



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health
Meeting Minutes –December 20, 2021

Board Members Present:

Dan Sutton, Douglas County Commissioner
Sharon Waters, Leavenworth City Council
Marc Straub, Douglas County Commissioner
Travis Hornby, Wenatchee City Council

Kevin Overbay, Chelan County Commissioner
Tiffany Gering, Chelan County Commissioner
Jill Thompson, Mayor, Town of Waterville
Sasha Sleiman, East Wenatchee City Council

Staff Present:

Luke Davies, Health Administrator
Cari Hammond, Personal Health Director
Chuck Zimmerman, CDHD Attorney
Diane Forhan, Operations Director

Dr. James Wallace, CDHD Interim Health Officer
Janet Perez, Board Secretary
Kent Sisson, RERC
Rob Eastman, Environmental Health 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 3:03 p.m.

Consent Agenda –

- a. Approval of the November 22, 2021 Board Meeting Minutes
- b. Approval of November Payroll in the amount of \$ 294,148.86
- c. Approval of November Benefits in the amount of \$ 193,178.33
- d. Approval of Payment of 2021 Vouchers No.20211019 -20211109
in the amount of \$ 268,264.52
- e. Approval of the Contract Matrix

Commissioner Marc Straub moved to approve the Consent Agenda. Commissioner Tiffany Gering seconded the motion and the motion passed unanimously.

Program Update –

- a. Epidemiologist Update

Epidemiologist, Elizabeth Matovinovic

The Vaccine Adverse Event Reporting System is for anyone to report adverse events from vaccines. VAERS cannot be used to determine if a vaccine caused or contributed to the adverse event, the information on the reporting system is voluntary and non-scientific. Health Care Providers are asked to report any post-vaccination health problem. The Food and Drug Administration maintains spontaneous reporting databases like VAERS to notice potential, early signs of unusual post-market vaccine safety signals. The Center of Disease Control and the Food and Drug Administration then use the report to do research on adverse events.

Health Administrator, Luke Davies

The Health District is using the Epidemiologist report to prepare, prevent, and access treatment when the Omicron Variant is here locally. COVID19 cases continue slowly decreasing. Hospitalizations continue to maintain around 20. The Center of Disease Control has recommended everyone 16 years and older should get a booster. Vaccines and Boosters are still successful at preventing severe disease and hospitalizations. Monoclonal antibodies are now available at local Health Providers.

The Omicron Variant is detected in Washington State; there is no evidence of it in Chelan and Douglas County. Omicron is more transmissible than the Delta variant and the original SARS-COV2, it may create a strain in our Health system based on how more transmissible it is. The Health District continues to provide Vaccines, boosters and pediatric vaccines at clinics, times and locations are provided on the Districts website and provider websites.

Board Discussion –

There were no general board comments

Public Comment –

No Public Comment

New Business-

a. Election of Officers for 2022

Commissioner Marc Straub moved to nominate Vice Chair, Kevin Overbay as Chair for Chelan Douglas Health District’s Board of Health for 2022. Commissioner Tiffany Gering seconded the motion and the motion passed unanimously.

Vice Chair, Kevin Overbay moved to nominate Commissioner Marc Straub as Vice Chair for Chelan Douglas Health District Board of Health for 2022. Mayor, Jill Thompson seconded the motion and the motion passed unanimously.

b. Legal Services for 2022

The agreement for legal services is a five-year agreement between Chelan Douglas Health District and Ogden, Murphy Wallace. The rates are the same as Okanogan Health District.

Commissioner Marc Straub moved to approve the Agreement for Legal Services for five-years as presented. Mayor, Jill Thompson seconded the motion and the motion passed unanimously.

c. Inventory for Surplus

The Health District provided a list of items in the Board Packet they would like to surplus.

Mayor Jill Thompson moved to declare the items listed in the Board packet surplus and to authorize the District Administrator to dispose of the items in the manner he deems most economically beneficial to the District. Commissioner Marc Straub seconded the motion and the motion passed unanimously.

d. Contract with University of Washington School of Public Health for Assessment Technical Assistance

The Health District has struggled to recruit employees with technical skills. The agreement will allow the Health District to create relationships and complete tasks with the University of Washington. The University of Washington will develop a community assessment and support our local Epidemiologists.

There is state funding that will support the Health District and other Local Health Jurisdictions. The contract is a five-year agreement that will be reviewed annually depending on funding and can be terminated after 90 days. Each work order will be based off deliverables, overhead cost, time spent, and the students or faculty's full time equivalency.

Mayor, Jill Thompson moved to approve the Interlocal Agreement with the University of Washington. Councilwoman Sasha Sleiman seconded the motion and the motion passed unanimously.

