



To Protect and Promote the Health and the Environment of the People of Kittitas County

**KITTITAS COUNTY BOARD OF HEALTH
Minutes**

**Thursday, December 18, 2008
Commissioners' Auditorium
10:30 a.m.**

PRESENT: Board Members: Commissioner Paul Jewell, Dr. Don Solberg, and Rich Elliott.

Kittitas County Public Health Department Staff (KCPHD): Cathy Bambrick, Amy Diaz, Robin Read-Ochoa, Amber Simon, James Rivard

Co-Chair Solberg called the meeting to order at 10:32 a.m. after a Public Hearing regarding the approval of a solid waste permit for a proposed compost facility.

Minutes

Motion 12-01: Rich Elliott moved to approve the November 20, 2008 minutes. Paul Jewell seconded the approval of the November 20, 2008 minutes. All approved. Motion carried.

INTRODUCTIONS AND ANNOUNCEMENTS:

There was not a representative of BOHAC present at the meeting.

CONTRACTS AND AMENDMENTS:

Central Washington University/Health Promotion Agreement: The purpose of this agreement is to have Central Washington University (CWU) maintain the KCPHD Shape Up website. KCPHD will provide content and graphics which are to remain the property of KCPHD. CWU shall provide personnel, equipment, and the necessary services to carry out the maintenance of the website. Payment by KCPHD will not exceed \$650.

Motion 12-02: Paul Jewell moved to approve the signature of the department head on the agreement between CWU and KCPHD – Health Promotion. Rich Elliott seconded the motion. All approved. Motion carried.

CWU Civic Engagement Center: This Memorandum of Understanding (MOU) between KCPHD and CWU Civic Engagement Center will allow registered service participants of the Civic Engagement Center the opportunity to become volunteers with KCPHD. Through this agreement, the volunteers will become service providers of KCPHD and not of CWU. There is no financial component to this MOU.

Commissioner Jewell asked for clarification of as to which party would take responsibility for any negligent acts by a volunteer. Cathy Bambrick replied that KCPHD does not take short term volunteers; all volunteers go through a county human resources process and are then considered employees of Kittitas County, so the county would take on responsibility for any negligent acts.

Motion 12-03: Paul Jewell moved to approve the signature of the department head on the MOU between CWU Civic Engagement Center and KCPHD. Rich Elliott seconded the motion. All approved. Motion carried.

CWU Rainbow Center Agreement: This agreement between CWU's Rainbow child care center and KCPHD will provide a payment of \$50 per month, up to \$600 per year, for KCPHD to provide infant nurse consultant services. A KCPHD nurse will visit the center once per month, and will be available for additional telephone consultation, to assess and give feedback regarding child care practices and the child care environment.

Motion 12-04: Rich Elliott moved to approve the signature of the department head on the agreement between CWU Rainbow Center and KCPHD. Paul Jewell seconded the motion. All approved. Motion carried.

DSHS – Medicaid Administrative Match 0963-53332: This contract will ensure that the staff of KCPHD will provide necessary staff, services and/or materials to serve individuals who are potentially eligible for Medicaid benefits. Amber Simon stated that the amount of revenue received from Medicaid Administrative Match is estimated to dramatically decrease in 2009 because the majority of KCPHD's nursing and personal health staff are moving with the WIC and First Steps program at the beginning of the year, with services to be provided at Community Health of Central Washington. Cathy Bambrick stated that it is difficult to bill Medicaid Administrative Match for services provided, and the amount of revenue received depends on the training and time expended by the Business Manager. As this position has had frequent turnover in the past few years, the revenue has varied.

Dr. Solberg requested clarification that this contract would allow KCPHD to bill on a per use basis of services provided; when KCPHD provides personal health services for someone to whom this contract applies, KCPHD would be able to bill Medicaid Administrative Match to receive some reimbursement.

Amber Simon replied that this is correct. She also added that as long as Medicaid eligible clients continue to utilize KCPHD for personal health services such as immunizations, revenue will be received through Medicaid Administrative Match.

