



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Chelan-Douglas Health District Board of Health Meeting Minutes –October 18, 2021

### Board Members Present:

Dan Sutton, Douglas County Commissioner  
Jill Thompson, Mayor, Town of Waterville  
Marc Straub, Douglas County Commissioner  
Jerrilea Crawford, Mayor, City of East Wenatchee

Kevin Overbay, Chelan County Commissioner  
Sharon Waters, Leavenworth City Council  
Tiffany Gering, Chelan County Commissioner  
Ruth Esparza, Wenatchee City Council

### Staff Present:

Luke Davies, Health Administrator  
Cari Hammond, Personal Health Director  
Chuck Zimmerman, CDHD Attorney  
Veronica Farias, Health Communications Director  
Rob Eastman, Environmental Health Director

Dr. James Wallace, CDHD Interim Health Officer  
Janet Perez, Board Secretary  
Kent Sisson, RERC  
Diane Forhan, Operations Director

### Public Present

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

**Meeting** – Chairman Dan Sutton called the meeting to order at 3:01 p.m.

### Consent Agenda –

- a. Approval of the September 20, 2021 Board Meeting Minutes
- b. Approval of September Payroll in the amount of \$ 300,836.42
- c. Approval of September Benefits in the amount of \$ 91,560.42
- d. Approval of Payment of 2021 Vouchers No. 20210826 -20210910  
in the amount of \$220,178.35

**Mayor Jill Thompson moved to approve Consent Agenda items a, b, c, and d. Commissioner Marc Straub seconded the motion and the motion passed unanimously.**

### Program Update –

#### a. Epidemiologist Update

Chelan Douglas Health District hired on a new Epidemiologist, Elizabeth Matovinovic. She will be taking over the Epidemiologist Updates in December. The Health District is excited to have her onboard.

COVID 19 cases have plateaued in Chelan and Douglas Counties for the last four weeks at a high level of 700 per 100 thousand. Hospitalizations are still at a high level across the state. Confluence Health is reporting 44 hospitalizations. Spokane is taking patients from surrounding areas including Idaho. There is a recommendation for Pfizer boosters for 65 and older, and high-risk individuals. Chelan Douglas Health District has set up a booster clinic in East Wenatchee at the former Douglas County Law and Justice Center. They are offering Pfizer booster shots; once Moderna and Johnson and Johnson are approved, they will offer those at the site.

The Health District is doing very well with meeting their numbers for getting community members vaccinated; there has been an increase in individuals 20-34 years old. The Food and Drug Administration has reviewed and approved Boosters for Moderna and Johnson and Johnson; they are now waiting for the Center for Disease Control and the Department of Health to finalize approvals.

#### **Board Discussion**

There were no general Board comments.

#### **Public Comment**

Community member Bill Sullivan addressed his concerns in regard to the Board's lack of recognition on local data concerning PCR Testing effectiveness, vaccines and hospitalizations.

#### **Executive Session: RCW 42.30.110(1) (g) Employee Performance**

**At 3:24 PM - Chair Dan Sutton called for a 20-minute Executive session to discuss Employee Performance under RCW 42.30.110(1)(g). Chair Dan Sutton requested an additional 10 minutes at 3:44pm. At 3:54pm, Chair Dan Sutton asked for another 10 minutes. The Executive session ended at 4:04pm.**

**Mayor Jerrilea Crawford moved to approve adjusting the annual salary for the Health Administrator to \$125,000 per year effective November 1, 2021. Commissioner Marc Straub seconded the motion and the motion passed unanimously.**

#### **New Business**

##### **a. Memorandum of Agreement with the Union Regarding Vaccine Mandate**

The Memorandum of Agreement comes from the Governor's vaccine mandate issued in August. The mandate requires individuals who work for healthcare, schools, and with the public to be vaccinated. The Health District is required to comply with this mandate. The Memorandum of Agreement provides time for employees to be vaccinated and extends the deadline for providing an exemption request to October 4. This Agreement was approved by the Protec 17 members employed by the District. The Vaccine mandate applies to all Chelan Douglas Health District current employees. Per the Governor's mandate, new employees coming to the Health District will need to be vaccinated.

**Mayor Jill Thompson moved to approve the Memorandum of Agreement with the Union Regarding the Vaccine Mandate as presented. Councilwoman Sharon Waters seconded the motion and the motion passed unanimously.**

##### **b. Recruitment Incentive for Administration and Technical Positions**

The Health District has been trying to fill specialized positions. They have interviewed candidates residing out of State and the lack of a relocation assistance policy has caused the District to lose out on some potential recruits. The policy the Health District Administrator proposes contains many of the same factors found in the State of Washington relocation assistance policy.

