**Discussion:** Review of Staff Report for BOCC grant approval

Director Goodloe asked for feedback on the staff report documents that will be needed for agenda sessions where grants and contract amendments for public health are presented for approval. There was discussion. The BOCC members suggested that on grants not covered by the DOH Consolidated Contract, more depth of explanation would be needed for the grant deliverables and statement of work. Information on the ConCon deliverables is available in the Quarterly Reports presented to the BOH. Commissioners also recommended that a pre-application stage be implemented at BOH meetings so that a thorough discussion of the grant deliverables and statement of work can be held. Goodloe indicated this was part of the process she wanted to implement with the BOH to strengthen the governance role of the Board of Health. This process will require a more thorough discussion re: grants and proposals than has formerly been held with the Board of Health. By utilizing this process, the BOCC members will have already heard the information about the grant and will have a better understanding of the wishes of the Board of Health regarding the funding.

**Discussion:** Review of Dacia Carver oral reprimand -- Cathy

Tabled to the April Study Session so that EH Manager Bambrick can be present for the discussion.

**Discussion:** New Site Evaluation policy for OSS program

BoCC members overwhelmingly supported the new policy for only PH EH staff to conduct OSS site evaluations in the county. Goodloe indicated that the Board of Health Advisory Committee supported the policy, also. The policy is ready to present to the BOH at the April meeting.

BoCC members also indicated they wanted PH EH staff to do all design reviews and final inspections of OSS systems. Goodloe indicated that EH staff are doing the design...
| Discussion: OSS minimum lot size issue | BOCC members requested this process be changed immediately and that a policy be developed to reflect this practice. Goodloe expressed concerns about staff workload with the addition of the final inspections. BOCC members indicated a willingness to have discussion about adding staff if it became necessary.

BOCC members also indicated they wanted a signature line on each policy for the Chair of the BOCC.

There was extended discussion about the need for ordinances and/or resolutions to be placed on BOCC Agenda sessions as these policies are developed. Some policies may warrant a public hearing. Goodloe indicated she would lean on Commissioner Huston for advice and counsel as these policies were put in place. |
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<td>Discussion: OSS systems without permits</td>
<td>BOCC members instructed Director Goodloe to instruct staff who deal with these issues to provide the choices available to the property owner: 1) put in a shared well with the neighbor; 2) put in a Class B water system; 3) go through the EH Appeal Process if the property owner is not satisfied with the first two options.</td>
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<td>Discussion: Clarification of Permit Techs responsibilities to EH</td>
<td>Goodloe asked for clarification on exactly what the CDS staff (permit techs) were supposed to be doing to support EH staff; this inquiry prompted by an email from Allison Kimball re: PTs doing clerical tasks for EH staff. Goodloe explained that the clerical work being requested by EH staff was formerly done by Joanne Tower, EH clerical staff, and that she (Goodloe) assumed the CDS staff would perform these tasks since Joanne’s work was being transitioned to CDS. BOCC members clarified that the PTs are only there to support the permitting functions, not to do clerical tasks. Goodloe indicated the misunderstanding was hers and that she would ensure that this miscommunication was cleared up with the EH staff. EH staff will assume responsibilities for their own clerical tasks.</td>
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<td>Update: CWU Food Inspection contract</td>
<td>Goodloe briefly reviewed the CWU contract, stating that appropriate changes had been made to reflect the changes in the remodeling and addition of food facilities on the CWU campus.</td>
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She indicated the agreement was to pay KCPHD $50 per hour for quarterly inspections, not to exceed $3000 in one calendar year. Goodloe indicated there was also agreement that EH staff would monitor her time closely this year so that if the $3000 ceiling needed to be amended for next year, we would have that information.

**Update:** County Jail Food Inspection contract

Goodloe indicated that the jail contract was in place and that no changes were made to the contractual agreement this year.

**Update:** WIC car funding

Goodloe indicated that KCPHD personnel had requested additional funding for DOH WIC in order to buy a new vehicle (original funding at $15,000). At this time, we have not received any response to the request. Goodloe also indicated that if the additional money does not come through from DOH, the $15,000 would be returned to DOH WIC.