KITITAS COUNTY BOARD OF HEALTH
Minutes

Thursday September 17, 2009
Commissioners’ Auditorium
10:00 a.m.

PRESENT: Board Members: Alan Crankovich, Mark McClain, Paul Jewell, Rich Elliott

Kittitas County Public Health Department staff (KCPHD): Cathy Bambrick, Sarah Bedsaull, Candi Blackford, Amy Diaz, Amber Simon

Other Attendees: Brent Bottoms (Kittitas County Prosecuting Attorney)

Chairman Alan Crankovich called the meeting to order at 10:01 a.m.

Minutes:
Approval of August 20, 2009 minutes

Motion 09-01: Motion to approve the August 17, 2009 BOH minutes. Paul Jewell moved to approve the August 20, 2009 BOH minutes. Rich Elliott seconded. All approved. Motion 08-01 carried to approve the August 20, 2009 BOH minutes.

INTRODUCTIONS AND ANNOUNCEMENTS:
Margaret Condit and Bonnie Corns were present from BOHAC. Bonnie updated that at the meeting on 08/14/2009 there was discussion about the summer immunization clinic, flu clinic announcement, 2010 budget, H1N1, West Nile virus and the criminal background check. Bonnie noted that there were not enough members for a quorum so they were unable to vote.

Shape Up Kittitas County Statewide Cross Training Opportunity- A testimony to Sarah Bedsal’s Excellent Performance: Cathy Bambrick recognized Sarah Bedsaull for her hard work. The State of Washington Department of Health has asked Sarah to be a trainer for all Healthy Community grants due to her excellent work she has done for Kittitas County. She will put together the curriculum to provide and train other counties. There was discussion about grant applications and that at this point the jail grant takes priority since the county can only do one at a time. Again recognition to Sarah for all the hard work she has done and still doing.

CONTRACTS AND AMENDMENTS:

Medicaid Administrative Admatch: Cathy Bambrick updated the Board Of Health that the purpose of this contract will provide necessary staff, services and/or materials to serve individuals who are potentially eligible for Medicaid benefits. This is the “Admatch” contract for which they do not set a maximum amount of revenue. The department budgeted for $20,000 in the 2009 budget and is anticipating the same amount for the 2010 year.
Motion 09-02: Motion to approve the Medicaid Admatch contract. Paul Jewell moved to approve the Medicaid Admatch contract. Rich Elliott second. All approved. Motion 08-02 carried to approve the Medicaid Admatch contract.

Washington State University Student Affiliation Agreement College of Nursing: Cathy Bambrick reviewed that the purpose of this contract is to provide Washington State University’s medical care professionals a clinical learning experience for nursing students enrolled in the program. It is the responsibility of the KCPhD to act as a training site and provide suitable clinical experiences and available facilities for such students and there is no cost to this agreement.

Motion 09-03: Motion to approve the Washington State University Student Affiliation Agreement College of Nursing. Paul Jewell moved to approve the Washington State University Student Affiliation Agreement College of Nursing. Rich Elliott second. All approved. Motion 08-03 carried to approve the Washington State University Student Affiliation Agreement College of Nursing.

Early Intervention Program (EIP): Cathy Bambrick reviewed this contract noting this is the contract that allows the health department to provide early intervention services to families that are at risk for losing their children. Currently this contract has not made it through our review process and we have initiated the contractor to go forward with this process to suggest changes made by our prosecuting attorney. This process may take up to a year since they will need to make the changes and other counties have to review and approve this before they become permanent changes. Brent Bottoms then requested the Board of Health go into executive session for consultation for legal counsel for potential litigation.

*At this time the Board of Health went into executive session at 10:17am for approximately 5 minutes for consultation for legal counsel for potential litigation in regards to the Early Intervention Program Contract.

At 10:22am Board of Health resumed BOH meeting and noted no action was taken.

Via Track: Cathy Bambrick informed the Board of Health members that this contract is for the billing service for medical claims. Cathy explained that without this service the health department will be unable to bill the county employees insurance for flu shots. There was discussion in regards to prosecuting attorneys recommended changes and whether or not the board would sign with or without these changes. Brent Bottoms and Cathy Bambrick reviewed the conflicts/risks with the Via Track contract.

Motion 09-04: Motion to approve the Via Track contract. Mark McClain moved to approve the Via Track contract. Paul Jewell second. All approved. Motion 09-04 carried to approve the Via Track.

DEPARTMENT UPDATES/ ISSUES:

Health Officer Update: Dr. Mark Larson was not present at the meeting and therefore there was no update given.

Administrator’s Report: Cathy Bambrick updated that during the month of August the Health Department has been preparing for H1N1 by doing weekly phone conference calls, school and provider education and vaccination distribution planning. Amy Diaz discussed the summer immunization clinic numbers which are as follows:

- Cle Elum - 32 kids and 73 shots
- Kittitas - 25 kids and 48 shots
- Ellensburg - 26 kids and 73 shots
This year there was a 22% increase in number of kids seen.

