

PUBLIC HEALTH DEPARTMENT

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KITTTAS COUNTY BOARD OF HEALTH

Minutes

Thursday September 18, 2008

Commissioners' Auditorium

9:00am

PRESENT: **Board Members:** Vice Chair Dr. Don Solberg, Commissioner Alan Crankovich, Commissioner Linda Huber, and Rich Elliott.

Kittitas County Public Health Department Staff (KCPHD): Administrator Cathy Bambrick, Administrative Assistant II Candi Blackford, Assessment Coordinator I Amy Diaz, Public Health Nurse II Linda Navarre, Health Promotion Manager Robin Read-Ochoa, Community Outreach Worker Julia Karns, Health Educator Sarah Bedsaul.

OTHER ATTENDEES: NONE

Vice Chair Don Solberg called meeting to order at 9:04am.

MINUTES:

Motion 09-01: Alan Crankovich moved to approve the minutes of the August 28, 2008 Board of Health meeting as presented; Rich Elliott seconded. All approved except Vice Chair Don Solberg who abstained as he was not at the meeting. Motion 09-01 carried.

INTRODUCTIONS AND ANNOUNCEMENTS:

BOHAC representative Jan Naragon was present and updated on the September 8, 2008 BOHAC meeting. She first acknowledged that they congratulated the health department on the excellent performance evaluation from the May 2008 standard's review (discussed in department updates below) and the EH indicator packet that was put together by Sara Burnet that represented a lot of hard work. BOHAC also approved the smoking policy draft with a few suggestions on the policy and how the department could write fines. Jan stated that there was \$6,619.33 available in the BOHAC account and that a committee was formed to discuss the funds. The committee decided to reserve part of the funds for a small project within the community that would reflect the focus of BOHAC and possibly use some of the money for a scholarship fund for a student. Jan stated the BOHAC representatives were briefed on the new School Rules proposed by the Washington State Board of Health, discussed at the August 28 BOH meeting.

Cathy recognized Kittitas County Public Health Department Intern Daisy Rodriguez for her work in the health department for 10 weeks as a full time intern with the Health Promotion division. Cathy stated that she was very dedicated to her work, displayed an amazing work ethic, strong initiation skills, motivation skills and professionalism. She described her ability to adapt to new environments as well as effectively manage her time among various tasks and programs. The health department was thankful to have Daisy for the summer as an

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intern. Commissioner Linda Huber and Vice Chair Don Solberg thanked her for her work with the county and Don Solberg indicated that the BOH would be willing to write a letter of recommendation if needed.

CONTRACTS AND AMENDMENTS:

Washington State Department of Health Contract Amendment #12: Cathy Bambrick reviewed the contract amendment which included a statement of work for Healthy Child Care Washington Child Care Health Consultations effective 07/02/2008 – 06/30/2009 for \$12,827.00 and the Nutrition and Physical Activity (Obesity) program effective 07/01/2008 – 06/30/2009 for about \$50,000.00 a year.

Motion 09-02: Commissioner Alan Crankovich moved to approve the Washington State Department of Health Contract Amendment #12, Rich Elliott second. All approved. Motion 09-02 carried.

DEPARTMENT UPDATES/ISSUES:

Health Officer Update: Dr. Larson was not present; no update given at this meeting.

Financial Update: Cathy stated the following:

- Billing through August 2008 is now complete and the department has initiated monthly billing for the first time.
- Currently working on 2009 Budget, but still waiting on 2009 salaries from the auditor's office.
- The Public Health Business Manager will provide a full department financial review for BOH in October which will better prepare them for the 2009 Public Health Budget review in November.

Child Immunization Clinic Report: Amy Diaz reported that there were three clinics held this year. There were a total of 68 kids and 151 shots given. The breakdown is as follows:

- Cle Elum: 24 Kids and 54 shots
- Ellensburg: 14 Kids and 38 shots
- Kittitas: 30 Kids and 60 shots

Cathy Bambrick mentioned that the health department is currently working on linking local provider's software to the state immunization registry, Child Profile. This will make it easier for health departments and providers to access a patient's immunization record.

Announcement of Flu Clinics: Linda Navarre announced that there will be two flu clinics this year:

- Cle Elum: October 16, 2008 at the Senior Center from 10:00am– 2:00pm. This will be drive thru and walk in.
- Ellensburg: October 23, 2008 at the Grand Meridian Theater from 7:30am – 2:00pm. This will be drive thru and walk in.

It was also stated that these activities are useful as emergency preparedness exercises. These clinics are also a pandemic flu exercise.

