KITTITAS COUNTY BOARD OF HEALTH
Minutes

Thursday, August 19, 2010
Commissioners' Auditorium
10:00 a.m.

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

Kittitas County Public Health Department Staff (KCPHD): Candi Blackford, Amy Diaz, Dr. Mark Larson, Linda Navarre, Robin Read, Amber Simon

Other Attendees: Suzanne Becker (Kittitas County Prosecuting Attorney), Joan Baird Glover (BOHAC)

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

Minutes:
Approval of the July 15, 2010 minutes

Motion 08-01: Motion to approve the July 15, 2010 meeting minutes. Paul Jewell moved to approve the July 15, 2010 meeting minutes. Rich Elliott seconded. All approved. Motion 08-01 carried to approve the July 15, 2010 meeting minutes.

Introductions and Announcements: Joan Baird Glover introduced herself as a member of the Board of Health Advisory Committee. She reviewed that at the last meeting the group approved the proposed Emergency Succession and Capital Facilities plans. The Board of Health Advisory Committee also wished to support the single applicant for the vacant Board of Health position, Rich Elliott.

There was discussion in regards to the staffing changes at the health department and Joan noted that the Board of Health Advisory Committee would like to be involved in the process for hiring a new Administrator.

Joan Baird Glover then gave the Board of Health an update on health care access. She noted that there will be two new internists that will be starting at Kittitas Valley Internal Medicine: Dr. Larry Birger and Dr. Grace Dudkowska. Dr. Krista Summers will be starting in September at the Valley Clinic.

Contracts and Amendments:

Yakima Health District Amendment #7:
Dr. Larson reviewed the Yakima Health District Amendment #7 noting it amends the following:
- Extends the original contract from July 1, 2010 to December 31, 2010
- Omnibus funding for July to December 31, 2010 will be $15,000
- Statement of work for 2010 can be found in the SHARE system
- Billing will include A-19 with billing documentation on attached A-19 with billing codes
- Amendments must be signed and returned within 30 days
- All billings for this agreement must be received no later than January 30, 2011
Motion 08-02: Motion to approve the Yakima Health District Amendment #7. Rich Elliott moved to approve the Yakima Health District Amendment #7. Paul Jewell seconded. All approved. Motion 08-02 carried to approve the Yakima Health District Amendment #7.

Medicaid Administrative Admatch:
Dr. Larson reviewed that this contract is to ensure that the staff of Kittitas County Public Health Department will provide necessary staff, services and/or materials to serve individuals who are potentially eligible for Medicaid benefits. The contractor does not set a maximum amount of revenue. Last year the health department budgeted $20,000 in revenue (for the 2009 budget) and this year the health department is anticipating the same amount.

Motion 08-03: Motion to approve the Medicaid Administrative Admatch. Rich Elliott moved to approve the Medicaid Administrative Admatch. Paul Jewell seconded. All approved. Motion 08-03 carried to approve the Medicaid Administrative Admatch.

Information Sharing Agreement between the State of Washington Department of Health and Kittitas County Public Health Department:

Dr. Larson reviewed the Information Sharing Agreement between the State of Washington Department of Health and Kittitas County Public Health Department. The purpose of this agreement is to access aggregate data contained in the CHAT database for the purpose of community health assessment.

Motion 08-04: Motion to approve the Information Sharing Agreement between the State of Washington Department of Health and Kittitas County Public Health Department. Rich Elliott moved to approve the Information Sharing Agreement between the State of Washington Department of Health and Kittitas County Public Health Department. Paul Jewell seconded. All approved. Motion 08-04 carried to approve the Information Sharing Agreement between the State of Washington Department of Health and Kittitas County Public Health Department.

2007-2011 Consolidated Contract Amendment #25:

Dr. Larson stated that the 2007-2011 Consolidated Contract was amended as follows:

Amends Statements of Work for the following programs:
- Nutrition & Physical Activity (Obesity) - Effective July 1, 2008
- Office of Drinking Water Group A Program- Effective January 1, 2007
- Tobacco Prevention & Control Program- Effective July 1, 2009

Exhibit B-25 Allocations:
- Increase of $50,640 for a revised maximum consideration of $2,118,392.


