KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Wednesday February 26, 2014
Commissioners’ Auditorium
1:00 p.m.

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

Board of Health Advisory Committee (BOHAC): Nancy Jewett

Public Health: Candi Blackford, Mark Larson, M.D., Lisa Morin, Holly Myers, Robin Read, Kaitlyn Reddick, Liz Whitaker, Amy Fuller

Other Attendees: Sue Kendall

Approval of Agenda
Robin Read asked to move the following agenda item up:
• Recognition of volunteer: Sue Kendall
Add:
• Request joint BOH and BOCC Public Hearing on March 20, 2014

Motion 02-01: Motion to approve the agenda as amended. Rich Elliott moved to approve the agenda as amended. Obie O’Brien second. All approved. Motion 02-01 carried to approve the agenda as amended.

Volunteer Recognition
Robin Read introduced Sue Kendall, who has volunteered approximately 500 volunteer hours over the last five years with the health department’s syringe exchange. Ms. Kendall graduated with a Masters in Psychology and has previous work experience as a substance abuse counselor in Tacoma, a social worker in Spokane and background work in public health. Ms. Read acknowledged her dedication to the syringe exchange program. Commissioner Paul Jewell thanked Ms. Kendall for her volunteer work.

Minutes
Approval of the January 30, 2014 Board of Health meeting minutes as presented.

Motion 02-02: Motion to approve the January 30, 2014 Board of Health meeting minutes as presented. Rich Elliott moved to approve the January 30, 2014 Board of Health meeting minutes as
presented. Obie O’Brien second. All approved. Motion 02-02 carried to approve the January 30, 2014 Board of Health meeting minutes as presented.

Introductions and Announcements
BOHAC Members
Nancy Jewett introduced herself and gave a brief review of the last BOHAC meeting agenda:
- Robin Read oriented five new BOHAC members at the beginning of this month
- Two professors from Central Washington have been nominated to BOHAC-Judy Hennessey and Anne Johansen
- Rebecca Pearson is the new chair of BOHAC
- BOHAC now has a total of 17 members
- Health department gave updates on water, heroin, flu and the Affordable Care Act
- BOHAC participated in a Strategic Plan activity
- March 10, 2014 is the next meeting

Contracts and Amendments
Collection Services Agreement (Evergreen Financial)
Robin Read discussed the Evergreen Financial Services agreement that is entered into with Kittitas County Public Health Department to allow Evergreen Financial Services to perform collection activity to recover unpaid accounts.

Motion 02-03: Motion to approve the Collection Services Agreement (Evergreen Financial Services). Rich Elliott moved to approve the Collection Services Agreement (Evergreen Financial Services). Obie O’Brien second. All approved. Motion 02-03 carried to approve the Collection Services Agreement (Evergreen Financial Services).

NACCHO- Medical Reserve Corps
Robin Read reviewed the NACCHO-Medical Reserve Corps agreement that is awarded to the Kittitas County Public Health Department to build the capacity of local Medical Reserve Corps units.

Motion 02-04: Motion to approve the NACCHO- Medical Reserve Corps agreement. Rich Elliott moved to approve the NACCHO-Medical Reserve Corps agreement. Obie O’Brien second. All approved. Motion 02-04 carried to approve the NACCHO-Medical Reserve Corps agreement.

Interagency Agreement between Kittitas County Public Health Department and the State of Washington, Department of Ecology (Air Quality)
Robin Read discussed the Interagency Agreement between Kittitas County Public Health Department and the Department of Ecology that will provide funds for Kittitas County to establish an Air Quality Advisory Committee, assess the reasons for burning, educate the community on burning, and reduce overall PM2.5 “bad air days” in Kittitas County.

Motion 02-05: Motion to approve the Interagency Agreement between Kittitas County Public Health and the Department of Ecology. Rich Elliott moved to approve the Interagency Agreement between Kittitas County Public Health and the Department of Ecology. Obie O’Brien second. All approved. Motion 02-05 carried to approve the Interagency Agreement between Kittitas County Public Health and the Department of Ecology.
Interagency Agreement between Grant County Health District and Kittitas County Public Health Department-Community Transformation Grant (CTG)
Robin Read reviewed the Interagency Agreement between Grant County Health District and Kittitas County Public Health. The agreement provides a mechanism for collaborative work, completion of deliverables, and transfer of funds necessary for the Community Transformation Grant.

