KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

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

Present

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

Kittitas County Public Health Department (KCPHD) Staff: Candi Blackford, Joe Gilbert, Kristin Jensen,
Karen Hamel, Mark Larson M.D., James Rivard, Alisa Spieckerman, Angela McDermott

Other Attendees: None

The meeting was called to order at 10:05 am

Minutes

Approval of the June 21, 2012 minutes

Motion 07-01: Motion to approve the June 21, 2012 minutes as presented. Obie O’Brien moved to approve the June 21, 2012 minutes as presented. John Asriel M.D. second. All approved. Motion 07-01 carried to approve the June 21, 2012 minutes as presented.

Approval of the June 21, 2012 Public Hearing minutes

Motion 07-02: Motion to approve the June 21, 2012 Public Hearing minutes as presented. Obie O’Brien moved to approve the June 21, 2012 Public Hearing minutes as presented. John Asriel M.D. second. All approved. Motion 07-02 carried to approve the June 21, 2012 Public Hearing minutes as presented.

Introductions

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

Introduction of CDC Fellow and new Public Health Clerk II: Robin Read introduced Alisa Spieckerman, the new CDC Fellow, who has recently moved to Ellensburg from Los Angeles, CA. Ms. Spieckerman will be with the health department for two years and will focus her work on Health Promotion programs for the first year and Environmental Health for the second year. Ms. Read informed the Board of Health members that she is doing great and jumping right in to help with the work load.

Candi Blackford introduced Kristin Jensen as the new Public Health Clerk II. Ms. Jensen started on June 25, 2012 and is a great addition to the public health team.
Contracts and Amendments

Agreement to Detail Federal Civil Service Personnel Public Health Associate:
Robin Read reviewed the agreement that outlines the roles and responsibilities of the health department while hosting a Center for Disease Control and Prevention associate for two years.

**Motion 07-03: Motion to approve the Agreement to Detail Federal Civil Service Personnel Public Health Associate. Obie O’Brien moved to approve the Agreement to Detail Federal Civil Service Personnel Public Health Associate. John Asriel M.D. second. All approved. Motion 07-03 carried to approve the Agreement to Detail Federal Civil Service Personnel Public Health Associate.***

Division of Developmental Disabilities
Robin Read discussed a contract that is in place for pass through funds for Elmview. It is a legal requirement for the county to oversee any pass through funds from the state to the contractor and assure that any persons needing Development Disability services receive them in accordance with state requirements.

**Motion 07-04: Motion to approve the Division of Developmental Disabilities contract. Obie O’Brien moved to approve the Division of Disabilities contract. John Asriel M.D. second. All approved. Motion 07-04 carried to approve the Division of Developmental Disabilities contract.***

Central Washington University (CWU) Food Inspections
James Rivard noted this was a standard contract that will allow the county to recoup the cost of doing food establishment inspections at the university. The health department will be able to bill hourly for a maximum allowable of $3,200.00 per year. Mr. Rivard noted that school kitchens are not required to be permitted but the county still inspects these food facilities to make sure proper food handling protocol is being followed.

**Motion 07-05: Motion to approve the CWU Food Inspections agreement. Obie O’Brien moved to approve the CWU Food Inspections agreement. John Asriel M.D. second. All approved. Motion 07-05 carried to approve the CWU Food Inspections agreement.***

Consolidated Contract Amendment 3
Robin Read discussed that this contract establishes the second half of the 5930 funds, increases tobacco funds, and implements Public Health Emergency Response Plan contractual due date changes. Ms. Read discussed the work done with the little tobacco funding that is still given to the county.

**Motion 07-06: Motion to approve the Consolidated Contract Amendment 3. John Asriel M.D. moved to approve the Consolidated Contract Amendment 3. Obie O’Brien second. All approved. Motion 07-06 carried to approve the Consolidated Contract Amendment 3.***

Department Updates/Issues

Health Officer Update
Mark Larson M.D. reported the following staff updates in the health department:
- Linda Navarre’s last day was June 12, 2012
- Kodi Still is leaving the department at the end of September
- Tiffany Beardsley is on maternity leave until September
- James Rivard will be leaving on paternity leave when baby arrives
- Julia Karns has taken the Community Health Services lead for communicable disease and is doing a great job

