

**Minutes
Board of Health Meeting
Chelan-Douglas Health District
October 19, 2020**

Board Members Present:

Kevin Overbay, Chelan County Commissioner
Jill Thompson, Mayor, Town of Waterville
Doug England, Chelan County Commissioner
Marc Straub, Douglas County Commissioner
Sharon Waters, Leavenworth City Council
Jerrilea Crawford, Mayor, City of East Wenatchee
Ruth Esparza, Wenatchee City Council

Staff Present:

Nathan Weed, Interim Administrator
Malcolm Butler, CDHD Health Officer
Kandis Boersema, Associate Administrator, Interim Board Secretary;
Veronica Farias, Health Communications Director
Susan Shelton, Environmental Health Director

Public Present

Meeting was held via Zoom and phone conferencing with members of the public listening to the meeting.

Meeting – Vice Chair Kevin Overbay called the meeting to order at 3:00 p.m.

Consent Agenda – Doug England moved to approve the Consent Agenda:

- a. Approval of the September 9, 2020 Special Meeting Minutes
- b. Approval of the September 21, 2020 Board Meeting Minutes
- c. Approval of September Payroll in the amount of \$245,347.02
- d. Approval of September Benefits in the amount of \$86,716.31
- e. Approval of Payment of 2020 Vouchers No. 20200528-20200623
in the amount of \$192,687.88.
- f. Contract Matrix:
 - i. Consolidated Contract CLH18238 Amendment #17

Jerrilea Crawford seconded and the motion carried.

Program Update – Dr. Julie Rickard gave a presentation on syringe exchange programs. She expressed the community benefits and the need for the program in Chelan and Douglas Counties. She explained the process and proven benefit of other County programs. Discussion followed.

Health Officer's COVID-19 Report – Dr. Malcolm Butler shared a PowerPoint presentation which detailed that COVID incidence is climbing into a second wave; data shows that vulnerable populations seem to be well protected; the demographics are similar to previous reports; community testing suggest prevalence rate of 1-2%; and the public has taken precautions in public settings but there is a need to refocus efforts on better personal choices for protection against COVID spreading in private gatherings. Dr. Butler shared a variety of data graphs related to total case numbers, testing numbers, new deaths reported and demographics. Discussion followed.

Board Discussion – Interim Environmental Health Director, Susan Shelton, updated the Board on the Food Safety program and the status of food service establishment inspections and related work. Susan recommended that CDHD extend the current food service establishment permits for an additional 3-month period due to reduced inspections/service work related to the pandemic. This would allow Food Safety Program staff additional time to complete required work and allow food service establishments more time to operate before paying additional permitting fees. **Marc Straub made a motion to extend food service establishment permits a period of 3 months from January 31st to April 30st 2021. Jill Thompson seconded the motion and it carried unanimously.**

Public Comment – Kevin Overbay opened the floor to public comment. Dr. Karina Vega-Villa gave public comment related to the purpose and status of the LatinX advisory group. She explained that social gatherings are increasing the spread of COVID in our communities. She urged strong, consistent, culturally appropriate messaging of mitigation measures and avoiding social gatherings. Dr. Vega-Villa also requested the board reinstate Resolution 2020-001 that was approved on March 13th as the resolution issues orders and authorized specific actions to mitigate the spread of the virus in our community. Following public comment, Vice Chair Kevin Overbay asked Interim Administrator Nate Weed to send a copy of the resolution to the Board Members for review and discussion of the request will take place at another meeting.

New Business – Interim Nate Weed presented a PowerPoint presentation on Foundational Public Health Services (FPHS). He explained that FPHS are a statewide set of core public health services that are predicable, reliable, sustainable, and responsive to changes in demand and cost. He explained that community stakeholder advisory groups are key part of determining which FPHS are important to our community and offered by a local health jurisdiction and which services community partners should offer. He explained that

COVID-19 has shown a need for increased community advisory capacity in the Health District. He proposed to begin forming a public health advisory committee to help create a sustainable capacity for community partners to help the Health District Administrator make the best decisions about implementing public health initiatives. The suggestion is to begin with the advisory groups supporting the COVID-19 response and expand to make space for six sub-committees when the advisory group is fully realized with a timeline of at least 24 months. Discussion followed.

Unfinished Business – Interim Administrator Nate Weed explained that the CDHD staff has worked additional hours, as it is a small team doing a lot of required work. He explained that CDHD has CARES funding that can pay for the additional hours. He stated that CDHD has three groups of staff; management exempt staff, union exempt staff and union non-exempt staff. Each group has a large bank of compensatory time that carries a liability to the District to keep on the books into next year. The CARES funding is available for a limited time and will not be available next year. Nate stated that he recommends that the District compensate the staff for the COVID related additional hours. Health District Attorney, Chuck Zimmerman, stated the recommendation is to pay exempt managers Option 1 from the memo which is cash out 70% of their respective COVID comp time and pay the other staff 100% of their COVID-work related comp time as shown on the spreadsheet. He stated the best option for the District is to pay the comp time and not carry the liability into the next year. Discussion followed. **Ruth made a motion to approve memo Option 1 for exempt managers and 100% COVID comp time cash out for all other staff as detailed on the spreadsheet, Sharon seconded and the motion carried unanimously.**

Vice Chair Kevin Overbay excused himself from the meeting and asked Jill Thompson to preside over the meeting.

Reports -

Fiscal Report - Kandis Boersema

Monthly report provided in the packet. Kandis gave an update to the board. Discussion followed.

Personal Health Report – Nate Weed gave the personal health report in Cari Hammond's absence.

Monthly report provided in the packet. Nate gave an update to the board.

Health Communications Report – Veronica Farias


Monthly report provided in the packet. Veronica gave an update to the board.

Environmental Health Report – Susan Shelton

Susan presented a PowerPoint and gave an update to the board.

Administrator Report – Nathan Weed updated on the Board on his role as Interim Administrator, the COVID-19 response work and the makeup of the Incident Management Team, and continuity of operations of the District. Nate asked the Board for a motion to ratify the appointment of Dr. Peter Houck as Health Officer Pro Tem during Dr. Butler’s recent vacation. **Marc Straub made a motion to ratify the Health Officer Pro-Tem agreement. The motion was seconded by Ruth Esparza and the motion carried unanimously.**

The meeting adjourned at 4:56 pm.



Dan Sutton, Board Chair

ATTEST:
