KITITIS COUNTY BOARD OF HEALTH (BOH) MEETING
Minutes

Thursday, January 19, 2012
Commissioners’ Auditorium
10:00 am

Present

Board of Health Members: John Asriel M.D., Rich Elliott, Paul Jewell, Alan Crankovich

Kittitas County Public Health Department (KCPHD) Staff: Maria D. Canfield, Mark Larson M.D., Linda Navarre, Amanda Johnson, Karen Hamel, James Rivard, Robin Read, Julia Karns

Other Attendees: Suzanne Becker (Kittitas County Prosecutor’s Office)

The meeting was called to order at 10:00am

Minutes

Approval of the December 15, 2011 minutes and December 15, 2011 public hearing minutes as presented:

Motion 01-01: Motion to approve the December 15, 2011 minutes and December 15, 2011 public hearing minutes as presented. Rich Elliott moved to approve the December 15, 2011 minutes as presented. Dr. John Asriel second. All approved. Motion 01-01 carried to approve the December 15, 2011 minutes and December 15, 2011 public hearing minutes as presented.

Introductions

Introduction of Board of Health Advisory Committee (BOHAC) Members: There were no BOHAC members present.

Alan Crankovich asked that selection of a vice chair be added to the agenda.

Motion to elect Rich Elliott as Vice Chair of the Board of Health

Motion 01-02: Motion to elect Rich Elliott as Vice Chair of the Board of Health. Dr. John Asriel moved to elect Rich Elliott as Vice Chair of the Board of Health. Alan Crankovich second. All approved. Motion 01-02 carried to elect Rich Elliott as Vice Chair of the Board of Health.

Contracts and Amendments

Consolidated Contract 2012-2014
This contract provides funding in the amount of $84,955 for the following programs: Maternal and Child Health, Office of Drinking Water Group A Program, Office of Immunization and Child Profile, Public Health Emergency Preparedness and Response, Tobacco Prevention and Control.
Motion 01-03: Motion to approve the Consolidated Contract 2012-2014. Rich Elliott moved to approve the Consolidated Contract 2012-2014. Dr. John Asriel second. All approved. Motion 01-03 carried to approve the Consolidated Contract 2012-2014.

Nurse Consultant Agreement between Kittitas County Public Health Department and CMA, Bright Beginnings, Rainbow Center, and Creative Kids
These identical agreements are for a maximum of $1,500 and allow Kittitas County Public Health Department (KCPHD) to provide infant nurse consultant services to the named childcare centers. Dr. John Asriel asked whether these contracts were required or voluntary. Ms. Navarre replied that they are mandatory for childcare centers who serve infants.

Motion 01-04: Motion to approve the Nurse Consultant Agreements between Kittitas County Public Health Department and CMA, Bright Beginnings, Rainbow Center, and Creative Kids. Rich Elliot moved to approve the Nurse Consultant Agreements between Kittitas County Public Health Department and CMA, Bright Beginnings, Rainbow Center, and Creative Kids. Dr. John Asriel second. All approved. Motion 01-04 carried to approve the Nurse Consultant Agreements between CMA, Bright Beginnings, Rainbow Center, and Creative Kids.

Letter of Agreement between Grant County and Kittitas County Public Health Department
The purpose of this letter of agreement is to establish a working partnership between Grant County Health District and KCPHD to participate in the Washington State Department of Healthy Community Transformation/Healthy Communities Program.

Motion 01-05: Motion to approve the Letter of Agreement between Grant County and Kittitas County Public Health Department. Rich Elliott moved to approve the Letter of Agreement between Grant County and Kittitas County Public Health Department. Dr. John Asriel second. All approved. Motion 01-05 carried to approve the Letter of Agreement between Grant County and Kittitas County Public Health Department.

Department Updates/Issues
Health Officer Update
Dr. Mark Larson focused his discussion on the treatment of tuberculosis (TB) in Kittitas County. KCPHD handles many diseases that occur very infrequently. Due to this, local providers count on the health department to be the expert in those fields. It is important to keep KCPHD staff up to date on treatment options for active TB as these are services that will likely fall on KCPHD, not providers. Although rare, active TB is always a possibility especially with the ability for citizens to travel far easily. Drug resistant TB is common in other countries and could easily be brought into the United States.

Rich Elliott asked if the stomach bug that is currently circulating the county is of any significance. Dr. Larson stated that aside from making people miserable, and spreading through several nursing homes, it is running its course. State surveillance of this type of outbreak was discussed. The severity of the illness and number infected justify whether state lab testing is warranted. It was not in this case. The county had its first confirmed case of influenza AH3 just before Christmas. In other updates, dog bites are no longer reportable unless rabies is suspected.