Motion 12-05: Paul Jewell moved to approve the signature of the department head on the DSHS – Medicaid Administrative Match 0963-53332 contract. Rich Elliott seconded the motion. All approved. Motion carried.

DEPARTMENT UPDATES/ISSUES:

NACCHO grant award: Cathy Bambrick summarized that KCPHD was awarded the grant that we applied for last month with NACCHO. This is a technology grant that will allow KCPHD to connect with an existing health information exchange network utilized by local health care providers. The grant will also provide funding to create a module within the system specific to public health that will allow providers to report notifiable conditions to the local health jurisdiction using the health information exchange.

KCPHD provides some patient care by providing immunizations, and these visits will be recorded in the network. In addition, KCPHD will be able to use the software for billing purposes. All billing is currently done on paper so there will be no data conversion process. The next step will be to meet with the existing health information exchange network users group. \$35,000 was awarded; over half will be for staff time/staff training.

Commissioner Jewell inquired about ongoing costs to be connected with the health information exchange network. Cathy Bambrick replied that Kittitas Valley Community Hospital will pay 85% of ongoing costs, the

share of KCPHD will be \$3000 per year. Amber Simon added that with the staff time dedicated to paper billing may be equivalent to this amount of money.

Dr. Don Solberg inquired what the timeframe from implementation would be. Cathy Bambrick replied that the grant requires completion by November 2009 of a toolkit.

Dr. Don Solberg mentioned that only two grant proposals were selected for funding nationwide. Cathy Bambrick stated that KCPHD was in an excellent position for funding due to the existing health information exchange network. Commissioner Jewell recognized the hard work of Kittitas Valley Community Hospital and local medical clinics for their progress on this project so far.

Health Officer Update: Dr. Mark Larson was not present at the meeting so Cathy Bambrick mentioned one point that Dr. Larson had hoped to cover. There was a confirmed case of West Nile Virus (WNV) in a seven month old horse late this year, though no positive tests were identified in mosquitoes that had been trapped this year. Cathy also voiced the opinion that positive mosquito pools will be identified during the 2009 WNV season.

Dr. Solberg inquired as to the certainty that the horse had contracted the virus in Kittitas County. Cathy Bambrick stated that it is likely the horse contracted the virus in Upper County and the horse had not traveled outside of the county.

Update on WIC and First Steps Move to Community Health of Central Washington:

Cathy Bambrick stated that Bonnie Corns, the former manager of the WIC and First Steps programs at KCPHD, had started her new job with Community Health of Central Washington (CHCW) following her lay-off with KCPHD due to county budget cuts. She stated that she had expected Bonnie to attend the meeting today, but Bonnie was not present. The new CHCW facility opened this week, and went well. KCPHD that will be moving to CHCW are scheduled to move and open for business on January 6, 2009. They will be on the CHCW payroll beginning January 1, 2009.

As an additional note, CHCW had previously offered to match the retirement for all staff that would be moving to CHCW in 2009. CHCW has generously offered to match the retirement for Bonnie Corns as well, even though her move had not been planned.

Rich Elliott inquired if the move of WIC and First Steps might unravel if the Medicaid Administrative Match funding source were to disappear. Cathy Bambrick replied that these programs are actually more financially viable at a Federally Qualified Health Care (FQHC) facility because FQHC's can provide more services allowing them to receive additional reimbursement.

Quarterly Report – 3rd Quarter: Cathy Bambrick explained for the new Board of Health member Commissioner Paul Jewell that KCPHD used to create a report at the end of each quarter, but this has been changed into a newsletter style format. All of the data is still included, but the new format is more readable and interesting to the public. Actions of BOH and BOHAC are included in the newsletter. For the third quarter, the strategic plan was highlighted. Other work of note includes the SANE program, a hantavirus case, an educational campaign for providers on communicable disease conducted by Communicable Disease and Environmental Health, solid waste program, program audits, and tobacco retailer education efforts.

Commissioner Paul Jewell inquired how the quarterly report is distributed. Cathy Bambrick replied that it is distributed by hand to members of BOH and BOHAC. It is also posted on the KCPHD website.

