KITTITAS COUNTY BOARD OF HEALTH
AGENDA

Thursday, August 28, 2008
Commissioners’ Auditorium

Minutes:
- Approval of July 17, 2008 minutes

Introductions and Announcements:
- Introduction of BOHAC representative(s)

Contracts and Amendments:
- MOU with Head Start and Tobacco Prevention Program

Department Updates/Issues:
- Health Officer Update
- Financial Update
- SANE Program Update
- Washington State Board of Health School Rules
- Results from July 21, 2008 Department of Health Audit

Business:
- NA

Emergency Response Activities:
- Pertussis Case Update

Next Board of Health Meeting: September 18, 2008, 10 a.m., Commissioners’ Auditorium
KITITITAS COUNTY BOARD OF HEALTH

Minutes

Thursday, July 17, 2008
Commissioners’ Auditorium
10:03am

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, Public Health Clerk I Candi Blackford, Health Officer Dr. Mark Larson, Environmental Health Director Holly Myers, and Health Promotion Manager Robin Read-Ochoa, Public Health Assessment Coordinator II Sara Burnet

OTHER ATTENDEES: 
Joan Baird Glover, Board of Health Advisory Committee (BOHAC) and Bruce Tabb, Board of Health Advisory Committee (BOHAC)

Chair McClain called the meeting to order.

MINUTES:

Motion 07-01: Alan Crankovich moved to approve the minutes of the June 19, 2008 Board of Health meeting as presented; Rich Elliott seconded. All approved. Motion 07-01 carried.

INTRODUCTIONS:

BOHAC Representative’s Report: Joan Baird Glover and Bruce Tabb was acknowledged as this month’s representative of BOHAC. Ms. Glover gave an update on the BOHAC meeting which was held Monday July 14th, 2008. It was stated that BOHAC approved the EH indicators list and the Strategic Plan Initiative (with modifications that were done before BOH meeting July 17, 2008).

CONTRACTS AND AMENDMENTS:

Washington State Department of Health 2007-2011 Consolidated Contract #C14952 Amendment #11: Cathy reviewed the contract revision which increased the contract by $59,909 and reflected the following:

1) Exhibit A Statements of Work are amended as follows:

Adds Statement of Work for the following programs:

- Office of Drinking Water Group A Program ($4,000)
- Tobacco Prevention and Control Program ($49,075)

Amends Statement of Work for the following programs:

- WIC Nutrition Program ($6,834)
2) Exhibit B-11 Allocations amends and replaces Exhibit B-10 Allocations as follows:
   - Increase of $59,909 for a revised maximum consideration of $999,107.

Discussion about the “Office of Drinking water Group A” - It was typed incorrectly as stating “Group B”. There was a motion to amend the signature page to change “Office of Drinking Water Group B” to “Office of Drinking Water Group A”.

**Motion 07-02:** Rich Elliott moved to approve The Signature of the Department Head Administrator, Cathy Bambrick, on the 2007-2011 Washington State Department of Health Consolidated Contract; Don Solberg seconded. All approved. Motion 07-02 carried.

**DSHS WorkFirst Contract No. 0763-19518-01 (Amendment #1):** Cathy stated the DSHS WorkFirst contract is between DSHS and KCPHD which provides nursing evaluation of children with special medical, developmental, or behavioral problems by a public Health Nurse to assist DSHS in determining a participant’s level of ability to take part in WorkFirst activities. This agreement represents the 1st amendment to the DSHS WorkFirst Contract #0763-19518 and extends contract dates to July 1, 2008 through June 30, 2009.

**Motion 07-03:** Commissioner Linda Huber moved to approve the Signature of the Department Head Administrator, Cathy Bambrick on the DSHS WorkFirst Contract No. 0763-19518-01 (Amendment #1); Rich Elliott seconded. All approved. Motion 07-03 carried.

**Interagency Agreement No C0900003 with State of Washington Department of Ecology to transfer funds from DOE to KCPHD for Joint Implementation of Memorandum of Agreement between DOE and KCPHD dated April 7, 2008:** Cathy Bambrick stated that the purpose of this agreement is to jointly implement the Memorandum of Agreement (MOA) entered into between DOE and KCPHD dated April 7, 2008 regarding the management of exempt ground water wells in Kittitas County. The MOA requires DOE and KCPHD to implement interim management strategies and develop a comprehensive ground water study and a long-term management plan for the area known as upper Kittitas County. Ms. Bambrick informed them that the contract amount is $198,000 which had already been approved by BOCC.

**Motion 07-04:** Commissioner Alan Crankovich moved to approve the Public Health Administrator’s signature on the Interagency Agreement No. C0900003 between the State of Washington Department of Ecology and Kittitas County Public Health Department; Rich Elliott seconded. All approved. Motion 07-04 carried.

