KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday March 21, 2013
Commissioners’ Auditorium
10:00 am

Present
Board of Health (BOH): Dr. John Asriel, Gary Berndt, Obie O’Brien, Rich Elliott
Absent: Paul Jewell

Kittitas County Public Health Department (KCPHD) Staff: Erin Moore, James Rivard, Liz Whitaker

Other Attendees: Nancy Jewett (BOHAC member)

Minutes
Approval of the February 21, 2013 Board of Health meeting minutes:

Motion 03-01: Motion to approve the February 21, 2013 Board of Health meeting minutes as presented. Rich Elliott moved to approve the February 21, 2013 meeting minutes as presented. Gary Berndt second. All approved. Motion 03-01 carried to approve the February 21, 2013 Board of Health meeting minutes as presented.

Introductions and Announcements:
Erin Moore introduced herself to the BOH members.

Contracts and Amendments:
Liz Whitaker reviewed the amendment to the Community Health of Central Washington: Children with Special Health Care Needs contract. The amendment simply changes the invoice due date from the 15th of the month to the 30th.

Motion 03-02: Motion to approve the amendment to the Community Health of Central Washington: Children with Special Health Care Needs contract. Rich Elliot moved to approve the amendment to the Community Health of Central Washington: Children with Special Health Care Needs contract. Gary Berndt second. Dr. John Asriel abstained. All others approved. Motion 03-02 carried to approve the amendment to the Community Health of Central Washington: Children with Special Health Care Needs contract.

Department Updates/Issues
Administrator Update
James Rivard and Liz Whitaker reviewed the following report from Robin Read:
Robin plans to be back in the office next week.
Her general priorities are stability and future direction of the department. This includes figuring out our role with health care reform, community health improvement, and determining county priorities, and of course, funding.
Immediate priorities include staffing/rehiring vacant positions.
  o The assessment coordinator candidate who visited from California declined the job. We will be looking at potential new applications that have come in as well as revisiting a couple of candidates from the first round of interviews
  o The department is working to share financial responsibilities in the absence of an accountant. Lisa Morin, James Rivard, Liz Whitaker, and Erin Moore are currently sharing the interim duties
  o Ms. Read is working with the Human Resource department to post the accountant position as a Fiscal Manager, which better reflects our needs and the job’s requirements
Other immediate priorities include the development of procedures for public water bank transactions at the health department to ensure a smooth transition for the public when changes occur in June.
The Community Health Improvement Steering Committee has developed a mission statement and new name.
The KCPHD staff retreat was a success. There will be a report complete with pictures for the April BOH meeting.

Department Update
Liz Whitaker reviewed the following updates:
  o The department does not have access to the necessary systems to perform all their grant billings, however the auditor’s office have offered their assistance in the absence of an accountant.
  o Ms. Whitaker is looking at a grant opportunity that would allow the department to assist those applying for health insurance. This grant begins July 1, 2013 and is conditional upon meeting enrollment goals.
  o A sheet about health rankings. Kittitas County is ranked the healthiest county in Washington State at this time.
  o The department has seen a substantial increase in travel consultations.
  o The Medicaid/Admatch funding has been reinstated, but will only pay 50% of claims.
  o Ms. Whitaker received a $2000.00 dollar grant from DSHS to purchase a computer and a scanner to assist individuals with enrollment in services.

Business
Compost Facility Update
James Rivard began to give an update about the proposed compost facility but was stopped by Commissioner Obie O’Brien because of the commissioner’s legal responsibilities.

Sequestration Updates
Liz Whitaker passed out a copy of an email from a Martin Miller, Washington State Department of Health Director at the Office of Public Health Systems Development, regarding sequestrations and reviewed the following highlights:
  o Once we have (State DOH) specific reduction amounts for impacted programs, implementing the cuts will be accomplished through contract or grant amendments that include a reduction in the program scope of work
  o State DOH will need to estimate specific reductions and include these in the contract amendments so that everyone has as much time and flexibility as possible to implement the cuts. This will likely require a second contract amendment once we have the final reduction numbers.
• State DOH will include a new contract clause that allows for suspension of contract performance, on mutual consent.

Building Permit: Adequate Water Supply Determination Flow Chart-2013 Proposed Process
James Rivard discussed his recent meeting with a homebuilders’ group regarding the proposed Adequate Water Supply Determination Flow Chart-2013 process. Mr. Rivard proposed the following three different types of review depending on the structure being constructed:
• Exempt-no review
• Limited review
• Full review
The homebuilders’ group did not have any opposition to this proposal. This process will help the department become fully compliant with the WAC.

Resolution Calling on The Washington State Legislature to Maintain Current Levels of Funding for Foundational Public Health Services
Liz Whitaker briefly discussed the purpose of the resolution. All members of the BOH decided that the time and purpose for this resolution had passed. No motion moved to approve the Resolution calling on The Washington State Legislature to Maintain Current Levels of Funding for Foundational Public Health Services.

Request to set a joint Board of Health and Board of County Commissioners Public Hearing to Amend the 2013 Kittitas County Public Health Fee Schedule
This item will be moved to a future meeting.

Other
Obie O’Brien asked a follow up question from a topic from last month’s meeting about the Breast Cervical Colon Health Program (BCCHP) funding. Liz Whitaker requested a meeting with Yakima County Public Health to explore possibly continuing funding this program in Kittitas County. Yakima County Public Health decided they would not continue funding the BCCHP program.

Gary Berndt requested the department send out a press release announcing that Kittitas County is number one in health rankings for the entire state.

Rich Elliott reiterated to the other Board of Health members of the need to start developing a policy for replacing the health officer position if needed. Commissioner O’Brien asked that the Health Officer discussion be added to next month’s agenda for discussion. Mr. Elliott also discussed finding a long term funding source for the department.

Motion to adjourn the meeting
Motion 03-03: Motion to adjourn the Board of Health meeting. Dr. John Asriel moved to adjourn the Board of Health meeting. Gary Berndt second. All approved. Motion 03-03 carried to adjourn the Board of Health meeting.

Meeting Adjourned at 12:00 pm

Next Board of Health Meeting will be held on Thursday April 18, 2013
Oliver O'Brien, Chair of the Board of Health

Kittitas County Public Health

Erin Moore, Clerk of the Board of Health