioner Crankovich moved to approve the Public Health Administrator's signature on the Interagency Agreement between the State of Washington Central Washington University and Kittitas County Public Health Department Afterschool Recreation Learning Program; Commissioner Huber seconded. All approved. Motion 05-02 carried.

Interlocal Agreement Entitled "Standard Agreement between Central Washington University and Kittitas County Public Health Department" for Food Service Inspections and Training: Cathy Bambrick reviewed the contract: it covers food inspections at CWU by Environmental Health staff (as dining establishments at the university are not issued permits but are inspected instead); was approved by the Board of County Commissioners on May 20 as it is an interlocal agreement; and allows \$75 as an hourly charge for a maximum of \$3,000 per year (although the department usually charges \$1,000 a year).

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Motion 05-03: Dr. Solberg moved to approve the Public Health Administrator's signature on the Interlocal Agreement Entitled "Standard Agreement between Central Washington University and Kittitas County Public Health Department" for Food Service Inspections and Training; Commissioner Crankovich seconded. All approved. Motion 05-03 carried.

2007-2011 Consolidated Contract #C14952 Amendment #10 with Washington State Department of Health (DOH): Cathy Bambrick reviewed the changes in Amendment #10 covering changes in the statement of work (SOW) for three programs. This amendment increases the contract by \$181 [for WIC Farmers Market Administration] with the revised total maximum consideration for the Consolidated Contract not to exceed \$939,198.

Motion 05-04: Dr. Solberg moved to approve the Public Health Administrator's signature on the 2007-2011 Consolidated Contract #C14952 Amendment #10 with Washington State Department of Health; Commissioner Crankovich seconded. All approved. Motion 05-04 carried.

DEPARTMENT UPDATES/ISSUES:

Health Officer Update: Dr. Larson described how the measles outbreak in Grant County is running itself out and the last positive case will be no longer be contagious two weeks from May 23; and reported that, as far as is known, no cases of measles have occurred in Kittitas County. Education was done at Lincoln School in response to concerns raised at the school; the outbreak was used as a tool to encourage school staff to get up-to-date with their immunizations; and there were some concerned patients at the Valley Clinic. Dr. Larson mentioned that a few snafus occurred regarding school nurse communication which has been the impetus behind scheduling an upcoming meeting with school superintendents. Dr. Larson noted that one current problem exists around kindergarten registration and the signing of a waiver for immunizations when parents have forgotten to bring immunization records (even as their children have had immunizations). The meeting will be a tool to get on top of actual immunization rates.

Cathy Bambrick stated that Kittitas County has some of the lowest immunization rates in the State and with this year's blue ribbon funds for communicable disease work, a big improvement should be demonstrated.

Financial Update: Cathy Bambrick clarified her update provided at the last meeting regarding the indirect cost allocation plan: the plan was returned unapproved by Judy for revisions. Subsequently, Amber Simon sought a template from another county in order to submit another plan to Judy.

Amber Simon reported that:

- She and Amanda Davis in the administrative division went to Benton Franklin Health District to receive training in best practices in billing. She anticipates that much might change in front desk billing practices and it might be possible to recoup more money (for example, billing insurance companies beyond those that we have a contract with).
- The Auditor's Office has wrapped up the 2007 books and will give final numbers to the department soon.
- Managers are moving forward with the proposed 2008 budget.
- Next month, amendments to the budget will be done; and they will be displayed in a better format.

Dr. Solberg asked about how much is received in annual Medicaid billing reimbursement; and Ms. Simon said she will have to find out and get back to the Board with this figure.

Washington State Department of Ecology (DOE) Memorandum of Agreement (MOA) Project Update:

Cathy Bambrick provided the following update:

- The line is being defined between DOE and the County and KCPHD's work.
- Names of prospective members for the advisory committee (for the ground water study) will be submitted within the week.
- Organization of the metering program is underway. Management of the metering process has yet to be figured out. Residents will need to get ready for meters; and later on, a determination will be made on what staffing through KCPHD will be necessary to manage the metering program.
- An agreement between DOE and the County over the transfer of DOE funds to KCPHD is under review.
- The MOA left to KCPHD to figure out how the department will implement its responsibilities under the MOA.
- KCPHD will hire a temporary contractor to set up the metering program (as it is the busy season for Environmental Health staff).
- A Request for Qualifications (RFQ) for a hydrogeologist will be issued in June. This consultant will review reports on plat approvals and will be a member of the advisory committee (along with Holly Myers) in order to represent the department on the committee.