Department Updates/Issues:

Health Officer Update: Dr. Mark Larson noted that the health department is starting to do work for the upcoming influenza season. He stated that it is better to get vaccinated earlier, knowing the influenza vaccine should last the whole season, unlike previously thought in the past.
Dr. Larson also updated that the hospital is working on a plan for employee immunizations. This plan will require all employees to be vaccinated or they will need to put on a mask upon entering the hospital. Rich Elliott noted that the Fire Department will have a similar plan put into place.

Dr. Larson noted that West Nile Virus has been quiet this year with not a lot of activity.

**Administrator’s Report:** No administrator report this month.

**Business:**

**Financial Update:** Amber Simon reviewed the financial documents for the month of August. She informed the BOH members of the $81,000 cut from the Department of Ecology for the metering program. There was discussion in regards to what to do with the metering program since there is no funding. It was resolved that the BOCC will handle this and will discuss it at a later date.

Amber reported that the documents were almost ready for the 2011 budget. There was discussion about how much the health department could expect for 2011 in terms of a county contribution.

**Quarterly Update:** Amy Diaz reviewed the quarterly report with the BOH. Highlights range from the *E. coli* outbreak, food inspection reports being available online, a community food access survey, and the cistern project.

Paul Jewell questioned when the proposed cistern health code would be ready to present to the BOH by the October BOH meeting. Suzanne Becker, Kittitas County Prosecuting Attorney’s Office, noted that hopefully this will be ready by the October BOH meeting. There was discussion about the cistern project and Suzanne noted that she will move this code up on the list of things to be completed.

**Letter of Support for Community Health Improvement Plan (Grant Proposal):** Amy Diaz informed the BOH members that the health department has applied for a $10,000 grant for work on a community health improvement plan. She informed the members that the health department needs three things to be eligible for national accreditation:
- Strategic Plan
- Community Health Assessment Plan
- Community Health Improvement Plan

The department has the first two items already in place. This grant would provide support from the DOH to help the health department achieve the third item, a Community Health Improvement Plan. Currently, to her knowledge, there are no counties in Washington State meeting this standard.

**Motion 08-06:** Motion 08-06 to approve the Letter of Support for the Community Health Improvement Plan (Grant Proposal). Rich Elliott moved to approve the Letter of Support for the Community Health Improvement Plan (Grant Proposal). Paul Jewell seconded. All Approved. Motion 08-06 carried to approve the Letter of Support for Community Health Improvement Plan (Grant Proposal).

**Capital Facilities Plan:** Dr. Larson reviewed the proposed Capital Facilities Plan for the Kittitas County Public Health Department for the fiscal years 2011-2017. The proposed Capital Facilities Plan includes projections that are based on the Office of Financial Management population projections. Dr. Larson reviewed staffing, facilities (Upper and Lower County), and assets that would be required due to growth of the community in the future.

**Emergency Succession Plan:** Dr. Mark Larson reviewed the Emergency Succession Plan with the BOH members noting this plan will be in place if or when the Administrator takes an extended leave of absence. The plan designates job duties to staff members in the department.
Motion 08-07: Motion 08-07 to approve the Emergency Succession Plan. Paul Jewell moved to approve the Emergency Succession Plan. Rich Elliott seconded. All approved. Motion 08-07 carried to approve the Emergency Succession Plan.

Announcement of Summer Immunization Clinics: Linda Navarre announced upcoming free summer immunization clinics:
- Morgan Middle School – August 24, 2010
- Kittitas – August 31, 2010
- Cle Elum – September 2, 2010

Surplus of Vehicles: Mark McClain brought up the issue of the health department wanting to surplus two 2005 Jeep Liberty vehicles in order to purchase a small truck.

Motion 08-08: Motion 08-08 to authorize the surplus of the health department’s two 2005 Jeep Liberty vehicles and purchase a new vehicle if it fits within the budget. Paul Jewell moved to approve the surplus of the health department’s two 2005 Jeep Liberty vehicles and purchase a new vehicle if it fits within the budget. Rich Elliott seconded. All approved. Motion 08-08 to authorize the surplus of the health department’s two 2005 Jeep Liberty vehicles and purchase a new vehicle if it fits within the budget.

Next Board of Health Meeting: September 16, 2010 at 10:00 a.m., Commissioners’ Auditorium

Mark McClain, Chair of the Board of Health

Candi Blackford, Clerk of the Board of Health

Administrator Signature
Kittitas County Public Health Department