KITITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, May 17, 2012
Commissioners’ Auditorium
10:00 am

Present

Board of Health: 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, James Rivard

Other Attendees: None

The meeting was called to order at 10:00 am

Minutes

Approval of the April 26, 2012 minutes as amended:
Paul Jewell noted a grammatical error on page four. This will be corrected.

Motion 05-01: Motion to approve the April 26, 2012 minutes as amended. Paul Jewell moved to approve the minutes as amended. Obie O’Brien second. All approved. Motion 05-01 carried to approve the April 26, 2012 minutes as amended.

Introductions

Board of Health Advisory Committee (BOHAC): Lloyd Olson, a retired school teacher, introduced himself as a potential Board of Health Advisory Committee member.

Contracts and Amendments

Child Care Infant Nurse Consultant Contract between CMA and Kittitas County Public Health Department: Maria D. Canfield reported that the Child Care Infant Nurse Consultant contract between CMA Daycare and KCPHD is a two month bridge contract to cover the period prior to CMA securing the services of a private nurse consultant. It is for a maximum of $250.00 and ended on February 29, 2012.

Motion 05-02: Motion to approve the Child Care Infant Nurse Consultant Contract between CMA and Kittitas County Public Health Department. Paul Jewell moved to approve the Child Care Infant Nurse Consultant Contract between CMA and Kittitas County Public Health Department. Obie O’Brien second. All approved. Motion 05-02 carried to approve the Child Care Infant Nurse Consultant Contract between CMA and Kittitas County Public Health Department.
Washington State Department of Health Immunization Program

Maria D. Canfield discussed the Washington State Department of Health Immunization Program agreement which specifies the latest guidelines the Kittitas County Public Health Department must follow in order to participate in the Vaccines for Children Program. There is no monetary issue addressed in the agreement. The effective time period for this agreement is May 2012 through May 2013.

There was discussion about the electrical and alarm issues for vaccine storage. Ms. Canfield informed the Board of Health members that maintenance will hopefully have these issues resolved in the near future.

Motion 05-03: Motion to approve the Washington State Department of Immunization Program agreement. Paul Jewell moved to approve the Washington State Department of Immunization Program agreement. Obie O’Brien second. All approved. Motion 05-03 carried to approve the Washington State Department of Immunization Program agreement.

Consolidated Contract Amendment 2

Maria D. Canfield reported that the Consolidated Contract Amendment 2 adds statements of work for the following programs:

Blue Ribbon (5930) funding:
- Non-material changes
- No monetary changes

Maternal and Child Health Block Grant:
- Adds requirements for training in regards to the 2013 scope of work and funding to support staff travel and related expenses
- Increases funding in the Federal Fiscal Year (FFY) 2012 by $700.00 and in FFY 2013 by $10,904.00.

Office of Drinking Water Group A Program:
- Increases the reimbursement for sanitary surveys by $4,000.00

Performance management Center of Excellence QI Project:
- No monetary changes
- Changes limited to minor program details

Public Health Emergency Preparedness and Response (PHEPR)
- Adds non-cities readiness initiative, technical assistance review and strategic national stockpile
- Increases funding for local public health to $11,881.00

Motion 05-04: Motion to approve the Consolidated Contract Amendment 2. Paul Jewell moved to approve the Consolidated Contract Amendment 2. Obie O’Brien second. All approved. Motion 05-04 carried to approve the Consolidated Contract Amendment 2.

Department Updates/Issues

Health Officer Update

Mark Larson M.D. discussed the successes the county has had due to public health efforts. Kittitas County is currently ranked second in the state for healthiest communities. This ranking encompasses several factors. The health department has control over some of the positive and negative factors, but not all.

Dr. Larson also noted that the health department staff is as lean as possible. As funding from the state and federal government decreases over time, funds to keep public health operating will have to come from the county.

Administrator Updates

Maria D. Canfield updated the Board of Health members that the State Legislature is expected to continue to dialogue on funding for public health. The Federal budget is inconclusive and the House is looking to eliminate public health and prevention funding. At this time it is not clear how the Senate will respond, but it appears that funds passed through the Department of Health will be reduced in 2013.
Ms. Canfield informed the Board of Health members that the health department is responding to changes now and will be implementing the following changes to the Community Health Services program:

- Eliminating one day of clinic a week
- Will provide Overseas Travel consultations if the primary care provider does not offer this service
- TB skin tests will have specific hours for administration and reads
- Public Health will follow the Department of Health outbreak protocol for prioritization of Communicable Disease cases in the event of an outbreak to minimize workloads within the Department
- New grant applications will only be submitted if we have a plan in place to eliminate a current activity or if the funding allows the department to hire a new staff position to complete the work

