KITTITAS COUNTY BOARD OF HEALTH
Minutes

Thursday, November 18, 2010
Commissioners’ Auditorium
10:00 a.m.

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

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

Other Attendees: Suzanne Becker (Kittitas County Prosecuting Attorney)

Dr. Don Solberg called the meeting to order at 10:00 a.m.

Minutes:
Approval of the October 28, 2010 minutes

Motion 11-01: Motion to approve the October 28, 2010 meeting minutes as amended. Rich Elliott moved to approve the October 28, 2010 meeting minutes as amended. Alan Crankovich seconded. All approved. Motion 11-01 carried to approve the October 28, 2010 meeting minutes as amended.

Introductions and Announcements: No introductions or announcements.

Contracts and Amendments:

Consolidated Contract Amendment #27: Linda Navarre reviewed Consolidated Contract Amendment #27. Exhibit A Statements of Work is amended as follows:

- Adds Statements of Work for the following programs:
- CSHCN Outcomes Project-Effective September 1, 2010
- Public Health Emergency Preparedness and Response (PHEPR)- Effective July 1, 2010

Amends Statements of Work for the following programs:
- PHIP Quality Improvement Project- Effective October 1, 2008
- Public Health Emergency Preparedness and Response (PHEPR)- Effective July 31, 2009

Exhibit B-27 Allocations amends and replaces Exhibit B-26 Allocations as follows:
- Increase of $72,334 for a revised maximum consideration of $2,184,452.00.

Motion 11-02: Motion to approve Consolidated Contract Amendment #27. Paul Jewell moved to approve Consolidated Contract Amendment #27. Dr. Don Solberg seconded. All approved. Motion 11-02 carried to approve Consolidated Contract Amendment #27.

Yakima Health District (BCHP) Amendment #1: Linda Navarre reviewed the amendment, noting the amount of $337.98 for expenses to attend the Partnership Training Institute held on September 15 and 16, 2009 at the Seattle Marriott.
**Motion 11-03:** Motion to approve the Yakima Health District (BCHP) Amendment #1. Rich Elliott moved to approve the Yakima Health District (BCHP) Amendment #1. Paul Jewell seconded. All approved. Motion 11-03 carried to approve the Yakima Health District (BCHP) Amendment #1.

**Yakima Health District (BCHP) Amendment #3:** Linda Navarre reviewed the Yakima Health District (BCHP) Amendment #3. She informed the BOH members that this amendment extends the period of performance of current outreach activities supported by the Ask Me Campaign and allows unspent Ask Me funds to be utilized during the specified time.

Amendment 32 was for $12,000 of which was $6,200 were spent. The maximum consideration of this amendment shall not exceed $5,800.

**Motion 11-04:** Motion to approve the Yakima Health District (BCHP) Amendment #3. Rich Elliott moved to approve the Yakima Health District (BCHP) Amendment #3. Paul Jewell seconded. All approved. Motion 11-04 carried to approve the Yakima Health District (BCHP) Amendment #3.

**MOU between Johnny’s Market, 18th Street Grocery and Deli, La Estrella, LLC and Kittitas County Public Health Department:** Linda Navarre reviewed the MOUs between Johnny’s Market, 18th Street Grocery and Deli, La Estrella, LLC and Kittitas County Public Health Department. The MOUs are being put in place to outline the services that will be provided by Kittitas County Public Health Department and the Healthy Retail Advisory Committee in a supporting role to implement the Healthy Retail Store Project. These services will be provided to Johnny’s Market, 18th Street Grocery and Deli, and La Estrella, LLC compliant with specified criteria.

**Motion 11-05:** Motion to approve the MOU between Johnny’s Market, 18th Street Grocery and Deli, La Estrella, LLC and Kittitas County Public Health Department. Paul Jewell moved to approve the MOU between Johnny’s Market, 18th Street Grocery and Deli, La Estrella, LLC and Kittitas County Public Health Department. Dr. Don Solberg seconded. All approved. Motion 11-05 carried to approve the MOU between Johnny’s Market, 18th Street Grocery and Deli, La Estrella, LLC and Kittitas County Public Health Department.

**Educational Grant Agreement:** Linda Navarre reviewed the agreement between Sanofi Pasteur and Kittitas County Public Health Department. This agreement is to provide advertising funding to protect, educate, and engage adolescents and their caregivers in pertussis prevention.

**Motion 11-06:** Motion to approve the Educational Grant Agreement. Paul Jewell moved to approve the Educational Grant Agreement. Rich Elliott seconded. All approved. Motion 11-06 carried to approve the Educational Grant Agreement.

**Amendment 2 to the Agreement between CWU and Kittitas County Public Health Department:** Linda Navarre reviewed the Amendment 2 to the Agreement between CWU and Kittitas County Public Health Department. This amendment is an extension of the period of performance. The new dates of service are from January 1, 2010 to December 31, 2011 so Kittitas County Public Health Department may continue to provide SANE exams.

