KITTITAS COUNTY BOARD OF HEALTH
Minutes

Thursday, October 28, 2010
Commissioners’ Auditorium
10:00 a.m.

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

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

Other Attendees:  Suzanne Becker (Kittitas County Prosecuting Attorney), Joan Baird Glover (Board of Health Advisory Committee)

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

Minutes:
Approval of the September 16, 2010 minutes

| Motion 10-01: Motion to approve the September 16, 2010 meeting minutes. Paul Jewell moved to approve the September 16, 2010 meeting minutes. Alan Crankovich seconded. All approved. Motion 10-01 carried to approve the September 16, 2010 meeting minutes. |

Introductions and Announcements:

Introductions of BOHAC members:  Joan Baird Glover reviewed the BOHAC meeting and discussed the KVCH influenza vaccination policy. The new policy mandates influenza vaccination for all employees. To date, approximately 80 percent of employees are vaccinated. Those who are not vaccinated will have to wear a mask when in contact with patients. The hospital may eventually consider making the influenza vaccination a condition of employment. Joan discussed the obstacles for making this a condition of employment.

ABCD Coordinator Corina Fiske:  Robin Read introduced Corina Fiske, the new ABCD program coordinator. Corina will work approximately 8 hours per week. She has previously worked for the Health Department in the WIC program, several years ago.

Contracts and Amendments:

Washington Dental Service Foundation ABCD Year One Grant Agreement:  Move to next month’s agenda.

Within Reach – ABCD Referral Source Data Sharing Agreement:  Move to next month’s agenda.
Department Updates/Issues:

Health Officer Update: Dr. Mark Larson reported that the county is starting to see influenza activity. He informed BOH members that the hospital did a great job administering influenza vaccine to hospital employees. The hospital employee vaccination rate for influenza is currently at 80 percent. Administration is hoping that at least 90 percent of employees will be vaccinated. This is greater than last year’s 54 percent.

Dr. Larson reported that the state is currently looking at how the health department is reporting communicable diseases and will be making some changes in the near future.

Dr. Larson informed BOH members that the health department is spending time on the annual budgeting process. He also discussed the possibility of starting interviews for the vacant administrator’s position. There was discussion about the interview panel and it was decided that Joan Baird Glover, Hartvig Vatheuer, Dr. Don Solberg (if time allows), Mark McClain, Dr. Mark Larson and a representative from Human Resources would be on the interview panel. Dr. Larson will talk with Human Resources today to discuss timing of interviews.

Administrator’s Report: James Rivard discussed the handout for October 2010 which discussed the department activities since Cathy Bambrick left employment with the health department as the administrator. James Rivard and Linda Navarre have divided up the duties of the Administrator and delegated some of their work to staff.

James reviewed influenza vaccination outreach activities. Department of Ecology (DOE) exempt well issues, and the metering program that was recently handed over to the DOE.

Business:

Financial Update: Amber Simon reviewed the handouts in regards to the health department budget. At the September meeting she reported that the department was projecting a $49,038 deficit for the 2011 budget year if spending remained at current levels. Since that time she discovered the following errors

- Payroll differences
- Overstated revenue
- Insurance errors

Including these changes, the projected deficit for the 2011 budget year is $117,719.

Amber reviewed the budget breakdown and there was discussion about the DOE exempt well program costs. Commissioner McClain would like to see phone messages scripts produced for staff to use to alleviate some of the cost in taking phone calls dealing with exempt well issues.

Next was discussion about the legal fees that were presented to the health department. Paul Jewell noted that the health department needed to meet with him to review the fees and advised the health department not to pay the current bill. An audit process uncovered some concerns with billing for review of some contracts but not others. There was no closure on this topic at this time. Dr. Mark Larson informed the Board of Health members that the health department will need money from the general fund to be able to pay for these services.

Amber further discussed other programs that will have money reduced in the next budget year that will affect the department budget. There was also discussion on the available fund balance for the health department. Amber will meet with Paul Jewell to discuss the fund balance by November 5th.

