KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes

Thursday, August 21, 2014
Commissioners’ Auditorium
10:00 a.m.

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

Board of Health Advisory Committee (BOHAC): Nancy Jewett

Kittitas County Public Health Department (KCPHD): Kasey Knutson, Erin Moore, Holly Myers, Kaitlyn Reddick, Robin Read, Elizabeth Ketterer, Liz Whitaker, and Lisa Morin

Paul Jewell called the meeting to order at 10:05 a.m.

At the request of Ms. Read, a Marijuana Prevention update was added to the end of the agenda.

Minutes
Paul Jewell asked for approval of the July 17, 2014 meeting minutes as presented.

Motion 08-01: Motion to approve the July 17, 2014 meeting minutes as presented. Rich Elliott moved to approve the July 17, 2014 meeting minutes as presented. Gary Berndt second. All approved. Motion 08-01 carried to approve the July 17, 2014 meeting minutes as presented.

Introductions: Paul Jewell welcomed Nancy Jewett and asked for her BOHAC update.

BOHAC report
Nancy Jewett reported that one topic of discussion at this month’s meeting was BOHAC’s role and how results are measured. She also noted the following:

- Amy Fuller reviewed the Strategic Plan
- Dr. Larson presented the Communities of Health proposal that would garner $100,000.00 for two selected communities to start pilot programs in Washington State
- Holly Myers gave an update on water usage
- Community Health of Central WA has six residents and is actively seeking additional patients

At the group’s request, Dr. Larson also gave an overview of the Ebola outbreak in Africa. He noted that the hospital (KVH) will be participating in a table top exercise involving some type of communicable disease in the near future.
Contracts and Amendments
Health Care Authority Amendment 2
Robin Read explained that this amendment extends the Medicaid AdMatch period of performance to September 30, 2015.

Motion 08-02: Motion to approve the Health Care Authority Amendment 2. Rich Elliott moved to approve the Health Care Authority Amendment 2. Obie O’Brien second. All approved. Motion 08-02 carried to approve the Health Care Authority Amendment 2.

Department Updates/Issues
Administrator Update
Ms. Read gave the following report:

Staffing
- Interviews for the Environmental Health (EH) Specialist I position have been conducted and one candidate’s references are being checked
- Erin Moore has been promoted from an EH Technician to an EH Specialist and will work on water banking/metering, air quality and solid waste
- Intern Roger Parker accepted a position with Jefferson County and Sarah Jalali will complete her internship in two to three weeks
- Dr. Larson is off until September 10th, but Dr. McCarthy from Okanogan will serve as the substitute health officer

Highlights/Accomplishments
- Thirteen interim water mitigation certificates have been issued
- Roger presented the air quality assessment at the Residential Wood Smoke Conference in Montana
- Julia Karns successfully assisted a client with HIV with health care, housing, and becoming independent
- The department currently has sixty Hepatitis C rapid tests to be administered at no charge to qualified clients

Program Updates
- Ten key informant interviews were conducted, providing interesting information related to air quality
- Fires in the area have staff working with air quality issues, camp/shelter inspections, and property damage assessments
- The department was not awarded a new CDC associate, but will try again next year
- EH staff are developing ways to handle the nearly twenty Preliminary Site Analyses being received each week
- Candi Blackford recently attended a HIPPA training and is helping the department with compliance
- Kasey Knutson is working with KVH to develop a measles outbreak table top exercise
- This year’s drive thru flu clinic will be held in the parking area behind the Morris Sorenson building on October 17th
- The Breastfeeding Coalition will sponsor a breastfeeding area in the armory building at the Kittitas County Fair
- Sarah is working on a proposal to preserve and display historical health department photos and news articles

Finance
- Public health will submit an application to the PHEPR special funds program requesting $25,000.00 to increase the region’s ability to respond to air quality issues related to wild fires
- Initial budget requests for the upcoming year are due August 25th
- Kaitlyn Reddick is preparing for a Department of Health audit on August 22nd
Admin Updates