**Motion 02-06: Motion to approve the Interagency Agreement between Grant County Health District and Kittitas County Public Health Department (CTG).** Rich Elliott moved to approve the Interagency Agreement between Grant County Health District and Kittitas County Public Health Department (CTG). Obie O’Brien second. All approved. Motion 02-06 carried to approve the Interagency Agreement between Grant County Health District and Kittitas County Public Health Department (CTG).

MOU between Kittitas County Public Health and People for People
Robin Read discussed the MOU between Kittitas County Public Health and People for People. This is established to help coordinate public health information, specific to Kittitas County, provided through the 2-1-1 system.

**Motion 02-07: Motion to approve the MOU between Kittitas County Public Health and People for People.** Rich Elliott moved to approve the MOU between Kittitas County Public Health and People for People. Gary Berndt second. All approved. Motion 02-07 carried to approve the MOU between Kittitas County Public Health and People for People.

Community Health of Central Washington: Children with Special Health Care Needs program
Robin Read reviewed the Community Health of Central Washington: Children with Special Health Care Needs program agreement that provides a scope of work for Community Health of Central Washington in providing services for the Children with Special Health Care Needs program.

**Motion 02-08: Motion to approve the Community Health of Central Washington: Children with Special Health Care Needs program agreement.** Rich Elliott moved to approve the Community Health of Central Washington: Children with Special Health Care Needs program agreement. Obie O’Brien second. John Asriel abstained as he is an employee of Community Health. All others approved. Motion 02-08 carried to approve the Community Health of Central Washington: Children with Special Health Care Needs program agreement.

Consolidated Contract Amendment 12
Robin Read discussed the Consolidated Contract Amendment 12 and informed BOH of the following changes:

Adds statements of work for the following program:
- Office of Immunization and Child Profile-Effective January 1, 2014
- Performance Management Center for Excellence-Q1 project-Effective November 1, 2013

Amends statements of work for the following programs:
- 5930 Public Health Funding-Effective January 1, 2013
- Maternal Child Health Block Grant-Effective January 1, 2013
- Office of Drinking Water Group A Program- Effective January 1, 2012

Exhibit B-12 Allocation amendment
- Increase of $65,567.00

Motion 02-09: Motion to approve the Consolidated Contract Amendment 12. Obie O’Brien moved to approve the Consolidated Contract Amendment 12. Rich Elliott second. All approved. Motion 02-09 carried to approve the Consolidated Contract Amendment 12.

Joint Plan of Responsibility - Interagency Agreement between State of Washington, Department of Health (DOH) and Kittitas County Public Health Department (KCPHD) - regulation of water systems in Kittitas County

Robin Read reviewed the Joint Plan of Responsibility which delineates the responsibilities of DOH and Kittitas County Public Health Department with respect to the regulation of water systems in Kittitas County.

Motion 02-10: Motion to approve the Joint Plan of Responsibility - Interagency Agreement between State of Washington, Department of Health and Kittitas County Public Health Department - regulation of water systems in Kittitas County. Rich Elliott moved to approve the Joint Plan of Responsibility - Interagency Agreement between State of Washington, Department of Health and Kittitas County Public Health Department - regulation of water systems in Kittitas County. Obie O’Brien second. All approved. Motion 02-10 carried to approve the Joint Plan of Responsibility - Interagency Agreement between State of Washington, Department of Health and Kittitas County Public Health Department - regulation of water systems in Kittitas County.

Department Updates/Issues

Administrator Update

Robin Read reviewed the department updates for the previous month:

Staffing:
- The department will be posting for a DD coordinator position
- Will be interviewing for intern positions in the next couple of weeks

Highlights/Accomplishments
- Kasey Knutson has been updating the emergency response plan and received positive comments from DOH - plan should be finalized soon
- Robin Read and Holly Myers completed the Environmental Health Emergency Response Training at the Center for Domestic Preparedness FEMA, in Anniston, Alabama
- Robin Read and Holly Myers attended LEAN training with other county staff in preparation for improving building permitting processes
- Air Quality Committee has 10 members and held their first meeting
- The department has been successful at helping Bright Beginnings re-open and utilize their school garden

