KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday January 30, 2014
Commissioners’ Auditorium
1:00 p.m.

Present
Board of Health (BOH): John Asriel M.D., Gary Berndt, Paul Jewell, Obie O’Brien
Absent: Rich Elliott

Board of Health Advisory Committee (BOHAC): Nancy Jewett

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

Other Attendees: Michael Nigrey (Prosecuting Attorney)

Approval of Agenda
Paul Jewell asked for a motion to approve the BOH meeting agenda.

Motion 01-01: Motion to approve the Board of Health meeting agenda. Gary Berndt moved to approve the BOH meeting agenda. Obie O’Brien second. All approved. Motion 01-01 carried to approve the BOH meeting agenda.

Minutes
Approval of the December 19, 2013 Board of Health meeting minutes

Motion 01-02: Motion to approve the December 19, 2013 Board of Health meeting minutes. Paul Jewell moved to approve the December 19, 2013 Board of Health. Gary Berndt second. All approved. Motion 01-02 carried to approve the December 19, 2013 Board of Health meeting minutes.

Introductions and Announcements
BOHAC Members
Nancy Jewett reviewed the last BOHAC meeting agenda with BOH which included the following updates:

- Appointed new BOHAC members: Monty Sabin, Patti Canterberry, Norm Redberg, Teague McKamey, Andrew Lyons
- Two professors from CWU will be appointed to BOHAC next month
• Rebecca Pearson has accepted the BOHAC Chair position and will be voted in to this position next month
• The following positions were filled at January’s meeting: Nancy Jewett-Vice Chair, Bob Davis O.D. – Treasurer
• Margaret Condit is no longer a member of BOHAC and was recognized for her years of dedication to BOHAC
• Bylaws modified and adopted in January
• Bank account has been brought up to date with authorized signers
• Discussed flu vaccine, heroin use, and enrollment for health care
• Next BOHAC meeting is February 10, 2014

Contracts and Amendments
Professional Services Agreement between Kittitas County and Kittitas Valley Healthcare
Robin Read reviewed the Professional Services Agreement between Kittitas County and Kittitas Valley Healthcare and explained how this agreement allows the health department to send clients to Kittitas Valley Healthcare for TB screening X-Rays.

Motion 01-03: Motion to approve the Professional Services Agreement between Kittitas County and Kittitas Valley Healthcare. John Asriel M.D. moved to approve the Professional Services Agreement between Kittitas County and Kittitas Valley Healthcare. Obie O’Brien second. All approved. Motion 01-03 carried to approve the Professional Services Agreement between Kittitas County and Kittitas Valley Healthcare.

Interlocal Agreement between Kittitas County Public Health Department and Kittitas Valley Healthcare for Emergency Storage of Vaccine
Robin Read informed BOH members that this agreement was established and put into place so that the health department would have a backup facility that would be able to house vaccine in the case of a power outage at the health department. Ms. Read noted that the health department was able to practice this when the department had a scheduled power outage and took the vaccine to the hospital for storage. The group discussed the previous vaccine storage issues with BOH members.

Motion 01-04: Motion to approve the Interlocal Agreement between Kittitas County Public Health Department and Kittitas Valley Healthcare for Emergency Storage of Vaccine. John Asriel, M.D. moved to approve the Interlocal Agreement between Kittitas County Public Health Department and Kittitas Valley Healthcare for Emergency Storage of Vaccine. Obie O’Brien second. All approved. Motion 01-04 carried to approve the Interlocal Agreement between Kittitas County Public Health Department and Kittitas Valley Healthcare for Emergency Storage of Vaccine.

Central Washington Family Medicine Residency Program
Dr. Larson discussed the agreement that was entered into with Central Washington Family Medicine that will allow students in the Central Washington Residency Program to shadow health department staff in a couple different programs.

Motion 01-05: Motion to approve the Central Washington Family Medicine Residency Program. Obie O’Brien moved to approve the Central Washington Family Medicine Residency Program. Gary Berndt second. John Asriel M.D. abstained since this is his employers program. All others approved. Motion 01-05 carried to approve the Central Washington Family Medicine Residency Program.
Interagency Agreement between Kittitas County Public Health Department and Department of Ecology (Air Quality)

This agreement was removed from the agenda as there are still discussions between the health department and the Department of Ecology in regards to the ownership of data. Robin Read noted that this would not be a deal breaker, but is trying to get this revised so we would have easier access to the data if we should need this in the future. This contract should be on next month’s agenda.

