KITITAS COUNTY BOARD OF HEALTH (BOH) MEETING
Minutes

Thursday, April 26, 2012
Commissioners’ Auditorium
10:00 am

Present

Board of Health Members: John Asriel M.D., Alan Crankovich, Paul Jewell, Obie O’Brien
Absent: Rich Elliott

Kittitas County Public Health Department (KCPHD) Staff: Candi Blackford, Maria D. Canfield, Karen Hamel,
Linda Navarre, Robin Read, James Rivard

Other Attendees: None

The meeting was called to order at 10:02 am

Minutes

Approval of the March 21, 2012 minutes as presented:

Motion 04-01: Motion to approve the March 21, 2012 Board of Health meeting minutes as presented.
Obie O’Brien moved to approve the March 21, 2012 Board of Health meeting minutes as presented.
Motion 04-01 carried to approve the March 21, 2012 Board of Health meeting minutes as presented.

Introductions

Presented Board of Health Advisory Committee (BOHAC) Members: Hartwig Vatheuer introduced himself
and the following highlights from the last Board of Health Advisory Committee meeting:

- Legislative Update
- Citizens Advisory Committee
- Potable Water Administrative Procedures
- Short Plat Approval
- Ad Hoc Stability Funding Work Group
- Quarterly Newsletter

Contracts and Amendments

MOU between First United Methodist Church and Kittitas County Public Health
Maria D. Canfield reviewed the MOU between the First United Methodist Church and the Kittitas County
Public Health. This contract secures a space for the health department’s syringe exchange. The effective dates
are January 1, 2012 through December 31, 2014. Ms. Canfield noted the department was thankful for the use
of this space.
Motion 04-02: Motion to approve the MOU between First United Methodist Church and Kittitas County Public Health Department. Paul Jewell moved to approve the MOU between First United Methodist Church and Kittitas County Public Health Department. Obie Obrien second. All approved. Motion 04-02 carried to approve the MOU between First United Methodist Church and Kittitas County Public Health Department.

National Network of Public Health Institutes and Kittitas County Public Health Department
Maria D. Canfield announced the health department was awarded $5,000.00 from the National Network of Public Health Institutes. The health department will be doing a Hepatitis C quality improvement plan with the focus on referrals and education to providers, Alcohol Drug Dependency Service (ADDS) and the county jail.

Motion 04-03: Motion to approve the agreement between the National Network of Public Health Institutes and Kittitas County Public Health Department. Paul Jewell moved to approve the agreement between the National Network of Public Health Institutes and Kittitas County Public Health Department. Obie O’Brien second. All approved. Motion 04-03 carried to approve the agreement between the National Network of Public Health Institutes and Kittitas County Public Health Department.

Interlocal Agreement between Grant County Public Health District and Kittitas County Public Health Department
Maria D. Canfield reviewed the Interlocal Agreement between Grant County Public Health District and Kittitas County Public Health Department for the statewide community transformation grant. This agreement will provide funding in the amount of $6,086.00 for community transformation training. Ms. Canfield did note that it was unlikely that the health department will use these funds as our staff is already proficient in the trainings being offered. Dr. Larson attended a meeting last month that would qualify for reimbursement from these funds. Paul Jewell noted that this resolution has gone through the Board of County Commissioner agenda session on April 17, 2012.

Motion 04-04: Motion to approve the Interlocal Agreement between Grant County and Kittitas County Public Health Department. Paul Jewell moved to approve the Interlocal Agreement between Grant County Public Health District and Kittitas County Public Health Department. Obie O’Brien second. All approved. Motion 04-04 carried to approve the Interlocal Agreement between Grant County Public Health District and Kittitas County Public Health Department.

Community Health of Central Washington: Children with Special Health Care Needs Amendment 2
Maria D. Canfield presented that the Community Health of Central Washington: Children with Special Health Care Needs Amendment 2 is updating the current data reporting requirements for the Maternal Child Health program.

Motion 04-05: Motion to approve the Community Health of Central Washington: Children with Special Health Care Needs contract. Paul Jewell moved to approve the Community Health of Central Washington: Children with Special Health Care Needs contract. Obie O’Brien second. All approved. Motion 04-05 carried to approve the Community Health of Central Washington: Children with Special Health Care Needs contract.

Department Updates/Issues

Health Officer Update
No Health Officer Update

Administrator Updates
Maria D. Canfield provided an update to the commissioners on the following:
- Dean Tonseth has accepted the Developmental Disabilities position. This position is approximately 30 hours a month and is specifically for overseeing the state developmental services contract. Ms. Canfield noted that a site visit with a nearby county may be necessary to see how they handle the
program. Paul Jewell recommended Grant County. Ms. Canfield will meet with Elmview on Friday to
discuss job specifications.
- Legislature finished the budget and public health funding came out as well as could be expected.
- Dr. Chen sent out an email on April 21, 2012 that discussed the defunding for affordable health care
  act funds. The cuts will affect the Prevention and Public Health Funds of up to 6 billion dollars. This
  will decrease the public health budget earlier than anticipated and affect programs such as the Breast
  and Cervical Colon Health and childhood immunizations.
- Ms. Canfield is working to update the health department program/funding matrix.
- The NACCHO funding will be eliminated at the end of the year.
- Kodi (Still) Alleman is leaving to attend nursing school and the department will be asking the Board
  of County Commissioners to fill the position with an Environmental Health Specialist 1.

Dr. Asriel and Ms. Canfield discussed the possibilities of shared services and regionalization of core public
health services.

