



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health Regular Meeting Minutes –April 18, 2022

Board Members Present:

Jerrilea Crawford, Mayor, City of East Wenatchee
Sharon Waters, Leavenworth City Council
Tiffany Gering, Chelan County Commissioner

Kevin Overbay, Chelan County Commissioner
Jill Thompson, Mayor, Town of Waterville

Staff Present:

Luke Davies, Health Administrator
Janet Perez, HR Specialist
Chuck Zimmerman, 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 3:02 p.m.

Consent Agenda –

- a. Approval of the March 21, 2022 Board Meeting Minutes
- b. Approval of March Payroll in the amount of \$259,442.36
- c. Approval of March Benefits in the amount of \$87,003.93
- d. Approval of Payment of 2022 Vouchers No. 20220240--20220309 in the amount of \$207,721.35
- e. Approval of the Contract Matrix

Mayor Jerrilea Crawford moved to approve the Consent Agenda. Mayor Jill Thompson seconded the motion and the motion passed unanimously.

Board Discussion –

a. In Person Board Meetings

The Board began a discussion of Board of Health meeting proceedings becoming a hybrid option of in person and electronic attendees beginning in May. The locations discussed were here at the District or the CTC due to the size of the forthcoming new Board. The District is working on the upcoming Board Retreat and getting everything lined out before the June meeting to get new members on-boarded and ready to serve on the June 20th Board meeting. Board discussion followed.

Public Comment –

No Public Comment.

Unfinished Business

- a. Washington Administrative Code (WAC) 246-215 new Food Code continued update
Rob Eastman, Environmental Health Director, explained that the District health code Section 4.08.010 already adopts the new changes so no additional resolution is needed. Board discussion followed.

District staff have or will be providing a written outline of the significant changes to all affected establishments.

- b. Capital Improvements

- 1) Verbiage for Designer RFQ

Diane Forhan, Operations Director, discussed the process for selecting professional architect/designer assistance to update/redesign the District office building internal spaces. Board discussion followed.

Mayor Jerrilea Crawford moved to delegate the District office space renovation project request for proposals and evaluation process for architect/design services to the Board Chair, Board Vice Chair, and Administrator with the plan for a recommended selection and contract to be presented for Board consideration at a future Board Meeting. Councilwoman Sharon Waters seconded the motion and the motion passed unanimously.

Program Update –

- a. Epidemiologist Update

Interim Health Officer, Dr. James Wallace:

Dr. James Wallace began with an update on the BA2 virus, stating that it has now overtaken the Omicron variant in Washington State. The cases are beginning to rise in the northeastern US as well as western Washington. Being up to date on vaccine is still the most effective way to combat the virus. Masking around areas with higher rates and vulnerable populations is still suggested. Masking requirements are still in place for medical and long term care facilities.

Reports

Fiscal Report – Diane Forhan provided the Fiscal Department report.

With 25% of the year complete, the District's revenue is at 26.2% of budget and the expenses are at 23.7% of the budget. The District had a fiscal monitoring review from the Department of Health in early April. The fiscal monitor reviewed our fiscal policies and also reviewed three months-worth of grant reimbursements. As usual, the fiscal monitor made several suggestions for improvement, but she indicated that there were no findings. That will be confirmed once the written report has been received. Last week, fiscal held a cash handling training to our clerical and fiscal staff. This will be an annual training given to staff members who handle cash. This is provided to staff as part of our internal controls at the District. The District is due for a Single Audit for 2021, and an Accountability Audit for 2019-2021. The State Auditor has requested to be here in late June or July to perform the Single Audit.

The keyless entry and alarm system is installed, and employees are now using badges to scan into the building. The camera system is being installed this week. With this new system, Managers should have

the ability to log in remotely to check the cameras. Our facilities manager will provide training on how to use the new system to our management team next 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 District is currently recruiting for several positions and is in the process of reformatting some of the associated technical aspects. Luke attended the WSALPHO conference with Dr. Wallace last week. The District is working out details for an introduction retreat for the new Board Members to attend prior to the July Board meeting. The Department of Health is going through some changes and restructuring to better serve local health jurisdictions. North Central Washington was selected as a 'pilot' region and we will work closely with a specific DOH staff member on this progression.

Closed Session: RCW 42.30.140(4)(a) Collective Bargaining

At 3:59pm - Chair Kevin Overbay called for a 10-minute Closed Session exempt from the Open Public Meetings Act to discuss RCW 42.30.140(4)(a) Collective Bargaining.

At 4:16pm the Board re-convened in the Open Public Meeting.

Opening and closing the Closed Session using Zoom accounts for the slight time discrepancy.


New Business-

- a. Memorandum of Understanding approval
No action was taken by the Board on this agenda item.

Chair Kevin Overbay declared the meeting adjourned at 4:17pm.



Kevin Overbay, Board Chair



Hollie Casey, Clerk of the Board