BUSINESS/DISCUSSION:

Public Health Reserve Fund: Cathy Bambrick indicated that she would pass the discussion over to Amber Simon after she summarized the fund. It was unclear to KCPHD that the Public Health reserve fund was

actually the cash flow account for KCPHD until, after the building slowdown and decrease in EH revenue, the auditor's office informed her that there was a cash flow problem. \$150,000 of the fund is invested; the remainder is not invested. She indicated that in the future KCPHD would update the BOH on the fund monthly.

Amber Simon referred to a handout indicating the fund balance over the past 12 months. She noted that the fund balance in December 2007 was lower than other months displayed but stated that this was because grant billing had not been completed for 2007, as there had been turnover in the Business Manager position. Amber also stated that her goal is for monthly billing to be able to level out the balance of the fund as much as possible. Amber also noted that the fund balance was relatively low in May 2008. A withdrawal in the amount of \$80,000 had been made by the auditor's office due to a payroll error in 2007 that had not been previously noticed. Amber also provided a second handout showing the fund balance over the previous 24 month period.

Dr. Don Solberg inquired as to what Public Health revenue is cyclic. Amber Simon replied that within Personal Health, most programs have monthly or quarterly billing, so these are fairly stable. Cathy Bambrick noted that Environmental Health revenue is much more cyclic, and depends on the building season. Revenue is low during the winter months, but picks up considerably around March each year. Also, in Environmental Health, food establishments are permitted in October, so there is a considerable amount of revenue generated in that month as well. Dr. Solberg also inquired if there were any other Public Health funds that did not flow through this account. Amber replied that she did not believe there were any additional funds that did not flow through the account.

Statewide DOH and Public Health Funding Reduction: Cathy Bambrick stated that KCPHD had been forewarned that state grants may be cut in the future, but for the 2008 fiscal year (through June 30, 2009) no reductions were noted for existing programs at the local health jurisdiction level. No decisions have been made for the 2009 – 2011 biennium yet. A major problem for public health is the lack of a stable source of funding. There is important work that is being done, such as WNV prevention, that is not funded and KCPHD is required to use its fund balance. Across the nation, public health is working on this problem.

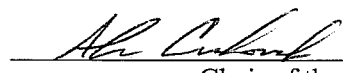
Department Organizational Chart: Cathy Bambrick stated that the department organizational chart has been modified. Titles and salary ranges have still not been determined by human resources for the lead positions in EH and Personal Health (James Rivard and Linda Navarre). A working manager model is what the department was looking for during the recent budget conversations. The managers must have proper certifications and qualifications, such as the HAZWOPER certification in EH, and a nursing degree in Personal Health. The department also has one less support clerk under the Administration division; with WIC and First Steps moving at the beginning of 2009 the department needed to reduce staff in Administration. Health Promotion has not been affected by any budget cuts. Sharon Smith will be retiring from her current position as a Public Health Nurse in February; she will not be replaced.

Under the Other category a Metering Program Coordinator position is listed. This is only a 120 hours position. The EMS coordinator is also listed here, but will be moved in 2009 to be listed under Kittitas County, rather than KCPHD. More opportunities have become available for funding of the Assessment Coordinator position. Assessment and Communicable Disease staff have been working together and this combination is powerful and effective.

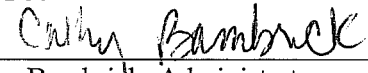
Finally, the EH division will be moved into the Morris-Sorenson building when the WIC and First Steps staff move to CHCW.

Co-Chair Solberg adjourned the meeting at 11:19 a.m.

Next Meeting: A special Board of Health meeting will be held immediately following the Commissioners' Agenda Session in the Commissioners' Auditorium on January 5, 2008. The next regularly scheduled Board of Health meeting will also occur, and will be held on January 15, 2008 at 10:00 a.m. in the Commissioners' Auditorium.



ALAN CRANKOVICH Chair of the Board of Health



Cathy Bambrick, Administrator
Kittitas County Public Health Department



Candi Blackford, Clerk of the Board of Health