



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

**KITTITAS COUNTY BOARD OF HEALTH (BOH)
Meeting Minutes**

**November 22, 2017
Commissioners' Auditorium
10:00 a.m.**

Present

Board of Health (BOH): Paul Jewell, Laura Osiadacz, Obie O'Brien, Rich Elliott

Absent: John Asriel M.D.

Board of Health Advisory Committee (BOHAC): Darren Higashiyama

Public Health: Candi Blackford, Kasey Knutson, Robin Read, Liz Whitaker, Erin Moore

Meeting called at 10:00 a.m.

Introductions

Introductions were done around the room.

Minutes

Paul Jewell asked for a motion to approve the October 19, 2017 Public Hearing meeting minutes with amendments.

Motion 11-01: Motion to approve the October 19, 2017 Public Hearing meeting minutes as amended. Obie O'Brien moved to approved the October 19, 2017 Public Hearing meeting minutes as amended. Laura Osiadacz second. All approved. Motion 11-01 carried to approve the October 19, 2017 Public Hearing meeting minutes as amended.

Paul Jewell asked for a motion to approve the October 19, 2017 BOH meeting minutes.

Motion 11-02: Motion to approve the October 19, 2017 BOH meeting minutes as presented. Obie O'Brien moved to approved the October 19, 2017 BOH meeting minutes as presented. Laura Osiadacz second. All approved. Motion 11-02 carried to approve the October 19, 2017 BOH meeting minutes as presented.

Public Comment

None

BOHAC update

Darren Higashiyama reported the following from the last BOHAC meeting:

- Membership discussion was tabled until next month
- Annual review of bylaws
- Discussed the 1/10 of 1% Affordable Housing Tax that was passed
- Drive Thru flu clinic data discussion
- 2018 Public Health budget review

Ms. Read noted that even though some members have resigned their positions, there are still twelve members on BOHAC.

Department updates

Administrator update

Robin Read discussed the following updates:

Staffing updates:

- Hollie Casey's last day is November 22, 2017- she is moving to Wenatchee
- The department has four positions open
 - Environmental Health Supervisor
 - Fiscal Analyst
 - Community Health Specialist
 - Public Health Technician

Program updates

- The Community Health survey has closed and the department collected over 600 responses.
- A health order was issued to Rustic Villa Mobile Home Park in Easton for a variety of septic-related issues that need to be resolved
- The 2018 public health budget has been finalized
- Public Health attended Community Connect Day and administered 27 vaccinations
- Reviewed Kittitas County firearm data with the board
- Discussed flu clinic data and how to make it more cost effective for the department in the future

Health Officer Update

No update at this meeting.

Budget presentation

Robin Read reviewed the 2018 Budget Narrative with the commissioners. Ms. Read reviewed revenues, and expenses, and gave a brief description of the department's fund balance. Paul Jewell noted that the department expects there to be fee adjustments in early 2018 after the department has collected a year worth of fee data. Paul Jewell and Laura Osiadacz thanked department staff for their efforts on the budget this year.

Business

Healthy Youth Survey presentation

Kasey Knutson presented the Healthy Youth Survey for Kittitas County to the board. Ms. Knutson informed the board members that the survey is given every even year with 6th grade, 8th grade, 10th grade, and 12th graders. They contain 252 questions and are administered by teachers in the classroom, and then scrubbed for accuracy. The Healthy Youth Survey asks questions that encompass the following topics:

- Substance use

- School-related Data
- Risky Behavior
- Healthy Behavior Data
- Mental Health Indicators

Ms. Knutson handed out the packet that goes out to teachers for informational purposes and also handed out “Drinking sugar-sweetened beverages among teens declines” hand out.

Strategic plan 2017 revisions

Robin Read highlighted some of the Strategic Plan changes under the following initiatives and how the department plans to accomplish these:

- To increase sustainability and stability of public health funding
- To increase community partnerships and awareness of public health’s role in the community
- Work towards meeting Public Health Accreditation Board standards
- Implement an ongoing, sustainable system and culture of Quality Improvement and Performance Management
- Improve internal collaboration and communication between KCPHD divisions and teams

Paul Jewell noted that he was pleased with some of the adjustments made. Commissioner Jewell noted that awareness of public health in the community is important and taking advantage of opportunities to do that, including cross training staff, is important, as is being able to improve professionalism of staff. Rich Elliott was glad to see the plan portion almost complete and was impressed that it was not just a plan established and sat on a shelf, but a working plan. Obie O’Brien appreciated backing off of the accreditation process due to fees and the overall outcome of the process. Ms. Read will be presenting a final version in the future after taking this to all staff, BOHAC, and having management team review.

Fund balance policy approval

Robin Read briefly reviewed the changes and updates made to the Fund Balance policy and procedures, and if the board approves of what is presented, will bring back a resolution back to the Board of Health next month for approval. The board accepted this.

Cle Elum Syringe Exchange program discussions

Robin Read presented the board with a copy of the Interlocal Agreement between Kittitas County and Kittitas County Fire District #2 for use of their command vehicle for the department’s Syringe Exchange in Upper County. The group discussed the vehicle use, how the department will decal the vehicle, and location/storage of the vehicle. All board members accepted moving the agreement forward for approval through the Board of County Commissioners.

Acknowledgement of last month’s meeting Resolution 2017-173 and Ordinance 2017-009

Paul Jewell asked for a motion to approve the acknowledgment of the BOCC Resolution 2017-173 and Ordinance 2017-009.

Motion 11-03: Motion to acknowledge the BOCC Resolution number 2017-173 to approve the Kittitas County Public Health Department’s Smoking and Vaping in Public Places and Procedures and the BOCC Ordinance number 2017-009 to Amend Chapter 13.75 of the Kittitas County Code. Obie O’Brien moved to approve the acknowledgement of the BOCC Resolution number 2017-173 to approve the Kittitas County Public Health Department’s Smoking and Vaping in Public Places and Procedures and the BOCC Ordinance number 2017-009 to Amend Chapter 13.75 of the Kittitas County Code. Rich Elliott second. Motion 11-03 carried to approve the BOCC Resolution number 2017-173 to approve the Kittitas County Public Health Department’s Smoking and Vaping in Public Places and Procedures and the BOCC Ordinance number 2017-009 to Amend Chapter 13.75 of the Kittitas County Code.

Annual archiving day office closure: Friday December 15, 2017

Robin Read requested the department's annual archiving day on Friday December 15, 2017.

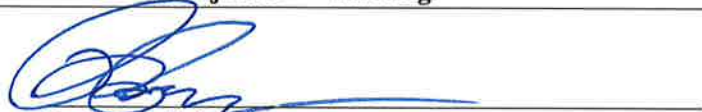
Motion 11-04: Motion to approve the department's annual archiving day on Friday December 15, 2017. Rich Elliott moved to approve the department's annual archiving day on Friday December 15, 2017. Obie O'Brien second. All approved. Motion 11-04 carried to approve the department's annual archiving day on Friday December 15, 2017.

Other

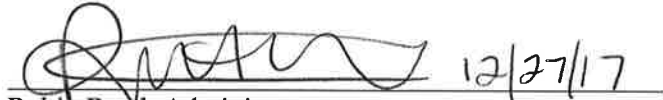
Motion to adjourn the meeting.

Motion 11-05: Motion to adjourn the meeting. Rich Elliott moved to adjourn the meeting. Obie O'Brien second. All approved. Motion 11-05 carried to adjourn the meeting.


Meeting adjourned at 11:30 a.m.



Paul Jewell, Chair of the Board of Health



Robin Read, Administrator,
Kittitas County Public Health


Candi Blackford, Clerk of the Board of Health