Unfinished Business

a. Approval of 2022 Budget

Operations Director, Diane Forhan presented the final budget to the Board. Funds for COVID19 were reduced; they only included what was needed for 2022. There is funding set aside. ARPA funding was approved from Douglas County, Chelan County and City funding is still pending. Vice Chair, Kevin Overbay stated Chelan County will be reviewing and approving ARPA funding next month.

Councilwoman Sasha Sleiman asked if fees would be increasing for 2022. Fees will remain the same; the last increase in fees was in 2020.

Commissioner Marc Straub moved to approve the 2022 Budget. Councilman Travis Hornby seconded the motion and the motion passed unanimously.

b. House Bill 1152

a. Board Selection Process and Finalization Process

The application for the selection of new board members was posted and, distributed to different stakeholders in Chelan and Douglas County on December 5. Community members can now apply to become a board member; the application deadline is January 10, applications will be reviewed the Friday before the next board meeting.

Recommendations on a 12-member board with an equal number of elected and non-elected officials was made by, Chairman, Dan Sutton, Vice Chair, Kevin Overbay and Health Administrator, Luke Davies. The makeup of the board would be two commissioners from each county, one large city representative, and one small city representative from opposing county, one tribal member and five additional non-elected official members. Vice Chair, Kevin Overbay suggested creating a subcommittee of five board members to review the applications and make recommendations to the city commissioners for member selection. Subcommittee members would be on the committee during their term on the Board.

4:04pm Chairman Dan Sutton excused himself from the Board meeting and handed it over to Vice Chair, Kevin Overbay.

c. Capital Improvements

a. Bids for Surveillance Cameras and Keyless Entry

The Health district went out for bids for Surveillance cameras and keyless entry. They received one bid from Keyhole Security of \$47,450 and another from Securitas of \$61,665. The Health District recommends moving forward with Keyhole Security.

Mayor, Jill Thompson moved to approve the selection of Keyhole Security as the lowest bid and for the Health District to move forward with the bid. Commissioner, Tiffany Gering seconded the motion and the motion passed unanimously.

Reports

Fiscal Report – Diane Forhan gave the Fiscal Department report.

As of the end of November, the District's revenue is at 111.8% of the 2021 budget and expenses are at 98% of the 2021 budget. Cash on hand as of November 30 was \$2.669 million. The Health District will be paying out accrued vacation and sick leave for several of the NCACH employees; therefore, the District's payroll costs will be larger than normal on January 5. These amounts will be paid out of the \$2.1 million that the District is holding for NCACH. The District will transfer the remaining NCACH funds to their new bank account. The State Auditor has scheduled an exit conference for the District's 2019 Financial Audit and 2020 Single Audit for next Monday, December 27 at 2:30 pm via Teams. If any of the Board members are interested in attending, please notify Diane Forhan. Just a reminder, if there is a quorum at the meeting, we will need to ensure that it is a Public Meeting. The payroll conversion is moving forward. The District has opened the required bank account at Key Bank, and ADP has provided us with an implementation team. Since we are moving from a monthly to a semi-monthly payroll, we gave employees a 90-day notice, and our first semi-monthly payroll will occur on March 25. The Department of Health has reached out to schedule fiscal monitoring for 2022. This will occur sometime in April. The District continues to update fiscal policies in response to the 2021 fiscal monitoring that occurred last March.

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

Monthly report provided in the packet. Discussion followed.

Health Communications Report – Luke Davies gave the Health Communications report.

The Health District has hired on a new Communications and Outreach Coordinator, Miriam started December 6. Outreach workers are working with the Agriculture industry to assist with vaccine pre-registration or possible onsite clinics. There continues to be ongoing COVID19 updates, vaccine clinics and Omicron communication on social media platforms and newsletters. The District had two news releases go out for the Omicron Variant and the Board of Health application. There was communication sent out on VARES and a masking statement reminder for businesses. There was updates made to the electric billboards and the Districts electric reader. The District worked on testing information packets for large employers. The communications team attended a two-day social media-training specific for government agencies.

Environmental Health Report- Rob Eastman gave the Environmental Health report. Monthly report provided in the packet. Discussion followed.

Health Administrator Report –

Health Administrator, Luke Davies is thankful for his staff and partners. There have been many challenges with staffing and other things with the COVID19 pandemic, he would like to thank his staff and Board of Health members for their support during this past year.

Health Officer, Dr. James Wallace

Health Officer Dr. Wallace appreciates the staff at Chelan Douglas Health District and looks forward to continue working with them. Dr. Wallace would like to see the case rates decline; everyone is looking forward to having some relief from the pandemic. Holiday gatherings are coming; keep in mind masking and social distancing. We continue to see a rise in vaccinations; vaccines help reduce illnesses. Dr. Wallace would like to thank everyone for their support.

Vice Chair Kevin Overbay adjourned the meeting at 4:23 pm.


Kevin Overbay, Board Chairman


Hollie Casey, Board Secretary