KITITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, September 20, 2012
Commissioners’ Auditorium
10:00 am

Present

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

Kittitas County Public Health Department (KCPHD) Staff: Candi Blackford, Karen Hamel, Annemarie Hill,
Lisa Morin, James Rivard, Jeff Seapulski, Liz Whitaker

Other Attendees: None

The meeting was called to order at 10:05 am

Minutes

Approval of the July 19, 2012 amended minutes

Motion 09-01: Motion to approve the July 19, 2012 amended minutes. Paul Jewell moved to approve
the July 19, 2012 amended minutes. Obie O’Brien second. All approved. Motion 09-01 carried to
approve the July 19, 2012 amended minutes.

Introductions

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

Introduction of new public health staff: James Rivard introduced the following new staff members:
Lisa Morin- Public Health Clerk II
Annemarie Hill- Part time Public Health Nurse II
Jeff Seapulski- Environmental Health Specialist I-Food Inspector
Liz Whitaker- Community Health Services Supervisor

Contracts and Amendments

Washington Dental Service Foundation-ABCD Year Three Grant Agreement
James Rivard reviewed the Washington Dental Service Foundation- ABCD Year Three Grant Agreement that
allows the health department to provide assistance with enrollment to eligible children and providers. The
contract also allows other duties as outlined in the agreement for another year. The funding for this grant is
$25,794.00.
Motion 09-02: Motion to approve the Washington Dental Service Foundation-ABCD Year Three Grant Agreement. Paul Jewell moved to approve the Washington Dental Service Foundation-ABCD Year Three Grant Agreement. Obie O’Brien second. All approved. Motion 09-02 carried to approve the Washington Dental Service Foundation-ABCD Year Three Grant Agreement.

Public Health Associate Program Host Site Agreement
James Rivard informed Board of Health members that the Public Health Associate Program Host Site Agreement outlines the requirements for the Center for Disease Centers Associate that is with the health department for two years.

Motion 09-03: Motion to approve the Public Health Associate Program Host Site Agreement. Paul Jewell moved to approve the Public Health Associate Program Host Site Agreement. Obie O’Brien second. All approved. Motion 09-03 carried to approve the Public Health Associate Program Host Site Agreement.

Amendment 1 between the State of Washington Department of Ecology and Kittitas County Public Health Department (CPG)
James Rivard discussed the Amendment 1 between the State of Washington Department of Ecology and Kittitas County Public Health Department. The amendment provides additional funding to purchase video surveillance equipment to help cut down on illegal dumping. Mr. Rivard noted the department has not yet purchased these cameras.

Motion 09-04: Motion to approve the Amendment 1 between the State of Washington Department of Ecology and Kittitas County Public Health Department. Obie O’Brien moved to approve the Amendment 1 between the State of Washington Department of Ecology and Kittitas County Public Health Department. Paul Jewell second. All Approved. Motion 09-04 carried to approve the Amendment 1 between the State of Washington Department of Ecology and Kittitas County Public Health Department.

Agreement between Yakima Health District and Kittitas County Public Health Department for the Breast and Cervical and Colon Health Program (BCCHP)
James Rivard reviewed the agreement between Yakima Health District and Kittitas County Public Health Department which allows the health department to enroll and provide assistance to clients who qualify for the program in Kittitas County.

Motion 09-05: Motion to approve the agreement between Yakima Health District and Kittitas County Public Health Department for the Breast, Cervical and Colon Health Program. Paul Jewell moved to approve the agreement between Yakima Health District and Kittitas County Public Health Department for the Breast, Cervical and Colon Health Program. Obie O’Brien second. All approved. Motion 09-05 carried to approve the agreement between Yakima Health District and Kittitas County Public Health Department.

Interlocal Cooperative Agreement between Kittitas County Public Health Department and Kittitas Valley Community Hospital for Emergency Storage of Vaccine
James Rivard reviewed the Interlocal Cooperative Agreement between Kittitas County Public Health Department and Kittitas Valley Community Hospital for emergency storage of vaccine in the event the health department should have a power or equipment failure. There was discussion about different possibilities of storing the vaccine in two different locations and the protocol to follow for a power failure.

Motion 09-06: Motion to approve the Interlocal Cooperative Agreement between Kittitas County Public Health Department and Kittitas Valley Community Hospital for Emergency Storage of Vaccine. Obie O’Brien moved to approve the Interlocal Cooperative Agreement between Kittitas County Public Health Department and Kittitas Valley Community Hospital for Emergency Storage of Vaccine. Paul Jewell second. All approved. Motion 09-06 carried to approve the Interlocal Cooperative Agreement between Kittitas County Public Health Department and Kittitas Valley Community Hospital for Emergency Storage of Vaccine.
Interagency Agreement between Grant County and Kittitas County Public Health Department
James Rivard discussed the agreement between Grant County and Kittitas County Public Health Department is to add funding for participation in approved community transformation work in capacity building and/or implementation. There will also be funding available for staff participating in the Regional Coalition and Joint Conference on Health.

Motion 09-07: Motion to approve the Interagency Agreement between Grant County and Kittitas County Public Health Department. Paul Jewell moved to approve the Interagency Agreement between Grant County and Kittitas County Public Health Department. Obie O’Brien second. All approved. Motion 09-07 carried to approve the Interagency Agreement between Grant County and Kittitas County Public Health Department.