**Business**

**Financial Update**
Karen Hamel distributed a financial report packet and reviewed the following for March 2012:
- All Programs Revenues and Expenses-Budget to Actual
- All Programs Revenues and Expenses-Previous Year-to-Date Comparison
- Overview Year-to-Date Expenses
- Revenues-All Programs
- Environmental Health (License/Permits and Fees)
- Community Health Fees
- KCPHD Fund Balance

**Update on Pertussis**
Linda Navarre reported that there have been two new cases of pertussis at Cle Elum Elementary. The
elementary and middle schools are connected, making it difficult to separate them with the use of common
space. For that reason the health department issued a health order to both schools. The health order excludes
all students not up to date or exempt from the vaccination. If the students have an exemption they will be
excluded from school for twenty one days.

Ms. Navarre updated that currently there are ten confirmed cases, thirteen probable cases, and three lab results
pending for Kittitas County. As of April 21, 2012 the state currently has 1,008 cases and is on target to have
the highest number of cases in decades.

Ms. Navarre also noted that she took part in a work group with others from around the state to discuss the
rising number of cases and develop guidelines for testing. All departments are maximizing resources to
investigate confirmed cases and talked about what work is absolutely necessary.

There was discussion about the signs and symptoms of pertussis, optimal immunity and the duration of
pertussis season. The health department cost for this pertussis outbreak is over $10,000.00 so far.

**Citizen’s Advisory Committee Update**
James Rivard updated that the second Citizen’s Advisory Committee meeting occurred on March 2, 2012. The
committee reviewed the State Pool and Spa Code. A major area of concern was the Americans with
Disabilities Act (ADA) compliance. Mr. Rivard reported that after further research he informed the BOH
members that the ADA compliance is monitored by the Department of Justice. Paul Jewell questioned how
inspections are initiated by the Department of Justice. Maria D. Canfield responded that if a complaint was
received by the Department of Justice they may conduct an inspection. Discussion continued about the ADA
inspection process and the responsibility of the health department if an ADA deficiency is seen.
Paul Jewell clarified that the health department is responsible for inspecting safety hazards, bacteria levels, chemical levels and chemical storage. Mr. Rivard confirmed this was correct. Obie O’Brien asked if the health department regulates saunas. Ms. Canfield responded that the department does not at this time.

The next meeting will be held on Thursday May 3rd at 12:00 pm in the Morris Sorenson Building. Mr. Rivard is sending out the Campground/Outdoor Festival Code for prior review.

**Water Code Discussion**
James Rivard discussed the issues surrounding low flow wells and the process they need to go through to get approval for Water Adequacy. If it is discovered that the well does not produce five gallons per minute for a two hour period, adequate flow equalization (storage) would be required. Paul Jewell questioned why a four hour draw down test would be required when the well drillers could do an air pressure test instead. Mr. Rivard said that the air pressure test would have to be performed when the well was installed. It was agreed that Mr. Rivard would meet with the well drillers in the near future to discuss possible solutions to help homeowner’s avoid the costs of a four hour draw down test. The Board of Health would like this to happen soon.

**Community Health Assessment and Improvement Plan Update**
Robin Read gave an update on the following projects:
- Sarah Bedsaul and Robin Read attended assessment training in Dallas.
- Health Promotions Team will utilize the public health staff to answer some of the questions in the Local Public Health System Assessment tool that will be completed for the project.
- The Director of County Health Rankings came to Kittitas County to help the department in the next portion of the assessment phase.

**Quality Improvement/LEAN Project Update**
Robin Read informed the Board of Health that the health department received a grant from the state to implement Quality Improvement training. The first Quality Improvement training occurred with all staff on February 29, 2012. The second Quality Improvement training occurred a couple weeks later with the management team. The trainings were based on LEAN methodology implementation and efficiencies. Cathy Bambrick presented to the management team the LEAN experience at KVCH.

The health department has chosen to update our Food Handlers Safety Course from Food Workers Safety software to Food Workers Safety online as the Quality Improvement Project. The current software for food handler’s education and testing will become outdated by the end of this year. The Quality Improvement team’s first meeting will be tomorrow. Paul Jewell would like requests on the progress our department makes utilizing LEAN at future BOH meetings and would like to review some of the literature that our department has obtained.

**Ad Hoc Funding Stability Workgroup Update**
Maria D. Canfield informed the Board of Health members that the workgroup had a very productive meeting last week. They reviewed the results of the first part of the study and discussed the survey questions that will be sent out.

The committee requested Ms. Canfield prepare and present a five year financial overview of public health. They would like to see what levels of work are being done, number of FTE’s, and funding issues that impact stabilization to public health. Ms. Canfield is working on this document and she will present more data at a future Ad Hoc Funding Stability Workgroup meeting.

**Other**
Obie O’Brien asked the health department if background checks were a requirement for the health department. It was noted that the most recent employees have had them done before starting the job, but were not sure the
level of background check performed. It was also noted that the health department did have a background check policy.

Motion to adjourn the Board of Health meeting:

Motion 04-06: Motion to adjourn the Board of Health meeting. Paul Jewell moved to adjourn the Board of Health meeting. Dr. John Asriel second. All approved. Motion 04-06 carried to adjourn the Board of Health meeting.

Meeting adjourned at 11:36 am

Next Board of Health Meeting will be held on Thursday May 17, 2012

Alan Crankovich, Chair of the Board of Health

Maria D. Canfield, Administrator
Kittitas County Public Health Department

Candi Blackford, Clerk of the Board of Health