



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda  
January 23, 2023 at 3:00 pm at the Douglas County  
Public Services Building, Hearing Room, 140 19<sup>th</sup> St. NW,  
East Wenatchee

*This Board meeting will be a hybrid of in person and online. Participants can attend via computer, phone or in person. Meeting attendance instructions are posted on the landing page of [cdhd.wa.gov](http://cdhd.wa.gov)*

## I. General Business:

- a. Call Meeting to Order- Roll Call
- b. Approval of the Agenda
- c. Chair Comments and Introduction of New Board Members

## II. Public Comment- 20 Minutes:

## III. Consent Agenda:

- a. Approval of the December 19, 2022 Board Meeting Minutes
- b. Approval of December Payroll in the amount of \$272,543.14
- c. Approval of December Benefits in the amount of \$90,691.55
- d. Approval of Payment of 2022 Vouchers No.20221013 - 20221048 in the amount of \$25,847.19 and 2023 Vouchers No. 20230001-20230047 in the amount of \$102,456.18
- e. Approval of the Contract Matrix

## IV. New Business:

- a. Surplus
- b. Clean Air, I Care Presentation by Laura Rivera and Savannah D' Evelyn

## V. Reports:

- a. Health Officer Update – Dr. James Wallace
- b. Fiscal Report – Diane Forhan Page 22
- c. Personal Health Report – Cari Hammond Page 25
- d. Health Communications Report– Veronica Farias Page 30
- e. Environmental Health Report – Rob Eastman Page 36
- f. Administrator Report– Luke Davies

## VI. Old Business: Closed Session: RCW 42.30.140(b) Collective Bargaining

- a. Possible action – Approval of Collective Bargaining Agreement.
  - i. Tentative Agreement (Addendum 1)
  - ii. Updated Budget (Addendum 2)

## VII. Adjournment

**Chelan-Douglas Health District Board of Health  
Regular Meeting Minutes – December 19, 2022**

**Board Members Present (quorum):**

Kevin Overbay, Chair (1)	Dan Sutton (3)
Marc Straub, Vice Chair (4)	Jerrilea Crawford (5)
Maria Hansen (11)	Bill Sullivan (10)
Bindu Nayak (8)	Alma Chacon (9)
Tiffany Gering (2)	Sharon Waters (6)
Marissa Smith (7)	

**Board Members Absent:**

Joseph Hunter (11)

**Alternate Board Members Present:**

Kristen Hosey (8)	Daniel Moody (10)
Michael Peterson (7)	Carin Smith (9)

**Staff Present:**

Luke Davies, Health Administrator	Rob Eastman, Environmental Health Director
Dr. James Wallace, Interim Health Officer	Erin McCool, CDHD Attorney
Diane Forhan, Operations Director	Hollie Casey, Clerk of the Board
Cari Hammond, Personal Health Director	Chuck Zimmerman, CDHD Attorney
Veronica Farias, Communications & Outreach Director	Kent Sisson, RERC
Janey van den Broek, NFP Supervisor	

**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 3:01 pm and asked the Clerk of the Board to take roll call.

**Public Comment – (2:04)**

Joan Steichen (for Greg and Mandy Busch) of Chelan County; Laurie Buhler of Douglas County; Brian McInnes of Chelan County; Jeannette O'Donnell of Douglas County; Teresa Drollman of Chelan County; Chris Carlson of Chelan County (questions regarding the recording of the meetings and the minutes); Bernadette Pajer, state of Tennessee; Lisa Templeton of King County; and April Featherkile of Douglas County shared their standpoints with the Board against COVID mandates and vaccine, concerns relating to the informed consent and adverse reactions to the COVID vaccine.

### **Consent Agenda – (39)**

- a. Approval of the November 21, 2022 Board Meeting Minutes
- b. Approval of November Payroll in the amount of \$280,330.52
- c. Approval of November Benefits in the amount of \$91,887.42
- d. Approval of Payment of 2022 Vouchers No.20220943 – 20221012 in the amount of \$265,796.69
- e. Approval of the Contract Matrix, dated December 19, 2022

**Commissioner Dan Sutton moved to approve the Consent Agenda items B-E, excluding item A, the November minutes. Councilwoman Sharon Waters seconded the motion and the motion passed unanimously.**

**Board Member Bill Sullivan moved to approve the November minutes with an amendment of the minutes to reflect his recollection of what was said under Board Discussion. Board Member Maria Hansen seconded. The motion passed with eight (8) in favor, none opposed, and three (3) abstained because they were not present at the November Board meeting (Overbay, Waters, Smith).**

### **Program Update – (47:20)**

The Nurse Family Partnership (NFP) program was represented by program Supervisor, Janey van den Broek. Janey gave an overview of what the NFP program does here at the District. Board discussion followed.

### **Reports –**

#### **Health Officer Report – (1:16.44)**

Interim Health Officer, Dr. James Wallace:

Dr. Wallace touched on COVID, respiratory illnesses, Monkeypox, and Ebola. COVID case rates are staying low at about 82 per 100k in the state, but the accuracy is unknown due to decreased testing and reporting. COVID hospitalizations are low as well with a rate in Washington State of about seven per 100k, with Chelan and Douglas counties showing even lower. Influenza types of illness are high causing continued stress on hospitals and healthcare with 98% of medical and surgical beds and 95% of ICU beds occupied. Influenza-like illness is high in Washington State with 40 influenza-like illness deaths. The RSV may have peaked- still seeing cases but influenza is now more prevalent. Other pathogens circulating are strep and hand-foot-mouth disease. Monkeypox cases are low- vaccines and treatment remain available. Ebola cases are decreasing but LHJs continue to monitor travelers from Uganda. Board discussion followed.

#### **Health Administrator Report – (1:42.12)**

Luke Davies, Health Administrator:

Luke Davies gave a very brief report. Interviews went well for the open HR Manager position and the District will be sending an offer to a candidate. Working on updating the District's procedures and policies.

**Closed session per RCW 42.30.140(b) Collective Bargaining –**

**At 4:50 pm Commissioner Dan Sutton moved to begin the Exempt Session for 20 minutes per RCW 42.30.140(b) Collective Bargaining. Board Member Bill Sullivan seconded the motion and the motion passed unanimously.**

The Board extended the Exempt Session for 10 minutes at 5:10 pm. At 5:20 pm, the Board extended the Exempt Session for 10 more minutes. The Exempt Closed Session ended at 5:30 pm, and the Board returned to Open Session.

