KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, August 15, 2013
Commissioners’ Auditorium
10:00 am

Present
Board of Health (BOH): Gary Berndt, Rich Elliott, Paul Jewell, Obie O’Brien

Board of Health Advisory Committee (BOHAC): Nancy Jewett

Public Health: Candi Blackford, Kasey Knutson, Robin Read, Kaitlyn Reddick, Alisa Spieckerman

Minutes
Approval of the July 18, 2013 Board of Health meeting minutes

Motion 08-01: Motion to approve the July 18, 2013 Board of Health meeting minutes as presented. Rich Elliott moved to approve the July 18, 2013 Board of Health minutes. Gary Berndt second. All approved. Motion 08-01 carried to approve the July 18, 2013 Board of Health minutes.

Introductions and Announcements
BOHAC Members
Nancy Jewett, retired Director of Physical Rehabilitation Services at the former KVCH, introduced herself as a BOHAC member. Ms. Jewett reviewed the following discussions:

BOHAC Business Update:
- Mission and Vision
- BOHAC attendance at BOH meetings
- Reporting format from BOHAC to BOH

Health Department Update:
- CHAIN update
- Pine Loch Sun septic moratorium update
- Water regulation update
- EH supervisor update

The next BOHAC meeting will be September 9, 2013.
Contracts and Amendments
Consolidated Contract Amendment 9
Robin Read reviewed the Consolidated Contract Amendment 9. The amendment increases the maximum consideration of $18,860.00 for a new total of $458,650.00. The amendment also amends the statements of work for the following programs:
- Maternal and Child Health Block Grant
- Office of Immunization and Child Profile (OICP)
- OICP-PPHF Reimbursement Project
- OICP-PPHF VTrckS-II S Interface

Motion 08-02: Motion to approve the Consolidated Contract Amendment 9. Paul Jewell moved to approve the Consolidated Contract Amendment 9. Rich Elliott second. All approved. Motion 08-02 carried to approve the Consolidated Contract Amendment 9.

Department Updates/Issues
Administrator Update
Robin Read reviewed the following administrator report update:

Staffing
- Provided an EH supervisor position update
- Lindsay Groce, our Assessment Coordinator, will be leaving and the department has posted this position internally
- Informed BOH members that the health department has had great interns this year-Skylar, Michelle and Joe

Highlights
- Department has received an additional $29K for two years in Coordinated Prevention Grant funds and received approval to use those funds for syringe exchange and medical waste enforcement
- Agreement has been reached with CMS and CHA to bill for Admatch for 2012 and 2013

Program
- Presented CHAIN logo
- Discussed the validity of solid waste/water complaints that the department follows up on
- Department has implemented the state Electronic Death Registry System (EDRS)
- Quality improvement in food inspections and data collection
- Water metering- working on fees, forms and presentations
- Working on collaborating with KVH, CHCW and other community partners on health insurance enrollment
- Preparing staff report for Pine Loch Sun III for public hearing to be held Wednesday, August 21, 2013 at 6:30 pm
- Working with the Washington State Department of Health and Yakima Health District to prevent the spread of STD cases
- Dog tested for rabies was negative
- The county has had no positive West Nile Virus mosquitoes this year
- The department will no longer provide blood borne pathogen classes due to decreased need of in-person classes
- Working on 2014 budget with Kaitlyn
• Working on 2013 six month budget
• Discussed involvement with Community Network Coalition
• Developing year two work plan for CDC associate
• Working with WSALPHO on reporting for County Public Health Assistance Account Funds
• Developing computer inventory/rotation system- so far the department has replaced several computers with grant funds
• Working on developing a car maintenance/repair database within the department
• Working on a collections policy and streamlining billing procedures
• Working on social media policy to present in the near future
• Looking into re-organizing office staff to free up space for ADDS

Business
Proposed water regulations
Reviewed the proposed water regulations the county will be presenting to the Planning Commission at a public hearing on Tuesday evening:
• New proposed regulations
• Exempt users
• Scenarios
• Enforcement
• Process
• Meter specifications
• Installation and inspections of meters
• Monitoring

There was a group discussion about the three hundred and fifty gallon rule and how that should be utilized by each property owner and how the county will be tracking this rule. It was also noted that the county will be working with property owners to get them into compliance before any kind of fees or other actions would be taken by the county.

Financial update
Kaitlyn Reddick reviewed the July 2013 financial report handed to the BOH members which outlined the following:
All programs revenues and expenses:
• Budget to actual
• Previous year-to-date comparison
• Environmental Health (license/permits and fees)
• Community health fees
• Revenues-all programs
• All programs revenue by source

Rich Elliott asked the BOH members if at some time in the next six months there could be discussion about finding a stable source of funding for the health department. This funding would allow the department to not be dependent on general funds. The BOH members thought it would be reasonable to discuss possible options.
Quarterly newsletter
Kasey Knutson discussed the quarterly report with BOH members and briefly reviewed the following topics:

- Heroin is a public health concern
- Note from the administrator
- James Rivard resigns as Environmental Health Supervisor
- Kaitlyn Reddick hired as new accountant
- Lindsay Groce hired as new assessment coordinator
- Cle Elum-Roslyn school vaccination day
- KCPHD received prevention and public health funds
- Kittitas County Breastfeeding Coalition breathing new life
- Breast, Cervical, and Colon Health program ends at KCPHD
- New resources available for partner notification
- KCPHD seeks community input to address water resources
- Community education to secure vehicle loads
- KCPHD provides consistency of services
- Emergency preparedness postcard distributed
- Staff trained in incident command and disaster support
- Ellensburg School District hosts chef training
- New ABCD provider is pediatric dentist
- Board of Health
- Board of Health Advisory Committee
- BOHAC history revealed

KCPHD programs/services matrix
Robin Read discussed the program/service matrix handout that outlines each program, description, mandated by law, participating staff, fund source, current amount and other/partner/collaborations. Ms. Read also noted that currently the department has 21 people and 17.65 FTE.

Request public hearing to amend fee schedule
Robin Read informed the BOH members that in September the health department will be presenting preliminary 2014 budget information and asking for a public hearing in October.

BOH member application
The BOH members reviewed Rich Elliott’s application to re-apply for the BOH position for another three years.

Motion 08-03: Motion to forward Rich Elliott’s application to the Board of County Commissioners for reappointment to the Board of Health. Paul Jewell moved to approve the motion to forward Rich Elliott’s application to the Board of County Commissioners for re-appointment to the Board of Health. Gary Berndt second. All approved. Motion carried to forward Rich Elliott’s application to the Board of County Commissioners for re-appointment to the Board of Health.
John Asriel inquired about the smoking in public places project with the fair. Robin Read informed him that this project did not have enough support and the health department will not be moving forward with this.

Robin Read did notify BOH members that the Secretary of State John Wiesman will be coming to Kittitas County on Thursday and the health department is planning out the agenda for the day. Ms. Read informed BOH members of lunch with the Secretary of State and a few others from the state.

Meeting was adjourned at 11:49 p.m.

Motion 08-04: Motion to adjourn the August 15, 2013 meeting. Rich Elliott moved to adjourn the August 15, 2013 meeting. Paul Jewell second. All approved. Motion 08-04 carried to adjourn the August 15, 2013 meeting.

Next Board of Health Meeting will be held on September 19, 2013 at 10:00 am

Obie O’Brien, Chair of the Board of Health

Robin Read, Interim Administrator,
Kittitas County Public Health

Candi Blackford, Clerk of the Board of Health