<table>
<thead>
<tr>
<th>DISCUSSION/DECISIONS</th>
<th>ACTION TO TAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start time</strong></td>
<td>11:05 a.m.</td>
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<tr>
<td><strong>Minutes</strong></td>
<td>None to review.</td>
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<tr>
<td><strong>Announcements</strong></td>
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<tr>
<td><strong>Discussion</strong></td>
<td></td>
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<tr>
<td>EH Real Estate Agency $5 Document Request Fee</td>
<td>EH has charged real estate agencies $5 for copies of septic permits for 12 years. The rationale for the fee is related to staff time required to pull the files and make copies. Real estate agents need septic permit files for business purposes in terms of selling homes. There are days when we get 5 requests for the same septic permit file. The files are anywhere from 10 to 30 pages. It was suggested the fee could be renamed, but as soon as the septic permit files are on-line, the real estate agencies will be able to access this information from their offices.</td>
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<tr>
<td><strong>Staffing Update</strong></td>
<td>EH positions are posted again. We are actively recruiting and currently have applicants to screen for the EH Manager position. There have been no qualified applicants for the EH Specialist position. We are researching the possibility of recruiting at CWU.</td>
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<tr>
<td><strong>2006 Billing Update</strong></td>
<td>Sheila has completed all 2006 billings except for the MAA billings.</td>
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<td><strong>Public Health Sorenson Building Construction</strong></td>
<td>Health Promotion team moved offices on March 27. The kitchen will be finished and carpet installed on April 3. After the kitchen is complete, maintenance will remodel the waiting area and carpet is expected to be installed on April 16. The staff misses the kitchen.</td>
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<tr>
<td><strong>Archiving Grant</strong></td>
<td>EH files are still with the contractor. The vendor will be placing EH documents back into their plastic sleeves for an additional charge. The plat files, solid waste permits and site evaluations still need to be sent to the contractor. As archiving moves forward, a request to the BOCC for funds to continue scanning and indexing the current files will be made. The vendor estimates $450 per Banker’s size box. We anticipate about 25 boxes/year equaling $11,250.00.</td>
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<tr>
<td><strong>Emergency Preparedness Statewide Table Top Activity May 10, 2007</strong></td>
<td>Public Health will be hosting a Regional Exercise for Emergency Preparedness and Response. Jerry Harris is the lead on this project and is working with Colleen Riley, Bonnie Corns and Cathy Bambrick to plan the event and invite participants from other agencies. The goal of this exercise is to work with public health partners in the event there is a surge of ill patients needing care. Sara Burnet will be participating in another regional exercise at the Chelan Douglas Health District focusing on the duties of the Public Information Officer (PIO). The goals they would like to achieve include some actual writing of press releases, holding a press conference and receiving feedback from the media about their strengths and weaknesses. On April 19 there is a specific training for Elected Officials by Emergency Management Division of the Sheriff’s office. The workshop is designed to familiarize Senior Public Officials on their roles and responsibilities before, during and after an emergency and to provide instruction on public policy, emergency management fundamentals, public information and the Incident Command System (ICS).</td>
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<tr>
<td><strong>PH Strategic Planning Session March 30th, 2007</strong></td>
<td>The Management Team will be attending an all-day strategic planning meeting. The focus will be utilizing Public Health Standards in the department’s long-range planning and the direction of the Department; and Cathy will be meeting with each commissioner for their input on Board of Health meetings and department reports.</td>
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also team building to re-energizing the management team. There will be a discussion on the structure of the Board of Health meetings, all-staff meetings, and the current reporting systems.

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<thead>
<tr>
<th>Meeting Adjourned</th>
<th>11:40 a.m.</th>
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<tr>
<td>Next Meeting</td>
<td>Tuesday, April 24, 2007, 11 am</td>
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