Administrator Updates
Maria D. Canfield presented the following:
- Notification of the adolescent immunization grant status has been delayed.
- The CDC Fellowship application will be submitted this afternoon with results notified by March 1st.
- The funding stability project will kick off next week with the scheduling of the first meeting.
Communication will primarily be made over phone and email with one final meeting to wrap up the project.
- BOHAC met January 9th and reviewed their bylaws which resulted in a question as to the definition of ‘members’ in the bylaws. Staff also request that BOHAC host HIV funds that have been raised through community efforts.
- The Department of Health recently sent a letter in response to Ms. Canfield’s request that they clarify the definition of a water connection. The letter is much clearer than direction received in the past and defines that a connection made for personal use, but not a residence, is not considered a new connection.
- Resolution updates will be made soon to the definition of potable water.
- Tiffany Beardsley has withdrawn from her master’s program and is returning to 32 hours from 20. This helps free up Ms. Navarre’s time and fills missing part-time nurse hours that were in the budget.
- A new WSU student nurse has begun volunteer work for the department.
- Erin Moore had her baby at the beginning of the month leaving the front desk shorthanded. All staff have pulled together to help cover the shortage and are working great as a team.

**Business**

**Financial Update**
Karen presented the following preliminary 2011 financial update:
- Revenue to date (including summary of unspent funds moved to 2012)
- Graph of revenue to date
- Revenue source by breakdown
- Six year revenue trends
- Environmental Health license and fee trends
- Community Health Services fees trends
- Year to date expenses

Paul Jewell initiated discussion on the state of the department’s fund balance, and requested that staff determine an ideal county contribution amount to stabilize the budget.

**Community Health Improvement Plan (CHIP) Update**
Robin Read updated that since the steering committee’s first meeting a sub-committee formed and drafted a vision which was then adopted by the steering committee. The last meeting had nearly 30 members in attendance. The next step in the process will be to conduct a Community Health Assessment. This process is a compilation of four separate assessments detailed below:
- Forces of Change: This assessment is nearly completed
- Community Strengths & Themes: Will be done through surveys and an open house
- Local Public Health Systems: Will be completed March-May
- Community Health Status: Will be completed March-May

The final plan won’t require Board of Health approval but will be presented to the Board for their review and feedback.

**Citizen’s Advisory Committee Formation Update**
James Rivard mailed applications for people interested in joining a citizen’s advisory committee and has received 11 back so far. Mr. Jewell asked how many had been returned from the mailing versus the application that was posted on the County’s website. James will count and get back with an answer.

**Solid Waste Regulation Discussion**
A compost facility application is anticipated to be installed in the Elk Heights area. The facility would be bringing four types of feed stock into the facility from other counties. Solid Waste regulations state that out-of-county waste may not be accepted without the Health Officer’s consideration and Board of Health approval. The facility is considering Elk Heights due to the easy access to the interstate and the low density of population there. Plans would include leach lagoons and air flow systems to minimize odors. Dr. Larson will begin researching this and look into other examples of these types of facilities. Mr. Rivard is meeting with the
Department of Ecology and the applicant in Yakima on January 24th and will notify the applicant at that time of the regulations. Large animal disposal was also discussed.

Update on World Aids Day Event
Julia Karns along with a great group of dedicated volunteers helped plan a World Aids Day event. The awareness event included musicians, guest speakers, and a live auction and was attended by over 60 people. The event also resulted in new volunteers for the syringe exchange program as well as raising funds for the HIV coalition. Overall the event was a great success.

Update on Health Department Electrical Issues
Linda Navarre reported that health department vaccine is stored in two units: a freezer and a medical grade refrigerator. On January 4, 2012 the breaker to the vaccine fridge tripped causing the fridge to be off for 14 hours. During this time the temperature reached as high as 61 degrees causing many vaccines to no longer be viable. The total loss from this outage came to $5,400. At any given time the department keeps upwards of $60,000 in vaccine on hand. To address this issue, the freezer and fridge have now been given individual breakers; however, there is still no emergency notification in place if those breakers trip. Matt Anderson is looking into possible battery back up that would notify maintenance if there was an outage to the units. Another option would be to contract with a security company out of Yakima to install equipment that would generate a phone call if the temperature dropped below a set point. This would cost $1,000 in initial set up as well as $34 per month.

HIPPA Form Signature
HIPPA forms were passed out for board member’s signatures.

Rich Elliott wanted to inform the group that in managing some issues recently with wells and septic systems he received great service and wanted to pass along the praise.

Meeting adjourned at 11:30 am

Next Board of Health Meeting February 16, 2012 at 10:00 am, Commissioners’ Auditorium

Alan Crankovich, Chair of the Board of Health
Maria D. Canfield, Administrator
Kittitas County Public Health Department

Amanda Johnson, Clerk of the Board of Health