**Motion 11-07:** Motion to approve the Amendment 2 to the Agreement between CWU and Kittitas County Public Health Department. Paul Jewell moved to approve the Amendment 2 to the Agreement between CWU and Kittitas County Public Health Department. Rich Elliott seconded. All approved. Motion 11-07 carried to Amendment 2 to the Agreement between CWU and Kittitas County Public Health Department.
Department Updates/Issues:

Health Officer Update: Dr. Mark Larson reported to the Board of Health members that December 1, 2010 is Worlds AIDS Day. Dr. Larson informed the board members that there are approximately 56,000 people living with AIDS in the country and approximately 20% of them are unaware that they have the disease. The Health Promotion division of Kittitas County Public Health Department provides testing and education in Kittitas County.

Dr. Larson discussed the costs associated with HIV treatment and the longer life expectancy of one living with the disease due to the medical treatment available.

Robin Read discussed that on December 1, 2010, the Health Promotion team has partnered with some of the bars/taverns in town. Bartenders will be wearing t-shirts and handing out condoms and educational material to promote awareness and testing.

Administrator’s Report: Linda Navarre reviewed the handout for the month. She noted that the health department held several vaccination clinics in schools and drive thru clinics to help reduce the strain on local area providers for influenza vaccinations. Linda noted that the tobacco team has utilized school administration partnerships and student participation to educate high school students with TATU activities.

Linda reported that the Quality Improvement Leadership Team has pushed forward with quarterly projects continuing with the vision that this is the future of public health work and as leaders the health department must demonstrate the importance of this concept.

Linda updated that the Assessment Coordinator continues to work on the Community Health Improvement Plan. This plan is one of three requirements for national accreditation. The other two requirements have already been completed.

Linda informed the BOH members that Environmental Health continues to work on exempt well issues. No comment was received from the Washington State Department of Ecology about the proposed cistern code. Currently, the department is filling out SEPA paperwork to move forward with this code. Food and pool permits are currently being renewed and the new inspection year has begun.

Business:

2011 Budget Review and Approval: Amber Simon reviewed the 2011 budget. She presented a Power Point slideshow and discussed the following for 2011 revenues:

- State Funding
- Federal Grants
- Environmental Health Fees
- Fund Balance
- County Funding
- Public Health Fees
- Contribution
- Miscellaneous monies

The following are 2011 changes in revenue:

- Contributions
- County Funding
- Environmental Fees
- Federal Grants
- Miscellaneous
- Public Health Fees
- State Grants
The 2011 budgeted revenues are at 84% of the 2009 actual revenues. Amber then reviewed the 2011 expenses report, 2011 non-payroll expenses report, full time employee history, fund balance (Amber had recently met with Judy to discuss and better understand this), reviewed the plan of action, budget criteria (what is required by law and community priority) and discussed the possibilities of other agency providing a service that we are unable to do at this time due to funding.

**Motion 11-08:** Motion to approve the 2011 Public Health Department Budget as presented. Rich Elliott moved to approve the 2011 Public Health Department Budget as presented. Paul Jewell seconded. All approved. Motion 11-08 carried to approve the 2011 Public Health Department Budget as presented.

**Quarterly Report:** Amy Diaz reviewed the quarterly report handout. She reviewed several of the articles including safe routes to school, Sarah Bedaull being appointed to the City of Ellensburg Planning Commission, low West Nile virus activity in the state during 2010, a summary of the summer *E. coli* outbreak, and the Smile Survey 2010 completed at area schools.

**Kittitas County Tobacco Prevention and Control Program Handout:** Robin Read reviewed the information in the handout. She noted that the tobacco program has been providing education to older kids to teach the younger kids about tobacco use. The tobacco program will also start doing chew tobacco compliance checks.

Robin informed BOH members that the health department is partnering with Joe Seamiller to hopefully help in the process of making multiple housing units smoke free.

**Update on Water and Cistern Code:** James Rivard updated that to date there have been no comments from the Department of Health or the Department of Ecology on the proposed cistern code. Paul Jewell recommended putting together a meeting with the Central Washington Homebuilders Association and local real estate agents to review the proposed cistern code. There was discussion on the possible water suppliers in the county.

**Request Clean Up Day – December 8, 2010:** Linda Navarre requested to close the office on December 8, 2010 for annual archiving.

**Motion 11-09:** Motion to approve the closure of the Public Health office on December 8, 2010 for annual archiving. Paul Jewell moved to approve the closure of the Public Health office on December 8, 2010 annual archiving. Rich Elliott seconded. All approve. Motion 11-09 carried to approve the closure of the Public Health office on December 8, 2010 for annual archiving.

**Request All Staff Retreat Day – March 9, 2011:** Linda Navarre requested to close the office on March 9, 2011 for the annual all staff retreat.

**Motion 11-10:** Motion to approve the closure of the Public Health office on March 9, 2011 for the annual staff retreat. Paul Jewell moved to approve the closure of the Public Health office on March 9, 2011 for the annual staff retreat. Rich Elliott seconded. All approve. Motion 11-10 carried to approve the closure of the Public Health office on March 9, 2011 for the annual staff retreat.
Next Board of Health Meeting December 16, 2010 at 10:00 a.m., Commissioners’ Auditorium

Candi Blackford, Clerk of the Board of Health

Mark McClain, Chair of the Board of Health

Co-Administrator Signature

Kittitas County Public Health Department