Dr. Larson thanked the commissioners for a positive meeting earlier this week and the offer to come to the commissioners with any issues. Dr. Larson plans to have an open door policy and to meet with staff on a regular basis. The department has several good applicants for the Environmental Health and Health Promotions positions and hopes to make a decision on hiring for them in the near future. Dr. Larson noted that the nurses’ positions may take some time to fill. We will keep all vacant positions open until the right applicant can fill the position. The department has two part time nurses from Central Washington University filling in for clinic until September when our part time nurse will be back from maternity leave. John Asriel
M.D. questioned why so many staff changes have occurred. Dr. Larson explained that salaries are on the low end county wide and budget issues make job positions unstable. Employees that work in public health are passionate about the work they do in the community and feel that they have a great support system. Dr. Larson noted that over the last year there have been some obstacles and that support system had failed. With the Administrator gone the department morale is back up and is focused on moving forward. Alan Crankovich also reported that the commissioners have put the health department on the top five of the departments to support this year.

The current rabies case was discussed. With the vacant nursing positions at the department, there is a need to refine the process for these types of cases so work does not have to be outsourced to other agencies. Dr. Larson has an appointment to talk with Paul Nurik from Kittitas Valley Community Hospital on July 20, 2012 about the resources and possible partnerships available in the community to avoid sending patients out of Kittitas County.

Dr. Larson lastly updated on the meningitis cases in Kittitas County and noted that there was some confusion initially about who should have antibiotic treatment and how this disease is contracted. Neisseria meningitidis group B is not preventable by the Meningococcal vaccine. Dr Larson discussed the long term complications from the disease.

**Business**

**Financial Update**

Karen Hamel distributed a financial report packet and reviewed the following for the KCPHD July 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

Ms. Hamel informed the BOH members that she is currently working on budget amendments that are due next week and then due again in November 2012.

**Citizen’s Advisory Committee Update**

James Rivard informed the BOH members that the last Citizens Advisory Committee meeting was on June 28, 2012. The first topic was on the new 2013 School Rule that will take effect in July 2013. The committee did not have any change recommendations and are leaving it as presented. The second topic was a continuation of the Campground Festival Code. It was decided that the county would not try to regulate private property, but would continue to work with the city and county to discuss thresholds for a conditional use permit on public property.

Mr. Rivard noted the next meeting will be to discuss water code. The Pool/Spa Code, School Code and Septic Code will be ready for adoption by reference in the near future at a public hearing.

**Quality Improvement Project Update**

Robin Read discussed the food handler’s project the health department is working on. The department recently sent out surveys to the Environmental Health Directors, food establishments, and food handlers test customers. Ms. Read discussed the results of the surveys and the good information received. The next step will be to obtain the contract from Tacoma/Pierce County and start the process. Once the contract has been started the department can then determine a start date.

**Community Health Improvement Plan**

Robin Read updated that the project is moving slower now that Sarah Bedsaul is no longer with the county. Ms. Read passed around a Community Health Status Indicator and will be compiling all of the community data collected to create a community health plan. This plan must be completed by November 1, 2012.
Water Connection Database Update
James Rivard informed the BOH members that the Group B Water System Database is complete. Angela McDermott noted that she initially had discussions with Holly Duncan and then started the review of old files, databases, Century, Tax Sifter, Encompass, and Google maps to locate information to enter into the database. Ms. McDermott will continue to update numbers as needed. The database will be used in the future for a GIS overlay. Mr. Rivard and Ms. McDermott discussed the water data with the commissioners.

Joe Gilbert noted that he was in the preliminary stages of approving a water haulers license and will keep the commissioners updated as he goes through the process.

Other
Robin Read informed the BOH members that the quarterly report was complete and asked if they would like to review it. Alan Crankovich would like this discussed at the August meeting.

Motion to adjourn the Board of Health meeting:

| Motion 07-07: Motion to adjourn the Board of Health meeting. Obie O'Brien moved to adjourn the meeting. John Asriel M.D. second. All approved. Motion 07-07 carried to adjourn the Board of Health meeting. |

Meeting adjourned at 11:42 am

Next Board of Health Meeting will be held on Thursday, August 16, 2012

Alan Crankovich, Chair of the Board of Health

Kittitas County Public Health Department

Candi Blackford, Clerk of the Board of Health