KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday November 26, 2013
Commissioners’ Auditorium
1:00 p.m.

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

Board of Health Advisory Committee (BOHAC): Hartwig Vatheuer

Public Health: Candi Blackford, Holly Duncan, Mark Larson M.D., Erin Moore, Robin Read, Kaitlyn Reddick, Alisa Spieckerman, Liz Whitaker

Minutes
Approval of the October 17, 2013 Board of Health meeting minutes.

Motion 11-01: Motion to approve the October 17, 2013 Board of Health meeting minutes as presented. Paul Jewell moved to approve the October 17, 2013 BOH meeting minutes as presented. Rich Elliott second. All approved. Motion 11-01 carried to approve the October 17, 2013 Board of Health meeting minutes as presented.

Introductions and Announcements
BOHAC Members
Hartwig Vatheuer introduced himself as a BOHAC member for eight years. Mr. Vatheuer discussed the following topics from the last BOHAC meeting:

- Treasurer duties
- 501-C3 status
- By-laws to be finalized in December
- 18 month extension for the water program
- Health department helping community members sign up for health care
- Two new nurse practitioners at Kittitas Valley Internal Medicine
- Two new hospitalists at the hospital
- Dr. Vaughn will be retiring

Mr. Vatheuer informed BOH that the next BOHAC meeting is December 9th at 12:00 p.m.

Contracts and Amendments
Department of Ecology CPG Agreement between State of Washington and Kittitas County Public Health Department
Robin reviewed the Department of Ecology Coordinated Prevention Grant (CPG) Agreement that allows KCPHD to monitor, inspect, and permit solid waste facilities. KCPHD will also make sure that the solid waste facilities are in compliance with state and local regulations, and will enforce compliance when necessary. The agreement has a reimbursement rate of up to $206,320.00.

**Motion 11-02: Motion to approve the Coordinated Prevention Grant (CPG) Agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department.**

Paul Jewell moved to approve the Coordinated Prevention Grant (CPG) Agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department. Rich Elliott second. All approved. Motion 11-02 carried to approve the Coordinated Prevention Grant (CPG) Agreement between the State of Washington Department of Ecology and Kittitas County Public Health Department.

**Information Sharing Agreement for Confidential Information between State of Washington Department of Health and Kittitas County Public Health Department**

Robin Read reviewed the Information Sharing Agreement for Confidential Information between State of Washington Department of Health and Kittitas County Public Health Department that establishes the conditions under which the Washington State Department of Health shares confidential information or limited datasets. The data received will be used for community health assessments that will be updated annually.

**Motion 11-03: Motion to approve the Information Sharing Agreement for Confidential Information between the State of Washington Department of Health and Kittitas County Public Health.**

Rich Elliott moved to approve the Information Sharing Agreement for Confidential Information between the State of Washington Department of Health and Kittitas County Public Health Department. Paul Jewell second. All approved. Motion 11-03 carried to approve the Information Sharing Agreement for Confidential Information between the State of Washington Department of Health and Kittitas County Public Health Department.

**Consolidated Contract Amendment 11**

Robin Read discussed the Consolidated Contract Amendment 11, adding Statements of Work for the following programs:

- OICP-PPHIF Vaccine Storage and Handling Project

Amending Statements of Work for the following programs:

- Maternal and Child Health Block Grant
- Public Health Emergency Preparedness and Response

Ms. Read also noted that the Consolidated Contract increases the maximum consideration to $527,281.00.

**Motion 11-04: Motion to approve the Consolidated Contract Amendment 11.**

Rich Elliott moved to approve the Consolidated Contract Amendment 11. Paul Jewell second. All approved. Motion 11-04 carried to approve the Consolidated Contract Amendment 11.

**Joint Plan of Responsibility between State of Washington Department of Health (DOH) and Kittitas County Public Health Department**

Robin Read discussed the agreement that will clarify the responsibilities of DOH and KCPHD with respect to the regulation of group water systems in Kittitas County. Holly Duncan will be required to obtain training that will allow her to approve systems that have a professional engineer design. Ms.
Duncan did note that it will require an extra step to the approval process, but did not think that it would take any longer to approve group systems with the new requirements. Paul Jewell did clarify that the agreement is on the agenda for approval, not the resolution. Candi Blackford noted that the resolution is on the December 3, 2013 agenda for approval by the Board of County Commissioners.

**Motion 11-05: Motion to approve the Joint Plan of Responsibility between the State of Washington Department of Health and Kittitas County Public Health Department.** Rich Elliott moved to approve the Joint Plan of Responsibility between the State of Washington Department of Health and Kittitas County Public Health Department. Paul Jewell second. All approved. Motion 11-05 carried to approve the Joint Plan of Responsibility between the State of Washington Department of Health and Kittitas County Public Health Department.

MOU between Kittitas County Public Health Department and Walter Strom Middle School
Robin Read reviewed the MOU between Kittitas County Public Health and Walter Strom Middle School agreement which allows KCPHD to utilize the premises for a community point of distribution of medical countermeasure materials in the event of a public health emergency.

**Motion 11-06: Motion to approve the MOU between Kittitas County Public Health Department and Walter Strom Middle School.** Rich Elliott moved to approve the MOU between Kittitas County Public Health Department and Walter Strom Middle School. Paul Jewell second. All approved. Motion 11-06 carried to approve the MOU between Kittitas County Public Health Department and Walter Strom Middle School.

**Health Care Authority-Medicaid Ad Match**
Robin Read reviewed the Health Care Authority-Medicaid Ad Match Amendment that amends the former contract that clarifies the Kittitas County Public Health Department will provide necessary staff, services and/or materials to serve individuals who are potentially eligible for Medicaid benefits. This is the “Ad Match” contract that sets the maximum amount of revenue.

