KITTITAS COUNTY BOARD OF HEALTH
Minutes

Thursday, May 19, 2011
Commissioners’ Auditorium
10:00 a.m.

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

Kittitas County Public Health Department Staff (KCPHD): Candi Blackford, Amy Diaz, Linda Navarre, Robin Read, Amber Simon, Kodi Still

Other Attendees: Joan Baird Glover, Board of Health Advisory Committee

Paul Jewell called the meeting to order at 10:00 am

Minutes:
Approval of the April 21, 2011 minutes:

Motion 05-01: Motion to approve the April 21, 2011 meeting minutes as presented. Rich Elliott moved to approve the April 21, 2011 meeting minutes as presented. Alan Crankovich seconded. All approved. Motion 05-01 carried to approve the April 21, 2011 minutes as presented.

Introductions and Announcements: Joan Baird Glover introduced herself as the representative attending from the Board of Health Advisory Committee (BOHAC) this month. She reviewed the areas of discussion from the BOHAC meeting that occurred on May 9, 2011 and offered BOHAC’s assistance in the selection process for the BOH position vacated by Dr. Don Solberg. Paul Jewell accepted this offer and noted that posting of the position closes on Friday, May 19. He would like to have the Board of Health Advisory Committee make a recommendation to the Board of Health based on the applications received by the next Board of Health meeting.

Contracts and Amendments:

Community Health of Central Washington: Children with Special Health Care Needs Program—Amendment 2: Linda Navarre reviewed the contract between Community Health of Central Washington: Children with Special Health Needs Program Amendment 2 and Kittitas County Public Health Department. The contract will allow the health department to provide service to the Community Health of Central Washington Children with Special Health Care Needs program between the service dates of January 1, 2009 and December 31, 2011.

Motion 05-02: Motion to approve the Community Health of Central Washington: Children with Special Health Care Needs Program—Amendment 2. Rich Elliott moved to approve the contract between Community Health of Central Washington Children with Special Health Care Needs and Kittitas County Public Health. Obie O’Brien seconded. All approved. Motion 05-02 carried to approve the contract between Community Health of Central Washington Children with Special Health Care Needs.
Interlocal Cooperative Agreement between Kittitas Valley Community Hospital and Kittitas County Public Health Department: Linda Navarre reviewed the Interlocal Cooperative Agreement between Kittitas Valley Community Hospital and Kittitas County Public Health Department. The contract states the health department will provide a qualified health educator to attend a five day chronic disease self-management training and conduct up to three 6-week long chronic disease self-management courses before March 1, 2012.

Motion 05-03: Motion to approve the Interlocal Cooperative Agreement between Kittitas Valley Community Hospital and Kittitas County Public Health Department. Rich Elliott moved to approve the Interlocal Cooperative Agreement between Kittitas Valley Community Hospital and Kittitas County Health Department. Obie O’Brien seconded. All approved. Motion carried to approve the Interlocal Agreement between Kittitas Valley Community Hospital and Kittitas County Public Health Department.

Central Washington University MOU between the State of Washington, Don and Verna Duncan Civic Engagement Center and Kittitas County Public Health Department: Linda Navarre reviewed the MOU between Central Washington University MOU between the State of Washington, Don and Verna Duncan Civic Engagement Center and Kittitas County Public Health Department. The MOU allows students to volunteer at the health department and outlines the responsibilities of both parties.

Motion 05-04: Motion to approve the Central Washington University MOU between the State of Washington, Don and Verna Duncan Civic Engagement Center and Kittitas County Public Health Department. Rich Elliott moved to approve the Central Washington University MOU between the State of Washington, Don and Verna Duncan Civic Engagement Center and the Kittitas County Public Health Department. Obie O’Brien seconded. All approved. Motion 05-04 carried to approve the Central Washington University MOU between the State of Washington, Don and Verna Duncan Civic Engagement and the Kittitas County Public Health Department.

Central Washington University and Kittitas County Public Health Department Food Inspections: Linda Navarre reviewed the contract between Central Washington University and the Kittitas County Public Health Department. The contract allows the health department to perform food inspections and training for $75.00 per hour and not to exceed $3000.00 for the entire term of the agreement.

Motion 05-05: Motion to approve the Central Washington University and Kittitas County Public Health Department Food Inspections. Rich Elliott moved to approve the Central Washington University and Kittitas County Public Health Department Food Inspections. Alan Crankovich seconded. All approved. Motion 05-05 carried to approve the Central Washington University and Kittitas County Public Health Department Food Inspections.

Child Care Infant Nurse Consultant Contract between Munchkinland and Kittitas County Public Health Department: Linda Navarre reviewed the Child Care Infant Nurse Consultant contract between Munchkinland and Kittitas County Public Health Department is established to allow the health department to provide infant nurse consultant services.

Motion 05-06: Motion to approve the Child Care Infant Nurse Consultant contract between Munchkinland and Kittitas County Public Health Department. Rich Elliott moved to approve the Child Care Infant Nurse Consultant Contract between Munchkinland and Kittitas County Public Health Department. Alan Crankovich seconded. All approved. Motion 05-06 carried to approve the Child Care Infant Nurse Consultant Contract between Munchkinland and Kittitas County Public Health Department.

Department Updates/Issues:
Health Officer Update: No health officer update this month.