**Old Business – (1:45.30)**

a. Fees 2023

Health Administrator, Luke Davies, reviewed the Environmental Health (EH) current fees and requested fee increases for EH services calculated using the Consumer Price Index (CPI) for the region as well as the state. The fee increase request was about 20% to match the total CPI increases over the last several years. Board discussion followed.

**Mayor Jerrilea Crawford moved to approve the 2023 Fees as presented. Vice Chair Marc Straub seconded and the motion passed unanimously (Only elected officials serving as Board members participated in this vote).**

b. Budget 2023

Health Administrator, Luke Davies, discussed the budget summary included in the packet. The proposed 2023 Budget is based on the 2023 Fees that were just approved. Board discussion followed.

**Commissioner Tiffany Gering moved to approve the 2023 Budget as presented. Commissioner Dan Sutton seconded and the motion passed unanimously.**

Following the above action items, District Legal Counsel Chuck Zimmerman indicated Commissioner Dan Sutton requested that the meeting minutes include a general statement of the Board in response to the public comments. District Legal Counsel Chuck Zimmerman suggested that may require Board consideration and action.

**Following a Board Discussion, Board Member Bill Sullivan moved to approve the statement that “The Chelan-Douglas Health District encourages individuals to review and consider potential side effects of vaccines when making vaccine decisions as part of their informed consent process.” Vice Chair Marc Straub seconded the motion and the motion passed unanimously.**

**Board Discussion –**

No Board discussion at this meeting due to time constraints.

**New Business- (2:06.20)**

a. Election of Chair and Vice Chair

Mayor Jerrilea Crawford nominated Vice Chair Marc Straub to serve as Chair for 2023. Commissioner Dan Sutton nominated Mayor Jerrilea Crawford to serve as Vice Chair for 2023. There were no other suggestions for nominations.

**The vote for Mayor Jerrilea Crawford as the Vice Chair and Commissioner Marc Straub as Chair for the 2023 Board passed with ten (10) in favor, none opposed, and one (1) abstained (Sullivan).**

Board Member Bill Sullivan questioned the Chair's authority to decide to remove the Board Discussion from the agenda as well as removing another agenda item as done in a previous meeting. Chair Kevin Overbay stated that this meeting was 51 minutes over the slated time as is, but left it to the Board to decide by vote. He then asked the Board to vote whether they should adjourn.

**Mayor Jerrilea Crawford moved to adjourn. Board Member Alma Chacon seconded. Board Member Bill Sullivan requested more discussion.**

**Following additional discussion, Mayor Jerrilea Crawford moved to call the question on the motion to end further discussion on the pending motion to adjourn. Board Member Alma Chacon seconded. Chair Kevin Overbay then called for a roll call vote on the motion to call the question. The roll call vote satisfied the two-thirds procedural majority vote of eight (8) in favor and three (3) opposed (Gering, Sullivan, Hansen) and therefore passed, ending further discussion on whether to adjourn.**

**Chair Kevin Overbay requested a roll call vote on the motion to adjourn and the vote passed with eight (8) in favor and three (3) opposed (Gering, Sullivan, Hansen), therefore Chair Kevin Overbay declared the meeting adjourned at 5:55 pm.**

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Kevin Overbay, Board Chair


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Hollie Casey, Clerk of the Board

Chelan-Douglas Health District  
Payroll 12-23-22 for pay period 12-01 to 12-15-22

Gross Pay	136,218.32
Benefits	44,897.19
Total Payroll Cost	<u>181,115.51</u>
Net Pay	99,530.41
Due to IRS	30,074.01
Due to ESD - SUTA	463.42
Due to ESD - WAFMLA	598.32
Due to L&I	1,074.61
Due to DRS for PERS	21,488.14
Due to DRS for DCP	774.61
Due to PEBB	23,830.32
Due to AFLAC	435.99
Due to Health Equity FSA	1,250.08
Due to Health Equity H.S.A	105.00
Due to Union	748.35
Due to Armada	742.25
Total Payroll Expenses	<u>181,115.51</u>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$136,218.32 in salaries and the \$44,897.19 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

  
\_\_\_\_\_  
Signed

12/21/2022  
Date

Chelan-Douglas Health District  
Payroll 1-10-23 for pay period 12-16 to 12-31-22

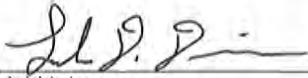
Gross Pay	136,324.82
Benefits	45,794.36
Total Payroll Cost	<u>182,119.18</u>
Net Pay	99,962.38
Due to IRS	29,249.11
Due to ESD - SUTA	913.38
Due to ESD - WAFMLA	1,090.53
Due to L&I	1,172.45
Due to DRS for PERS	21,649.17
Due to DRS for DCP	786.13
Due to PEBB	25,651.19
Due to AFLAC	435.99
Due to Health Equity FSA	366.67
Due to Health Equity H.S.A	105.00
Due to Union	737.18
Total Payroll Expenses	<u>182,119.18</u>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$136,324.82 in salaries and the \$45,794.36 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

  
\_\_\_\_\_  
Signed

1/5/2023  
Date

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 202201013 through No. 20221030 are approved for payment in the amount of \$11,305.00 this 23 day of January, 2023.



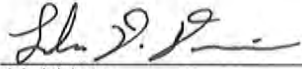
Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20221013	Alpha Media	3900/7400/8875 Radio Advertising Expense	\$ 680.00
20221014	Davies, Luke	1110 Travel Per Diem, Mileage Expense, and Lodging Expense Reimbursement	\$ 1,040.33
20221015	Graybeat Signs Inc.	1110 Hanging Banner and Repair of CDHD Lighted Sign	\$ 630.89
20221016	Haglund's Trophies	1110 Nameplates and Wall Holders	\$ 114.25
20221017	Hall, Lauren	8000 Travel Per Diem	\$ 451.40
20221018	Howard, Megan	1110 Medical Expense Reimbursement	\$ 46.00
20221019	Howard, Suzanne	1110 Medical Expense Reimbursement	\$ 500.00
20221020	Lamar Companies	7400 Advertising Expense	\$ 1,800.00
20221021	Language Link	3400 Interpreting Services	\$ 13.18
20221022	Local-Tel Communications	1110 Network Service Hours	\$ 109.76
20221023	Lopez, Margarita	3900 MA Certification Renewal	\$ 145.00
20221024	Mendoza, Ariana	1110 Medical Expense Reimbursement	\$ 195.51
20221025	Methow Valley News	7400 ABCD Display Advertisement	\$ 338.30
20221026	Oxarc Inc.	8875 Propane Tanks for Heaters for Vaccine Site at Town Toyota Center	\$ 85.91
20221027	Taylor-Kantz, Jeffrey	8000 Travel Per Diem	\$ 135.00
20221028	Turner, Danielle	3200 Nursing License Renewal Reimbursement	\$ 135.00
20221029	Waste Management of Wenatchee	1110 Monthly Garbage Disposal Services	\$ 225.88
20221030	Visa	Misc. Office Supplies, NFP Supplies, Training Registration Expense, and Other Expenditures	\$ 4,658.59
<b>Total</b>			<b>\$ 11,305.00</b>



