KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, July 17, 2014
Commissioners’ Auditorium
10:00 a.m.

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

Board of Health Advisory Committee (BOHAC): Nancy Jewett

Public Health: Candi Blackford, Holly Duncan, Kasey Knutson, Erin Moore, Holly Myers, Roger Parker, Robin Read, Dr. Mark Larson, Kaitlyn Reddick, Liz Whitaker

Others: Robin McFarland, Medical Student, Judy Pless, Kittitas County Auditor’s Office

Gary Berndt called the meeting to order at 10:06 a.m.

Introductions: Introductions were done around the table.

BOHAC report
Nancy Jewett reported that Ann Riley was present at the last BOHAC meeting and did an Adverse Childhood Experience Study (ACES) that links childhood trauma to long term health and social consequences. Ms. Jewett briefly reviewed the ACES categories which focus on abuse and neglect. The group discussed public health’s role in this program. Dr. Mark Larson also stated that public health’s role is not yet defined, but will most likely play a role in the “Accountable Community of Health” which focuses on some of the issues. There will be follow up discussions about these programs in the future.

Minutes
Gary Berndt asked for approval of the June 19, 2014 meeting minutes as presented.

Motion 07-01: Motion to approve the June 19, 2014 meeting minutes as presented. Rich Elliott moved to approve the June 19, 2014 meeting minutes as presented. Obie O’Brien second. All approved. Motion 07-01 carried to approve the June 19, 2014 meeting minutes as presented.

Contracts and Amendments
Central Washington University (CWU), Center for Leadership and Community Engagement MOU
Robin Read discussed the MOU between Central Washington University, Center for Leadership and Community Engagement and KCPHD. The MOU allows registered participants of the CWU Center for Leadership and Community Engagement program to serve at the Kittitas County Public Health Department.
Motion 07-02: Motion to approve the MOU between Central Washington University (CWU), Center for Leadership and Community Engagement and KCPHD. Rich Elliott moved to approve the MOU between Central Washington University (CWU), Center for Leadership and Community Engagement and KCPHD. Obie O’Brien seconded. All approved. Motion 07-02 carried to approve the MOU between Central Washington University (CWU), Center for Leadership and Community Engagement and KCPHD.

Washington State Department of Ecology Amendment 1
The Washington State Department of Ecology Amendment 1 extends the previous six year contract an additional year, allowing the health department to continue well inspection services on wells in Kittitas County.

Motion 07-03: Motion to approve the Washington State Department of Ecology Amendment 1. Rich Elliott moved to approve the Washington State Department of Ecology Amendment 1. John Asriel M.D. seconded. All approved. Motion 07-03 carried to approve the Washington State Department of Ecology Amendment 1.

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

Staffing
- The department will be posting for an EH Specialist I that will perform work in Food Safety and Solid Waste programs

Highlights/Accomplishments
- Public health nurses administered approximately 120 shingles vaccine in Upper Kittitas County
- Six Interim water Mitigation Certificates have been issued

Program Updates
- Air quality surveys are being distributed in Spanish and the data is being compiled. A call for key informant interview participants has been disbursed
- A draft workplace wellness policy for Kittitas County has been developed and the human resource department is reviewing
- The public health department is working on developing water quality recommendations for minimum public health need and coordinating an advisory group to begin meeting in October

Finance
- KCPHD is looking into an emergency preparedness onetime opportunity to receive at least $100,000
- Work on the 2015 budget has begun
- The department is 91% of budgeted year-to-date revenues and 95% of expenses
- The department is on track to come within a couple hundred dollars of the health insurance reimbursement grant
- $7,500 was received for Q1 2013 AdMatch funds
- Preparations are being made for the Department of Health audit on August 22, 2014

Admin Updates
- KCPHD is participating in the Communities of Health planning grant and has partnered with KKV for the Kittitas portion of the planning
- Work continues on developing action plans and strategies for our strategic goals
- Robin Read has been appointed to the Homelessness and Affordable Housing Committee
Health Officer Update
Mark Larson M.D. informed BOH members that there are Measles cases on the west side of the state and Pertussis in California and Oregon. Dr. Larson stated the importance of education and vaccinations since it only takes one exposure to start an outbreak.
Dr. Larson noted that the health department nurses are working with Kittitas Valley Hospital (KVH) to manage state supplied vaccine. They will be meeting with KVH clinics to discuss putting safety measures in place to prevent the loss of vaccine.
Dr. Larson will be meeting with the state and health officers from other counties to form a statement regarding the health risks associated with the use of e-cigarettes. There is currently no data regarding the health risks associated with this form of tobacco use. Dr. Larson also noted that the old tobacco ads are very similar to how they are advertising e-cigarettes.
Obie O’Brien asked Dr. Larson if he was aware of an increase in communicable disease with the increase of immigrants in the United States. Dr. Larson stated that he was not aware of an increase of communicable disease.

Business
Emergency Operation Plan
Kasey Knutson discussed briefly the Emergency Operation Plan for the department. The plan has not been updated in years and Ms. Knutson has reviewed and reduced the plan from over 200 pages to 86 pages. The plan will help guide the department in an emergency and defines roles and responsibilities of the Kittitas County Health Department employees. The goal is to have this plan reviewed annually. Ms. Knutson asked for approval of the Emergency Operations Plan from the Board of Health members.

Motion 07-04: Motion to approve the Kittitas County Emergency Operation Plan as presented. Rich Elliott moved to approve the Kittitas County Emergency Operation Plan as presented. Obie O’Brien second. All approved. Motion carried to approve the Kittitas County Emergency Operation Plan as presented.

Fund Balance update
Kaitlyn Reddick reported on the fund balance of the Kittitas County Public Health department that includes January-June of 2014. Ms. Reddick reviewed the following:
- Statement of revenues, expenditures, and changes in fund balance
- 2014 explanation of fund balance changes
- Fund balance trend
The group discussed the issues surrounding the restricted fund balance. Ms. Reddick will be working with Judy Pless to better understand the restricted fund balance and figure out how to manage this fund in the future.

Other
Rich Elliott informed the group that Kittitas County EMS and Kittitas Valley Hospital will be discussing the options for implementing a community paramedicine program in Kittitas County.
Mr. Elliott also noted that Kittitas County Hospital District 2’s commissioners will be deciding on whether or not to move forward with an evaluation of the service delivery options for ALS ambulance services. A decision will likely be made by August 15, 2014 and would then involve stakeholders in Upper Kittitas County.
Gary Berndt asked for a motion to adjourn the meeting at 11:38 a.m.

**Motion 07-05: Motion to adjourn the meeting. John Asriel M.D. moved to adjourn the meeting. Rich Elliott second. All approved. Motion 07-05 carried to adjourn the meeting.**

**Next Board of Health Meeting will be held on August 21, 2014 at 10:00 a.m. in the Commissioners’ Auditorium**

Paul Jewell, Chair of the Board of Health

Robin Read, Administrator, Kittitas County Public Health

Candi Blackford, Clerk of the Board of Health