Administrator's Report: Linda Navarre discussed the public health standards review that took place May 18, 2011 via phone conference and announced that the health department did exceptionally well. Linda gave a brief history behind the standards and then noted that last year the standards were revised to address 10 domains. Amy Diaz led the management team through the process of collecting and assessing data so that the department may proficiently demonstrate competencies in local public health work. Through her coordination, program managers engaged all Public Health staff to participate in locating documents. Amy was able to keep the management team on track and the standards documents were prepared and sent to the state before the February 15, 2011 deadline. The Kittitas County Public Health Department has 15 documents being considered for exemplary practices and the department was congratulated on documents submitted. Final results will be received shortly with the Kittitas County Public Health Department expecting to meet full credit on 34 out of 35 measures with partial credit on the 35th.

The next goal for the department is national accreditation which would allow for additional funding opportunities in the future. Linda congratulated staff on their hard work.

Business:

Financial Update: Amber Simon reviewed the financial reports. She informed BOH members that health department staff have been shifting work around into programs that are grant funded to prevent leaving money on the table. Amber also noted that Blue Ribbon funds are on course to be completely spent by the end of the year; she also stated that the Blue Ribbon funds are being considered for cuts.

Amber reviewed the fund balance for the first few month of the year. Paul Jewell requested that the fund balance have last year’s monthly fund balances included for easy comparison. Amber agreed to incorporate this into future reports.

Updates by KCPHD staff, Linda Navarre: Linda Navarre reviewed the Community Health Services programs with the Board of Health. Linda discussed the following:

- **Communicable Disease:** Developed Communicable Disease alert module, health information exchange, provider updates, cross training staff to help out during outbreaks.
- **Immunization Program:** Immunization clinics, overseas travel consultations, on site consults, 6th grade school clinics, working with Upper County clinics to provide immunizations at sports physicals.
- **Childcare Nurse Consulting Program:** Communications with child cares centers and being a trusted partner, monthly on site visits, health plan reviews, educational resource.
- **Public Health Emergency Preparedness and Response (PHEPR) Program:** Staff training (annual table top exercise), monthly attendance at regional and local PHEPR meetings, Kittitas County Health Care Coalition, report contract deliverables to DOH per reporting requirements, updating policies and procedures for emergency responses, annual influenza drive-thru clinics.
- **Sexual Assault Nurse Examiners (SANE) Program (no longer a health department program):** Health Officer overview of exam documents, opt-out call system for SANE to respond to sexual assault victims in need of sexual assault exams, monthly meeting for case reviews and SANE communications, policy and procedure reviews and updates, education and training for new nurses, ongoing search for sustainable funding and attendance at monthly Sexual Assault Interagency Council meetings.
- **Child Death Review Program (state funding eliminated, but still conducted):** Coordination and completion of child death reviews on all allowable cases, assessed interventions and education to be led by KCPHD, Safe Kids are an engaged resource for educational outreach on accidental deaths.
- **Tuberculosis Program:** KCPHD clinic services for testing, history of disease assessments, education, and referrals to medical home providers, policy and procedure updates, provider education and support for client treatment services.
• **Other:** Flooding response actions, communications, community vaccination clinics, health watch education communications to the public, interviewing exposed clients to communicable disease, quarterly school nurse meetings, support for school nurses, ongoing educational updates emailed to school nurses.

**Updates by KCPHD staff – Kodi Still:** Kodi Still introduced herself as the food inspector for the health department. The health department has 27 establishments that it inspects in addition to traditional food establishments including CWU food facilities, ten school kitchens, and the county jail kitchen.

Kodi noted that there were two new bills that have been passed. As of July 22, 2011 the Cottage Bill will be in effect which allows people to prepare baked goods out of homes as long as they have a registered kitchen with the WSDA. The second bill creates a definition of a service animal. Only dogs and miniature horses can be considered service animals in Washington State.

Kodi is currently working on developing new foodborne illness protocol and is busy permitting temporary events.

**West Nile Virus:** Kodi Still informed BOH members that West Nile virus reporting stared May 1, 2011. The health department will continue to use the resources it has until they are gone and will continue to do education to the community. Kodi noted that last year the county had no West Nile Virus reported but may see some this year due to the wet weather.

**Resolution: Designating persons to administer the provisions of the Kittitas County Code:** This was put off until next month’s meeting.

**Letter of Support for NACCH Planning Grant:** Amy Diaz informed the BOH members that the health department is applying for a NACCHO grant and is requesting a letter of support.

**Motion 05-07:** Motion to approve the signature of the chair for a letter of support as presented. Alan Crankovich moved to approve the signature of the chair for a letter of support as presented. Obie O’Brien seconded. All approved. Motion 05-07 carried to approve the signature of the chair for a letter of support as presented.

**Other:** Paul Jewell noted that a marijuana bill is still being considered at the state level and wanted to make sure staff was aware of this.

Linda Navarre noted that an immunization bill passed and informed BOH members that this bill makes it more difficult for exemptions to school-required immunizations. A parent must receive education and obtain a physician signature before an exemption can be accepted by the school district.

Meeting adjourned at 11:18 a.m.

**Next Board of Health June 16, 2011 at 10:00 a.m., Commissioners’ Auditorium**

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Paul Jewell, Chair of the Board of Health

Linda Navarre, Chair of the Board of Health

Candi Blackford, Clerk of the Board of Health

Amber Simon, Co-Administrator Signature
Kittitas County Public Health Department