



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

Public Health Study Session  
February 28, 2024 at 10:00 am  
Commissioners' Conference Room  
Meeting Minutes

**Attendees:**

Cory Wright, Brett Wachsmith, Laura Osiadacz (arrived at 10:13am), 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**

Review and approve overlap period for EH specialist position

Chelsey Loeffers informed the board that Holly Erdman will be retiring at the end of May or early June. Mrs. Loeffers asked for approval to post for her position so that the department can hire and do some training with new staff before she leaves. The department will use FPHS funds for training new staff. Commissioner Wachsmith and Commissioner Wright approved the posting of this position.

Approve resolution to increase Director signatory authority

Chelsey Loeffers noted that the Auditors Office has approved Directors purchasing authority to \$50,000.00 and Resolution 2024-043 was presented to increase signature authority for up to \$50,000.00 to align with purchasing authority.

**Motion 02.01: Motion to approve Resolution 2024-043 authorizing the Kittitas County Public Health Administrator to Negotiate, Enter Into, and Approve Contracts with a Value of Less than \$50,000.00. Brett Wachsmith moved to approve Resolution 2024-043 Authorizing the Resolution 2024-043 authorizing the Kittitas County Public Health Administrator to Negotiate, Enter Into, and Approve Contracts with a Value of Less than \$50,000.00. Cory Wright second. Laura Osiadacz was absent. Motion carried to approve Resolution 2024-043 authorizing the Kittitas County Public Health Administrator to Negotiate, Enter Into, and Approve Contracts with a Value of Less than \$50,000.00.**

Motor pool discussion

Chelsey Loeffers discussed the health department's motor pool and frequency of use. The health department is not part of the project to move the county toward a motor pool model. Commissioner Wright briefly discussed the county pilot. Pending the outcome of the pilot, the motor pool may be a consideration for public health to be a part of.

APPROVED

4-2-2024



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### Health Officer update

Mark Larson M.D. updated on the following:

- Possible new isolation for COVID positive cases
- Pertussis outbreak in Chelan Douglas
- Measles outbreak in Florida and that he was helping run a local measles table top
- Discussed possible TB case

### **Other Business**

#### Policies and procedures for committees and advisory boards discussion

Chelsey Loeffers discussed work being done to mitigate some of the advisory committee work. Mrs. Loeffers and the group discussed the benefits to aligning the process and procedures for following:

- RFP processes
- Contracts process
- Bylaws
- Finances
- Recruitment process

The group were all in agreement and would support the health department will work to align the process and procedures. The following advisory committees are included in this discussion:

- DDAC
- 1/10<sup>th</sup> of 1%
- HAHC

The health department will meet and determine priorities and work on a timeline. The department staff who clerk these committees will continue to support the committees' work while allowing time to make sure that process and procedures are being followed. Ms. Loeffers requested that the board pause any ongoing RFP processes for the involved committees until a standardized process can be developed. The Board approved this request.

#### Human Services discussion

Chelsey Loeffers discussed the new services (1/10<sup>th</sup>, DDAC, and HAHC) added to the health department and discussed the importance for these committees to have both subject matter experts and clerks supporting these committees. Mrs. Loeffers asked the board if they had any interest in Public Health adding a Human Services division in the future. Mrs. Loeffers noted the overlap between Public Health and Human Services. Mrs. Loeffers discussed possible ways of funding a Human Services division. The board was in support of this.




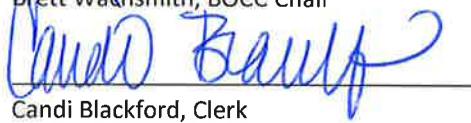
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BOH Feedback

Commissioner Wright and the group discussed possible training for Microsoft PowerPoint presentations for county staff. The group will bring this to the management team for further discussion.

Concluded at 10:48 am

  
Brett Wachsmith, BOCC Chair

  
Candi Blackford, Clerk