We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 202201031 through No. 20221048 are approved for payment in the amount of \$14,542.19 this 23 day of January, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20221031	Alliance 2020, Inc.	1110	Background Check Expense	\$ 109.21
20221032	Caballero, Adelaida	1110	Medical Expense Reimbursement	\$ 195.22
20221033	Davies, Luke	1110	Medical Expense Reimbursement	\$ 500.00
20221034	East Wenatchee Water District	1110	Water Utility Services and Fire Line Connection	\$ 168.00
20221035	Empire Record Management, Inc	8800	Storage Lease Agreement for January	\$ 1,250.00
20221036	Espinoza, Maria G.	1110/2450	Medical Expense Reimbursement and Travel Per Diem	\$ 451.80
20221037	Local-Tel Communications	1110	Phone Services	\$ 990.28
20221038	Lozano, Yanet	1110	Medical Expense Reimbursement	\$ 500.00
20221039	MacDonald-Miller Facility Solutio	1110	Battery Replace and Labor	\$ 262.33
20221040	ODP Business Solutions, LLC	1110	Office Supplies	\$ 669.77
20221041	Oxarc, Inc.	8875	Propane Tanks for Heaters for Vaccine Site at TTC	\$ 32.31
20221042	Pamatz, Miriam	1110	Medical Expense Reimbursement	\$ 144.00
20221043	Pure Water Partners	1110	Monthly Water Dispenser	\$ 191.87
20221044	Ricoh USA, Inc	1110	Copier Lease Contract Payment	\$ 630.41
20221045	The 100th Building LLC	8800	Monthly Rent and Utilities January	\$ 2,597.00
20221046	Townsquare Media	7400/8875	KPQ & KWWW Bivalent COVID & TTC What's Your Healthy & Flu Radio Ads	\$ 1,440.00
20221047	Verizon Wireless	Misc.	Cell Phone Services	\$ 1,260.88
20221048	Visa	Misc.	Software, Airport Parking Fee, Training Registration, NFP Supplies, and Other Exp	\$ 3,149.11

**Total \$ 14,542.19**

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20230001 through No. 20230012 are approved for payment in the amount of \$19,263.28 this 23 day of January, 2023.

*Diane Forhan*

Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230001	Casey, Hollie	1110	Medical Expense Reimbursement	\$ 62.00
20230002	CDW Government	3900	Laptop, Docking Station, and Warranty Expense	\$ 2,093.66
20230003	Local-Tel Communications	1110	Network Service Hours	\$ 109.76
20230004	Macias, Ana K.	1110/2800	Medical and Mileage Expense Reimbursement	\$ 256.60
20230005	ODP Business Solutions, LLC	1110	Office Supplies	\$ 268.96
20230006	Ogden, Murphy, Wallace	1110	Legal Services	\$ 10,283.30
20230007	Ramos, Javier	1110	Medical Expense Reimbursement	\$ 500.00
20230008	Sound Telecom	8800	Answering Services	\$ 674.96
20230009	SteriCycle, Inc.	8875	Medical Waste Disposal	\$ 10.36
20230010	Taylor Communications, Inc.	7100	Certified Paper for Birth Certificates	\$ 177.71
20230011	Visa	Misc.	Office Supplies, Exam Study Materials, and Other Expenditures	\$ 4,325.97
20230012	Willhelm Consulting	1110	Coaching Sessions for Luke Davies	\$ 500.00

Total \$ 19,263.28

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20230013 through No. 20230034 are approved for payment in the amount of \$67,831.01 this 23 day of January, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230013	Alliance 2020, Inc.	1110 Background Check Expense	\$ 168.89
20230014	Borden, Sheila	1110 Medical Expense Reimbursement	\$ 135.37
20230015	Briody, Arnica	5400 Travel Per Diem and Parking Expense Reimbursement	\$ 97.00
20230016	Casey, Hollie	1110 Medical Expense Reimbursement	\$ 88.00
20230017	Douglas County PUD #1	1110/8800 Utilities Expense	\$ 778.00
20230018	Health Equity	1110 Healthcare Benefit December 2022	\$ 125.00
20230019	How to Read Your Baby	2280 Training Registration	\$ 350.00
20230020	InPrint Printing	7400/3900 Printed Materials	\$ 268.83
20230021	Jeffers, Danielson, Sonn & Aylward, PS	3400/1110 Legal Services	\$ 546.00
20230022	Lamar Companies	7400 Advertisement Expense	\$ 1,365.00
20230023	Mendoza, Ariana	1110 Medical Expense Reimbursement	\$ 134.49
20230024	Morales, Adilene	1110 Medical Expense and Conference Flight Reimbursement	\$ 677.20
20230025	Motel 6	8865 I & Q Facility for November and December	\$ 5,302.59
20230026	Mouret, Sean	8800 Regional Public Health School Nurse Liaison	\$ 6,168.00
20230027	ODP Business Solutions, LLC	1110/5600 Office Supplies	\$ 120.46
20230028	Oulfront Media	7400 Advertisement Expense	\$ 2,450.00
20230029	Penguin Landscaping and Snow Removal	1110 De-Icing & Snow Removal for December	\$ 2,375.00
20230030	Pure Water Partners	1110 Monthly Water Dispenser Expense	\$ 63.96
20230031	University Of Washington Department of Epidemiology	8000 Chelan Douglas NCWCHA Project	\$ 37,500.00
20230032	Village Reach	8800/8000 Personnel AAR Contract Expense	\$ 7,912.67
20230033	Visa	Misc. Outreach Supplies, NFP Supplies, and Rental Space Expense	\$ 1,129.75
20230034	WFOA	1110 Annual Membership - SFOA for Diane F.	\$ 75.00