Interagency Agreement between Tacoma-Pierce County and Kittitas County Public Health Department
James Rivard introduced the Interagency Agreement between Tacoma Pierce County Health Department and Kittitas County Public Health Department. The agreement allows Kittitas County residents to access the Tacoma/Pierce County Food Workers test online. The board discussed the possible financial impact on the health department budget. There was discussion about the possibility of creating food workers software to replace what is currently being utilized to reflect the new food code changes next year. The board would like Mr. Rivard to look into the cost of creating the health department’s own food workers software and bring numbers for possible budget impact for switching over to the Tacoma/Pierce County Food Workers test online. Action was delayed for further discussion at next month’s meeting.

Consolidated Contact Amendment 4
James Rivard discussed the Consolidated Contract Amendment 4 which increases the funding in the amount of $53,888.00 for a revised maximum consideration of $287,508.00. The amendment also adds a statement of work in Public Health Emergency Preparedness and Response.

Motion 09-08: Motion to approve the Consolidated Contract Amendment 4. Paul Jewell moved to approve the Consolidated Contract Amendment 4. Obie O’Brien second. All approved. Motion 09-08 carried to approve the Consolidated Contract Amendment 4.

Department Updates/Issues
Health Officer Update
No health officer update at this meeting.

Department Update
James Rivard provided the following updates:
- New hires to fill vacancies in the department. There are four interviews scheduled next week for the Administrator position.
- Liz Whitaker discussed four E. coli cases lab confirmed in Kittitas County and three of the cases have been state lab confirmed. Each case spent time at the fair, but there has not been any linking factor so far. Mrs. Whitaker discussed the need for better hand washing and sanitizing facilities at the fair next year.
- Air quality has been poor to hazardous lately with the wildfires that have been burning in our county. The possibility of N95 mask distribution has been discussed and may occur if decided at Emergency Operations Center. The masks will be distributed to those that fit the criteria specified.
- Robin has been issuing the health department’s press releases regarding air quality.
- Karen is preparing work for the auditor’s review.
- The health department will be looking at the fee schedule to update the fees for the 2013 calendar year.
**Business**

Financial Update
Karen Hamel distributed a financial report packet and reviewed the following for the KCPHD August and September finances:

- All Program Revenues and Expenses: Currently at fifty-nine percent of budget.
- Previous Year-to-date Comparison: Decrease of six percent.
- Revenues-All Programs
- Environmental Health (License/Permit and Fees)
- Community Health Fees: The department is at a five year low.
- KCPHD Fund Balance: Discussed how much savings would be needed if the department stays on trend with the current budget.

There was discussion about the decrease in Community Health Services revenues and the possibility of starting up child care consulting services again.

Quality Improvement Project Update
James Rivard informed the Board of Health the department was looking to implement the Tacoma/Pierce County Food Handlers on-line test December 1, 2012.

Mr. Rivard also added that the department was awarded another $10,000 to do an additional quality improvement project, but the department has not yet chosen a project.

Solid Waste Inspection’s Update
James Rivard discussed specific issues that were found at the last inspection of a solid waste facility. Obie O’Brien commented that the facility has fixed these issues. There was discussion about who was financially responsible for fixing some of the issues.

Water Connection Database Update
James Rivard informed the Board of Health that Angela McDermott, Intern for the Kittitas County Public Health Department, created a database that would allow the department easy access to information about public water systems. Mr. Rivard discussed that there is a total of 849 approved connections in Upper Kittitas County and currently there are 380 connections in use. There are 208 connections that timed out instantly on July 16, 2009 and another 55 connections will time out by the end of 2012. By July 16, 2014 there will be an additional 69 connections that will time out. The current cost for mitigating water is between 7 and 15 thousand dollars. Mr. Rivard reviewed the Lower Kittitas County group B system numbers and the process to enter all group B systems into the current database. Paul Jewell recommended that the department do a printout of the dataset to send to purveyors so that they can review information for accuracy and possibly update us on any incorrect information.

Mr. Rivard discussed the Adequate Water Supply Determination Policy with the board. Paul Jewell questioned what changes to a water system require an Adequate Water Supply Determination application. Mr. Rivard informed the board that per the RCW an addition that adds fixtures requires an Adequate Water Determination application. There was also discussion about building over septic reserves, expiration date of one year, and the application review. Mr. Jewell also had concerns with the priority rush fee that was approved in the 2012 Fee Schedule. There was a lengthy discussion and suggestion that this fee be removed during the review of the fee schedule for 2013. There will be more discussions about how create a system that would allow customers to receive their Adequate Water Supply Determination application more quickly with an overtime policy for those staff that are willing to do this paperwork.

Secure Loads
James Rivard reviewed the secure loads survey results that were compiled this summer. The next step for the department is to purchase reader boards for the transfer station to post educational materials about secured loads. The reader boards will allow the county to use them for other purposes if necessary.

Quarterly Report
James Rivard informed the board members that the quarterly report was sent out in the Board of Health packets for their review.

Other

**Letter of Support**
James Rivard discussed the letter of support for National Accreditation.

**Motion 09-09:** Motion to approve the letter of support for National Accreditation. Paul Jewell moved to approve the letter of support for National Accreditation. Obie O’Brien second. All approved. Motion 09-09 carried to approve the letter of support for National Accreditation.

Motion to adjourn the Board of Health meeting:

**Motion 09-10:** Motion to adjourn the Board of Health meeting. Obie O’Brien moved to adjourn the meeting. Paul Jewell second. All approved. Motion 09-10 carried to adjourn the Board of Health meeting.

Meeting adjourned at 11:55 am

**Next Board of Health Meeting will be held on Thursday, November 21, 2012**

Candi Blackford, Clerk of the Board of Health

Alan Crankovich, Chair of the Board of Health

James Rivard

Kittitas County Public Health Department