Meeting with BOCC re: 2006 EH work plan

Minutes

Present: Commissioners David Bowen, Alan Crankovich, Perry Huston, Nancy Goodloe and Cathy Bambrick

Purpose of the Meeting: The meeting was scheduled to discuss the work plan for the Environmental Health division of Public Health for the first six months of 2006. The meeting arose out of a concern by the BOCC that the management of the Environmental Health division needed improvement in 2006.

Items for discussion:

1. Supervision for Dacia Carver, new OSS technician. Director Goodloe presented a draft PAF for review by the BOCC. The PAF set up an agreement with Kittitas County Solid Waste director, Patti Johnson, that allowed Phil Martinez, former OSS technician and current SW employee, to provide training and oversight to Dacia Carver until she is able to pass the state-required OSS Competency exam. The Board asked Goodloe to put the PAF on the agenda for the January Board of Health meeting, 1.12.06, for their signatures. The BOCC also expressed the expectation that Dacia take the competency exam in April 2006 and instructed Cathy Bambrick and Director Goodloe to get her (Dacia) the training she would need to be able to pass the exam at that time.

2. EH draft Training Plans. Cathy Bambrick presented the draft plans for training for new staff, Melissa Schumaier in the Food Program, and Dacia Carver in the OSS program. There was discussion and feedback from the BOCC members. Commissioner Huston suggested Dacia meet John Akers, Public Works director for Ellensburg. It was also suggested that she meet Joe Peck, Public Works director for Roslyn as well as the public works directors for Cle Elum and Kittitas. As discussions of the UGA and county comprehensive plan go forward, Dacia will need to understand how her work relates to any boundary changes within the UGAs as well as any changes to the county comprehensive plan. Commissioner Huston expressed his desire for both employees to better understand their roles in code enforcement and to be skilled in the processes of code enforcement in order to take an issue through the legal system in an effective manner.

3. EH Workplan through June 2006. Cathy Bambrick presented the attached document as a draft plan for the first six months of her work. In preparation for this meeting, Director Goodloe provided her responses to several questions suggested by Commissioner Huston in preparation for the discussion. The plan presented by Bambrick evolved out of her own observations after one week on the job, after a review of Goodloe’s answers to the questions, and after conversations with Goodloe about the document. Bambrick explained that all of the goals addressed the Public Health Standards as well as areas of weakness in the current EH structure. Goodloe indicated
she felt the workplan addressed her major concerns as presented in the discussion document.

a. **Goal 1 – Environmental Health education is a planned component of public health programs.** This goal is currently in place with a workplan. Bambrick refined the workplan and strengthened its ability to enable EH staff to meet the goal.

b. **Goal 2 – Compliance with public health regulations is sought through enforcement actions.** Bambrick’s workplan included the development of policies for all environmental health programs with appropriate standard operating procedures to accompany each policy. She explained that she believed this work would comprise the majority of the work she will do in the first six months but will be critical to get for efficient management of staff and programs. She indicated that monitoring these processes and implementing quality check processes will enable her to know how her staff are doing in the field. Commissioner Huston expressed support for this work but warned that it is likely to result in a J-curve in terms of workload. As policies are developed and implemented, more work will surface around these processes.

There was discussion about what to do with these policies as they are developed, i.e. who approves and adopts these policies, the Board of Health or the Board of Commissioners? Commissioner Huston reviewed the chain of command for public health work and indicated there were some policies that fell within the parameters of the BOH and some that should be codified with the BOCC as part of the county code. The group agreed that as the policies are developed, Bambrick and Goodloe will bring these to the BOCC for a recommendation on how to proceed with their adoption. The BOCC made it very clear to Director Goodloe that she should be heavily involved in the development of these policies and procedures as part of her work to have an in-depth understanding of the roles and responsibilities of Environmental Health in this county.

c. **Goal 3 – Develop efficient and effective Environmental Health programs to provide better service to the public and to maximize use of county resources.**

There was general discussion about the objectives to meet this goal. The BOCC affirmed these items and emphasized the importance of the need to have redundancy in training and skills within the EH staff. There was mention that at some point in time, possibly the Code Enforcement staff could be trained to fill in with the OSS work in times of crises.

Commissioner Huston indicated that the goals and objectives presented addressed his issues and concerns with EH management. He cautioned that Bambrick and Goodloe not get so busy that they can not complete this process. He advocated for consistency in the process to ensure completion of all of the policies, procedures and other work items mentioned. He offered that new software scheduled for the Permit Center should help with some of the work. He counseled Bambrick and Goodloe to keep items that address the mission of the EH division as the top priority in all that is done.

**Solid Waste issues** – Director Goodloe reported that she would take the lead with all Solid Waste issues for the first six months of the year and give Cathy Bambrick a chance to get settled into her position. Goodloe reported that as part of this work, she has asked that a solid waste review team be formed to include the code enforcement officers and appropriate representatives from CDS, Public Works, and other departments. She
reported the first meeting is set for January 13 and indicated she would keep the BOCC informed about the progress of that group.

Commissioner Huston shared that his goal for the county was a municipal code enforcement system that would have staff trained in procedures, rules of evidence, testimony and interviewing techniques, and with some cross training with law enforcement. He indicated a need for system of triage when solid waste complaints were received. There was discussion of these ideas and how best to get this work done.

Summary: The BOCC were pleased with the projected work plan and encouraging about the accomplishments of the EH Division when these plans are implemented. They indicated that the structure implied from the plan would seem to meet their needs of assuring a strong management system for Environmental Health. Goodloe thanked the Board for their input and indicated she would keep them informed of the progress on this work.