KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, September 19, 2013
Commissioners’ Auditorium
10:00 am

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

Board of Health Advisory Committee (BOHAC): Nancy Jewett

Public Health: Tiffany Beardsley, Candi Blackford, Joe Gilbert, Amy Fuller, Robin Read, Kaitlyn Reddick, Alisa Speickerman, Liz Whitaker

Minutes
Approval of the August 15, 2013 Board of Health meeting minutes and the August 21, 2013 Board of Health public hearing meeting minutes

Motion 09-01: Motion to approve the August 15, 2013 Board of Health meeting minutes and the August 21, 2013 Board of Health public hearing meeting minutes. Rich Elliott moved to approve the August 15, 2013 Board of Health meeting minutes and the August 21, 2013 Board of Health public hearing meeting minutes as presented. Gary Berndt second. All approved. Motion 09-01 carried to approve the August 15, 2013 Board of Health meeting minutes and the August 21, 2013 Board of Health public hearing meeting minutes as presented.

Introductions and Announcements
BOHAC Members
Nancy Jewett introduced herself and reported the following updates:

- Accepted new mission and opted to not have a vision
- Meeting location has been changed to the health department instead of Elmvie
- Hartwig Fileheuer will attend the October BOH meeting
- Next month’s agenda will include BOHAC bylaws and the 2014 health department budget
- Discussed starting the Funding Stability Committee again
- BOHAC was oriented to the new Health Benefit Exchange program starting October 1, 2013
- Health department is working with the county to implement an employee wellness program

The next BOHAC meeting will be October 14, 2013 at 12:00 pm at the health department.
Contracts and Amendments
Consolidated Contract Amendment 10
Robin Read reviewed the Consolidated Contract Amendment 10:
Adds a statement of work for
- Public Health Emergency Preparedness and Response
Amends the following program statements of work
- Local Capacity Development Funds
- OICP-PPHF Reimbursement project
Exhibit B-10 Allocations:
- Increase of $55,671.00 for a revised maximum consideration of $514,323.00

Motion 09-02: Motion to approve the Consolidated Contract Amendment 10. Rich Elliott moved to approve the Consolidated Contract Amendment 10. Gary Berndt second. All approved. Motion 09-02 carried to approve the Consolidated Contract Amendment 10.

Central Washington Healthplanfinder subcontract between Yakima Neighborhood Health Services and Kittitas County Public Health Department
Contract moved to next month. Robin Read discussed sections 22.2 and 22.3 and the health department is working on changing some of the contract language.

Cannon Solutions America
Contract moved to next month

Interagency Agreement between the State of Washington, Department of Ecology, and Kittitas County Public Health
Robin Read reviewed this agreement that allows the State of Washington Department of Ecology to transfer funds to Kittitas County Public Health Department in the amount of $6,601.00. The funds will be used to process refunds to those who had previously purchased meter readers through the department and never received.

Motion 09-03: Motion to approve the Interagency Agreement between the State of Washington, Department of Ecology and Kittitas County Public Health. Rich Elliott moved to approve the Interagency Agreement between the State of Washington, Department of Ecology and Kittitas County Public Health. Gary Berndt second. All approved. Motion 09-03 carried to approve to approve the Interagency Agreement between the State of Washington, Department of Ecology and Kittitas County Public Health.

Department Updates/Issues
Administrator Update
Robin Read reviewed the following administrator report update:
Staffing
- Holly Myers will start as the Environmental Health Supervisor on Monday, September 23, 2013
- Amy Fuller has been hired as the new Assessment Coordinator
- Health promotion staff will be moved under Community Health and several positions will be reclassified as Community Health Specialist
• The Health Promotion Supervisor position will not be refilled, but the department will add another Community Health Specialist

Highlights
• Septic Moratorium lifted on Pine Loch Sun III
• The Secretary of Health visited on August 22nd
• In-person assister collaborations with community partners for a county wide approach
• Electronic Death Registry System started in Kittitas County August 14th
• Baby feeding station at the fair was a success

Funding
• The department is applying for $3,500.00 for capacity building for a new Kittitas County Medical Reserve Corps

Programs
• Working on OSS code update
• Working on updating and simplifying water forms
• Preparing to implement water meter program
• Department staff will meet with CWU about smoke free campus policy
• Developed syringe exchange work plan
• Flu vaccine arrived at the department is planning a drive thru clinic at the fairgrounds on October 4 from 8-5
• No major issues with Labor Day weekend food vendors

