

**Minutes
Board of Health Meeting
Chelan-Douglas Health District
February 25, 2019**

Doug England, Chelan County Commissioner and Board of Health Chair, called the meeting to order at 3:00 p.m. led the attendees in the Pledge of Allegiance.

Board Members Present:

John Sterk, East Wenatchee City Council
John Alt, Mayor, City of Entiat
Doug England, Chelan County Commissioner
Jill Thompson, Waterville Town Council
Marc Straub, Douglas County Commissioner
Kevin Overbay, Chelan County Commissioner

Administrative Staff Present:

Barry Kling, Administrator and Environmental Health Director
Kandis Boersema, Associate Administrator, Fiscal and Support Services
Carol McCormick, Associate Administrator, Personal Health Services
Veronica Farias, Health Communications Coordinator
Lorena Orozco, Chief Deputy Registrar/Fiscal Assistant/Board Secretary

Public Present:

None

Consent Agenda

Jill Thompson, Waterville City Council, made a motion to approve the consent agenda that includes the January 28, 2019 Board Meeting Minutes, January Payroll in the amount of \$208,051.84, January Benefits in the amount of \$75,096.42, the approval of payment of 2019 Vouchers No. 2019-0062 to 2019-0119 in the amount of \$50,493.62 and the Consolidated Contract Matrix including the following:

- 1. ABCD Dental Services for Chelan, Douglas and Okanogan Counties-K2737, Amendment 1**

John Sterk, East Wenatchee City Council, seconded the motion and it carried unanimously.

Program Update

Stephanie Snitily, Communicable Disease Nurse provided an update regarding the measles outbreak in Clark County. She reported that Clark County has 65 confirmed cases so far. The majority of those cases are in children, under 10 years of age. She reported that 57 of the 65 cases are known to be unimmunized. Stephanie stated that she and Cari Hammond, our immunization nurse, have been working very closely with the schools to keep them informed about measles. She also stated that they have been fielding some phone calls from clinic providers to rule-out measles.

Board Discussion

None

Public Comment

None

New Business

Barry Kling, Administrator, presented a handout regarding a Classification Description for a Regional Project Manager for NCACH and made a proposal to the Board to accept adding a line to our salary matrix. He stated that North Central Accountable Community of Health (NCACH) is trying to classify positions appropriately and we did not have a salary line that fits their needs. Therefore, Barry is asking the Board to pass a budget amendment that would allow this type of position to be a part of our salary matrix.

Jill Thompson, Waterville City Council, , made a motion to approve an amendment to the 2019 Budget Kevin Overbay, Chelan County Commissioner, seconded the motion and it carried unanimously.

Barry Kling, Administrator, explained the issue we had recently with food establishment permit renewals. He briefly explained the food establishment renewal process and stated that since permits expire on January 31st of every year, February 1 is the day on which we close establishments that have not paid. Food establishments that did not pay their permits on time and were informed that they would not be allowed to continue to operate until they paid for their permit. But unlike other recent years, this February 1 fell on a Friday, when the Health District is closed to the public. To make

matters worse it was the Friday of Super Bowl weekend, which is a big weekend for many establishments. This meant they would not be able to pay until Monday, and would have to close for the entire weekend. Several of the food establishment owners complained and brought it to our attention. When Barry realized – with some help from Douglas County Commissioner Kyle Steinberg – that this was a disproportionate penalty for an establishment prepared to pay that Friday he asked the Food Program to notify the late establishments that they would have a grace period until the close of business the following Monday. Barry stated that the Health District should have seen this coming, and will prevent similar problems in future years.

Marc Straub, Douglas County Commissioner, wanted to address hours of operation with respect to the Health District being closed to the public on Fridays. After a brief discussion, members asked that Barry and Kandis look into costs and savings related to Friday closure and report back next month.

Unfinished Business

None

Reports

Kandis Boersema, Associate Administrator of Fiscal and Support Services, reported that through January 2019, 8.3% of the year completed, the revenue was 9.9% of budget and expenses were 7.7% of budget.

Kandis also wanted to discuss the audit process since is it that time of year to be looking forward to our next audit. She gave a brief overview of the different types of audits and audit costs. She stated that because of our good results in recent audits, we are allowed to be audited on a 3-year cycle for an Accountability and Financial Statement Audit. For a Federal Audit to be required we have to meet a certain threshold and we currently do not meet the threshold in Federal expenditures for a Program-specific Audit (Single Audit), which is \$750,000. After the last exit conference, Barry and Kandis agreed that we might want to be audited more frequently than every 3 years. They believe that being audited annually brings a level of transparency and accountability not only to the Board, but also to the public and also potential funding sources. Kandis went over the different options for audit cycle and stated that CDHD Management recommends Option B, an annual Accountability and Financial Statement audit, with Federal audits every other year or as required based on the amount of our Federal funding.

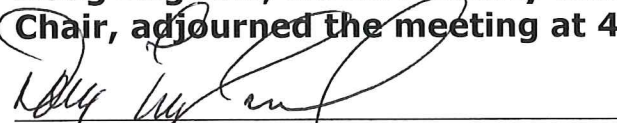
Doug England, Chelan County Commissioner, entertained a motion to accept Option B Audit Cycle. John Sterk, East Wenatchee City Council, made a motion to approve Option B Audit Cycle. Jill Thompson, Waterville City Council, second the motion and it carried unanimously. Members commented that the Board could review this decision annually in light of expected audit costs.

Carol McCormick, Associate Administrator for Personal Health Services, stated that the outbreak in Clark County serves as a reminder that we need to stay vigilant. Chelan-Douglas counties have long had high immunization rates however we are experiencing more calls from residents who want their children to opt out. Along with Stephanie and Cari's work with school nurses and medical staff, we have also been working hard on relaying information about measles through social media. Carol reported that flu continues to be an on-going issue and people should take appropriate precautions; vaccination, rest and hand washing. Carol spoke about the new Nurse Family Partnership program and our work to identify children suffering lead exposure.

Veronica Farias, Health Communications Coordinator, gave an update on their first outreach event of the year. The event focused on wildfires and our Emergency Preparedness and Response staff was there to promote the resources we have to provide to our community. She provided information about her role in 2019's Community Health Needs Assessment. Veronica also stated that she has maintained CDHD's social media platforms up-to-date about the measles outbreak. She is also providing resources for the public to retrieve their vaccine records and has promoted the MMR vaccine on social media.

Barry Kling, Administrator/Environmental Health Director, gave a brief update on the Land Use/Onsite and Food Programs. He stated that we are ahead of previous years in both programs. Barry also reported that Dr. Collins, our Health Officer, made drug overdoses a notifiable condition in our counties. Barry stated that he believes this is a serious condition that needs to be addressed. He also gave a brief summary about the Food Safety Advisory Committee. They will be meeting twice a year in April and October on the second Monday of the month at 10:30 a.m.

Doug England, Chelan County Commissioner and Board of Health Chair, adjourned the meeting at 4:15p.m.



Doug England, Chair