KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, June 13, 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): Nancy Jewett

Public Health: Candi Blackford, Robin Read, Kaitlyn Reddick, James Rivard

Minutes
Approval of the May 16, 2013 Board of Health Minutes

Motion 06-01: Motion to approve the May 16, 2013 Board of Health meeting minutes with amendments. Paul Jewell moved to approve the May 16, 2013 Board of Health meeting minutes with amendments. Rich Elliott second. All approved. Motion 06-01 carried to approve the May 16, 2013 Board of Health meeting minutes as amended.

Introductions and Announcements
BOHAC Members
Nancy Jewett introduced herself as a lower county representative and informed the BOH members of the following:

- BOHAC has added a new Upper County member, Elizabeth Ketterer
- Vice Chair, Carin Thomas, will be taking a sabbatical from September 2013- September 2014 and will be looking to fill this temporary vacancy
- Hartwig Vatheuer is working on renewing BOHAC’s federal non-profit status
- BOHAC has formed a sub-committee to review the mission/vision of the committee
- BOHAC has asked what kind of feedback BOH would like to receive from BOHAC in the future (Examples of feedback items: OSS code review, water policy)
- Dr. Asriel would like to see BOHAC work with the health department to create goals this year

New KCPHD Employees
Robin Read introduced the new Public Health Accountant, Kaitlyn Reddick. Kaitlyn comes to the health department from Central Washington University and will be finishing up her degree. The department is glad to have her.

Contracts and Amendments
No contracts this month.

**Department Updates/Issues**

**Administrator Update**
Robin Read discussed the following updates:

**Staffing**
- Accountant position filled
- Currently reviewing new set of applications for front desk position
- James Rivard’s last day is June 28
- The department will host two summer interns

**Accomplishments**
- Erin Moore and Candi Blackford recently had their five year anniversaries at the health department
- Julia Karns successfully worked with a new HIV positive client to get them on a treatment plan and significantly decrease viral loads
- Food Inspectors Melissa Schumaier and Jeff Seapulski are working to have a positive presence in food events this year
- Liz Whitaker and Kasey Knutson trained in Basic Disaster Life Support

**Funding**
- Did not receive $42,000 grant for health benefit exchange, but will receive a smaller amount from lead agency in Yakima to provide services
- Community Transformation Grants are extended through September
- CMS and HCA negotiations continue for the Admatch program and likely to see resolution this fall
- Received $300 donation from Cavallini’s Pharmacy for the immunization program
- The department is working to spend down grants

**Programs**
- Chem Safe is conducting sampling per agreed upon plan
- CHIPRA computer is installed for helping people apply for benefits
- Erin Moore is going to be helping with water metering program and still working on financial proposal for Ecology
- We are working on updating internal policy on employee health and immunizations
- Health promotion and assessment staff are working with county HR department to recreate a county wellness program and policy
- Emergency Preparedness staff will be collaborating with schools and police department in a school shooter drill
- The department is moving forward with expanding our capacity to bill private insurance
- Dr. Larson will be filling in for Robin at the water meeting open house

**WSALPHO**
- Assessment connections and orientation
- “PHUNDS” demonstration- online system for analyzing financial data for health departments
- Secretary John Wiesman discussion of LHJ needs from DOH
- Environmental health contacts for assistance in James’ absence
- Survive and Thrive program for new LHJ administrators
Secretary John Wiesman will visit Kittitas County this year

Robin reviewed Governor’s Goals: Education, Economy, Environment, Healthy and Safe Communities, Government

Foundational Public Health Services

Robins Priorities

- Water metering program
- Plan for county funds
- 2014 budget
- Hiring/possible restructure
- Health Care Reform, insurance billing, immunization need, assessment of capacity, etc.
- Funding opportunities
- Performance management system

Business

On Site Sewage

James Rivard informed the Board of Health members that the last updated county on-site sewage code is from 1979 and the most recent state code is from 2007. The current county code restricts septic systems to be placed within three feet of vertical separation, but with the new septic technology septic systems are being installed with less than three feet of vertical separation. There was discussion about the different types of septic systems. Paul Jewell informed the department that a public hearing would be needed to adopt the 2007 state on-site sewage code.

Mr. Rivard noted that he would also recommend lifting the Pine Loch Sun III septic system moratorium. The board discussed the history of the septic system moratorium in Pine Loch Sun III and why it was implemented. Mr. Rivard also noted that when a moratorium is put in place eventually it should be lifted and replaced with a permanent rule or removed. Per the recommendations of the prosecuting attorney, the department should request a public hearing to lift the moratorium in Pine Loch Sun III in the near future. There was discussion about the 2007 on-site septic code not including a monitoring and maintenance piece that the board would like to have included. There are a couple types of septic systems that use either a UV light or a water filtration system that the board would like the department to generate guidelines, which would require home owners to maintain these systems and be accountable to provide that information to the health department. Mr. Rivard will try to put something together for the next meeting if time allows before he leaves.

Water program

James Rivard discussed the Drinking Water Program Policy and Procedures for the Adequate Water Supply Determination (AWDS) for building permits. The policy was developed by Cathy Bambrick and Holly Meyers several years ago, but it was never put into a formal policy. Mr. Rivard is hoping to have the administrator and health officer sign the policy and have it in place soon. This would allow the health department to have the ability to refer to a policy for answering questions. The policy will establish standards for use when reviewing adequate and potable water sources for structures developing a new potable water use or expanding an existing water source in Kittitas County to obtain a building permit.

Mr. Rivard also briefly reviewed some of the information in the AWDS policy such as:

- Expiration dates
- Exemptions
- Guidelines for KCPHD staff
- Application process
- Form processing
- Professional Environmental Health staff review
- Processing data and paperwork
- Appeal process

Mr. Rivard discussed the “Building Permit: Adequate Water Determination Flow Chart” that would clarify what, if any review, would be necessary. Commissioner O’Brien would like to see a link between the permit center and public health. Nancy Jewett would like to see a step by step check list that would be handed out when applying for a building permit that would list the steps to go through to obtain a building permit.

**Other**

Robin Read informed the Board of Health members that there would be a talk on heroin use next Tuesday at 6:30. Julia Karns, Kittitas County Public Health Department Outreach Worker, and Dr. John Asriel will be speaking at the meeting.

Meeting was adjourned at 12:13pm

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<th>Motion 06-02: Motion to adjourn the June 13, 2013 Board of Health meeting. Dr. John Asriel moved to adjourn the June 13, 2013 Board of Health meeting. Rich Elliott second. All approved. Motion 06-02 carried to adjourn the June 13, 2013 Board of Health meeting.</th>
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**Next Board of Health Meeting will be held on Thursday July 18, 2013 at 10:00 am**

[Signatures]

Obie O'Brien, Chair of the Board of Health

Kittitas County Public Health

Candi Blackford, Clerk of the Board of Health