KITTITAS COUNTY BOARD OF HEALTH
Minutes

Thursday, May 20, 2010
Commissioners’ Auditorium
10:00 a.m.

PRESENT: Rich Elliott, Paul Jewell, Mark McClain, Dr. Don Solberg

Absent: Alan Crankovich

Other Attendees: Neil Caulkins (Kittitas County), Curtis Headrick (CWHBA), Kirk Holmes (Kittitas County), Mike Marvich (Aqua Permanente), Jim Miller (Private Landowner), Jan Naragon (BOHAC), Scott Torpie (Washington Department of Health), David Whitwill (CWHBA), Mitch Williams (CWHBA)

Kittitas County Public Health Department (KCPHD) Staff: Cathy Bambrick, Candi Blackford, Amy Diaz, Holly Duncan, Kasey Knutson, Dr. Mark Larson, Linda Navarre, Robin Read, James Rivard, Amber Simon

Commissioner McClain called the meeting to order at 10:00 a.m.

Minutes:
Approval of the April 15, 2010 Minutes:

Motion 05-01: Motion to approve the April 15, 2010 minutes. Paul Jewell moved to approve the May 15, 2010 minutes as presented. Dr. Don Solberg seconded. Rich Elliott abstained as he was not present and all others approved. Motion 05-01 carried to approve the April 15, 2010 minutes.

Introductions and Announcements: Jan Naragon introduced herself as a representative of the Board of Health Advisory Committee (BOHAC). She stated that at the last BOHAC meeting they were presented with information about using cisterns as a source of residential water and had many questions.

Contracts and Amendments:

2007-2011 Consolidated Contract Amendment #23 and Amendment #24: Cathy Bambrick reviewed the Consolidated Contract Amendment #23 noting the following changes for this amendment:
Exhibit A Statement of Work, attached and incorporated by this reference, is amended as follows:
Adds statements of Work for the following programs:
- ARRA Immunization Reaching More Children Project- Effective March 1, 2010
Amends Statements of Work for the following programs:
- Immunization Program CHILD Profile- Effective January 1, 2007
- Office of Drinking Water Group A Program- Effective January 1, 2007
- Public Health Emergency preparedness and Response (PHEPR)- Effective July 31, 2009
Exhibits B-23 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-22 Allocations as follows:
- Decrease of $3,715.00 for a revised maximum consideration of $1,984,752.00
Amendment #24 is amended as follows:

Adds Statements of Work for the following programs:
- ARRA Nutrition and Physical Activity- Effective March 1, 2010

Amends Statements of Work for the following programs:
- ARRA Immunization Reaching More Children Project- Effective March 1, 2010
- Local Capacity Development Funds- Effective January 1, 2009
- Office of Drinking Water Group A Program- Effective January 1, 2007
- Public Health Emergency Preparedness and Response (PHEPR)- Effective July 31, 2009

Exhibit B-24 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-23 Allocations as follows:
- Increase of $83,000.00 for a revised maximum consideration of $2,067,752.00


Information Sharing Agreement between Washington DOH and KCPHD: Cathy Bambrick reviewed the Information Sharing Agreement between Washington State Department of Health and Kittitas County Public Health Department which documents the conditions under which the Washington State Department of Health shares confidential information with the Kittitas County Public Health Department.

Motion 05-03: Motion to approve the Information Sharing Agreement between the Washington State Department of Health and Kittitas County Public Health Department. Paul Jewell moved to approve the Information Sharing Agreement between the Washington State Department of Health and Kittitas County Public Health Department. Dr. Don Solberg seconded. All approved. Motion 05-03 carried to approve the Information Sharing Agreement between the Washington State Department of Health and Kittitas County Public Health Department.

Northwest Consulting Group, LLC and KCPHD: Cathy Bambrick reviewed the agreement between Northwest Consulting Group, LLC and Kittitas County Public Health Department for electronic health reporting (EHR). Northwest Consulting Group will develop reporting systems and module templates to utilize with the Next Gen software the health department will be implementing.

Motion 05-04: Motion to approve the agreement between Northwest Consulting Group, LLC and KCPHD. Paul Jewell moved to approve the agreement between Northwest Consulting Group, LLC and Kittitas County Public Health Department. Dr. Don Solberg seconded. All approved. Motion 05-04 carried to approve the agreement between Northwest Consulting Group, LLC and KCPHD.

Child Care Infant Nurse Consultant Contract between Kittitas County Public Health Department and Kittitas County Head Start Program: Cathy Bambrick reviewed the Child Care Infant Nurse Consultant Contract between Kittitas County Public Health Department and Kittitas County Head Start Program. This agreement will allow Kittitas County Public Health Department to provide infant nurse consultant services for a total contract maximum of $600.00 per year.

Motion 05-05: Motion to approve the Child Care Infant Nurse Consultant Contract between Kittitas County Early Head Start Program and Kittitas County Public Health Department. Paul Jewell moved to approve the Child Care Infant Nurse Consultant Contract between Kittitas County Early Head Start Program and Kittitas County Public Health Department. Dr. Don Solberg seconded. All approved.
Motion 05-05 carried to approve the Child Care Infant Nurse Consultant Contract between Kittitas County Early Head Start Program and Kittitas County Public Health Department.