Total \$ 67,831.01

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20230035 through No. 20230047 are approved for payment in the amount of \$15,370.89 this 23 day of January, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230035	Able Clean -Up Technologies, Inc.	5300	Property Clean Up	\$ 2,277.50
20230036	Ag Supply Co.	1110	Gas Expense & Janitorial Supplies	\$ 646.63
20230037	ArchiveSocial	7400	Social Media Archiving Subscription Annual Renewal	\$ 3,137.40
20230038	CDW Government	5600	Ipads for Environmental Health	\$ 2,838.67
20230039	Chelan County Treasurer	1110	Repair Orders for Motor Pool	\$ 313.30
20230040	Coleman Oil Co.	1110	Gas Expense	\$ 120.78
20230041	Fed Ex.	1110	Postage	\$ 10.98
20230042	Oxarc Inc.	8875	Propane Tanks Rental	\$ 74.68
20230043	Shai Creates LLC	7400	Accessibility Software	\$ 3,531.65
20230044	Tyler Technologies, Inc.	1110	Eden Database Software Support	\$ 1,062.82
20230045	Visa	Misc.	Outreach Supplies, Conference Registration, Office Supplies, Zoom Subscription, and Other Expenditures	\$ 880.80
20230046	Waste Management of Wenatchee	1110	Monthly Garbage Disposal Services	\$ 225.88
20230047	Willhelm Consulting	1110	Coaching Sessions for Luke Davies	\$ 250.00
<b>Total</b>				<b>\$ 15,370.89</b>

	<b>With Whom</b>	<b>Deliverables</b>	<b>New, Renew, or Replace</b>	<b>Term of Contract</b>	<b>Total Amount Of Contract</b>	<b>Impact or Adjustment</b>
FFY23 VFC IQIP Consolidated Contract CLH31004 Amendment #10	DOH	The purpose is to define required Childhood Vaccine Program activities for regional representatives and identify funding for 1/1-6/30/23	New	01/01-06/30/23	\$39,314	+\$39,314
COVID19 Vaccines Consolidated Contract CLH31004 Amendment #10	DOH	The purpose is to provide funding for COVID-19 Vaccine activities. This amendment modifies deliverables, activities and due dates	Replace	01/01/22 – 06/30/24	\$1,009,670	None
WIC Nutrition Program Consolidated Contract CLH31004 Amendment #10	DOH	The purpose is to provide funding for WIC services. This amendment adds FFY23 and FFY24 funding and updates the caseload	Renew	01/01/22-12/31/23	\$362,930	+\$175,301
GFS Group B (FO-E) Consolidated Contract CLH31004 Amendment #10	DOH	The purpose is to provide support to LHJ's implementing local Group B water system programs. This amendment provides funding for 2023	Renew	01/01/23-06/30/23	\$12,938	+6,469

	<b>With Whom</b>	<b>Deliverables</b>	<b>New, Renew, or Replace</b>	<b>Term of Contract</b>	<b>Total Amount Of Contract</b>	<b>Impact or Adjustment</b>
Interagency Agreement for Medicaid Administrative Claiming Contract K4640 Amendment #01	HCA	The purpose is to provide reimbursement from HCA for activities related to Medicaid outreach and linkage. This amendment extends the contract from 12/31/22 to 12/31/25	Replace	01/01/21-12/31/25	Unknown	Unknown

Surplus List	1/17/2023	
Supplies	Location	Conditions
1ea. Samsung Galaxy S7 cell phone	CDHD Basement	Not working
1ea. Apple i-6 cell phone	CDHD Basement	Not working
1ea. door (metal, non-fire rated)	CDHD Basement IT room	Not usable
2ea. Folding canopies	CDHD Warehouse	Damaged

**CLEAN AIR – I CARE  
ME IMPORTA EL AIRE  
LIMPIO**



Laura Rivera, Wenatchee CAFÉ  
Savannah D'Evelyn, University of Washington



**W**  
University of Washington  
School of Public Health

Community for the Advancement of Family Education  
**CAFÉ**

**PNASH**  
Pacific Northwest  
Agricultural Safety  
and Health Center


**347,306**  
ACRES BURNED IN OKANOGAN AND CHELAN COUNTIES 2021

**57%**  
OF ALL ACRES BURNED IN WASHINGTON STATE IN 2021

**41%**  
DAYS IN 2021 WITH MODERATE OR WORSE AIR QUALITY

**Project Overview**

- **Overall Goal:**
  - Describe the impact on farmworker parents of balancing childcare with both work and concerns about their children's health related specifically to wildfire smoke exposure.
  - To propose potential solutions to mitigate the stress of worrying about children's exposure through safe and attainable childcare.
- **20 interviews with farmworker parents**
  - 10 in Chelan County
  - 10 in Okanogan County
- **Two town halls organized around interview results**





## Interviews

- **PART ONE:** Identify family dynamics, job responsibilities and understand the current childcare situation for each family.
- **PART TWO:** Identify knowledge on the health impacts of wildfire smoke, present concerns about children's health and describe how this impacts parents in the workplace.

**CLEAN AIR - I CARE**  
ME IMPORTA EL AIRE LIMPIO

**Has wildfire smoke impacted your family? Share your story!**

**Our Study**  
We invite you to participate in an interview to come share your thoughts on what is needed to help agricultural families. Your participation will help create policy change to improve air quality in your community and reduce your child's exposure to wildfire smoke.

Washington CARE and the Pacific Northwest Agricultural Safety and Health (PNASH) Center are partnering on a study to learn about the pressure wildfire season has placed on families who balance childcare, work, and concerns about children's exposure to smoke.

**Participation**  
Participation means completing a 60 minute interview. Your participation will help expand our understanding of issues agricultural communities face.  
**After the interview, participants:**

- receive \$50 giftcard and health & safety information on wildfire smoke




**Requirements to participate:**

- Must currently or previously worked in agriculture
- Have a child under the age of 12

**Contact**  
For more information and to participate contact:  
Lucia Rivera,  
Environmental Justice Coordinator  
[lucia.rivera@pnash.org](mailto:lucia.rivera@pnash.org)  
509-755-8855

**Visit our website to learn more**

Photos by Stern Cruz and Sarah Fish

## Town Hall Round Table Discussions

**Health effects**

**Childcare**

**Mental wellbeing**

Share an experience when you felt your health was impacted by wildfire smoke.


