KITITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, May 16, 2013
Commissioners’ Auditorium
10:00 am

Present
Board of Health (BOH): Dr. John Asriel, Gary Berndt, Rich Elliott, Paul Jewell, Obie O’Brien
Board of Health Advisory Committee (BOHAC): Joan Baird Glover, Hartwig Vatheur
Public Health: Candi Blackford, Lindsay Groce, Dr. Mark Larson, Robin Read

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

Motion 05-01: Motion to approve the March 21, 2013 Board of Health meeting minutes with amendments. Rich Elliott moved to approve the March 21, 2013 Board of Health meeting minutes with amendments. Dr. John Asriel second. All approved. Motion 05-01 carried to approve the March 21, 2013 Board of Health meeting minutes as amended.

Introductions and Announcements
BOHAC Members
Joan Baird Glover and Hartwig Vatheur introduced themselves as representatives of BOHAC. Lindsay Groce was also introduced by Robin Read as the new Assessment Coordinator. Ms. Groce has a background in chemistry and has already started participating in trainings for assessment.

Contracts and Amendments
Agreement between Central Washington University and Kittitas County Public Health Department
Robin Read reviewed the agreement between Central Washington University and Kittitas County Public Health Department that would allow the county to provide food safety inspections and training for $80.00 per hour and not to exceed $3,200.00 for the entire term of the agreement.

Motion 05-02: Motion to approve the agreement between Central Washington University and Kittitas County Public Health Department. Rich Elliott moved to approve the agreement between Central Washington University and Kittitas County Public Health Department. Paul Jewell second. All approved. Motion 05-02 carried to approve the agreement between Central Washington University and Kittitas County Public Health Department.

Department of Social and Health Services (DSHS) Datashare and Participation Agreements
Robin Read reviewed the Department of Social and Health Services (DSHS) Datashare Agreement which allows KCPHD to use the DSHS web-based enrollment system as long as the KCPHD promises to keep
data confidential. The Department of Social and Health Services (DSHS) Participation Agreement lays out the obligations and reporting requirements for KCPHD.

**Motion 05-03: Motion to approve the Department of Social and Health Services (DSHS) Datashare and Participation Agreements.** Paul Jewell moved to approve the Department of Social and Health Services (DSHS) Datashare and Participation Agreements. Rich Elliott second. All approved. Motion 05-03 carried to approve the Department of Social and Health Services (DSHS) Datashare and Participation Agreements.

**MOU between Kittitas County Public Health Department and People for People**
Robin Read discussed that the MOU between Kittitas County Public Health Department and People for People establishes an agreement to coordinate public health information, specific to Kittitas County, provided through the 2-1-1 system.

**Motion 05-04: Motion to approve the MOU between Kittitas County Public Health Department and People for People.** Paul Jewell moved to approve the MOU between Kittitas County Public Health Department and People for People. Rich Elliott second. All approved. Motion 05-04 carried to approve the MOU between Kittitas County Public Health Department and People for People.

**Joint Plan of Responsibility between State of Washington Department of Health and Kittitas County Public Health Department**
This contract has been moved until a later date.

**Consolidated Contract Amendment 7 and 8**
Robin Read reviewed the Consolidated Contract Amendment 7 as follows:
Adds a Statement of Work for the following program:
- OICP-PPHF V TrckS-IIS Interface
Amends Statements of Work for the following program:
- 5930 Public Health Funding
- Local Capacity Development Funds
- Public Health Emergency Preparedness and Response
Exhibit B-7 Allocations allows for an increase of $104,823 for a revised maximum consideration of $439,792.

Ms. Read also reviewed the Consolidated Contract Amendment 8 which amends the Statement of Work for the Office of Drinking Water Group A Program.

**Motion 05-05: Motion to approve the Consolidated Contract Amendments 7 and 8.** Paul Jewell moved to approve the Consolidated Contract Amendments 7 and 8. Dr. John Asriel second. All Approved. Motion 05-05 carried to approve the Consolidated Contracts Amendments 7 and 8.

**Washington State Immunization Agreement**
Robin Read reviewed the Washington State Immunization Agreement that outlines the guidelines Kittitas County Public Health Department will follow in order to participate in the Vaccine for Children program (VFC).

