KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday October 17, 2013
Commissioners’ Auditorium
10:00 am

Present
Board of Health (BOH): John Asriel M.D., Gary Berndt, Rich Elliott, Paul Jewell, Obie O’Brien
Board of Health Advisory Committee (BOHAC): Elizabeth Ketterer
Public Health: Candi Blackford, Mark Larson M.D., Robin Read, Kaitlyn Reddick, Alisa Spieckerman, Liz Whitaker

Minutes
Approval of the September 19, 2013 Board of Health meeting minutes.

Motion 10-01: Motion to approve the September 19, 2013 Board of Health meeting minutes. Paul Jewell moved to approve the September 19, 2013 BOH meeting minutes. Rich Elliott second. All approved. Motion 10-01 carried to approve the September 19, 2013 Board of Health meeting minutes.

Introductions and Announcements
BOHAC Members
Elizabeth Ketterer introduced herself to BOH. Ms. Ketterer has recently relocated to Cle Elum from California and has a degree in Public Health. The following were items of discussion at the last BOHAC meeting on Monday, October 14, 2013:
- No membership updates
- Reviewed the 2014 Public Health proposed budget and made a formal recommendation to the BOH members for approval

Paul Jewell asked about continued discussions regarding the bylaws and Ms. Ketterer informed the BOH members that they have until the end of the year to work on these. Robin Read also added that Ms. Ketterer has been a big support in the community with her volunteer efforts.

The next BOHAC meeting will be November 4, 2013 at 12:00 pm at the health department.

Contracts and Amendments
Central Washington Healthplanfinder subcontract between Yakima Neighborhood Health Services and Kittitas County Public Health Department

Robin Read discussed the Central Washington Healthplanfinder subcontract between Yakima Neighborhood Health Services and Kittitas County Public Health Department. The document establishes
a work plan for Kittitas County to help community members apply for health insurance and do community outreach.

**Motion 10-02: Motion to approve the Central Washington Healthplanfinder subcontract between Yakima Neighborhood Health Services and Kittitas County Public Health Department.** Rich Elliott moved to approve the Central Washington Healthplanfinder subcontract between Yakima Neighborhood Health Services and Kittitas County Public Health Department. Paul Jewell second. All approved. **Motion 10-02 carried to approve the Central Washington Healthplanfinder subcontract between Yakima Neighborhood Health Services and Kittitas County Public Health Department.**

Washington Statewide Pharmacy- Local Health Jurisdiction Memorandum of Understanding
This contract has been removed

**Department Updates/Issues**

**Administrator Update**
Robin Read discussed the following updates for the health department:

**Staffing**
- Holly Myers, EH Supervisor
- Interviews on Friday to hire two Community Health Specialists
- Alisa Spieckerman was furloughed, but back to work today

**Highlights**
- Drive thru flu clinic at the fairgrounds- 55 adults vaccinated and 135 children for a total of 190
- Health Benefit Exchange is open
- Attended the Joint Conference on Health and noted the following from keynote speakers:
  - John Weisman
    - Preventable chronic disease
    - Insuring children
    - Climate change and effect on health
    - Mental health, especially depression
    - Maintaining core capacities (communicable disease and environmental health)
  - Maxine Hayes
    - Education/academic achievement
    - Behavioral health, especially addiction to tobacco and other drugs
    - Toxic stress
    - Disparities in all of the above

Sessions on hookah lounges, e-cigarettes, marijuana, climate change, educational attainment, federal/state policy, assessment, suboxone, and community development

**Funding**
- Opportunity to apply for funds for another quality improvement project
- Opportunity to apply for more CTG funds
- Will be getting some funding from Ecology for air quality work
- Federal government shut down not affecting us yet
Programs
- Front desk staff training on insurance billing
- Contaminated housing incident
- 3rd quarter report available soon
- Presented EH QI project to DOH

