



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

Public Health Study Session
February 2, 2024 at 8:00 am
Commissioners' Conference Room
Meeting Minutes

Attendees:

Cory Wright, Brett Wachsmith, Chelsey Loeffers, Candi Blackford

Absent:

Laura Osiadacz

Guests:

Jeanne Killgore

Call to Order

The meeting was called to order at 8:00 a.m.

Citizen Comment (1 minute time limit)

There were no members of the public present.

Other Business

Childcare Survey -

Jeanne Killgore, Kittitas County Human Resources Department, and Chelsey Loeffers presented the updated Childcare Survey with updates from the legal department. Commissioners appreciated the work and look forward to seeing the results.

Department Business

Department structure update and discussion

Chelsey Loeffers reported that during the 2023 budget planning cycle, it was identified by the KCPHD Director and BOCC that the current organizational chart of the department was unsustainable regarding the number of staff reporting directly to the Director. Increased capacity and new positions resulted in increased reports to the Directors from six in 2018 to 12 in 2023.

Mrs. Loeffers reviewed the proposed organizational chart that she has been working on with Jeff Ketchel, Washington State Public Health Association, and department supervisors. After review and discussion with KCPHD management team, feedback from coordinators, and annual budget projection scenarios, KCPHD will move forward with partial adoption of the recommended structure. The proposed structure adds only the Deputy Director and shifts all coordinator level positions to report to the Deputy. The Department Director continues to oversee the division supervisors, the accountant, and adds the Deputy. The primary reasoning against the addition of a new division supervisor is to reduce the budget burden before the full cost impact of wage survey implementation is known.

Review and Approve Deputy Public Health Director job description

APPROVED
2.20.24



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Chesley Loeffers reviewed the Deputy Director position job description. Mrs. Loeffers has reviewed the job description with Human Resources and has it aligned with the IT Assistant Director position wage range. There was discussion about the job description and the board asked to have a couple edits made. The job description was reviewed and approved by Commissioner Wachsmith and Commissioner Wright with edits.

Review and Approve promotion for Rebekah Moon

Chelsey Rebekah reported that Ms. Moon has been with the Public Health Department for over three years. During this time Rebekah has coordinated several complex health promotion projects, and has taken a leadership role in project planning and development for FPHS injury prevention work. Rebekah has also earned her Masters in Public Health, and is working toward completing her Certified Health Education Specialist exam. Rebekah meets the requirements for promotion to Health Promotion Specialist II.

Mrs. Loeffers noted that KCPHD has sufficient budget flexibility to accommodate this increase and recognizes Rebekah's hard work and contributions to the department. Commissioner Wachsmith and Commissioner Wright approved the promotion for Rebekah Moon.

DOH Regional Medical Officer discussion

Chelsey Loeffers discussed the Regional Health Officer option that has been proposed to our county. There is an agreement that was sent out and discussed with the board. This would allow one of the Washington State Department of Health's Regional Medical Officers to fill in during the absence of our local health officer. After discussion about what this would look like, and concerns about individuals outside of Kittitas County making decisions with local impact, and it was decided that this would not be in the best interest of the department or our county.

Public Health Director signatory authority discussion

Chelsey Loeffers noted that the county has approved a \$50,000.00 signatory authority for purchases. Mrs. Loeffers asked the commissioners for approval of \$50,000.00 signature authority on contract to align with purchasing authority. Commissioner Wachsmith and Commissioner Wright gave direction to prepare and bring forward a resolution at the next study session.

Health Officer update

No update this month.

Veterans' office update



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Brett Wachsmith asked about the progress of a door being installed in the Veterans Office and inquired about the security cameras for Veteran Service Officer appts. Candi Blackford noted that they were working on the door piece. We must find someone to build a special door for that room due to the special size of the door. Mrs. Blackford also noted that after discussion with legal about cameras, it was decided that there will be two people present for those who have higher risks cases.

Homelessness and Affordable Housing Committee

There was a brief discussion about the Homelessness and Affordable Housing Committee. Candi Blackford noted that the Monday, February 5, 2024, meeting has been cancelled due to no quorum.

Concluded at 8:36 a.m.

A handwritten signature in blue ink, appearing to read "Brett Wachsmith", written over a horizontal line.

Brett Wachsmith, BOCC Chair

A handwritten signature in blue ink, appearing to read "Candi Blackford", written over a horizontal line.

Candi Blackford, Clerk