**Motion 05-06: Motion to approve the Washington State Immunization Agreement.** Paul Jewell moved to approve the Washington State Immunization Agreement. Rich Elliott second. All approved. Motion 05-06 carried to approve the Washington State Immunization Agreement.

**National Bonner Site Agreement**
Robin Read reviewed the National Bonner AmeriCorps Agreement that outlines the responsibilities of an organization hosting a National Bonner AmeriCorps Program member.

**Motion 05-07: Motion to approve the National Bonner Site Agreement.** Paul Jewell moved to approve the National Bonner Site Agreement. Rich Elliott second. All approved. Motion 05-07 carried to approve the National Bonner Site Agreement.
Department Updates/Issues

Administrator Update
Robin Read reported on the following updates:
Open Positions
- Accountant interviews are complete and there are several potential candidates that are being tested and reference checked this week.
- Third round of front desk interviews are complete and did not result in any potential candidates. The position will be reposted, but with changes in the job description and/or interview process.
- New assessment coordinator started May 1st.

Accomplishments
- Holly Duncan has completed 25 years with the county at the health department.
- Liz Whitaker has been chosen to serve as the supervisor representative on the county management team.
- Tiffany Beardsley completed her Public Health Nurse Ready certification.

Funding
- Envisioning being under budget this year due to open positions, the department has temporarily increased Amy Fuller’s hours to full-time until the department is fully staffed.
- Received $10,000 grant to continue increasing capacity for billing health insurance for services.
- Applied for and expect to receive a $42,000 grant to help people apply for health benefit exchange.
- Will receive an additional $7,000 of funding from the Community Transformation Grant through Grant County for the summer.
- Ms. Read informed the board that the following funds will end on June 30: ABCD, Tobacco, CTG, BCCHP.

Programs
- The department will install CHIPRA grant computer and scanner soon.
- The department had a brief pertussis flurry in April. There was only one laboratory confirmed case from Yakima County, but the case was connected to possible cases in Kittitas County. The department thanks Jackie Dawson for helping out.
- Emergency Preparedness Region 7 administrators met and decided to maintain the fulltime Epidemiologist position and absorb the cuts at this time.
- Food code updates effective May 1st affect hot-holding temperatures and potentially hazardous foods. The department has been educating permitted food establishments on these changes.
- James Rivard will be starting to update On-Site Sewage code soon.
- The department will be working with other county staff on implementing a water metering program for county compliance with Growth Management Act. Robin Read and James Rivard will be requesting startup funds from the Department of Ecology.
- Working on several GIS projects with Jason Eklund to include mapping landfill sites, mapping food resources, and walking maps.
- Working on updating internal policies.
- The Public Information Officer responsibilities have been transferred to Kasey Knutson.
- The department has seen an increase in Adequate Water Supply Determinations and OSS permits this year.

Health Officer Update
Dr. Mark Larson reported that the causes of deaths are changing. In the 1980’s there was an increase in young people deaths due to HIV. HIV deaths are decreasing and now deaths due to overdosing are on the rise. Dr. Mark Larson informed the Board of Health that there will be a Health Watch Article published in the paper on “Harm Reduction”. This article will focus on harm reduction, syringe exchange and the
use of Narcan. Dr. Mark Larson noted that due to the recent overdose deaths in our county, the department felt it was necessary to write an article to discuss “harm reduction”.

Dr. Mark Larson discussed the Good Samaritan Law that was passed in 2010. The law provides limited immunity to those that are seeking help for those that have overdosed. The law also allows people to have Narcan prescribed to them by their physician and administer Narcan to those if needed. Rich Elliott informed BOH members that the EMS system is having difficulty obtaining Narcan. Mr. Elliot discussed that drug overdoses are on the rise, creating a significant problem. There was discussion about the education piece and the role the health department plays.

Business
All Staff Retreat Report
Robin Read discussed the All Staff Retreat 2013 report which outlined the following activities for the day:

- Review of Strategic Plan updates, priorities and input.
- Strength, weaknesses, opportunities and threats and challenges activity.
- Team building activities.
- Discussed 2013 division priorities.
- Played an outdoor game of capture the flag.
- Staff participated in an emergency preparedness tabletop.
- Staff watched a Unnatural Causes video to end the day.

