



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health Regular Meeting Minutes –February 28, 2022

Board Members Present:

Dan Sutton, Douglas County Commissioner
Sharon Waters, Leavenworth City Council
Marc Straub, Douglas County Commissioner
Jerrilea Crawford, Mayor, City of East Wenatchee

Kevin Overbay, Chelan County Commissioner
Tiffany Gering, Chelan County Commissioner
Jill Thompson, Mayor, Town of Waterville
Top Rajanasthien, Wenatchee City Council

Staff Present:

Luke Davies, Health Administrator
Janet Perez, HR Specialist
Chuck Zimmerman, CDHD Attorney
Diane Forhan, Operations Director
Janey van den Broek, Public Health Nurse III

Rob Eastman, Environmental Health Director
Veronica Farias, Communications Director
Kent Sisson, RERC
Hollie Casey, Clerk of the Board

Public Present

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

Meeting – Chair Kevin Overbay called the meeting to order at 3:01 p.m.

Consent Agenda –

- a. Approval of the January 24, 2022 Board Meeting Minutes
- b. Approval of January Payroll in the amount of \$251,233.69
- c. Approval of January Benefits in the amount of \$81,212.88
- d. Approval of Payment of 2022 Vouchers No. 20220046-20220180 in the amount of \$2,429,477.65

Commissioner Dan Sutton moved to approve the Consent Agenda. Commissioner Tiffany Gering seconded the motion and the motion passed unanimously.

Program Update –

- a. Epidemiologist Update

Health Administrator, Luke Davies:

Luke Davies began by giving a brief report of the recent unmasking statement from the Governor. Luke used the District Epidemiologist Report to discuss the review of case standings and current cases of Omicron. Although the mask mandate will be removed on March 11th, Long Term Care Facilities, Health Care settings, and congregate areas will still be required to wear masks in Washington State. The Omicron variant was identified in late November in Africa and is highly infectious. We are still seeing infection here in the community, and although the unmasking will begin March 11th, it is recommended to the general public to continue to mask. He pointed out that the hospitalization rate and number of cases are continuing to drop in our region. Those who test positive at home should isolate, quarantine and call 800-525-0127 to

report their result. The COVID staff at the Town Toyota Center will continue testing and provide vaccine on Friday's through March.

Board Discussion –

a. Upcoming 1152 process

The time-frame for having the five individuals appointed is currently about three to four weeks out. Commissioners for both Chelan and Douglas Counties will be reviewing the current Bylaws to revise for the newly reformed Board. The counties plan to select Board Member alternates who will fill in as Board Members if the primary appointed Board Member is absent.

Public Comment –

No Public Comment.

New Business-

a. Ratify payment of comp time approved by Board Chair and Vice Chair

During the Omicron surge, it was essential to have several staff work above and beyond their normal duties. The Board Chair and Vice Chair agreed to pay out their comp time that was earned while standing up the EOC, providing vaccine coverage, and COVID19 testing in the community. Board discussion followed.

Commissioner Dan Sutton moved to approve the motion to ratify the decision of the Board Chair and Board Vice-Chair to authorize payout of compensatory time incurred by five District employees in January 2022 in response to the Covid-19 Omicron variant surge in the amount of \$6,550.61 consistent with previous approvals of the Board. Mayor Jill Thompson seconded the motion and the motion passed unanimously.

b. Surplus property list review

Diane Forhan requested that the Board review the surplus property list provided in the packet. Board discussion followed.

Commissioner Dan Sutton moved to declare the property on the surplus list surplus, and to authorize the Administrator to dispose of the items on the list in the manner he deems most economically beneficial to the District. Councilwoman Sharon Waters seconded the motion and the motion passed unanimously.

c. Temporary WIC Contract for Registered Dietician

This contract is intended to fill a gap in coverage services to allow for federal grants to continue. This is intended to be in place until Chelan-Douglas Health District is able to hire their own Registered Dietician. Board discussion followed.

Mayor Jill Thompson moved to approve the Temporary WIC Contract for a Registered Dietician as presented. Mayor Jerrilea Crawford seconded the motion and the motion passed unanimously.

Unfinished Business

a. Capital Improvements

Keyhole Contract finalization

Luke Davies stated that the bid process is now complete. The security cameras and keycards have been finalized. Keyhole was the most economic choice, but did come in a little over budget at \$25,685.25 for video surveillance and \$36,799.93 for keycard access totaling \$62,485.18 plus tax. Board discussion followed.

Commissioner Dan Sutton moved to approve the Keyhole Contract finalization. Commissioner Marc Straub seconded the motion and the motion passed unanimously.

Reports

Fiscal Report – Diane Forhan provided the Fiscal Department report.

Diane Forhan reported on the District’s revenue as of the end of January at 6.9% of the approved budget with expenses being at 8.1% of the approved budget. Three vehicles have been ordered totaling \$95,911 and they will be in stock late spring and early summer. The project to modernize the elevator is in progress with an expected start in June or July of this year. Employees will begin using the new ADP payroll system in March and the District will process the first payroll through the new system on March 25th. The District is working with FEMA to get reimbursed for costs associated with the Town Toyota Center, the EOC and the Confluence operated Triage site. Staff is continuing to clean up the building and we have contacted several designers to obtain quotes on the redesign of the office spaces.

Personal Health Report – Luke Davies and Janey van den Broek provided the Personal Health report. Monthly report provided in the packet.

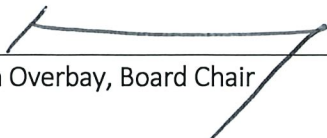
Health Communications Report – Veronica Farias provided the Communications Report. Monthly report provided in the packet.

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


Health Administrator Report –

Health Administrator, Luke Davies, shared that the current focus is shifting from acute response to recovery response moving through March into April and keeping communication open to partners as we continue to shift from COVID. Changes are occurring at state and local levels for Epidemiologist consortium, to develop and strengthen data processes and for development using informatics components. Board discussion followed.

Chair Kevin Overbay declared the meeting adjourned at 3:52pm.



Kevin Overbay, Board Chair



Hollie Casey, Clerk of the Board