Board members present: Chairman Paul Jewell & Vice-Chairman Gary Berndt. Absent: Commissioner Obie O’Brien.

Others: Mandy Buchholz, Deputy Clerk of the Board; Robin Read, Public Health Administrator.

Robin Read, Public Health Administrator requested the Board consider authorizing her to promote her EH Permit Tech. to an EH Specialist I. She provided the Board with a work plan to show the comparison of the EH Tech support tasks vs. EH Specialist I work plan. She explained that they lost one of their EH Specialist II earlier this year and there are savings in that position going unfilled. She said the request is of no impact to the budget and with the promotion there is still a savings of $163.40 a month.

The Board approved the request to promote the EH Permit Tech to an EH Specialist I.

Ms. Read stated that she is looking at proposing in her 2015 budget separating the Community Health division from the Health Promotion division. She stated that combining them was her idea and they have tried it for a year and learned that it doesn’t work and that it isn’t effective. She stated that currently it’s only coming to them as an “FYI,” but she wanted the Board to know she is working on a plan to bring forward at a later date.

Meeting adjourned at 9:50 a.m.
EH TECH SUPPORT TASKS

TASK
WEBSITE
EDEN PROGRAMMING
GROUP B WATER SYSTEM APPLICATION MANAGEMENT
IT PROJECTS/DATA MANAGEMENT
EVENT PERMIT APPLICATIONS
BOUNDARY LINE ADJUSTMENT COMMENTS
PLAT FILE PREPARATION AND ROUTING
SOLID WASTE GRANT QUARTERLY REPORTS
MEETING MINUTES
PRELIMINARY SITE ANALYSIS
QUARTERLY REPORT DATA COLLECTION
MAINTAIN EH FORMS & PUBLICATIONS
OSS PERMIT RENEWAL REMINDERS
ARCHIVING
PUBLIC DISCLOSURE REQUESTS
REALTOR REQUESTS
DATA COLLECTION FOR BUDGETING
MAINTAIN ACCESS DATABASES
MAINTAIN GIS LAYERS
OSS INSTALLER MAILOUTS
CAMP/PARK MAILOUTS
FOOD MAILOUTS
FAIR FOOD PACKETS
BACK UP FOR FRONT DESK

2014 MONTHLY SALARIES

<table>
<thead>
<tr>
<th>Period</th>
<th>Name</th>
<th>Monthly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1-August 5, 2014</td>
<td>Jeff Seapulski (EH Specialist II)</td>
<td>$3,662.00</td>
</tr>
<tr>
<td></td>
<td>Erin Moore (EH Technician)</td>
<td>$3,192.00</td>
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<tr>
<td></td>
<td>Total Monthly Salaries</td>
<td>$6,854.00</td>
</tr>
<tr>
<td>After August 6, 2014</td>
<td>New EH Specialist I</td>
<td>$3,339.00</td>
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<tr>
<td></td>
<td>Erin Moore (EH Specialist I)</td>
<td>$3,351.60</td>
</tr>
<tr>
<td></td>
<td>Total Monthly Salaries</td>
<td>$6,690.60</td>
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</tbody>
</table>

2014 Monthly Savings
$163.40
## EH SPECIALIST I WORK PLAN

### WATER BANKING
- CREATE/MANAGE FORMS
- CREATE/MAINTAIN DATABASE
- REPORT TO ECOLOGY
- PROCESS APPLICATIONS
- PUBLIC COMMUNICATION
- ENFORCEMENT

### WATER METERING
- CREATE/MANAGE ACCOUNTS
- CREATE/MANAGE FORMS
- CREATE/MANAGE DATABASE & GIS LAYERS
- SEND ANNUAL BILLINGS
- MANAGE METER READ SCHEDULE
- COORDINATE METERING INSTALLATIONS
- PUBLIC COMMUNICATION
- CONDUCT INSTALLATION INSPECTIONS
- MONITOR/EVALUATE/INVESTIGATE USAGE DATA
- REPORT TO ECOLOGY
- ENFORCEMENT
- MAINTENANCE PROGRAM
- MAINTAIN METERING SOFTWARE

### AIR QUALITY
- PROVIDE EDUCATION AND OUTREACH MATERIALS
- MAINTAIN COMMUNICATION WITH ECOLOGY DURING WILDFIRE AND WOODSMOKE AIR POLLUTION INCIDENTS
- PARTICIPATE ON AQ PROJECTS AS NEEDED

### SOLID WASTE:
- COMMUNITY EDUCATION OUTREACH
- PREVENTION
- PUBLIC COMMUNICATION
- EVENT COORDINATION
- DEVELOPING COMMUNITY PARTNERSHIPS

### QUALITY IMPROVEMENT
- ASSIST IN INTEGRATION ALL EH DATABASES INTO CAMAS
- ASSIST INTEGRATION ALL INSPECTION DATA INTO CAMAS

### BACK UP FOR ALL EH PROGRAMS:
- FOOD SAFETY
- WATER QUALITY
- SOLID WASTE
- ON SITE SEPTIC
- VECTOR
- POOLS & SPAS
- SCHOOLS
- CAMPS & PARKS