Share an experience when you felt your or your family's mental health or wellbeing was impacted by wildfire smoke.

What has your experience with childcare been during smoke events in the summer months?

## Shareback

What have you learned today?

Do you want to share a story?



**Theme 1:** There is a need for more resources to prepare farmworkers and their homes for smoke events



Sarah Fish/UW

### **Theme 1:** There is a need for more resources to prepare farmworkers and their homes for smoke events

*"I am also aware that the windows in my house are not airtight. In other words, I would prefer to get new windows, seal everything so that they would be well protected in here; but as I say, one is not enough to do everything. I have told my husband that I would like to change the windows, that they be more resistant to all that [smoke]. But as you know, the situation is difficult, we don't have the resources."*

*"I'm thinking. I keep thinking about the impact that fires have on communities. And how we are we -- we're **not**, sorry, prepared enough for these fires."*



Sarah Fish/UW

**Theme 2:** There is a need for more resources to prepare worksites for smoke events

### **Theme 2:** There is a need for more resources to prepare worksites for smoke events

*"I believe that there should be specifications, or they should force employers to provide [resources]. Last year they provided masks because of COVID, but they didn't give them to everyone. Almost everyone had to bring their own mask because of COVID. But in terms of smoke, I have not seen them say: "I am going to provide you with the mask so that you can use it during this period."*

*"I would like them to teach us, like through workshop, or somehow share information in the community. Like when the smoke and fire season is coming, what measures could we take? More information, because the truth is they don't tell us anything."*

**Theme 3:** The worksite response to smoke is unpredictable



Sarah Fish/UW

### **Theme 3:** The worksite response to smoke is unpredictable

*"It's interesting, because when it's very, very, very hot, they do stop the harvest or they stop the activity, because they say: "It's too much – it's too hot" Or when it's very cold, they also stop work just like when it is hot. And they follow those rules. But when it comes to fires, which goes directly to the lung and damages it - it can affect your performance if you don't breathe well - I haven't seen them stop the activity."*

*"Sometimes we work when the smoke is very thick and strong. And yes, sometimes they provide masks and sometimes they don't."*



Sarah Fish/UW

### **Theme 4:** There is a need for more accessible summer childcare programs

### **Theme 4:** There is a need for more accessible summer childcare programs

*"[when you're working] You cannot always be aware of your children's health. You do not know what is happening with them or where they are. Whether you have left them at daycare or in your own home... Sometimes I leave them in the care of their brother, who perhaps doesn't know what to do either [during a smoke event]."*

*"Yes, it has been stressful. Finding a person that I think is the right one to take care of my children."*

*"I think a lot of parents here in the area would love to have a more reliable option, an option they can count on and say, 'This is my childcare, it's not going to let me down, unless my kids get sick, and I have to stay home with them. Yes, we need it, it would be important for many of these families to have that support."*

### **Theme 5:** There is a need to find ways to help families cope with the stress of smoke events




Sarah Fish/UW

### Theme 5: There is a need to find ways to help families cope with the stress of smoke events

*"Already it has been more than 15 days, being with a smoke, not only do the children start to get stressed, or your children get stressed, but you start to get stressed too, because, maybe like me, for example, if there is a lot of smoke, I try not to go out into the street, not to be in the patio, because it affects me."*

*"My first option was always to leave them home and let my daughter take care of my two other children, although the other one is older and has autism. But I am always be on the lookout, calling: "How are you?". Texting them: "Everything okay?"*

*"They are used to playing outside in the summer, most of the time, outside, being free. And when it's burning, obviously I don't let them out and they feel bored and stressed at times."*



Hector Amezcua/UC Davis

### Theme 6: There is a need for smoke safety related information for farmworker parents

### Theme 6: There is a need for smoke safety related information for farmworker parents

*"Well, look, it's like I told you, when you go outside you breathe all that. Imagine, it's like pure smog, bad for your health. And besides, I'm going to speak for myself, my house is like this - do you think that the smoke doesn't go inside? All of that we are inhaling. And every year there are fires, and well, more damage is being done to us for asthma, for coughs."*

*"I have felt that, when there are fires and there is smoke like this throughout the city, well, I do feel that my head hurts, my throat feels dry, my nose burns. I feel these symptoms, but I don't know to what extent your body can harm you. The only thing I know is that it damages your lungs, right? Because it's smoke, but from then on, the truth is I don't have much knowledge of what else all that can cause you."*

### Available Resources

**CLEAN AIR - I CARE**  
ME IMPORTA EL AIRE LIMPIO

Recursos de humo de incendios forestales para Familias Agrícolas

¿Cómo puedo saber si hay incendios forestales o emergencias cerca de mí?  
Chabot County Emergency Incident: <https://www.chabotcounty.ca.gov/Emergency>. Más información sobre cómo la calidad del aire afecta su salud, qué está en riesgo y qué pasos tomar para prevenir la exposición al humo.

¿Cómo puedo saber cuáles pasos tomar basado en la calidad del aire cerca de mí?  
en español/información básica:  
Información sobre cómo la calidad del aire afecta su salud, qué está en riesgo y qué pasos tomar para prevenir la exposición al humo.

¿Cómo puedo obtener información sobre las órdenes de emergencias y servicios en el área de Chabot?  
en español/información básica:  
Chabot County Emergency Incident: <https://www.chabotcounty.ca.gov/Emergency>. Más información sobre cómo la calidad del aire afecta su salud, qué está en riesgo y qué pasos tomar para prevenir la exposición al humo.


¿Cómo puedo obtener información y recursos sobre el humo de los incendios forestales y la preparación para emergencias?  
en español/información básica:  
Chabot County Emergency Incident: <https://www.chabotcounty.ca.gov/Emergency>. Más información sobre cómo la calidad del aire afecta su salud, qué está en riesgo y qué pasos tomar para prevenir la exposición al humo.

