

PUBLIC HEALTH DEPARTMENT

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KITTITAS COUNTY BOARD OF HEALTH Minutes

Thursday, August 28, 2008
Commissioners' Auditorium
9:03am

PRESENT: Board Members: Commissioner Alan Crankovich, Commissioner Linda Huber, and Commissioner Mark McClain, Chair.

Kittitas County Public Health Department Staff (KCPHD): Administrator Cathy Bambrick, Community Health Services Director Bonnie Corns, Accountant Amber Simon, Assessment Coordinator I Amy Diaz, and intern Chris Whidbey.

OTHER ATTENDEES:

Thelma Simon, community member

Chair McClain called the meeting to order.

MINUTES:

Motion 08-01: Alan Crankovich moved to approve the minutes of the July 17, 2008 Board of Health meeting as presented; Linda Huber seconded. All approved. Motion 08-01 carried.

INTRODUCTIONS AND ANNOUNCEMENTS:

No BOHAC representatives were present.

CONTRACTS AND AMENDMENTS:

MOU with Head Start and Tobacco Prevention Program:

Ms. Bambrick stated that the MOU will help KCPHD communicate the dangers of secondhand smoke to families with small children. There is no monetary impact with this agreement; it will decrease KCPHD's liability about what KCPHD might see or do while on the premises. This agreement will help KCPHD meet deliverables outlined in the Consolidated Contract. It will also allow KCPHD to expand their access to more at risk populations.

Motion 08-02: Alan Crankovich moved to approve The Signature of the Department Head Administrator, Cathy Bambrick, on the MOU with Head Start and Tobacco Prevention Program; Linda Huber seconded. Discussion clarified that increased access to population would come from required family meetings of families with young children. **All approved. Motion 08-02 carried.**

DEPARTMENT UPDATES/ISSUES:

Health Officer Update: Dr. Larson was not present.

Financial Update: Amber Simon stated that

- most of the first and second quarter contract billings have been completed.

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- The revenue is currently in line with the budget for the first half of 2008, at 103% of budgeted revenues.
- A new system is currently in place with QuickBooks that will allow monthly billing for those contracts that will accept monthly billing.
- July amendments have been submitted to the auditor's office.
- Some minor amendments to the 2008 budget will be submitted in December, including a sexual assault nurse examiner (SANE) program amendment.
- September will be the first month that Amber will have monthly meetings with program managers and their staff to review financial performance.
- The 2009 budget cannot be completed until salary figures for KCPHD staff are made available by Judy Pless in the auditor's office.
- Three audits have occurred this summer: a Federal Ad Match billing audit which brought no concerns, a state audit of cash handling and EH permitting which revealed some minor concerns, and a state Department of Health audit on contract billing which is a separate agenda item.
 - The state audit of cash handling and EH permitting went well overall; the concerns addressed were related to human error that can be removed by instituting databases. The auditors were pleased that EDEN is in place to reduce this error. Also, software for receipting could reduce human error for the Personal Health division.

Results from July 21, 2008 Department of Health Audit: Amber Simon referred the board to page 10 of the independent accountant's report (attachment) for the list of the auditor's recommendations. She brought to the attention of the board that of the eight listed items requiring attention, all eight have been rectified.

Cathy Bambrick noted that one of the audit findings of concern related to use of the WIC vehicle for First Steps visits occurring on the same day as WIC appointments. Commissioner McClain questioned the recommendation. Commissioner Huber explained that such use could jeopardize future monies received for the program. She commended KCPHD for following the auditor's recommendations.

SANE Program Update: Commissioner McClain remarked that he is completely supportive of the SANE program and thinks that it is a great program. Bonnie Corns reported about the progress of the program to date and referred to the memo (attached) regarding the SANE program. Her comments:

- Public Health Nurses Linda Navarre and Carrie Bland are in the process of taking an online course related to SANE certification. Linda took a midterm exam yesterday; Carrie will take her midterm exam today.
- The course for certification requires 45 total hours of combined book work and field work. KCPHD has requested a site visit for the nurses to the state crime laboratory.
- Two additional nurses in the community will be sent to Harborview for training in October. Their employers will pay their salaries; hotel and meals will be paid by from the KCPHD SANE training budget.
- This will bring the total number of certified SANE nurses in Kittitas County to six.

Commissioner McClain commented that in his previous experience, only two nurses were available for exams. He expressed that he was encouraged by this expansion of the program.

- Only one certified nurse will be available in September, but soon many will be certified.
- Two grants have been received for 2008: \$4000 for exams and \$2000 for training.
- Two additional grant proposals have been submitted for 2009 funding.

Commissioner McClain asked if the funding had been granted. Commissioner Huber replied that the grant proposals have been voted on, but award letters have not yet been sent.