- The health department, KVH, and community partners will convene to create an improvement plan related to mental health services and/or healthy communities as part of the Accountable Communities of Health efforts
- Strategic planning continues, with hopes of presenting a draft to BOH in September or October

Business

Flu Season Plan
Liz Whitaker distributed a handout informing the group of the health department’s plans for the upcoming flu season. The following topics were discussed:

- County Staff Immunization Policy
- Drive thru flu clinic date, time, and promotion activities
- Flu activity monitoring and tracking
- Seattle Visiting Nurse Association clinics in Easton and Cle Elum-Roslyn

BOH Evaluation Results
Ms. Read shared the results of a recent BOH evaluation. While most responses were positive, requests were made for more staff presentations, stronger BOHAC presence, and increased time for Dr. Larson to present pertinent information. It was also decided that contracts do not need formal approval from BOH, just an update will suffice.

Minimum Water Usage Update
Holly Myers presented the group with a handout and discussed the research regarding minimum water usage quantity. After analyzing data collected from other states, as well as local water usage estimates, Dr. Larson reported an amount of 150 gallons per day, per household to be the minimum necessary to sustain health. This amount does not take outdoor usage into account, however. Ms. Myers also presented a list of current applicants for the Citizens Advisory Committee. The group discussed committee formation, timelines, and funding.

County Workplace Wellness Policy
As Elizabeth Ketterer distributed a draft of the Workplace Wellness Policy, Ms. Read explained that the Community Transformation Grant strongly focuses on policy. As a result, Ms. Ketterer has been working with Human Resources (HR) to develop a policy that encourages healthy habits in all Kittitas County employees. The policy promotes nutrition, physical activity, and taking steps to be tobacco-free. Commissioner Berndt felt there was nothing offensive about the content of the policy, other than the word “policy.” Ms. Read responded that programs often come and go, but policies are more lasting, thus the decision to put these goals into policy form. Ms. Ketterer also pointed out that the language used is very “soft”, making this policy very approachable. There was further discussion over whether the policy should be included in the county employee handbook or not. The presentation concluded with the commissioners unanimously endorsing moving forward with the Workplace Wellness Policy.

Other

Marijuana Prevention Proposal
Ms. Read shared the proposal she has developed with the help of Commissioner O’Brien and Kittitas County Community Network and Coalition (KCCNC). Exhibit “A” outlined the Scope of Work, complete with objectives and process measures. Exhibit “B” detailed the project expenses and funding source. Ms. Read noted that this program will take the Teens Against Tobacco Use model and adapt it for use in marijuana education and prevention. The estimated $13,000.00 cost to implement the program would be drawn from the KCPHD fund balance. Obie O’Brien conveyed the urgency of putting this
program into place sooner rather than later. Paul Jewell stated his concern over using fund balance to pay for the project. The group discussed the pros and cons of the county shouldering the financial burden versus waiting on state funding. Commissioner Jewell reminded the group that authorization was needed to spend the funds. Dr. Asriel made a motion to approve use of $13,000.00 of KCPHD fund balance to fund the Marijuana Prevention project. Obie O’Brien second. Gary Berndt moved to amend the motion to provide 1/9 of $13,000.00, or $1,400.00, on a monthly basis. Dr. Asriel second. A vote was taken to amend spending to $1,400.00 per month, but failed 3 to 1 (O’Brien, Jewell, Asriel opposed). A vote was then taken on the original motion to approve the use of $13,000.00 in fund balance for marijuana prevention. The motion failed with a 2 to 2 vote (Jewell, Berndt opposed). A decision was made to continue discussion at September’s BOH meeting.

The meeting concluded at 12:15 p.m.

Next Board of Health Meeting will be held on September 18, 2014 at 10:00 a.m. in the Commissioners’ Auditorium

[Signature]
Paul Jewell, Chair of the Board of Health

[Signature]
Robin Read, Administrator,
Kittitas County Public Health

Lisa Morin, Clerk of the Board of Health