<b>Level 1</b> STAY ALERT There is a fire in the area	<b>Level 2</b> BE PREPARED There is a fire in the area that may threaten you and your family	<b>Level 3</b> GO NOW A fire in your area poses an immediate threat to your safety
<b>Nivel 1</b> MANTENGANSE ALERTA Hay un incendio en la área	<b>Nivel 2</b> ESTE PREPARADO Hay un incendio en el área que puede amenazar su seguridad y la seguridad de su familia	<b>Nivel 3</b> VALLASE AHORA Un incendio en su área plantea una amenaza inmediata a su seguridad

¿Cómo puedo obtener información y recursos sobre el humo de los incendios forestales y la preparación para emergencias?  
en español/información básica:  
Chabot County Emergency Incident: <https://www.chabotcounty.ca.gov/Emergency>. Más información sobre cómo la calidad del aire afecta su salud, qué está en riesgo y qué pasos tomar para prevenir la exposición al humo.

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### Additional Town Hall Takeaways

- Farmworkers really appreciated the in-person platform to share and discuss these topics
- Evacuation notices and smoke information is not widely shared among farmworkers in this region
- In the moment, emergency notifications on air quality need to be improved
- Information gained (themes) can be shared with resource organizations to improve how they provide for their community



### Next Steps

1. Build platform for farmworkers to share experiences with smoke
2. Improve emergency notifications around smoke exposure
3. Create more opportunities for learning about the health impacts of smoke exposure.



Thank you!



December 2022 YTD Income Statement	
	Per EDEN
<b>Revenue</b>	
Licenses & Permits	887,500.75
Indirect Federal Grants	3,327,744.31
State Grants	435,295.08
State Entitlements	1,840,134.00
County Assessments	457,818.72
Fee for Service	444,614.25
Fines	5,300.00
Interest Income	26,066.78
Private Grants	50,000.00
Misc Revenues	3,484.44
Total CDHD Revenue	7,477,958.33
Total 2022 Budgeted Revenue	8,035,456.00
<b>Revenue - YTD % of budget</b>	<b>93.1%</b>
<b>Expenses</b>	
Wages	3,221,390.17
Benefits	1,081,816.11
Supplies	261,819.66
Services	2,862,449.76
Capital Outlays	350,470.63
Total CDHD Expenses	7,777,946.33
Total 2022 Budgeted Expense	8,035,456.00
<b>Expenses - YTD % of budget</b>	<b>96.8%</b>

Chelan-Douglas Health District		
Cash/Investments 12-31-22		
Cash Account at Treasurer		84,419
Petty Cash on Hand		500
Investment Account at Treasurer	2,330,320	
PHEP Reserves (included in Investment)		(167,821)
Vehicle Reserves (included in Investment)		(88,363)
Total CDHD Investments		2,074,137
Total Cash, Investments & Reserves		2,415,240

Chelan-Douglas Health District  
Fiscal/Operations Report  
Q4 2022

With 100% of the year completed, the District is at 93.1% of budgeted revenue and 96.8% of budgeted expenses. The total ending cash on hand is \$2.41M, which is about \$107,000 less than the beginning budgeted cash for 2023. However, the District has \$392k in Receivables which are expected to come in during January. This includes \$212k in grant reimbursements and \$180k in EH fees, mainly annual food service billings (due on January 13<sup>th</sup>).

In October, 2022, the District implemented a new program for birth and death certificates called Permitium. The program is free to the District, and allows clients to order birth and death certificates anytime through our website. The client pays with credit card for a small convenience fee. We have also set up two kiosks in the District's lobby, so that clients can order in person and pay at the counter without paying the convenience fee. In addition, the District has worked with Confluence to include information for ordering birth certificates in the packets given to parents of newborns. We have also placed a flyer at Department of Licensing, and will attempt to place flyers at the School District offices to help with kindergarten registration.

The District normally receives between 900-1000 requests for birth/death certificates per quarter, excluding the requests from funeral homes. For Q4, 2022 we had 373 orders, or over 1/3 of those orders, placed by credit card through Permitium, eliminating the need for the client to mail a form and a check, or to come into our office.

In January, 2023, the District is switching from using the Chelan County EDEN accounting system to a Quickbooks online account. This gives us the ability to quickly create reports for our program managers and strengthen and streamline our internal controls. It will also allow our program managers to more efficiently track and forecast year-to-date revenue and expenditures.





# Personal Health Quarterly BOH Report

Fourth Quarter 2022

## **Supervisor: Cari Hammond**

### **General Admin Work:**

- Continued work with Village Reach on the COVID AAR
- Partnered with WVC Nursing Program to offer a clinical rotation at CDHD- students completed the rotation in mid-November
- Hired Infection Preventionist for new HAI Program- started on 12/7
- Submitted 2-part FPHS funding proposal to expand HAI Program regionally in 2024- presented proposal to CD subject matter expert group

## **Nurse- Family Partnership: Janey van den Broek**

<b>Number of Families Enrolled</b>	<b>Number of Families Served</b>	<b>Number of Children Served</b>	<b>New Clients Enrolled</b>	<b>Clients Closed</b>	<b>Number of Graduates</b>	<b>Total Completed Encounters for the period</b>
63 Clients 47 Children	62	46	18	15	2	226

<b>CDHD NFP</b>	<b>2022</b>
<b>Referrals Received</b>	88
<b>Referrals Eligible</b>	61
<b>Referrals Enrolled</b>	52
<b>New Enrollments</b>	49
<b>Families Served</b>	86
<b>Children Served</b>	65
<b>Closed before Graduation</b>	36
<b>Graduated</b>	8
<b>Total Completed Encounters</b>	761
<b>Hours Spent in Visits</b>	864
<b>Referrals to Services Made</b>	295

## **Access to Baby and Child Dentistry (ABCD): Lupita Espinoza**

- Enrolled 62 children (enrolled 282 children Jan-Dec 2022)
- Attended 14 outreach events- reached 1,963 people
- Referrals to outside agencies- 49

**Women Infants and Children: Ana Macias**

<b>Clinic Site</b>	<b>Total Women Enrolled</b>	<b>Total Infants Enrolled</b>	<b>Total Children Enrolled</b>	<b>Total Caseload</b>	<b>Total Tested for EBLL</b>
<b>East Wenatchee</b>	131	124	344	599	6 (all negative)
<b>Leavenworth</b>	3	3	7	13	0

<b>CDHD WIC</b>	<b>2022</b>
<b>Total participating</b>	980
<b>Total Infant/children Participating</b>	732
<b>Total women participating</b>	248
<b>Total food dollars redeemed</b>	\$407,376.45
<b>Total food dollars redeemed Farmers Market Nutrition Program</b>	\$3,572