**Business**

**Financial Update**
Karen Hamel distributed a financial report packet and reviewed the following for the KCPHD April 2012 finances:

- All Program Revenues and Expenses
- Previous Year-to-date Comparison
- Revenues-All Programs
- Environmental Health (License/Permit and Fees)
- Community Health Fees
- KCPHD Fund Balance

**Update on Pertussis**
Linda Navarre reported that there have been ten confirmed cases and seventeen probable cases. All health orders have been lifted from Valley View Elementary, Daman Elementary, Cle Elum Elementary and Junior High school. Ms. Navarre discussed how the state is recommending health departments streamline cases within priority group I (confirmed or epi link which must be investigated) and priority group II (probable and not investigated). Classifying each case by priority I and priority II should help decrease the work load. Ms. Navarre informed Board of Health members that the health department is still providing education around the community and has plenty of free Tdap to distribute. The department has also received a lot of positive feedback from the schools to keep vaccination records on file for staff members in the future.

**Citizen’s Advisory Committee Update**
James Rivard informed the Board of Health members that the Citizens Advisory Committee met on May 3, 2012 to discuss the draft Campground and Festival code. There was discussion about the definition of a temporary campground and the need for clarification of private vs. public. The conversation was lengthy and will be continued at the next advisory committee meeting in June along with the School code. Mr. Rivard noted that the department intends to bring the Campground and Festival code to a future Board of Health meeting for approval, but does not think it will be completed in time for this year’s fair and rodeo. Paul Jewell asked for examples of what violations the health department would be looking for. Mr. Rivard responded the department would be looking for garbage being disposed of improperly, incorrect potable water usage and illegal grey water and sewage dumping.

Mr. Rivard updated that the health department held a well drillers meeting on Monday May 14, 2012 at 6:00pm. No one attended the meeting to discuss low flow wells.
Mr. Rivard requested approval to set a Board of Health public hearing to issue a Solid Waste permit.

**Motion 05-05:** Motion to approve the request to set a Board of Health Public Hearing to issue a Solid Waste permit at the June 21, 2012 Board of Health meeting. Paul Jewell moved to approve the request to set a Board of Health Public Hearing to issue a Solid Waste permit at the June 21, 2012 Board of Health meeting. Obie O’Brien second. All approved. Motion 05-05 carried to approve the request to set a Board of Health Public Hearing to issue a Solid Waste permit at the June 21, 2012 Board of Health meeting.

Community Health Assessment and Improvement Plan Update
Maria D. Canfield reported for Robin Read that the Local Public Health System Assessment is complete and the department will have results soon. The Community Health Status Assessment is underway. In April, Bridget Catlin, Director of County Health Rankings, visited public health and helped the department create a plan for conducting the Community Health Status Assessment using the County Health Rankings model.

Ms. Canfield updated that at the last steering committee meeting the health department presented basic demographic information about Kittitas County and collected input from community members on what data they would like to collect beyond the county health ranking indicators.

The next step for the department is to start compiling data for the Community Health Status Assessment, pulling all the different assessments together, and start to identify some strategic issues to draw conclusions for the results of the full Community Health Assessment. It was noted that if the Board of Health members have input on some data points they would like to include, they should email Ms. Read.

Quality Improvement/LEAN Project Update
This was tabled until next month’s meeting.

Ad Hoc Funding Stability Workgroup Update
Maria D. Canfield reported that the data collection phase of the project is finished. The workgroup discussed and finalized the survey questions that have been sent out to ten LHJs. Ms. Canfield has received five surveys back, but is hoping for a couple more to complete this part of the project.

The Ad Hoc committee requested to see a five year projection of the health department’s financial situation. When this information is gathered and presented to the committee, Ms. Canfield anticipates the workgroup will then start making recommendations. Ms. Canfield will then do a brief write up that will review the process and the outcome recommendations from the workgroup.

Quarterly Report
Linda Navarre asked the Board of Health members if they would like to receive paper copies or electronic copies of the Quarterly Report. All members stated that electronic copies were acceptable. Paul Jewell noted that whoever wrote the quarterly report did a good job, but made recommendations for future quarterly reports.

Other
Maria D. Canfield informed the Board of Health that Joe Gilbert passed the registered sanitarian exam. Ms. Canfield also noted that Karen Hamel and Dean Tonseth will be visiting ElmView next week.

Motion to adjourn the Board of Health meeting:

**Motion 05-06:** Motion to adjourn the Board of Health meeting. Paul Jewell moved to adjourn the Board of Health meeting. Obie O’Brien second. All approved. Motion carried to adjourn the Board of Health meeting.

Meeting adjourned at 11:36 am
Next Board of Health Meeting will be held on Thursday, June 21, 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