**BUSINESS [Moved business up on agenda]:**

**Strategic Plan for the Department:** Cathy Bambrick handed out to each BOH member a three ring binder that included the Strategic Plan Initiative. Cathy went through the binder and went over the introduction about how the plan was set up and how the eleven components were chosen and made into the following initiatives:

1) Community Health Data Tracking, Analysis, and Use
2) Communication to the Public and Key Stakeholders
3) Community Involvement
4) Threats to the Public’s Health
5) Planning for and Responding to Public Health Emergencies
6) Prevention and Education
7) Addressing Gaps in Critical Health Services
8) Program Planning and Evaluation
9) Financial Management Systems
10) Collaborating with County Services and Systems
11) Leadership and Governance

Commissioner Mark McClain had questions regarding the budget criteria and Cathy provided a description of the 3 levels of budget criteria. There was more discussion and explanation about how this will tie into budgets when it is done. Cathy also went over the definition of what an R.C.I. (Rapid Cycle Improvement) is and why the Public Health Department uses them.

Motion 07-05: Moved by Don Solberg to annually adopt the Strategic Plan Initiatives as presented. Commissioner Alan Crankovich second. All approved. Motion 07-05 carried.

EH INDICATORS: Sara Burnet reviewed the EH indicators with the BOH. She stated that the initial project started in the fall of 2007, but was put on hold since we did not have a mentor and would not have one until Jan/ Feb 2008. Our mentor for this project is Art Starey, Environmental Health Director in Thurston County. The first goal was to compile a list of indicators and create logic Models for each EH program. The EH indicators were reviewed internally by staff and the list was narrowed down by Management Team, Public Health staff, and the Quality Improvement team. Then the list was brought to BOHAC for prioritization and the Environmental Health Directors work group (feedback from 2 out of 5 people). All of the above mentioned groups voted on the list of indicators identifying a final list of 25 indicators. The EH Indicator document was distributed and reviewed to the BOH members. Sara explained the goals of the indicator project and also how the data was verified for data integrity. BOHAC approved the current indicator list at last meeting held Monday July 14, 2008. Many of the data indicators do not have historical data so the report identifies data to be collected so when the report is published this year it will be pretty empty and will consist of a list of the EH indicators, why they are important, and why we are tracking them. There were some questions specific to some of the EH Indicators and information regarding risk and benefits which were answered by Sara Burnet and Cathy Bambrick.

Motion 07-06: Moved by Don Solberg to adopt the Environmental Health Indicators as presented. Linda Huber seconded. All approved. Motion 07-06 carried.

DEPARTMENT UPDATES/ISSUES

Washington State Department of Ecology (DOE) Memorandum of Agreement (MOA) Project Update: Commissioner Mark McClain started this off by reading an e-mail he had just received from Jerry Martin. Holly Meyers gave an update that the contract was already approved and that they are starting to get organized and purchase things that will be needed to kick off the project. The Emergency Rule has been implemented and had gone out in the paper July 8th. There was a news release published in the paper which contained incorrect information; Holly contacted the Department of Ecology Director and requested a correction which they were glad to do. The advisory committee has been partially appointed with 3 members that are expected to be appointed. The open spots include the following:

1. Representative from Yakima Nation
2. Hydrologist from Kittitas County- that the county is contracting
3. Peter Smith- Engineer and Certified Water Operator

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PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER KITTITAS COUNTY
DEPARTMENT UPDATES/ISSUES CONT.
Holly also noted to BOH that she was attending planner meetings with CDS to make sure that all questions regarding the MOA are answered and educational material will be drafted and made available to the public soon.

Health Officer Update: Dr. Larson stated:
- Spoke of Access issues relating to financing
- Discussed the issue of 8 providers over the age of 60 (3- primary and 5- other)
- Reported on the active, ongoing recruiting efforts
- Discussed Medicare/Medicaid reimbursement rates
- Went over the funding differences for RHC(Rural Health Clinic) vs. FQHC (Federally Qualified Health Clinic)

Mosquitoes: Cathy Bambrick provided an update on West Nile activities including the talking points that were distributed. Ms Bambrick reported that mosquito pools were positive for West Nile Virus on the border of Benton and Yakima County. Additional reports will be released when additional information is available.

Salmonella: Dr. Larson also updated on upper county Salmonella status. The source had eaten at a Mexican restaurant in Yakima so they had certainly had exposure to tomatoes or jalapenos. No species confirmed yet.

Financial Update: Cathy Bambrick reported that:
- 1st Quarter billing is almost complete- $140K+ sent out; another $40-$45k estimated to be sent out once info is available.
- 2nd Quarter billing will be completed next week; the department will switch to monthly billing where applicable.
- New Budget format will transfer the old Excel spreadsheet system to a new Access database system.
- 2008 budget amendment is in the final stages before submission
- 2009 Budget- budget workshop scheduled with management August 12th to create the 1st draft to be submitted for the August deadline established by the Auditor’s Office.