**Commissioner Marc Straub moved to approve the Relocation Assistance Policy as presented. Councilwoman Ruth Esparza seconded the motion and the motion passed unanimously.**



c. Chelan Douglas Health District open office Hours for 2022

The Health District Management team has analyzed the in person accessibility of the District offices to the community. The team would like to move to four full days per week plus a half day on Friday morning until noon starting January 2022.

**Mayor Jerrilea Crawford moved to approve the adjustment of in person hours open to the public for Chelan Douglas Health District offices of Mondays through Thursdays from 9:00 AM to 5:00 PM and on Fridays from 9:00 AM to noon effective January 1, 2022. Councilwoman Sharon Waters seconded the motion and the motion passed unanimously.**

d. North Central Accountable Community of Health Transition Payout

On October 4 through independent funding, North Central Accountable Community of Health will pay out all employees on their approved vacation, compensatory and sick leave balances. This included Executive Director Linda Parlette and Deputy Director John Schapman. The transition payout will be done with NCACH funds and will not affect the Health District funds. This would be the same for any departing employee of the Health District under the current Collective Bargaining Agreement.

**Vice Chair, Kevin Overbay moved to approve the NCACH Transition Payout to all of their employees using NCACH funds. Commissioner Marc Straub seconded the motion and the motion passed unanimously.**

e. Payroll Transition Resolution 2021-003

Fiscal Director, Diane Forhan and Health Administrator, Luke Davies have been in discussion with Chelan County on a payroll system for the Health District. The Health District is currently using EDEN. They have to do their books twice, which takes a lot of time. The Health District also has to submit their payroll five days earlier for the county to process. They have to go in retroactively and adjust overtime and have had other issues come up. In conversation, Chelan County has given tentative approval. The Health District plans to contract with a third party payroll system administrator service.

**Mayor Jill Thompson moved to approve Resolution 2021-003. Mayor Jerrilea Crawford seconded the motion and the motion passed. Chelan County Commissioners Tiffany Gering and Kevin Overbay abstained from discussion and participation in the vote.**

Unfinished Business

a. Preliminary Budget for 2022

Fiscal Director, Diane Forhan presented the budget to the Board. Department Directors included expenses for their programs; this is reflected in the budget. Fiscal Director, Diane Forhan included capital improvements and the ARPA funding that was requested from the Counties and Cities. The Health District will provide the board with one time funds and reoccurring funds. This is still a preliminary budget, the Health District is waiting for tax rates and they may have funding streams for healthcare workers.

**b. Capital Improvements**

**i. Smart GOV**

The Health District has been looking at Smart GOV to update their Environmental Health system. They have been in discussion with Chelan County and Douglas County to look at what it takes to improve efficiency. Smart GOV will modernize the Environmental Health Department and streamline all services with Chelan and Douglas counties. The Health District staff would like to move forward with the update. Health Administrator, Luke Davies asked the board to review the quote.

**Mayor Jill Thompson moved to delegate to the Board Chair, Vice-Chair, and District Administrator the authority to complete contracts and make purchases of SmartGov products and services from Dude Solutions based on the District Administrator's finding that the products and services are only available through a single source and to present a resolution supporting this finding for Board review and approval at the next Board Meeting. Commissioner Marc Straub seconded the motion and the motion passed unanimously.**

**Reports**

**Fiscal Report** – Diane Forhan gave the Fiscal report.

Financial report provided in the packet.

The Health District will be wrapping up their State Audit this week. The Auditors have questions on the CARES program, but everything else looks good.

**Personal Health Report** – Cari Hammond gave the Personal Health report.

Monthly report provided in the packet. Discussion followed.

**Health Communications Report** – Veronica Farias gave the Health Communications report.

Monthly report provided in the packet. Discussion followed.

**Environmental Health Report**- Rob Eastman

The Solid Waste program started their fourth quarter facility inspections. There were eight solid waste complaints and two notices of fines issued.

The Onsite program is up 10,000 in revenue. There were some concerns on the change of training requirements and the annual class hours, which are effective January 1, 2022. The original requirement was for October 2021, but it was extended to January 1, 2022. The Health District will be providing training to all installers in November and December. Permits expired September 31 and were extended to October 31; Associate Administrator, Rob Eastman can take calls and offer clarification to Installers.

The Food Program completed 31 inspections and had two new food establishments. Octoberfest inspections went very well. All food inspections have gone well and continue to go well.

**Health Administrator Report** – Health Administrator Luke Davies

The Health District currently has eight positions vacant; staff are doing their best to get these positions filled. The Health District offices are now open to the public.

Chairman Dan Sutton adjourned the meeting at 5:05 pm.



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Dan Sutton, Board Chairman



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Janet Perez, Board Secretary