KITITAS COUNTY BOARD OF HEALTH
Minutes

Thursday, January 20, 2011
Commissioners’ Auditorium
10:00 a.m.

PRESENT: Alan Crankovich, Rich Elliott, Paul Jewell, Obie O’Brien

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

Other Attendees: Suzanne Becker (Kittitas County Prosecuting Attorney)

Paul Jewell called meeting to order at 10:00 a.m.

Minutes:
Approval of the December 20, 2010 minutes

Motion 01-01: Motion to approve the December 20, 2010 meeting minutes as presented. Rich Elliott moved to approve the December 20, 2010 meeting minutes as presented. Paul Jewell seconded. All approved. Motion 01-01 carried to approve the December 20, 2010 meeting minutes as presented.

Introductions and Announcements: Hartwig Vatheuer introduced himself as a member of the Board of Health Advisory Committee.

Contracts and Amendments:

Child Care Infant Nurse Consultant Contract between Rainbow Center Child Care (2010): Linda Navarre reviewed that this contract is to provide infant nurse consultant services for the last part of 2010 at a fee of $50 per month.

Motion 01-02: Motion to approve the Child Care Infant Nurse Consultant Contract between Rainbow Center Child Care (2010) and the Kittitas County Public Health Department. Rich Elliott moved to approve the Child Care Infant Nurse Consultant Contract between Rainbow Center Child Care (2010) and the Kittitas County Public Health Department. Alan Crankovich seconded. All approved. Motion 01-02 carried to approve the Child Care Infant Nurse Consultant Contract between Rainbow Center Child Care (2010) and the Kittitas County Public Health Department.

Rainbow Center Child Care, CMA, Creative Kids, Kittitas County Early Head Start and Kittitas County Public Health Department: Linda Navarre reviewed that these contract are with different daycare facilities, but identical contracts to provide infant nurse consultant services for a fee of $75 per month.
Motion 01-03: Motion to approve the Child Care Infant Nurse Consultant Contract between Rainbow Center Child Care, CMA, Creative Kids, Kittitas County Early Head Start and the Kittitas County Public Health Department. Rich Elliott moved to approve the Child Care Infant Nurse Consultant Contract between Rainbow Center Child Care, CMA, Creative Kids, Kittitas County Early Head Start and the Kittitas County Public Health Department. Alan Crankovich seconded. All approved. Motion 01-02 carried to approve the Child Care Infant Nurse Consultant Contract between Rainbow Center Child Care, CMA, Creative Kids, Kittitas County Early Head Start and the Kittitas County Public Health Department.

Consolidated Contract Amendment #28: Linda Navarre reported that this contract amends the following work/funds:

- Adds a statement of work for the following programs:
  - Immunizations Program CHILD Profile-Effective January 1, 2011
  - Local Capacity Development Funds-Effective January 1, 2011

- Amends Statements of Work for the following programs:
  - 5930 Public Health Funding-Effective July 1, 2007
  - ARRA Immunization Reaching More Children Project-Effective March 1, 2010
  - Office of Drinking Water Group A Program-Effective January 1, 2008
  - Public Health Emergency Preparedness and Response (PHEPR)-Effective July 31, 2009
  - Public Health Emergency Preparedness and Response (PHEPR)-Effective July 31, 2010

Motion 01-04: Motion to approve the Consolidated Contract Amendment #28. Alan Crankovich moved to approve the Consolidated Contract Amendment #28. Rich Elliott seconded. All approved. Motion 11-03 carried to approve the Consolidated Contract Amendment #28.

Department Updates/Issues:

Health Officer Update: Dr. Larson updated that physicians are starting to see more influenza in the county and made note that Yakima County currently has the most influenza on the east side of the mountains.

Dr. Larson will be meeting with school superintendents next week to discuss the school records system for vaccinations and possibly combine efforts with the health department to help improve this system.

Dr. Larson informed Board of Health members that there was one additional complete application for the administrator’s position and one partially completed application.