West Nile Virus Update: Cathy Bambrick updated that there was no local activity and the county had sent in 15–20 samples this year. She added that the state had not yet updated the DOH website so the current information on the handout was not up to date. She pointed out on the colored map that our county was surrounded with other counties that have had positive activity and stated it was possible for West Nile virus activity to affect our county next year. Cathy also stated that the health department has established relationships with the local veterinarians when providing education about notifiable conditions this year. Dr. Solberg asked for information about our capabilities related to using chemicals in the event of an outbreak. Ms Bambrick notes that Kittitas County Noxious Weed Department is committed to help the health department apply larvacide in the

event of an outbreak for prevention of West Nile virus since they have the necessary licenses to apply chemicals. Dr. Solberg asked where the virus is held dormant over the winter i.e. whether it was with the mosquitoes, birds, larvae etc. Ms. Bambrick stated staff would get back to him with that information.

BUSINESS:

Washington State Department of Health Standards Review Final Report: Cathy Bambrick discussed the Standards for Public Health in Washington State results from the May 2008 review. She noted our strengths:

- The BOH involvement in the review of health data and information and use to make health policy decisions, good documentation of BOH actions in the minutes.
- The Quarterly Newsletter and 4th Q Report that is also the annual report for the agency.
- The strong assessment capacity and use of data to drive programs, including the Key Health Indicator Report, the BOHAC review of data and the priority setting process with the Better/Worse Report, this provides a good baseline of a set of indicators for taking action.
- The Logic Models for many of the agency's programs that describe the activities, outputs and outcomes for each program.
- The SMARTO framework and process for linking staff work to program Logic Models and to the performance Standards.
- The Customer Satisfaction Survey process, including the online Client Satisfaction Survey.
- The tracking of staff evaluations.
- The Tdap QI Team process, improvement and report (Quality Improvement).
- The After-Action Reports and the use of the recommendations to improve services.
- The Shape- Up Plan to address obesity with evaluation plan and 4th Q 2007 report.
- The extensive community involvement and partnerships for planning and implementing public health activities to address health priorities.

Cathy also went over the health departments areas for improvement:

- Work to establish targets for performance measures, and ensure that all programs have quantifiable performance measures for process, impact and population outcomes.
- Link data review and conclusions to actions taken, especially link program evaluation results to program improvements, in other words, close the Plan-Do-Study-Act loop.
- Use meeting minutes to include attachments of data reviewed, ect. Capture actions, conclusions from the data (the department has already started taking action on this).
- Conduct internal audits of CD and EH investigations to inform the QI plan.
- Use Key Health data Indicators and Better/Worse report to develop a Quality Improvement Plan for the agency and consider using the SMARTO plans in conjunction with these documents to develop a Strategic plan for Kittitas County (Currently working to get clarification on this last standard).

Cathy also stated that Kittitas County did the best in our peer grouping.

Commissioner Huber stated that it was interesting that the state was rating us on county wide policies.

EMERGENCY RESPONSE ACTIVITIES:

Pertussis Case Update: Linda Navarre reported that at about 3:45 p.m. on August 14th, 2008, the health department received a confirmed pertussis case from a 35 year old that had attended two bible schools. Dr. Alex Brzezny (acting Health Officer for Kittitas County during Dr. Mark Larson's absence) was contacted and discussed recommendations with the department. There were 126 contacts total of which 117 of the were contacted via phone and provided education as well as confirmed immunization status or referred to physicians within 5 hours of notification. Linda mentioned the success of the mass communication fax effort which reached all providers and most of them provided a return receipt of

receiving the notice. Talking points were distributed to the health department staff to assist with incoming phone calls and other local health jurisdictions were notified. Linda stated that in 2007 there were three confirmed cases versus 2008 there have already been two confirmed cases and numerous probable cases.

Dr. Don Solberg stated that Public Health Nurse Carrie Bland had done a good job with the Pertussis case.


Hantavirus Case Update: Linda Navarre reported that the investigation progressed well and the public was kept informed. All media information was reviewed and permission was received before release. Communication with all agencies involved was conducted in a sensitive and professional manner. An internal case review was completed and plans for future improvements were put into place. Cathy Bambrick noted that the health department learned a lot from the after action meeting with involved staff of the health department, police department, and fire department. Linda also stated that education is still being provided to the community and providers and the health department is still receiving calls for instructions on how to clean up mouse droppings.

Commissioner Linda Huber commented on the local ER swabbing for MRSA stating in a meeting there was discussion about 10–12% of all people being possible carriers. She would like to see some education for county employees regarding MRSA. Linda stated that this education could be arranged for any group upon request.

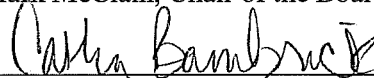
Cathy commented before the meeting adjourned that the Smoking Policy reviewed and approved by BOHAC had been put on hold. It is currently being reviewed by Brent Bottoms with the prosecutor's office.

The meeting adjourned at 10:07 a.m.

Next Meeting: The next Board of Health meeting will be held on October 16, 2008 at 9:00 a.m. in the Commissioners' Auditorium. All present agreed to change time.



Mark McClain, Chair of the Board of Health



Cathy Bambrick, Administrator
Kittitas County Public Health Department



Candi Blackford, Clerk of the Board of Health