



*To Protect and Promote the Health and the Environment of the People of Kittitas County*

Public Health Study Session  
June 26, 2024, at 10:00 am  
Commissioners' Conference Room  
Meeting Minutes

**Attendees:**

Brett Wachsmith, Laura Osiadacz (Webex), Chelsey Loeffers, Candi Blackford, Erin Moore

**Call to Order**

The meeting was called to order at 10:00 am

**Citizen Comment (1 minute time limit)**

There were no members of the public present.

**Department Business**

Resolution to Authorize MOU between KCPHD and KCSO for Shared Facility Use

Erin Moore discussed the MOU in which the resolution is needed for finalization of MOU. The MOU is established to allow the Kittitas County Public Health Department to lease an Emergency Management Bay for storage of emergency response resources located at the Sheriff's Office.

**Motion 06.01: Motion to approve Resolution 2024-112. Laura Osiadacz moved to approve Resolution 2024-112 Authorizing an MOU between KCPHD and KCSO for Shared Facility Use. Brett Wachsmith second. All approved.**

Human Services Subcontractor Evaluation Discussion and Direction

Chelsey Loeffers discussed the new evaluation process to track progress for RFP applicants' projects. Mackenzie Carter presented information on evaluation basics and that the project lifecycle includes inputs, activities, outputs, and outcomes. Mrs. Carter reviewed the evaluation of RFP projects and expected types of outcomes within the time frame of 2 years and emphasized that it takes 7-10 years for projects to show changes in condition or systems. Mrs. Carter reviewed different evaluation types: formative, process, outcome, and impact. There was discussion about projects and the length of time it takes to get long term data. Mrs. Carter reviewed the RFP indicator guide handout and did a general overview of the indicators that the board and/or committee could choose from. The goal is to pick a few indicators that all applicants would report on and then allow applicants to choose indicators that they feel should be reported on.

Human Services Contract Amendment Discussion and Direction

Chelsey Loeffers noted that with the RFP structure process that the group would like to also like to develop a standardized process for this as well. Currently the committees are all doing something a little different and contracts expire at different times. The board agreed that they would like to see

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something standard across the board to include exceptions. There will be exceptions on some projects due to the dependability on circumstances out of the applicant's control.

#### Department of Commerce SFY 2025 Supplemental Homelessness Funds Discussion and Direction

Chelsey Loeffers followed up with the commissioners noting that the county is receiving supplemental homelessness funding from the Department of Commerce, as directed by the Washington State Legislature. In May the BOCC gave direction to KCPHD to administer the funds and to retain the Document Recording Fee funds and research allowable uses. Mrs. Loeffers brought a list of allowable uses. The board agreed that they would like to utilize the funds (\$178,989.30) for the cold weather shelter. Mrs. Loeffers will verify that it is an allowable use of funds and update the board at in a future meeting.

#### Other Business

None

Concluded at 10:50am



Brett Wachsmith, BOCC Chair



Candi Blackford, Clerk