Admin
- 2014 budget
- 2014 fee schedule
- Transitioning EH with new supervisor

Business

Fee schedule for 2014
Robin Read discussed the fee schedule for 2014. Ms. Read stated that the health department has been working on bringing its fee for services in line with a cost recovery model. Most fees were brought up to cost recovery between 2011 and 2013 and there are a few fees that will be at full cost recovery in 2014. In addition, KCPHD will be proposing the elimination of a few fees, reduction of some clinical fees, and the addition of some new fees for services currently provided or services that may be provided in the future.
Ms. Read also reviewed the following changes in the policy:
- New policy format
- Updated sliding fee scale
- Fee collection policy language
- Vaccine language clearer
- Influenza vaccine will be comparable to pharmacy fees despite the cost
- Updated rounding policy for fees
- New hourly rates for Environmental Health, Community Health (Nursing), Community Health (Non-Nursing), Support Staff and Health Officer

Ms. Read reviewed some of the added fees, increased fees and eliminated fees from the 2014 fee schedule. Paul Jewell had some concerns about not increasing the fees enough to cover the increased cost of business. Mr. Jewell would like to see an increase of fees annually to cover this and have the department come up with methodology for this. Dr. Larson noted that most fees in Environmental Health support the program and staff, but there is still some program work that does not allow for 100% recovery.

Collection Policy
Robin Read discussed problems the health department is having with collecting payment from restaurants that require re-inspections. At this time the Washington State Food Code does not allow us to withhold a permit due to not paying a bill. Ms. Read sent emails to other counties regarding their process for collecting fees on past due accounts. Policies varied from sending bills to collections to withholding permits. The health department would like to develop language for the county that would make our food code more strict than state code and would allow us to withhold a food permit for the next fiscal year if they have an unpaid balance. Ms. Read asked for direction from the BOH. The BOH recommended working with our Prosecuting Attorney on developing code language that would be presented at a future meeting.
2014 Budget
Robin Read reviewed the 2014 budget proposal that was presented to BOHAC on Monday. The 2014 budget is composed of three different program areas, Environmental Health, Community Health and Administration. Ms. Read reviewed briefly what each division entails.
Next, Ms. Read noted that the department is currently funded by state and federal grants, EH fees, clinic services fees, interest income from investments and county contribution. The department will also receive Local Capacity Development Funds, Blue Ribbon 5930, and MVET backfill funds. These are now combined funds, also known as “Chunk Funds” and will be received twice a year. There was discussion about how general public health funds and county contribution would be spent.
Ms. Read reviewed some of the expenses in the 2014 budget such as training for staff, fuel vehicle maintenance and office supplies. There was discussion about how the county contribution is figured out and why the increase this year. Ms. Read informed the board that the increase in county contribution is due to an increase in rent. Paul Jewell noted that he would like to see the health department increase fees to cover the increase in rent for 2014. Ms. Read informed the board that the budget will be presented to the Board of County Commissioners next week and will be brought to BOH for approval in November.

Request public hearing for November to approve the public health fee schedule

Motion 10-03: Motion to approve the request a public hearing for November 26, 2013 to review and approve the 2014 Kittitas County Public Health Fee Schedule. Paul Jewell moved to approve the request for a public hearing for November 26, 2013 to review and approve the 2014 Kittitas County Public Health Fee Schedule. Obie O’Brien second. All approved. Motion carried to approve the request a public hearing for November 26, 2013 to review and approve the 2014 Kittitas County Public Health Fee Schedule.

Meeting was adjourned at 12:03 pm

Motion 10-04: Motion to adjourn the October 17, 2013 BOH meeting. Paul Jewell moved to adjourn the October 17, 2013 BOH meeting. Gary Berndt second. All approved. Motion 10-04 carried to adjourn the October 17, 2013 BOH meeting.

Next Board of Health Meeting will be held on November 26, 2013 at 1:00 pm

Obie O’Brien, Chair of the Board of Health

Robin Read, Administrator, Kittitas County Public Health

Candi Blackford, Clerk of the Board of Health