**Public Health Nutrition: Quinn Kenoyer**

- Westside High School Wellness Day presentation ( Nutrition & Mental Health)
- Wenatchee Afterschool Program Health Education Spanish Series for Parents (4 part series; covered diabetes, nutrition and stress management for mental health, how to eat healthfully for the entire family and heart health. Classes consisted of an educational presentation, hands on food preparation to try new recipes, practice reading labels and converting grams of carbohydrates and fats into teaspoons.
- YMCA + Eastmont School District nutrition education and activities- provided educational activities to elementary and middle school students participating in all day programming over the holiday break.
- St. Judes Landing Apartment Resource Fair Outreach- reached approx. 50 people; referred 4 people to other Personal Health programs
- Assisted with Confluence Health Meal Prep cooking class
- YWCA Cooking Classes- 4 participants
- Planning implementation of weight loss support group in partnership with Confluence Health- monthly weight checks, educational component with occasional guest speakers, facilitated group discussion

### **Children and Youth with Special Health Care Needs: Gay Jackson-Allbee**

- Total # of clients served- 33
- Total contacts made with families-170
- New referrals received- 6
- Enrolled-4
- Closed- 2
- Lead cases
  - Total # of cases- 7 (currently 3 in Chelan Co. & 3 in Douglas Co.)
  - new referral- 1
  - enrolled- 1
  - closed-1
- Outgoing referrals to other services- 57
- Outreach events- 8; reached 788 people

### **Childcare Consultation: Gay Jackson-Allbee**

- Childcare consults: 6

### **Tuberculosis: Gay Jackson-Allbee**

- 1 active TB case- case closed in October after connecting Pt with Cure TB Program to ensure treatment in home country
- Continued to work with 2 close contacts of active case to ensure proper LTBI treatment before leaving for home country
- Directed 10 patients to PCP for TB follow-up/evaluation
- Working with 7 EDN cases to ensure timely and appropriate medical evaluation
- Received notification of 3<sup>rd</sup> DOC contact needing follow-up TB test

### **Immunization Program: Danielle Turner**

- Administered **1,040** vaccines:
  - 17 Monkeypox (adult)
  - 101 Influenza (97 adult and 4 pediatric)
  - 920 COVID (906 adult and 14 pediatric)
    - 894 were adult bivalent boosters
    - 10 were pediatric bivalent boosters
  - 1 Td for CDHD staff
  - 1 Hep A (adult)

## **Health Education: Lauren Head**

- Health and Wellness Program – Facilitated a 4-week long educational class series for 5 parents whose children are participating in after school programming through the 21<sup>st</sup> Century Grant. We covered the topics of diabetes, nutrition and stress management for mental health, how to eat healthfully for the entire family and heart health. Classes consisted of an educational presentation, hands on food preparation to try new recipes, practice reading labels and converting grams of carbohydrates and fats into teaspoons. Participants also completed a pre and post knowledge survey to track how much they learned.
- Café's Un Buen Consejo Program – participated in two interviews with Jorge and Alma Chacon. In the first interview, we talked about the 4 pillars of health, which include nutrition, exercise, hydration and sleep. In the second interview, we discussed diabetes basics and strategies to better managing blood sugar levels and disease prevention.
- Alzheimer's Support Group in Cashmere – Attended a support group to talk to 6 participants about current Alzheimer's treatment and prevention research and provided tangible strategies and resources for slowly the progression of the disease
- Healthy cooking class at the YWCA – Offered a healthy cooking on a budget class to 4 women who were staying at the shelter. We practiced reading labels and did a “re-think your drink” activity where participants learned how to convert grams of carbohydrates into teaspoons and we used sugar cubes (which equal a teaspoon) as a visual tool for participants to learn how much sugar are in commonly consumed sugar sweetened beverages. We also made lentil shepherd's pie and baked apples with oatmeal crumble. The goal of the meal was to use affordable, minimally processed, nutrient dense foods that will help prevent illness and provide nourishing and comforting foods that are simple to prepare.
- Nutrition/healthy eating education with YMCA after school programs – provided educational activities to elementary and middle school students participating in all day programming over the holiday break. The CDHD Nutritionist and myself went to Lee Elementary (27 students) and Grant Elementary (35 students) to provide an art activity using fruits and veggies to make stamps. We then put on a trivia game where the students learned fun facts about fruits and veggies as they competed in teams.
- Planning implementation of diabetes support group in partnership with Parque Padrinos- weekly topics with presentation, discussion, and exercise (e.g. how to read nutrition labels), facilitated group discussion/sharing, and educational component with guest speakers (e.g. diabetes and heart health, medical aspects of diabetes control)

## Communicable Disease: Stephanie Snitily

2022	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Acute HBV													0
Brucella													0
Campy		2		1	1	4	3	5	4	2		4	26
Chronic HBV				2					1			1	4
Chronic HCV	3	2	7	10			2	4	3	5	3	5	44
Cocci					2		3		1				6
Cyclosporiasis											1		1
Cryptosporidiosis		1			1			4	3	3	1	1	14
Dengue Fever													0
E.coli							3	3	1			1	8
Giardia								3	1		1	1	6
Hepatitis A						1							1
Infant Botulism													0
Influenza Death										1		2	3
Legionella			1	1	1			1	1		1		6
Listeria													0
Lyme								1					1
MIS-C							2						2
Monkeypox										1			1
Mumps													0
Pertussis												1	1
Q Fever													0
Rabies Propy				1	1	1	3		1			1	8
Salmonella	1						1	4		3	1	1	11
Shigella						2	1	2	1	1		1	8
Vibrio									1				1
Wound Botulism													0
Yersiniosis					1			1					2
<b>Total</b>	4	5	8	15	7	8	18	28	18	16	8	19	154
<b>Not reported</b>	20	19	32	24	18	36	23	21	25	32	25	21	296
<b>Out of Jurisdiction</b>	2	5	11	12	3	10	13	0	4	15	17	7	99

### STD CASES 2022

2022	CT	HSV	GC	LGV	Syp	HIV
Jan	30	0	4	0	7	0
Feb	45	0	5	0	2	0
Mar	30	0	5	0	7	0
Apr	34	0	3	0	2	1
May	34	0	18	0	10	3
Jun	32	2	4	2	6	0
Jul	47	0	4	0	3	0
Aug	53	0	7	0	7	0
Sep	39	0	9	0	2	0
Oct	43	0	12	0	3	0
Nov	37	0	3	0	4	0
Dec	24	0	7	0	1	0
	448	2	81	2	54	4