Ms. Bambrick also noted that the Public Health Department is looking into medical coding support and will request additional support from the commissioners during the regularly schedule study session next week. The department is working on medical charts for documentation purposes to backup billing processes.

Meeting adjourned at 11:29am

Next Meeting: The next Board of Health meeting will be held on August 28th, 2008 at 9:00 a.m. in the Commissioners’ Auditorium.

Mark McClain, Chair of the Board of Health

Cathy Bambrick, Administrator
Kittitas County Public Health Department

Candi Blackford, Clerk of the Board of Health

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

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND HEALTHIER KITTITAS COUNTY
### Contract/Grant Information

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<th>Contract/Grant Agency</th>
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**Contract/Grant Summary**

Kittitas County Tobacco Prevention Program will work with Head Start to provide education on the dangers of smoking and second hand smoke to families.

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**Recommendation for Board of Health and Board of Health Review on 08/21/2008**

Department Head Signature: [Signature]

Administrator Date: 8/28/08

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**Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:**

- **APPROVED AS TO FORM:**
  - Signature of Prosecutor’s Office: [Signature] Date: 8/14/08
  - Signature of Auditor’s Office:  
    - [Signature] Date: 8/15/08
  - Signature of Board of Health member: [Signature] Date: 8/28/08
Financial Information

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Is Equipment being purchased? Who owns equipment?
New Personnel being hired? Contact HR hiring – reporting requirements

Future impacts or liability to Kittitas County:

Budget Information

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Pass Through Information

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Prosecutor Review

Has the Prosecutor reviewed this agreement? Yes X No □

County Departments Impacted

x Auditor Facilities Maintenance
Information Services Human Resource
x Prosecutor Treasurer

Submitted

Signature: Date:
Department:

Assignment of Tracking Information

Auditor’s Office
Human Resource
Prosecutor’s Office
Who Signed the grant application

Reviewer Date
Memorandum of Understanding

This Memorandum of Understanding (MOU) is hereby made and entered into by and between Kittitas County Head Start/ECEAP, hereinafter referred to as Head Start, and the Tobacco Prevention and Control program from Kittitas County Public Health, hereinafter referred to as the Tobacco Prevention program.

A. PURPOSE:

Head Start recognizes its responsibility to promote the health, welfare and safety of students, staff and other Head Start participants, and to serve as a positive example to other child care and community agencies. In light of scientific evidence that tobacco use and tobacco smoke is hazardous to health, it is the intent of the Head Start Program to establish a tobacco-free environment.

The vision and mission of Kittitas County Public Health is to allow all Kittitas County residents to have the freedom and ability to pursue healthy lives in a healthy environment and to protect and promote the health and the environment of the people of Kittitas County.

Head Start working together with the Tobacco Prevention program aims to inform families of Head Start children of the dangers of smoking and second-hand smoke and to provide material on how to eliminate second-hand smoke exposure and/or how to quit smoking.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Head Start and the Tobacco Prevention program share common goals in working toward a healthier community. By working together, Head Start and the Tobacco prevention program can enhance the quality of the health and educational services provided to children and families.

Head Start families will be given material on the dangers of smoking and second-hand smoke provided by the Tobacco Prevention program. Family Service Workers will share educational materials from the Tobacco Prevention program with families during home visits. A representative(s) from the Tobacco Prevention program will provide information to families during the annual open house in September. Opportunities for a more specific presentation(s) to the Head Start parent group will also be available during the school year.

C. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts Head Start or the Tobacco Prevention program from participating in similar activities with other public or private agencies, organizations, and individuals.

RESPONSIBILITIES OF PARTIES. Head Start will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing
these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.

CONFIDENTIALITY. Each party shall keep confidential any information that it receives from the other party which is marked confidential, which a party notifies the other party is confidential or which has been determined to be confidential by the Health Insurance Portability and Accountability Act (HIPAA).

PRINCIPAL CONTACTS. The principal contacts for this instrument are:

Kittitas County Head Start Contact                      Kittitas County Health
Elizabeth Webb                                       Cathy Bambrick
Health Manager                                       507 N. Nanum Street, Suite 102
PO Box 835, Ellensburg, WA 98926                     Ellensburg, WA 98926
507 N. Pierce, Kittitas, WA 98934                     Phone: (509) 962-7029
Phone: (509) 968-4050                                  FAX: (509) 962-7581
FAX: (509) 968-4058                                    E-Mail: cathy.bambrick@co.kittitas.wa.us
E-Mail: elizabethmwebb@yahoo.com

NON-FUND OBLIGATING DOCUMENT. Nothing in this MOU shall obligate either Head Start or the Tobacco Prevention program to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among Head Start and other agencies will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable policies and procedures.

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document as representatives of the cooperator are authorized to act in their respective areas for matters related to this agreement.

EFFECTIVE DATE: 07/01/2008 through 06/30/2009

Elizabeth Webb                                       Date
Kittitas County Head Start

Cathy Bambrick                                      Date
Administrator
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