Administrator’s Report: Linda Navarre reported that pertussis concerns have kept the communicable disease staff busy as they complete follow up investigation work. She hopes that efforts to contain the latest outbreak will be successful. Although concerns still remain, to date no new cases have been reported since before the holidays. Evaluation of activities through an after-action review is the next step. This will provide the department with useful information to identify needed changes for the future.

Linda updated that planning for 2011 program activities has been completed with an emphasis on placing effort in the areas of greatest need in our community. This includes include increasing joint activities with community partners so that resources are optimized. Assessment data is a critical component for this planning process.

Linda also discussed budget concerns as additional cuts in state funding may evolve. The health department is looking and actively applying for grants that support work the department does.

Environmental health continues to work on securing funding for the on-site sewage septic replacement program, working with health promotions and the city of Ellensburg on the potential opening of a hookah bar within the city limits, and cistern/rainwater code development.
Business:

Financial Update: Amber Simon updated that she is still working on finalizing numbers and should hopefully have them by the February meeting. She noted that Environmental Health permits came in higher than budgeted and reviewed the handouts which contained the department's cash flow chart. Amber noted that the changes to the 2011 budget may be made when state and federal cuts are decided upon.

Paul Jewell informed health department staff that he will be in Olympia on Wednesday and will touch on the health department budget issue.

5930 Work Plan: Linda Navarre noted that 5930 funding for local health jurisdictions should focus on three measures:
1. Improving uptake of childhood immunizations (by supporting reminder recalls, updating records, conducting off-site vaccination clinics),
2. Encouraging more timely and complete communicable disease investigations (by getting providers to use the electronic medical record alert modules and informing them what information we need from them), and
3. Addressing obesity and chronic disease issues.

Strategic Plan: Amy Diaz reviewed the proposed Strategic Plan for 2011-2014. The previous plan required the strategic plan to be updated yearly. The proposed plan requires the plan to be updated every four years. The proposed Strategic Plan is similar to the previous plan but has been revised to more closely match the new standards for public health in the state of Washington.

Amy discussed the Strategic Initiatives and reviewed the changes that the department has made from the previous version.

Motion 01-05: Motion to approve the 2011 Strategic Plan. Rich Elliott moved to approve the 2011 Strategic Plan as presented. Obie O'Brien seconded. All approved. Motion 01-05 carried to approve the 2011 Strategic Plan as presented.

Quality Improvement Leadership Team (QILT) Plan, 2011: Amy Diaz discussed the activities of the QILT team and reviewed the proposed 2011 Quality Improvement Leadership Team Calendar. Rapid cycle improvement projects will include:
- 1st quarter: Environmental Health: Food Permit Classification Revision
- 2nd quarter: Health Promotions: Create Computerized Bloodborne Pathogens Class
- 3rd quarter: Community Health Services; Provider Notification Survey or Provider Only Website Section
- 4th quarter: Administration: Fee Schedule Review (including small annual increases for all programs yearly)

Amy also noted that measurable outcomes were added to the Quality Improvement Leadership Plan for the first time.

Motion 01-05: Motion to approve the 2011 Strategic Plan. Rich Elliott moved to approve the 2011 Strategic Plan as presented. Obie O'Brien seconded. All approved. Motion 01-05 carried to approve the 2011 Strategic Plan as presented.

Annual Complaint, Violation, and Enforcement Report: Amy Diaz reviewed the Annual Complaint, Violation, and Enforcement Report for 2010 and discussed the trends, patterns, compliance and effectiveness. She reviewed the following data for 2010:
Food
- 41 complaints about food establishments and 8 food illness complaints for a total of 49 food complaints
- 15 out of 410 routine inspections had 35 or more red points
- 3 establishments temporarily closed by a health order

Water
- 1 water recreation injury
- 26 out of 445 inspections had one or more critical violations
- No temporary closures lasted more than a few hours and no health orders were issued

On-Site Sewage
- 12 on-site sewage related complaints
- 21 re-inspections occurred
- One health order was issued in relation to an on-site sewage enforcement issues

Water Availability Expiration Timeframe (working policy): James Rivard discussed the water availability form and expiration date extension. A property owner wanted the health department to grant an extension without fee due to the fact that shortly after they applied for water availability the expiration timeframe was extended from one to two years. After some discussion BOH members all agreed that an extension should not be granted due to possible complications with other applications.