Funding/Finance
- Robin Read and Kaitlyn Reddick are working with the Auditor’s office to determine fund balance spending and are working on a proposal for BOH/BOCC

Program Updates
- Environmental Health staff is working hard on getting ready for the public hearing tonight at 6:00 p.m. regarding proposed water regulations to be implemented March 31
- Community Health staff is working on developing chronic disease program activities
As of January 31, Kittitas County had 594 people enrolled in health plans through the health benefit exchange and a total of 1,715 people newly covered on Medicaid

Community Health staff is planning an event at Central Washington University to enroll students in health insurance and provide free vaccine

Leadership Update

- QILT has finalized the team charter and is currently working on analyzing the quality improvement readiness assessment
- Strategic plan goals were prioritized by BOHAC members this month and will be prioritized by BOH and KCPhD staff
- The health department continues to be a part of marijuana regulation discussions
- Working with the IT department on overhauling our data collection and monitoring activities department wide

Health Officer Update

Mark Larson, M.D. gave a brief update on a few projects:

- Liz Whitaker and staff will be presenting to physicians at the hospital regarding communicable disease on Monday
- Robin Read will meet with the leader of the Harm Reduction Alliance on February 27
- The department has been working on water regulations

Rich Elliott noted that the fire department has seen an increase of alcohol/drug overdose calls. The majority of them are between the ages of 14 to 79, with an increased number of women. There was discussion about possible reasons and a request for any data from the hospital. Mark Larson, M.D. will try to bring hospital numbers to the next meeting.

Business

Board of Health Orientation

Robin Read presented each Board of Health member with an orientation packet that included the following materials:

- Public Health Education
- Washington’s Public Health System
- Primary State Statutes Governing Public Health
- Board of Health members/meetings
- Board of Health Advisory Committee members/History/Bylaws and Mission/Report to BOH
- Kittitas County Public Health Department overview
- Kittitas County Public Health Department Organizational Documents

Ms. Read is hoping to give the packets to the BOH and BOHAC members once a year.

Financial Update

Kaitlyn Reddick reported on the January 2014 financials and discussed the following:

- All program revenues and expenses
- All program revenues and expenses-previous year to date comparison
- Environmental Health fee revenue
- Community Health fee revenue
- All program revenue
• All program revenue by source

Other
Request to set a joint Board of Health / Board of County Commissioners public hearing
Robin Read requested to set a joint Board of Health / Board of County Commissioners public hearing to consider the new leased water certificate fee on March 20, 2014 at 10:00 a.m.

Motion 02-11: Motion to approve setting a joint Board of Health / Board of County Commissioners public hearing to consider the new leased water certificate fee on March 20, 2014 at 10:00 a.m. Rich Elliott moved to approve a joint Board of Health / Board of County Commissioners public hearing to consider the new leased water certificate fee on March 20, 2014 at 10:00 a.m. Obie O’Brien second. All approved. Motion 02-11 carried to approve a joint Board of Health / Board of County Commissioners public hearing to consider the new leased water certificate on March 20, 2014 at 10:00 a.m.

Strategic plan goals and prioritization
Amy Fuller discussed the history of the strategic plan. In 2011, the Board of Health, Board of Health Advisory Committee, and staff helped prioritize the strategic goals. The department lost staff and were not able to monitor the implementation of these goals. Last year, the department received a grant that would allow the department to continue prioritization efforts, but decided to have management team and staff help develop new strategic goals. Once these were developed the department took these goals to Board of Health Advisory Committee to be voted on. Ms. Fuller requested that each Board of Health member also select the goals that they think the department should focus on. Each member used a color marker to go around the room and select the top five goals. The Board of Health members were then instructed to go back through and pick the top three and then narrow it down to the top two. Ms. Fuller will take these back to the department and gather the data. Ms. Fuller will bring the results back to a future Board of Health meeting.

Motion to adjourn the BOH meeting at 2:05 p.m.

Motion 02-12: Motion to adjourn the BOH meeting. Obie O’Brien moved to adjourn the BOH meeting. Gary Berndt second. All approved. Motion 02-12 carried to approve motion 02-12 to adjourn the BOH 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