Amy Diaz presented the upcoming flu clinic information and noting the Cle Elum drive thru flu clinic will be on Wednesday September 23, 2009 at the CMA Church and the Ellensburg drive thru flu clinic at the Grand Meridian Cinema will be on Wednesday October 30, 2009. Amy reported to the BOH members that the survey of KCPHD employees in regards to the flu vaccine were as of September 15, 2009 as follows:

- Of 311 valid surveys sent – 177 employees responded
- 65% of employees are interested in getting a flu shot at work this year
- 12% not sure or would rather obtain from another provider
- 23% of employees do not want a flu shot this year
- 90% of employees would let the health department bill their insurance if they got a flu shot at work

Mark McClain discussed the cost issue of vaccinating Kittitas County employees which would be approximately $15,000. Cathy Bambrick informed the Board of Health members that without Via Track (Medical Billing Software) the health department would not be able to bill insurance due to the amount of time it would take to do by hand. This opened up the discussion for Via-Track. Cathy explained to the Board of Health members that Via-Track is a billing system that is used in the county by local providers for billing insurance companies.

Amy also noted that the pilot project in Kittitas County School District is now in process. The health department has sent out paperwork for the authorization of the flu mist to be given to the students if they choose to have this.

Cathy updated to the Board of Health that we were gearing up for the H1N1 season. The health department is preparing education for schools and vaccine distribution. Cathy also noted that the department was initiating incident command and meeting once a week. At this time there is not date for arrival of the H1N1 vaccine.

Cathy informed the board members that the health department is now live with Next Gen at the front desk and that Dr. Larson recently went to Atlanta, Georgia to present our health information exchange project to the CDC.

Cathy updated Board of Health members the exempt well issues are still unresolved and that the county is still in a moratorium. In August there were two public hearings to finalize an MOA and partnership rule which did not result in an agreement with DOE. At this time the Staff is struggling with questions in reference to metering and whether or not to set fees for the electronic component associated with the program as well as set fees for the installation and inspection of the electronic components. The health department is currently recommending to people to install meters. Cathy informed the board member and Brent that the new MOA will be

**BUSINESS/DISCUSSION:**

**West Nile Virus Update:** Cathy Bambrick updated that the community meetings have been set for October 1 and October 8th. On October 1st the Grant County Mosquito Control Board will be presenting information on mosquito control boards and on the 8th the DOH will be coming to present and information session on West Nile Virus. At this time there are no volunteers willing to take the lead from BOHAC on starting a mosquito control board. The health department will be advertising for these meetings in the local paper.
Criminal Background Checks-Kittitas County Public Health Department Criminal Background Check Policy GO-205: Cathy Bambrick informed the Board of Health members that the health department had put together a criminal background check policy to meet the criteria required by our tobacco prevention program. It is required that all people entering schools and interacting with students have a background check done. The Kittitas County Health Department has taken this to BOHAC and is being presented to the BOH members with the recommended changes. It was decided that Cathy Bambrick will work with the Brent Bottoms to make recommended changes from BOH members.

2010 Budget Review and Financial Update: Amber Simon updated that as of August 31, 2009 there was approximately $150,000.00 in accounts receivable. Amber reviewed the budget paperwork with the Board of Health members and noted the following:

- The “Summary by Department” report shows the 2010 surplus or deficit for each of our five divisions within the department.
- The “Budget by Criteria” report shows each program’s total surplus or deficit by year; all programs have been assigned to a category based on the criteria of the program: “1- required by law”, “2-Community Priority”, or “3- Other Agency Can Provide Service.” The total surplus or deficit for each criteria category is also shown.
- The “Budget by Division” report breaks the programs down further to show the surplus and deficit by year of each program grouped first by division, then by criteria.
- The “Historical FTE Summary” report reflects the number of FTE’s by program by year.
- The “Budget- All Programs” report shows line item detail for each program in 2010.

Amber Simon then went through the budget paperwork reviewing the different departments. She highlighted the programs individually to the commissioners noting which ones have lost revenue and may continue to lose revenue as well as the programs that have been affected by budget cuts. Cathy Bambrick noted that the health department would like to increase fees for food inspections, camps and parks and setting an archiving fee. At this time Cathy Bambrick requested to set a public hearing for the 2010 Kittitas County Public Health Fee Schedule.

**Motion 09-05: Motion to approve to set a Public Hearing to Consider the 2010 Public Health Fee Schedule.** Mark McClain moved to approve the request to set a Public Hearing to consider the 2010 Public Health Fee Schedule. Rich Elliott second. All approve. Motion 09-05 carried to approve the request to set a public Hearing to Consider the Public Health 2010 Public Health Fee Schedule.

Amber Simon continued and noted that the budget was based on the assumption that the second nurse would be a full time nurse. At this time Amber asked the BOH member for recommendation and questions. Paul Jewell noted that the budget was well presented and also had questions in regards to programs such as Environmental Health on Site Sewage, Camps and Parks, Water, Tuberculosis, Child profile, leave vacation, and insurance. Most questions were clarification issues. There was discussion about monies paid for upper county space. Paul Jewell noted spaces that may be available to use and Cathy Bambrick noted that the spaces would be appropriate for the food handler’s class, but harder to find a space that would be suitable for the needle exchange.

Amber informed the BOH members that historically the county contribution has been $239,168.00 and currently will need to plan on $228,537.00 for the 2010 budget.

Meeting adjourned at 11:46 am

**Next Meeting:** October 15, 2009 at 10:00 a.m. Commissioners' Auditorium
Candi Blackford, Clerk of the Board of Health

Alan Crankovich, Chair of the Board of Health

Cathy Bambrick, Administrator
Kittitas County Public Health Department