Pending Group B Applications Expiration Timeframe: James Rivard discussed the pending Group B applications currently on file with the county. There are currently 26 applications. Previous applications have no expiration dates on them and are sitting with no activity. BOH members would like the health department to send letters to all the applicants notifying them of the expiration timeframe and be flexible with the applicant if they call. If no contact is made the application would expire. Suzanne Becker of the Prosecutor’s Office will assist the health department write the letter to be sent out to applicants. It was also recommended that the health department present a copy of the Group B application for review in February.

On-site Sewage Septic Replacement Program Overview: James Rivard discussed the grant that was applied for by the health department. James updated that there were issues about being Growth Management Act compliant and gifting of public funds. Suzanne Becker informed the BOH members about the risks to the county of lending out money that has to be paid. There are a few obstacles with this grant, but they may be able to be overcome, if only for those who qualify due to low income. The deadline for this grant submission is January 31st. James has asked for an extension from the grantor.

Cistern Code Update: James Rivard discussed the legal requirements for water supply for individual homes and the issues with fire flow. James noted that the fire flow will be incorporated into the code. There was discussion about the review of rainwater charts for the county. He also noted that issuing cistern permits may affect septic system treatment requirements.

Paul Jewell noted that they were still working on the requirement of a signature from a purveyor of a Group A water system to show adequate water supply and whether or not a change of location form will be used. The health department is still trying to work on code that is usable and workable for everyone involved.

Change Resolution Number 2010-117 (ph) - This number was duplicated: Candi Blackford informed the BOH members that at the November BOH meeting the resolution number used was duplicated. The BOH members noted that this would have to be changed at the next BOCC meeting.

Other:
Sarah Bedsaul Program Update: Sarah Bedsaul with the health promotion division discussed some of the work she has been doing:
ARRA Work
Healthy Retail Project: Evaluate store layouts and access to healthier foods
Safe Routes to School: Review Kittitas Elementary and Mt. Stuart Elementary routes to school for children
Healthy Community Work: Working on code revision with city on non-motorized transportation plan
City to Canyon trail
Roslyn Master Trail plan project
Fuel up to play 60
Back pack program: Working with families who do not have access to healthy foods to send kids home with healthy foods for the weekend (in conjunction with local food banks)
School Wellness Committee: Working with schools to try to get local produce into schools
Homeless Committee
Cluster Plat

BOH Orientation: Amy Diaz provided the Board of Health members with an orientation to the roles and responsibilities of BOH members and the health department. The following is a review of contents:

- Washington’s Public Health System
  - Local Health Departments/Districts
  - Washington State Department of Health
  - Washington State Board of Health
  - Public Health Improvement Partnership
  - Washington State Public Health Standards

- Kittitas County Public Health Department
  - Department Strategic Plan

- Department Organizational Structure
  - Organizational Chart
  - Department Management Team
  - Staffing
  - Department Policy Committee
  - Department Safety Committee
  - Quality Improvement Leadership Team
  - Board of Health Advisory Committee
  - Current Staff
  - Department Brochure

- Primary State Statues and Governing Public Health
  - Local Health Jurisdictions
  - Local Board of Health
  - Local Health Officer

- Method of Operation
  - Meetings
  - Communications
  - Replacing BOH Appointed Community Members
  - 2011 Agenda Schedule

- Community Health Data
  - Summary of Assessment Activities
  - The Health of Kittitas County (2009)

- Department Budget
  - 2011 Revenues
  - Changes in Revenue
  - 2011 Expenses
  - Full Time Employee History
  - Fund Balance

The BOH orientation will occur every year at the January meeting.
Meeting adjourned at 11:48 a.m.

Next Board of Health Meeting February 17, 2011 at 10:00 a.m., Commissioners' Auditorium

Candi Blackford, Clerk of the Board of Health

Paul Jewell, Chair of the Board of Health

Co-Administrator Signature
Kittitas County Public Health Department