



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

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

Board Members Present (quorum):

Kevin Overbay, Chair (1)	Dan Sutton (3)
Marc Straub, Vice Chair (4)	Jerrilea Crawford (5)
Sharon Waters (6)	Joseph Hunter (11)
Tiffany Gering (2)	Bill Sullivan (10)
Kristen Hosey (8)	Michael Peterson (7)
Carin Smith (9)	

Board Members Absent:

Marissa Smith (7)	Bindu Nayak (8)
Alma Chacon (9)	

Alternate Board Members Present:

Maria Hansen, Alternate (11)	Daniel Moody (10)
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Staff Present:

Luke Davies, Health Administrator	Rob Eastman, Environmental Health Director
Janet Perez, HR Specialist	Veronica Farias, Communications Director
Chuck Zimmerman, CDHD Attorney	Kent Sisson, RERC
Diane Forhan, Operations Director	Hollie Casey, Clerk of the Board
Cari Hammond, Personal Health Director	Dr. James Wallace, Interim Health Officer

Public Present

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

Meeting – Chair Kevin Overbay called the meeting to order at 3:02 p.m. He then asked the Clerk of the Board to take roll call.

Consent Agenda –

- a. Approval of the June 27th Board Meeting Minutes
- b. Approval of June Payroll in the amount of \$261,811.31
- c. Approval of June Benefits in the amount of \$89,321.79
- d. Approval of Payment of 2022 Vouchers No.20220495-20220580
in the amount of \$291,177.43
- e. Approval of the Contract Matrix

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

Program Update –

a. Health Officer Update

Interim Health Officer, Dr. James Wallace:

Dr. Wallace began his presentation with a Covid update. Cases are increasing with the new BA.5 variant; this variant is dominating the other variants so far. We are seeing an increase in hospitalizations statewide. The unvaccinated and 65 and older populations seem to be the most effected. While the MIS-C cases among the pediatric population is lower than previous variants, it does continue to effect the peditrics with severe complications. Meanwhile, the Monkey pox virus case rates are increasing in Washington State- there are 41 cases currently- it is not as transmittable as the COVID virus, but is transmittable with close contact and respiratory droplets. The virus is similar to smallpox, but not quite as contagious and causes fever and rash. Vaccine is available for Monkey pox.

b. Outreach Presentation by Miriam Pamatz

Miriam Pamatz, Outreach & Communications Coordinator

Miriam Pamatz shared her presentation that was provided in the packet.

Board Discussion –

a. Spending Limit Resolution 2022-002

The Board reviewed the Spending Limit Resolution 2022-002 that was approved at the January 2022 Board Meeting. The Board agreed Spending Limit Resolution 2022-002 continued to be appropriate and therefore, no action was taken.

b. The Board reviewed the process of submitting packet materials at least 10 days prior to any meeting for consideration by the Chair prior to adding an item to the agenda for that meeting.

Public Comment –

A member of the public was present to discuss an on site septic system issue he was experiencing. Luke Davies, Health Administrator and Rob Eastman, Environmental Health Director, stated that they would look into his concerns and get back to him.

New Business-

a. HIPAA Privacy Policies and Procedures

The HIPAA Policy and Procedure was included in the packet and a vote was taken by the Board to approve the policy.

Commissioner Dan Sutton moved to approve the HIPAA Privacy Policies and Procedures. Board Member Joseph Hunter seconded the motion and the motion passed unanimously.

b. Creation of Deputy Administrator position for Chelan-Douglas Health District

Luke Davies, Health Administrator, requested the Board consider creating the position of Deputy Administrator for Chelan-Douglas Health District. Luke explained that this Deputy position would allow focus that is more direct on all aspects of the District functions and would enable him and the District team of directors to achieve greater performance efficiencies.

Commissioner Dan Sutton moved to approve the creation of the Deputy Administrator position for Chelan-Douglas Health District with a salary range of \$7,333 to \$10,000 per month as requested. Councilwoman Sharon Waters seconded the motion and the motion passed unanimously.

c. Authorization for the Administrator to enter into Long Term Lease Agreement for Office Space
The Chair made a motion to authorize the District Administrator to enter into a lease for office space on terms acceptable to the District Board Chair, District Board Vice-Chair, and District Administrator. Luke Davies then explained that the District has grown quite a bit and it is essential to have extra space for all of the staff.

Board Member Joseph Hunter moved to authorize the Administrator to enter into a Long Term Lease Agreement for Office Space. Board Member Kristen Hosey seconded the motion and the motion passed unanimously.

Unfinished Business

- a. Resolution 2022-004: A Resolution of the Board of Health of the Chelan-Douglas Health District Designating the Meeting Place for the Regular Monthly Meeting of the Board of Health; Amending Section 2.08.010 of the Chelan-Douglas Health District Code

The Resolution of the Board of Health of the Chelan-Douglas Health District Designating the Meeting Place for the Regular Monthly Meeting of the Board of Health; Amending Section 2.08.010 of the Chelan-Douglas Health District Code Resolution 2022-004 was included in the packet.

Councilwoman Sharon Waters moved to approve Resolution 2022-004 Designating the Meeting Place for the Regular Monthly Meeting of the Board of Health and Amending Section 2.08.010 of the Chelan-Douglas Health District Code. Board Member Daniel Moody seconded the motion and the motion passed unanimously.

Reports

Fiscal Report – Diane Forhan provided the Fiscal Department report.

With 50% of the year complete, the District's revenue is at 44.1% of budget and the expenses are at 48.3% of the budget. The District will be receiving semi-annual payments in August from the State Department of the Treasury and from the Foundational Public Health totaling approximately \$800k. The payment is contingent on the District's completion of the annual reporting of last year's allotment, which is due by August 15th. Board discussion followed. DOH sent the final report in April. Based on the DOH's review, Fiscal will be formalizing some of the department's policies. They also requested some additional documentation on some of the purchases made back in 2021 using the CARES grant. Luke and Diane provided a written response containing all of the requested information to the DOH last week. The Procurement and Contracts position came open, posted internally, and conducted a couple of internal candidate interviews. A decision is expected to be made late this week. The District signed a contract with Keyhole Security to install the security feature required to complete the elevator update. They will be able to tie the security feature for the elevator in with the current alarm system they installed earlier this year. One of the new vehicles, the Ford Ranger, will finally be ready in the next

week or so. The District has placed the previously approved legal ad for architectural services. The District has not received any responses yet.

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. Board discussion followed.

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

Health Administrator Report – Health Administrator, Luke Davies, gave a brief report and noted that the Foundational Public Health Services (FPHS) report is due in August. Luke also recognized Cari Hammond for her 17 years of service with the Chelan-Douglas Health District; she received a round of applause.

Chair Kevin Overbay declared the meeting adjourned at 5:13pm.



Kevin Overbay, Board Chair



Hollie Casey, Clerk of the Board