Department Updates/Issues:

Health Officer Update: Dr. Larson updated BOH members that the health department is now a partner with the county health information exchange network. He stated that this has been a six year process and on Tuesday, May 18, the health department went live. The health department also received the first electronic report of a notifiable condition on that day. Dr. Larson also informed the BOH members that the county did not receive the Beacon Grant that it applied for in conjunction with Kittitas Valley Community Hospital. Even though the health department did not receive the grant award, it should be proud of its accomplishments.

Administrator’s Report: Cathy Bambrick informed BOH members that at this time work has slowed down in the Environmental Health department. During this slow time staff members will be working on reviewing and updating policy, procedures, and emergency response plans.

Business:

Child Immunizations: Linda Navarre updated BOH members that during the free clinic held on Saturday, April 17, 2010 there were 22 kids vaccinated with a total of 79 vaccinations and 18 kids received fluoride varnishes. Linda noted that the health department will be re-evaluating the free clinics conducted at the health department and will try to provide more on-site clinics at schools or other locations.

Financial Update: Amber Simon reviewed the financial handouts and noted that Public Health clinic fees are slower coming in due to the Next Gen billing process. She also noted that the Environmental Health administration budget has seen an increase in expenses that include the Eden software fees. She informed BOH members that the 2009 numbers have been finalized.

Use of Cistern/Water Storage as a Residential Water Source-Proposal: Cathy Bambrick presented a proposal for the use of Water Storage/Cisterns as a residential water source, briefly reviewing the history. The following topics were briefly discussed in regards to considering a new health policy for the county:
- Overview of RCW, WACs and Kittitas County Code Related to Water Availability Approval for Building Permits
- Washington State Counties with Water Storage Code/Systems
- Other States That Allow Water Storage Code: Arizona and Ohio
- Washington State Department of Ecology Considerations
- Washington State Department of Health Position on Use of Water Storage /Cisterns
- Cost Analysis: Cost to Kittitas County and Cost to Homeowners
- Information from Lenders
- Cost Associated with Start-Up of Potable Water Delivery Services
- Reclaimed Water Use and Water Harvesting Collection
- Recommendations for Kittitas County

Dr. Mark Larson discussed the issues surrounding potable water suitable for drinking. He noted that if the health department is to sign off on the building permit saying there is a reliable source of potable water for a building then it would be wise to develop a system that would make sure the water was potable from start to finish.
At this time Board of Health members discussed potable water, the possibilities of contamination in cisterns, causes for water interruption, possible legal issues that may arise, and how much responsibility the county should have. Paul Jewell and Neil Caulkins discussed the possibilities of water interruptions and that the county may eventually be responsible if a house could not receive water because a company could not deliver or went out of business.
(*Paul Jewell left the meeting at 10:50 a.m.)
Mitch Williams, Central Washington Home Builders Association, discussed the need to implement some sort of water storage/cistern use policy for property owners to be able to utilize their homes/property. Other members of the public attending the meeting felt strongly that the county should try to develop a policy so that development could resume.

The Board of Health members then discussed the water storage/cistern issues and how much regulation the county should have. Discussions continued with some concerns about how much liability the county would have and how health department staff would handle the extra work required to implement the policy.

It was agreed that the health department will present an outline of the code the health department would like to implement at the June meeting and then hold a public hearing.

Dr. Don Solberg noted that he did hear the concerns that the public had expressed and wanted to express that the concerns of the health department in implementing this code is to make sure that people are able to obtain potable water that is safe to drink and that the value of the land would have no relevance to the BOH decision.

**Smoking in Public Places Enforcement Procedures-Revised:** Cathy Bambrick reviewed the changes to the Smoking in Public Places complaint investigation, documentation, and enforcement policy and procedure that had been made using the recommendations from the April BOH meeting. It was also mentioned that the affidavit form should not need to be notarized.

**Motion 05-06: Motion to approve the Smoking in Public Places Enforcement Procedures. Rich Elliott moved to approve the Smoking in Public Places Enforcement Procedures. Dr. Don Solberg seconded. All approved and motion carried to approve the Smoking in Public Places Enforcement Procedures with amended affidavit. Motion 05-06 carried.**

**Solid Waste Enforcement Procedures:** Cathy Bambrick presented the Solid Waste Complaint Investigation, Documentation and Enforcement Policy and Procedure. Cathy reviewed the following procedures:
- A credible complaint must be received
- Public Health department staff member will conduct an inspection
- Public Health staff member will document all violations and take photos
- A letter of violation and abatement will be sent allowing 30 days to correct violation (may be less than 30 days if violation poses a more immediate public health risk)
- If violation is not corrected a fine will be issued
- If fine is not paid or situation corrected the case will be turned over to the Prosecuting Attorney’s office

Mark McClain recommended changing the fee to $500.00 per day when in violation and adding a statement to note that a county fine would not exclude any additional fines imposed by other agencies.

**Motion 05-07: Motion to approve the Solid Waste Enforcement Procedures. Rich Elliott moved to approve the Solid Waste Enforcement Procedures subject to amendments discussed. Dr. Don Solberg seconded. All approved. Motion carried to approve the Solid Waste Enforcement Procedures subject to amendments discussed.**

Next Board of Health Meeting: June 17, 2010 at 10:00 a.m., Commissioners’ Auditorium