Admin
• Working on 2014 Budget with Kaitlyn
• Moved several offices to free up space for ADDS
• Working on 2014 fee schedule updates
• Cleaning up Novatime/budget codes

Financial Update
Kaitlyn Reddick reviewed the following financial update for August 2013:
• All Programs Revenues and Expenses: Budget to Actual
• All Programs and Expenses: Previous Year-to Date Comparison
• Environmental Health (License/Permit and Fees)
• Community Health Fees
• Revenues- All Programs 2013 YTD January-August All Programs Revenue by Source

Business
Workplace Wellness presentation
Amy Fuller discussed the history of the Community Transformation Grant funds rewarded to help departments focus on policy change on a program that is self sustaining. Ms. Fuller reviewed the work that the county has completed to start this process using Kittitas County:
• Surveyed the top county employers to see if they have any kind of wellness plan (KVH, City, CWU, Kittitas County)
• Defined workplace wellness
• Discussed the outcomes of workplace wellness
• Discussed the question “Do workplace wellness programs work?”
• Reviewed Health Promotions team progress
Spring- funding obtained

- Summer- collect best practices, surveyed local employees, met with county Human Resources, met with EIC, and worked with the county to send out survey to all county employees
- Fall- present EIC findings to county commissioners, apply for Premera Grant funding, initiate implementation

- Reviewed county employee survey results
- Presented an outline for a work plan policy

The health department will continue to move forward with helping the county put an Employee Wellness work plan policy into place and continue to update the board on its progress.

In-person Assister Grant
Liz Whitaker informed Board of Health members of the In-person assister kick-off event on September 30, 2013 at 10:00 am at Hal Holmes. Ms. Whitaker is hoping to have several community representatives at the meeting that will benefit from the exchange. The health department will have two trained staff that will become certified assisters after taking the online test when it becomes available. The benefit exchange will go live on October 1, 2013. There was a brief discussion about the different insurance options that will be available.

Food Handlers QI project follow up
Robin Read discussed the history of issuing food handler's card in the health department. Last year the department was rewarded funds to implement a quality improvement project. As a team, the health department decided to work on improving our food handler's card process. The department began by collecting data and determined best practices. In January 2013, the department moved to an online food handlers test, but still offered in person classes. The bad news is that the department has not seen a decrease in violations, but the overall response has been good since the switch and food handler's card numbers have increased. Ms. Read also informed the board members that the net income went from 2.97 per card to $5.42 per card.

OSS code discussion
Joe Gilbert informed the Board of Health members that the health department held a Citizens Advisory Committee meeting last week and discussed the proposed On-Site Sewage code. At this time the department is recommending the Board of Health and the Board of County Commissioners adopt by reference the Washington Administrative Code Rules and Regulations for on-site sewage systems. Obie O'Brien asked if there is any regulation that states that if it is pumped here that it should be dumped in Kittitas County. Mr. Gilbert responded that it is most likely kept in Kittitas County, but it is not a regulation. The department would like to do a public hearing in December to allow for SEPA process.

New water meter fees discussion
Robin Read reviewed the new water metering program fees background with the Board of Health members and discussed the following:

- New fees for the meter readers would be $125.00
- Annual fee for maintenance $195.00
- Program implementation and costs
- Providing the community with a list of compatible meters for the meter readers
Ms. Read proposed having a public hearing next month to have the BOCC and BOH approve the new water meter program fees.

Request to set a joint BOCC/BOH public hearing for October to consider new water meter program fees.

Motion 09-04: Motion to approve the request to set a joint BOCC/BOH public hearing for October to consider new water meter program fees. Rich Elliott moved to approve the request to set a joint BOCC/BOH public hearing for October to consider new water meter program fees. Gary Berndt second. All approved. Motion 09-04 carried to approve the request to set a joint BOCC/BOH public hearing for October to consider new water meter program fees.

Meeting was adjourned at 12:00 pm

Motion 09-05: Motion to adjourn the September 19, 2013 BOH meeting. Rich Elliott moved to adjourn the September 19, 2013 BOH meeting. Gary Berndt second. All approved. Motion 09-05 carried to adjourn the September 19, 2013 BOH meeting.

Next Board of Health Meeting will be held on October 17, 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