



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health Regular Meeting Minutes –March 21, 2022

Board Members Present:

Jerrilea Crawford, Mayor, City of East Wenatchee
Sharon Waters, Leavenworth City Council
Jill Thompson, Mayor, Town of Waterville

Kevin Overbay, Chelan County Commissioner
Marc Straub, Douglas County Commissioner
Top Rajanasthien, Wenatchee City Council

Staff Present:

Luke Davies, Health Administrator
Janet Perez, HR Specialist
Erin McCool, CDHD Attorney
Diane Forhan, Operations Director
Cari Hammond, Personal Health Director

Rob Eastman, Environmental Health Director
Veronica Farias, Communications Director
Kent Sisson, RERC
Hollie Casey, Clerk of the Board
Dr. James Wallace, Interim Health Officer

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 3:03 p.m.

Consent Agenda –

- a. Approval of the February 28, 2022 Board Meeting Minutes
- b. Approval of January Payroll in the amount of \$265,843.56
- c. Approval of January Benefits in the amount of \$85,141.57
- d. Approval of Payment of 2022 Vouchers No. 20220181--20220239 in the amount of \$167,007.74
- e. Approval of the Contract Matrix

Chair Kevin Overbay, made a request of the Board to amend the agenda under New Business, item b., to remove the word Ratify and replace it with the word Approve.

Mayor Jerrilea Crawford moved to approve the Consent Agenda and to amend item b. to remove the word Ratify and replace it with the word Approve under New Business. Councilwoman Sharon Waters seconded the motion and the motion passed unanimously.

Executive Session: RCW 42.30.110(1)(i) Potential Litigation

At 3:05 PM - Chair Kevin Overbay called for a 25-minute Executive session until 3:30pm to discuss Potential Litigation under RCW 42.30.110(1)(i). Chair Kevin Overbay requested an additional 10 minutes at 3:30pm until 3:40pm. The Executive session ended at 3:40pm.

Program Update –

a. **Epidemiologist Update**

Interim Health Officer, Dr. James Wallace:

Chelan and Douglas Counties are currently at the tail end of Omicron and are seeing lower numbers of about 60 per 100k within a seven day period. Central Washington Hospital reports show a downward trend in COVID related ICU and hospitalizations. Between January and early March, cases have dropped across the US to 59.6 per 100k and in Washington State, down to 53.5 per 100k. Dr. Wallace also stated that the new variant, BA.2, is seeing cases hit Washington State already, and the BA.2 variant shows promise of being more contagious, but not as severe for those who are vaccinated with the booster or have been previously infected with Omicron. Transitions from emergency response to disease surveillance, continued healthcare, education, adjusted guidance, and general public masking recommendations are all key factors to shift into the recovery phase of the COVID response.

Board Discussion –

a. **In Person Board Meetings**

The Board began a discussion of how and where the Board of Health Meetings will be held as we transition back to in person meetings. Board discussion followed.

Public Comment –

No Public Comment.

New Business-

a. **Approve First Amended and Reinstated Interim Health Officer Employment**

Luke Davies presented the contract to extend Dr. James Wallace’s contract, which is up on March 31st, to continue indefinitely as Interim Health Officer until a permanent Health Officer is retained.

Mayor Jill Thompson moved to approve the motion to accept the contract to extend the Interim Health Officer’s contract indefinitely, until a permanent Health Officer is retained. Mayor Jerrilea Crawford seconded the motion and the motion passed unanimously.

b. **Changes to Food Safety Washington Administrative Code (WAC) 246-215**

Rob Eastman, Environmental Health Director, explained and reviewed what the changes were and what they mean to the food Safety Program. The new WAC will not be enforced by the District until September 1st. Now through August 31st will be used as an adjustment and educational period for the establishments that this new WAC affects. The Board requested a resolution to be presented at the next Board meeting to consider adopting this new code change. Board discussion followed.

Unfinished Business

a. **Capital Improvements**

The District is trying to accomplish a lot of upgrades to the building. Designer costs were not included on the previous upgrades and we would like to put in a competitive bid to be posted in the Wenatchee World. This project would be funded by AARPA from both Chelan and Douglas Counties. After some Board discussion, Chair Kevin Overbay, requested a scope of work to be put together and reviewed at the next Board meeting.

Reports

Fiscal Report – Diane Forhan provided the Fiscal Department report.

The District’s current revenue is at 21% of the budget and expenses are at 16.5% of the budget. In February the District received two state entitlements from the State Treasurer (\$199,000) and the January-June portion of the District’s FPHS funds for \$609,000. The annual fiscal monitoring audit with the Washington State Department of Health will occur in early April. The District’s annual report is due to the State Auditor by May 30th. Employees have been using ADP since the March 1st and the first payroll through the new timekeeping system will be processed this week. The County Treasurer is working with the bank to get set up to transfer funds to the District. Keyhole Security is in the process of installing our camera and keyless entry systems and should be completed by the end of the week.

Personal Health Report – Cari Hammond 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.

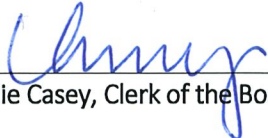
Health Administrator Report –

Health Administrator, Luke Davies, reported that the State Legislative Session ended with no big changes other than the changed food WAC 246-215. The Health District is getting back to business and are recruiting for open positions. Expectations of other COVID mutations and variants are probable but haven’t seen any locally yet. We are transitioning to the recovery phase and are remaining vigilant. The District continues to move forward! Board discussion followed.

Chair Kevin Overbay declared the meeting adjourned at 4:45 p.m.



Kevin Overbay, Board Chair



Hollie Casey, Clerk of the Board