Update From Drive Thru Flu Clinics: Linda Navarre informed BOH members that the drive thru flu clinics turnout increased from 2008 levels. Staff and volunteers worked hard and did a great job.
Linda stated that the health department went out to the Kittitas School District for the second year in a row to provide free influenza vaccinations for students. Most parents of adolescents wanted the kids to receive the injectable vaccination instead of the nasal spray. Linda also noted that 94 percent of health department staff had been vaccinated for influenza.

**Request to Set a Public Hearing for the 2011 Fee Schedule:** The health department requested to set a joint BOCC and BOH public hearing for the 2011 fee schedule during the next regularly scheduled BOH meeting.

**Motion 10-02:** Motion 10-02 to approve the request to set a joint BOCC/BOH public hearing to approve the 2011 Kittitas County Public Health Department fee schedule. Paul Jewell moved to approve the request to set a joint BOCC/BOH public hearing to approve the 2011 Kittitas County Public Health Department fee schedule. Rich Elliott seconded. All approved. Motion 10-02 carried to approve the request to set a joint BOCC/BOH public hearing to approve the 2011 Kittitas County Public Health Department fee schedule.

**Review Draft of Water and Cistern Code:** James Rivard reviewed the draft water cistern policy and noted that the health department was waiting to hear comments from the Department of Health and Department of Ecology before moving forward.

Paul Jewell had questions regarding specifics in regards to chapter X25.20 B viii which stated Grounds for suspension, revocation, or denial of a potable water hauler’s license shall include a demonstrated incompetency to act in the business or businesses for which a license is held. Suzanne explained that if the health department finds anything that they consider unsatisfactory at any time the health department will be able to pull the business license.

Paul Jewell and Mark McClain had concerns with X25.30i in regards to providing a letter from the water purveyor of a Group A water system agreeing to permanently supply water to that water storage supply system. There was discussion about how practical it would be to obtain the letter agreeing to permanently supply water to the homeowner.

Dr. Mark Larson added that the policy is being put in place to protect the homeowner, not the business owner, and the health department has to guarantee a water source to the homeowner. There was discussion about holding a public hearing on this issue next month, but the policy still needs to go through the SEPA process which will take 30 to 45 days. The health department would like to receive comments from specific organizations before initiating the SEPA process. The earliest possible public hearing would be in January 2011.

**Capital Facilities Plan:** James Rivard reviewed the capital facilities plan that was brought to last month’s BOH meeting. The health department was bringing this back with the cost changes that were requested and asking for approval. There was discussion on the asbestos issues in the building.

**Motion 10-03:** Motion 10-03 to approve the Capital Facilities Plan. Rich Elliott moved to approve the approval of the Capital Facilities Plan. Dr. Don Solberg seconded. All approved. Motion 10-03 carried to approve the Capital Facilities Plan.

**Expiration Date on Group B Water Systems:** James Rivard reviewed the Group B paperwork and informed the BOH members that the health department would like to add an expiration date to these applications. There currently is not an expiration date and the county is holding onto the Group B applications indefinitely. The health department would like to review older applications and attempt to make contact to see if the applicants are planning on proceeding or if the applications can be expired.

**Public Health Department Water Supply System Requirements:** James Rivard discussed the Public Health Department water supply system requirements with the Board of Health members. He discussed the
rates of water flow to a house and new guidelines. He also added that it had been sent out for comment before the health department will start the SEPA process. There was no further discussion on this policy.

**Other:**

**New Public Health Work Hours:** Linda Navarre discussed the new hours in the Public Health Department, effective December 1, 2010. The health department will be open to the public from 9:00 a.m. to 5:00 p.m.

**Tdap received:** Linda Navarre reported that the health department received 300 doses of Tdap vaccine for uninsured people who take care of young children.

Rich Elliott discussed the possible annexing of the Fire District and wanted an update on whether or not there was a shortage of providers. Joan Baird Glover commented that there have been several new providers in the county that should be helping with this situation. The hospital is still actively recruiting for some of the clinics in the county.

**Next Board of Health Meeting – Joint Public Hearing for the Fee Schedule: November 18, 2010 at 10:00 a.m., Commissioners’ Auditorium**

Mark McClain, Chair of the Board of Health

James Rivald
Co-Administrator Signature
Kittitas County Public Health Department

Candi Blackford, Clerk of the Board of Health