Since the BOH approved the department closure, Ms. Read felt it was important to report of the day’s activities.

Quarterly Report
Robin reviewed the following highlights from the Quarterly Report:

- 2012-2013 Influenza Season Winding Down
- Board of County Commissioners Appoints Interim Public Health Administrator-Robin Read
- Addressing Water Resources in Kittitas County
- Synar Compliance Check Rates for 2012 Released
- A New Focus for the Maternal and Child Health Grant
- KCPHD Provides Travel Consultation for Groups
- Erin Moore- Environmental Health Permit Technician
- KCPHD has Certified Community Health Workers
- KCPHD Provides Education to Stop the Spread of Disease
- KCPHD Mitigates Hazardous Waste Violations
- Hazard Identification and Vulnerability Assessment
- Online Food Handler Class Going Strong
- Community Health Improvement Plan Progress
- Community Transformation Grant Works with F.I.S.H. Food Bank
- KCPHD Retreat Brings All Public Health Teams Together
- Staff Training in Geographic Information System for Staff
- Board of Health has a New Member- Gary Berndt
- Board of Health Advisory Committee Eyes Future
- Environmental Health Quality Improvement Update

BOHAC Discussion
Hartwig Vatheur spoke on behalf of the BOHAC members and stated that over the last few months the committee has been restructuring and reviewing its mission and purpose. Mr. Vatheur asked the BOH members what they would like to obtain from BOHAC. Robin Read reviewed the history of BOHAC
with board members and discussed the attendance issues. Joan Baird Glover also mentioned that the question the committee is struggling with is "What is the purpose of BOHAC?" and feels that over the last few years the direction has changed. The committee feels that BOHAC meetings are not the best use of their time since opportunities have not been presented to them to give community feedback. The meetings are more informative with the health department providing updates to the committee on programs, reports and events. Paul Jewell noted that BOHAC is not just a committee to inform, but should be providing feedback and they are the technical side of BOH. BOHAC should be making sure emergent issues are being taken care of and making suggestions on reports. Ms. Read also informed BOH that over the last few months BOHAC has made some changes to hopefully improve attendance and increase the ability to approve items on the agenda. The department agrees that over the last few years there has been a lack of leadership, but feels that this issue has been resolved. Gary Berndt also commented that he would like to participate in BOHAC and noted that the health department should be creating tasks for BOHAC as they are a committee with a variety of community members that could provide valuable feedback. There was discussion on the possibility of expanding BOH to include a BOHAC member. BOHAC members will take this information back to the next meeting and hope to resolve some of the issues that have been present over the last few years.

Drinking Water Program Policy and Procedures
Robin Read asked the BOH members to review the Drinking Water Program Policy and Procedures for future discussion. The department will put this on the agenda for next month. Ms. Read informed the members that if there were any questions or concerns they would like addressed before the meeting to contact James Rivard.

Other
BOCC to Consider a Resolution Amending Resolution 2013-003 Regarding the Distribution of Hotel/Motel Tax Funds

| Motion 05-08: Motion to approve the board signature on the Resolution Amending the Resolution 2013-003 Regarding the Distribution of Hotel/Motel Tax Funds. Obie O’Brien moved to approve the board signature on the Resolution Amending the Resolution 2013-003 Regarding the Distribution of Hotel/Motel Tax Funds. Gary Berndt second. All approved. Motion 05-08 carried to approve the board signature on the Resolution Amending the Resolution 2013-003 Regarding the Distribution of Hotel/Motel Tax Funds. |

| Motion 05-09: Motion to adjourn the Board of Health meeting. Rich Elliott moved to adjourn the Board of Health meeting. Paul Jewell second. All approved. Motion 05-09 carried to adjourn the Board of Health meeting. |

Next Board of Health Meeting will be held on Thursday June 13, 2013 at 10:00 am

Obie O’Brien, Chair of the Board of Health

Kittitas County Public Health

Candi Blackford, Clerk of the Board of Health