Washington State Public Health Improvement Project Standards Review Summary: Cathy Bambrick described the Standards Review by briefly describing the twelve (12) State Standards, and review of department goals and program work to meet the standards. Ms. Bambrick said that the department did better than expected on the review given that only recently has the department been fully staffed. Cathy Bambrick reviewed the lengthy list of exemplary practices found by the state reviewers.

In response to Dr. Solberg's question about any concerns or outstanding items for improvement, Cathy Bambrick said that all items identified by the reviewers seemed within the department's reach and she proceeded to review some of the areas identified for improvement:

- Surveys: Results of customer satisfaction surveys need to be tabulated.
- Development of additional policies: While the department does work related to finance, human resources, and information services, policies have not been written to cover this work.
- Need to quantify goals: Ms. Bambrick mentioned that regarding the Children with Special Health Care Needs program, it is hard to gather data on behavioral change and hard to write goals related to this data. And regarding Shape Up, it is hard to measure changes in the community.
- ADA consideration: Documentation needs to be forthcoming that ADA considerations are factored into building work. [Commissioners said they need to have a budget to pay for renovations to make ADA accessible.]
- Need for a technology plan: Much needs to be developed in terms of using technology but the department is faced by county-wide budget constraints. Current technology usage by the department was deemed excellent.

Congratulations from BOH members were extended to staff for their good work.

BOCC Resolution 2008-63 amends grant award of \$4000 for Sexual Assault Nurse Examiner to KCPHD ("BOCC Resolution 2008-63 Amending Funding for Grants Pursuant to Law and Justice Council Recommendations on Spending of 1/10th of 1% Sales Tax Reserves"): Cathy Bambrick said she was bringing to BOH members' attention the fact that the Law and Justice Council has shifted the grant from Kittitas Valley Community Hospital (KVCH) to KCPHD. Grant funds amount to \$4000. The Human Resources process will be to hire two (2) "casual employees" as the best solution in liability terms. Two KCPHD nurses are awaiting training for their participation in the SANE program.

Quarterly Newsletter: Cathy Bambrick referred to this quarter's newsletter and mentioned that the newsletter provides (1) program highlights on what and how programs are doing, (2) current data on program-related work, and (3) information on policies approved by and actions taken by the Board. Ms. Bambrick said that the Board was already familiar with most of the information but particularly wanted to bring members' attention to the article on two high school girls with their educational project on Human Papillomavirus and the article on West Nile Virus.

BUSINESS:

Request to Set a Public Hearing to Modify the Public Health Fee Schedule: Cathy Bambrick asked the Board to approve the request to set a public hearing to modify Public Health fees associated with Environmental Health fees that cannot be handled by Eden software (i.e., the new database at the Permit Center). Modifications include condensing some fees (e.g., food establishment fees), converting hourly charges to specific fees (e.g., well site inspections), and changing pool/spa fees.

Motion 05-05: Commissioner Crankovich moved to approve a joint public hearing with the Board of Health and the Board of County Commissioners to modify the Public Health Fee Schedule to be held on June 19, 2008 at 10 a.m. in the Commissioners' Auditorium; Commissioner Huber seconded. All approved. Motion 05-05 carried.

West Nile Virus Update and Authorization for Funds: Holly Myers said that due to cutbacks in Department of Health (DOH) funds, DOH will not pay for testing for birds and mosquitoes until July 1st but will pay for swabbing and training. The cost of shipping dead birds will be borne by each county in May and June (which is when the season starts). Ms. Myers said that in order to be proactive and identify potential WNV problems, the department asks the Board for approval to pay to test and ship dead birds and mosquitoes starting now. Cathy Bambrick stated that the Health Officer also wants to start prior to July 1st in order not to miss the first signs of any West Nile Virus (WNV).

Cost estimates were discussed. The process for (1) testing, (2) larviciding, and (3) targeting known sites was briefly explained by Kodi Still.

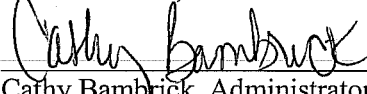
Motion 05-06: Rich Elliott moved to approve up to \$1000 from Public Health's reserve fund for mosquito and bird testing and shipping; Commissioner Huber seconded. All approved. Motion 05-06 carried.

The meeting adjourned at 10:50 p.m.

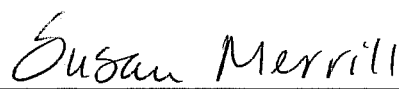
Next Meeting: The next Board of Health meeting will be held on June 19, 2008 at 10 a.m. in the Commissioners' Auditorium.



Mark McClain, Chair of the Board of Health



Cathy Bambrick, Administrator
Kittitas County Public Health Department



Susan Merrill, Clerk of the Board of Health