**Motion 01-06: Motion to take no action per public health staff on the Interagency Agreement between Kittitas County Public Health Department and Department of Ecology. Obie O’Brien moved to take no action per public health staff on the Interagency Agreement between Kittitas County Public Health Department and Department of Ecology. Gary Berndt second. All agreed.**

**Motion 01-06 to approve that no action per the public health staff on the Interagency Agreement between Kittitas County Public Health Department and Department of Ecology at this time.**

NACCHO Agreement

Robin Read discussed that this agreement was awarded to Kittitas County Public Health Department for the accreditation support initiative project. There was concern from Michael Nigrey, Kittitas County Prosecuting Attorney’s office, about the arbitration of disputes governed by the laws of the District of Columbia and noted that he is not aware of those specific laws. Mr. Nigrey also informed BOH that if there was arbitration, the health department would have to absorb some of the cost. With these concerns noted, Mr. Nigrey was approving this contract as to form.

**Motion 01-07: Motion to approve the NACCHO Agreement. Gary Berndt moved to approve the NACCHO Agreement. Obie O’Brien second. All approved. Motion 01-07 carried to approve the NACCHO Agreement.**

Department Updates/Issues

Administrator Update

Robin Read reviewed the department updates for the previous month:

- **Staffing**
  - Discussed department approved performance based raises
  - Kasey Knutson and Julia Karns have been reclassified/promoted to Community Health Specialists

Highlights

- 6 staff attended the Washington State Legislative Day in Olympia
- Robin Read and Julia Karns attended the syringe exchange meeting in Olympia
- Flu clinic in Upper County was a success and administered 73 vaccines
- Finalized department policies: emergency lights, reporting to work in an emergency, performance based raises
- The health department participated in an active shooter drill
- Archiving day was a success with lots of archiving/cleaning done in the department
- KCPhD sponsored an event about the importance of universal developmental screening for children

Funding and finance

- The department was awarded $25,000 from DOE for air quality work
• Increase in funds from the Department of Health for Group A drinking water for increased responsibilities in the Joint Plan of Responsibility agreement
• Kasey Knutson wrote and received a $3,500 grant for capacity building for Medical Reserve Corps
• Robin Read is working on starting the public health funding stability group again

Program updates
• Environmental health staff has received several complaints about rat problems in the valley and the department is distributing educational materials throughout the community
• New Adequate Water Supply Determination forms are available
• Still having issues with NextGen and Washington State Immunization Registry- working with Kittitas Valley Healthcare and Washington State Immunization Registry to resolve issues
• Group B water systems are nearly one hundred percent GPS’d

Leadership updates
• Learning new marijuana laws and hoping to receive funds for youth prevention through excise taxes
• Started strategic planning efforts at the leadership team retreat and established the following shared values for KCPHD:
  o Professionalism
  o Community
  o Quality
  o Collaboration
• Now that the department is fully staffed, the Quality Improvement Leadership Team has started the process for the Quality Improvement Plan and facilitation of projects in the department
• The department has created a public information work plan which addresses emergency communications, ongoing communications, healthcare communications and general public communications

Paul Jewell discussed the support for local program prevention efforts. There will be a BOCC special session next week with the hopes of being able to give county staff direction. The group discussed the recent application activity and the negative impacts it could have in our county.

Health Officer Update
Dr. Mark Larson reported that he attended the marijuana meeting at Hal Homes.

Business
Management team retreat update
Robin Read briefly discussed the agenda from the management team retreat on Monday January 6, 2014 which included the following:
• Team building activities
• Shared values
• Quality improvement
• Strategic plan
• Brainstorm organizational goals
• Professional goals
All Staff Retreat agenda

Request All Staff Retreat Day
Robin Read asked the Board of Health to approve the closure of the office on Friday February 28, 2014 for the department’s All Staff Retreat.

Motion 01-08: Motion to approve the office closure on Friday February 28, 2014 for the public health All Staff Retreat. Gary Berndt moved to approve the office closure on Friday February 28, 2014 for the public health All Staff Retreat. Obie O’Brien second. All approved. Motion 01-08 carried to approve the office closure on Friday February 28, 2014 for the public health All Staff Retreat.

Year-end financial report
Kaitlyn Reddick reported the following on the Kittitas County Public Health Department financial update for December 2013:

- All program revenues and expenses: Budget to Actual
- Previous year-to-date comparisons
- Environmental health license and permit fees
- Community Health fees
- Revenues-all programs
- All programs revenue by source
- Fund balance trends- 5 year actuals

Quarterly Report
Robin Read briefly reviewed a few topics in the Quarterly Report and some of the data that showed increases or decreases for the year. Ms. Read noted that each member has received a copy of the report and can read the other information at their convenience.

Other
HIPAA FORMS
Candi Blackford had all Board of Health members’ present sign a HIPAA form for 2014.

Paul Jewell asked for a motion to adjourn the meeting at 2:46 p.m.

Motion 01-09: Motion to adjourn the meeting. Obie O’Brien moved to adjourn the meeting. Gary Berndt second. All approved. Motion 01-09 carried to adjourn the meeting.

Next Board of Health Meeting will be held on March 20, 2014 at 10:00 a.m.

Paul Jewell, Chair of the Board of Health

Robin Read, Administrator,
Kittitas County Public Health
Candi Blackford, Clerk of the Board of Health