COMMISSIONERS' MINUTES  
KITTITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
Public Health Study Session  

Monday  11:00 A.M  
July 25, 2006  

Board members present:  Chairman David Bowen; Vice-Chairman Alan Crankovich  

Others Present:  Bonnie Corns, Interim Co-Director Public Health  

At 11:00 a.m. Chairman Bowen opened the Public Health Study Session  

Bonnie Corns presented the topics of discussion which included:  

- Requesting instruction on how to proceed with the prospective OSS Contractors for Cathy Bambrick.  
  - Commissioner Bowen instructed Bonnie Corns on how to format the document to include a signature block for the Chairman; use email to send the contracts to the prospects; bring them back into be signed once Cathy Bambrick has received the signed contracts from the prospects.  
- Cathy Bambrick requested that Commissioner Huston set up another meeting with the designers; the two weeks had passed as were previously agreed upon.  
  - Commissioner Bowen stated that he would remind Commissioner Huston.  
- Cathy Bambrick notified the Board that Environmental Health staff had mailed out over 40 letters to food establishments for non payment of permit fees and that a 40% late fee had been added.  
- Bonnie Corns reported that Cathy Bambrick would be on a conference call that afternoon with the Department of Ecology and would report back to the Commissioners what transpired on the call.  
- Bonnie Corns discussed with the Board the need for financial assistance and that both she and Cathy Bambrick were concerned about the billings (Tobacco, Health Child Care, Emergency Preparedness and Response) that are due.  
  - Commissioner Bowen stated that he would look into getting some temporary assistance that would free up Kay Kenison to do the billings. He would respond to Bonnie Corns and Cathy Bambrick when arrangements had been made.  
- Cathy Bambrick had requested direction regarding the 'minimal lot size' process as there would be several upcoming cases.  
  - Both Commissioners responded that Cathy Bambrick needed to set up a study session with all three Commissioners.  
    - Bonnie Corns agreed to communicate that to Cathy Bambrick.  
- Bonnie Corns requested information regarding salary negotiations for the new Health Educator position.  
  - Commissioner Bowen instructed Bonnie Corns to work with Kirk Eslinger in Human Resources to draft a proposal to the Board with the request and to present it at a study session next week.
h. Bonnie Corns informed the Board that the application for Local Capacity Development Funds is due 8/18/06. She requested assistance in reviewing the 2006 application and assessing the needs for the 2007 application.
   a. Commissioner Bowen replied that Bonnie Corns could come by his office and he would review it with her.

i. Bonnie Corns reported that the Department of Health had called requesting information on the Thunderbird Hotel, such as if a change of ownership had occurred.
   a. Neither Commissioner knew and suggested that Bonnie Corns check with the City of Ellensburg for building permits.

j. Bonnie Corns requested guidance regarding the purchase of language training DVD’s to assist staff in learning Spanish.
   a. Commissioner Crankovich suggested that we make sure any training we did was inclusive of the cultural component. He also suggested that Bonnie Corns make sure that using non-certified staff as interpreters could be a liability.
      i. Bonnie Corns responded that she would indeed look into that and told the Board that Public Health does have a policy on the use of certified and non-certified translators.
   b. Commissioner Bowen suggested that Bonnie Corns check with Human Resources to see if they had something already available.
      i. Bonnie Corns will follow up with Lisa Young in Human Resources.

k. Bonnie Corns reported that the Public Health Department conducted an after hours test of its call out tree. She stated that there were some holes in the process and that she, Jerry Harris and Colleen Riley were taking a hard look at why this system is not working consistently and what we can do to fix it. Bonnie Corns also requested after hours contact numbers for the Commissioners for the Emergency Preparedness and Response Plan.
   a. Commissioner Bowen said that Julie Kjorsvik could provide that information.
      i. Bonnie Corns will follow up with her.

Meeting adjourned at 11:45 a.m.

INTERIM CO-DIRECTOR, PUBLIC HEALTH

KITTITAS COUNTY COMMISSIONERS
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Bonnie Corns, Interim Co-Director

David B. Bowen, Chairman