Washington State Board of Health School Rules: Cathy Bambrick explained that the State Board of Health is working on revising the RCW and the WAC regarding school inspections. They have been working on the proposal for years. Kittitas County is one of nine counties who currently do school inspections and KCPHD

has created a form to make the inspections more thorough. The State BOH is proposing several requirements that KCPHD is already providing so Ms. Bambrick is not concerned about the new requirements. Kittitas County is one of the few that is charging hourly fees for the inspections so KCPHD has a funding source for these activities. Ms. Bambrick's concerns with the state's proposal are related to the inspection of new construction and remodeling. KCPHD's staff will need training to review plan designs for construction and solid waste. Commissioner McClain suggested that the Environmental Health department should partner with Community Development Services for these reviews. Commissioner Crankovich supported this recommendation. Commissioner McClain inquired if the inspections were at all K-12 schools. Ms. Bambrick clarified that KCPHD currently inspects all public K-12 schools, but private schools are not currently inspected. The state's new guidelines would include the private schools as well. Commissioner Huber asked if the schools were aware of the new changes and Commissioner McClain suggested that KCPHD make sure that all schools (including private schools) are made aware of the impending changes. Commissioner McClain asked if the new rules have been adopted and Ms. Bambrick said that they have not been. Commissioner McClain requested that the private schools be notified of the proposed new rule. Ms. Thelma Simon asked if there is room for public comment on this subject and Commissioner McClain indicated that there was not. Ms. Bambrick indicated that a motion was needed to approve sending a letter to the state saying that KCPHD supports the suggested changes. Commissioner Huber clarified that KCPHD is overly compliant now and that the department would remain in compliance in the future. She also clarified that this would not require the department to add additional staff.

Motion 08-03: Alan Crankovich moved to approve that a letter is sent to the state indicating KCPHD's support of the recommended changes. Linda Huber seconded. All approved. Motion 08-03 carried.

BUSINESS:

No business items were on the agenda.

EMERGENCY RESPONSE ACTIVITIES:

Pertussis Case Update: Cathy Bambrick stated that KCPHD contacted 129 people during this emergency. Nine people received prophylaxis antibiotics and eleven others were referred to their primary care physicians. The department is in the process of following up with those individuals. Ms. Bambrick expressed how concerning this case was because the index case was a young lady who had recently served as a camp counselor and spent a lot of time with young children. There was one positive case but KCPHD did additional testing and is still waiting for one result. Commissioner McClain asked for clarification as to what Pertussis is. Commissioner Huber explained that it is commonly referred to as Whooping Cough. Ms. Bambrick said that the department received public concerns that the Pertussis case was connected to the Hantavirus case.

Hantavirus Case Update: Ms. Bambrick informed the attendees that the CDC had positively confirmed that the death of the 34 year-old Ellensburg man was in fact caused by Hantavirus. KCPHD's focus during this case was on communication and education with the public, the individual's family, and the police department. Ms. Bambrick said that approximately 10 public service announcements were sent during the week and emotions ran high within the community. Amy Diaz indicated that some corrections were needed when the KCPHD announcements were misquoted in the paper. Commissioner McClain stated that he was impressed by how well the case was handled and complemented the department on its work. Ms. Bambrick proceeded to give credit to her staff on their efforts. She explained the added difficulties faced by the staff in the absence of the Health Officer and the Community Health Services Director. Some of the staff put in 50-60 hours during the week of the emergencies. Ms. Bambrick said that the shed on the firing range had been burned and the department cannot confirm that the case originated there. Commissioner McClain said that he had run into the exterminator who had been hired by the Ellensburg Police Department and the inspector told him that

he had seen a mouse in the shed. Ms. Bambrick complemented the EPD for hiring a certified inspector and clarified that no trappings were successful nor were their identifiable droppings from deer mice. Commissioner Huber asked Ms. Bambrick what qualifications were needed for the inspection and Ms. Bambrick told her she had recommended that the EPD hire a certified Pest Control Officer.

Other Business:

Executive Session for BOCC: BOCC members present were Chairman Mark McClain; Vice-Chairman Alan Crankovich and Commissioner Linda Huber.

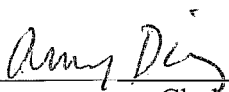
Others in attendance were Mandy Robinson, Deputy Clerk of the Board; Jim Van De Venter, Maintenance Manager Public Works; Kirk Holmes, Public Works Director; Cathy Bambrick, Public Health Administrator.

At 9:34a.m., Chairman 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 RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. Chairman McClain anticipated no action following the meeting.

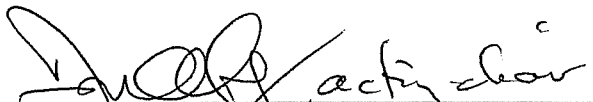
At 10:00 a.m. the BOCC reconvened out of Executive Session. No action.

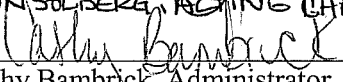
The meeting adjourned at 10:00a.m.

Next Meeting: The next Board of Health meeting will be held on September 18, 2008 at 9:00 a.m. in the Commissioners' Auditorium.



Amy Diaz, Clerk of the Board of Health



Mark McClain, Chair of the Board of Health
MD. DON SOLBERG, ACTING CHAIR


Cathy Bambrick, Administrator
Kittitas County Public Health Department