**Motion 11-07: Motion to approve the Health Care Authority- Medicaid Ad Match.** Paul Jewell moved to approve the Health Care Authority- Medicaid Ad match. Rich Elliott second. All approved. Motion 11-07 carried to approve the Health Care Authority- Medicaid Ad match.

**Department Updates/Issues**
**Administrator Update**
Robin Read discussed the following updates for the health department:

- **Staffing**
  - Two new Community Health Specialists- Skylar Griessel, Elizabeth Ketterer
  - Public health is fully staffed

- **Highlights**
  - Health department staff volunteered at the soup kitchen
  - Amy Fuller wrote and received her first grant
  - Anniversaries: Kasey Knutson 5 years, Joe Gilbert 7 years, Candi Blackford 5 years, Robin Read 7 years, Mark Larson 7 years, Tiffany Beardsley 4 years, and Melissa Schumaier 8 years

- **Funding**
  - Received $10,000 grant for quality improvement on department strategic plan
  - Submitted $22,500 grant for accreditation support initiative to create quality improvement plan
Submitted $30,000 grant for CTG funds for smoke free campus work and workplace wellness policy and environment change work

Working on Premera Cares program workplace wellness implementation

Working on ecology air quality proposal of approximately $15,000-$20,000

Programs

- Meth house decontaminated, health order lifted
- Food program fee flow chart developed
- Working with IT on CAMAS data systems
- EH tablets ordered
- Late food permits still coming in
- Developing a plan for enforcing and implementing smoke free campus policy at CWU
- Work on developing mold information for callers
- Lots of problems lately with state immunization registry and connection to NextGen

Admin

- Working on indirect cost allocation plan
- Working with county on Sexually Assault Nurse Exams (SANE) program negotiations
- Getting employee evaluations up to date
- Internal policies organized and systems being developed for updating
- BOHAC bylaws
- Fee schedule/2014 budget

Health Officer Update

Dr. Mark Larson discussed the new e-cigarettes that are now being marketed by tobacco companies. There is not a lot of data on e-cigarettes at this time and we’re not sure what kind of affects the vapor may have. Dr. Larson noted that the hospital was working on developing a “Smoke Free Campus” policy that will impact staff and patients.

Dr. Larson informed BOH members of the recent outbreak of meningitis at Princeton University and the approval of vaccine use for the students at the school. The university will be paying for the cost of this outbreak, but Dr. Larson noted that an outbreak could happen here at our university. Central Washington University has an immunization requirement, but it is not monitored like it should be.

Rich Elliott asked if the increase of heroin use in the community is due to physicians crack down on prescription drugs. Dr. Larson responded that it could be the case, but the department does not have this data.

Business

Kittitas County Public Health 2014 Budget

Robin Read reviewed the 2014 Kittitas County Public Health Budget. The 2014 proposed budget is $1,452,077 with a total of 17.80 FTE. Ms. Read reviewed the Department Goals/Priority Strategic Initiatives:

- Community Health Data Tracking, Use, and Distribution
- Community Involvement
- Performance Management and Quality Improvement
- Leadership and Governance
Ms. Read reviewed the department accomplishments over the last year and a half. The Kittitas County Public Health is primarily funded by state and federal grants, environmental health fees, clinic services fees, interest income from investments, and county contribution. The 2014 proposed budget graph includes:

- Fund Balance $174,603
- Licenses, Permits and Fees $539,124
- Federal Funding $160,662
- County Contribution $266,929
- State Funding $310,509

The county contribution has been reduced in the 2014 budget and will be used to cover each division’s administrative expenses, the drinking water program, and help provide our local match for the Coordinated Prevention Grant. The fund balance will be used to cover areas of deficit such as community health and environmental health administration, communicable disease, and the in-person assister program. The amount of fund balance has been increased this year to maintain an appropriate balance for auditing purposes. Ms. Read summarized the 2014 budgeted revenues, expenses, fund balance and the 2014 KCPHD programs and services.

**Motion 11-08: Motion to approve the 2014 Kittitas County Public Health Budget.** Paul Jewell moved to approve the 2014 Kittitas County Public Health Budget. Rich Elliott second. All approved. Motion 11-08 carried to approve the 2014 Kittitas County Public Health Budget.

Paul Jewell noted that the new revenue coming in from fees/permits is a good thing and a critical component of moving forward to sustaining funds for public health. Mr. Jewell also noted the remarkable fiscal stewardship the health department has displayed.

**Quarterly Report**
Robin Read asked the BOH members to review on their own and email if there were any questions.

**Request archiving day**
Robin Read asked the BOH members to close the office on Friday December 20, 2013 for the annual archiving day.

**Motion 11-09: Motion to approve the public health archiving day Friday December 20, 2013.** Rich Elliott moved to approve the public health archiving day Friday December 20, 2013. Paul Jewell second. All approved. Motion 11-09 carried to approve the public health archiving day Friday December 20, 2013.

Meeting was adjourned at 2:29 p.m.

**Motion 11-10: Motion to adjourn the Board of Health meeting.** Rich Elliott moved to approve adjourning the Board of Health meeting. Paul Jewell second. All approved. Motion 11-10 moved to approve adjourning the Board of Health meeting.
Next Board of Health Meeting will be held on December 19, 2013 at 10:00 a.m.

Obie O’Brien, Chair of the Board of Health

Robin Read, Administrator,
Kittitas County Public Health

Candi Blackford, Clerk of the Board of Health