CT= Chlamydia      HSV= Herpes simplex virus  
 GC= Gonorrhea      Syp= Syphilis  
 LGV= Lymphogranuloma venereum

### Animal Rabies Testing 2022

DATE	ANIMAL	RESULT	Location
5/3/2022	CAT	NEG	E. Wenatchee
5/13/2022	CAT	NEG	E. Wenatchee
6/1/2022	BAT	unsat	Plain
7/18/2022	BAT	unsat	Leavenworth
7/25/2022	BAT	NEG	Wenatchee
7/29/2022	BAT	NEG	Leavenworth
8/1/2022	BAT	NEG	E. Wenatchee
8/3/2022	BAT	NEG	Wenatchee
8/10/2022	BAT	unsat	Stehekin
8/11/2022	BAT	NEG	Wenatchee
8/16/2022	BAT	NEG	Waterville
8/30/2022	BAT	NEG	Cashmere
8/31/2022	CAT	NEG	Wenatchee
9/2/2022	BAT	unsat	Chelan
9/6/2022	BAT	NEG	Entiat
10/13/2022	CAT	NEG	Douglas Co.
10/24/2022	BEAR	NEG	Leavenworth



# SPANISH SPEAKING SUPPORT GROUP FOR DIABETICS, PRE-DIABETES, AND FAMILY AND FRIENDS OF DIABETICS

**ALL ARE WELCOME!**

**DATE** Every Monday,  
starting January 23rd

**TIME** 5:30-6:30 p.m.

**ADDRESS**

Pinnacles Prep  
504 S. Chelan Ave,  
Wenatchee, WA 98801

If you have any questions, please call  
Lauren Head, Health Educator at  
Chelan-Douglas Health District:  
**(509) 886-6403**

# WEIGHT LOSS SUPPORT GROUP

## SCHEDULE

Every first Wednesday of the month

## START DATE

January 4, 2023

## TIME

6:30 p.m. - 7:30 p.m.

## LOCATION

**Eastmont Community Center**  
230 N Georgia Ave  
East Wenatchee, WA 98802

## FREE TO ATTEND

Monthly weight check-in, small educational component, guest speakers, facilitated group discussion, and time for questions.

*Jess Tyrrell has her Masters of Science in Nutrition and is a board certified specialist in Obesity and Weight Management.*

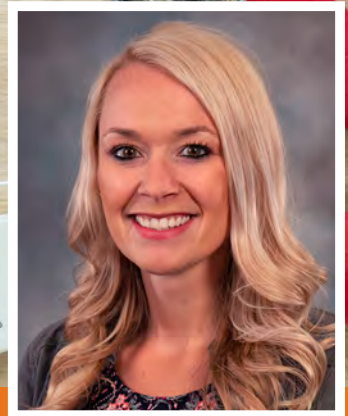
*Quinn Kenoyer has an emphasis in Public Health and is committed to providing nutrition education throughout our counties. Both have their degrees in Food Science and Nutrition.*

### Contact for questions:

[quinn.kenoyer@cdhd.wa.gov](mailto:quinn.kenoyer@cdhd.wa.gov) or  
[jessica.tyrrell@confluencehealth.org](mailto:jessica.tyrrell@confluencehealth.org)



**Quinn Kenoyer**



**Jess Tyrrell**

This is a community based support group, designed to help you reach your goals of long term weight loss for the members of Chelan and Douglas counties.

We strive to create a supportive community of individuals seeking the common goal of weight loss and/or continued maintenance.

This group will be led by two Registered Dietitian Nutritionists, with unique backgrounds, to provide appropriate nutrition recommendations.





# Communications Quarterly BOH Report

Fourth Quarter 2022

## Social Media & Website Analytics

Top Viewed Website Pages (Oct. – Dec. 2022)	Active Users (Oct. – Dec. 2022)
Home – 9,022 visits	Over 17,000 users
Press Release 2021-51 (Ivermectin) – 6,152 visits	Over 23,000 sessions
COVID-19 Page – 4,244 visits	Over 40,170 page views

Facebook <a href="#">@ChelanDouglasHD</a>	Instagram <a href="#">@ChelanDouglasHD</a>	Twitter <a href="#">@ChelanDouglasHD</a>
5,189 followers (↑ 12)	616 followers (↑ 24)	683 followers (↓ 2)
Posts reached over 24,378 people from Oct. – Dec.	Posts had 6,416 impressions for the past 90 days	Over 5,530 tweet impressions in the past 28 days

## Communications

### Holiday Mindful Eating:

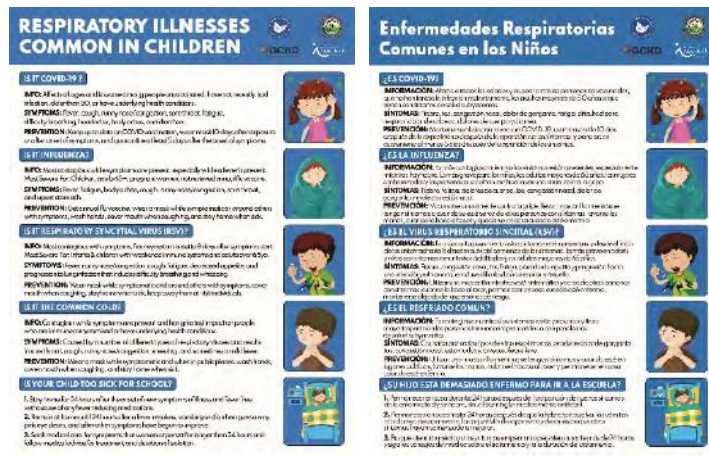
In collaboration with CDHD's Nutritionist, Quinn Kenoyer, the communications team created a flyer containing mindful eating and health tips for the holidays. Tips included plate size proportions, drink alternatives and leftover ideas to reduce food waste. These flyers were posted throughout the community at libraries, community boards, and various businesses.



### Regional Campaign:

CDHD collaborated with Grant, Okanogan and Kittitas County health departments to produce a regional flyer for NCESD to disseminate to schools.

Respiratory Illnesses Common in Children printable flyers available at: [www.cdhd.wa.gov/disease-prevention](http://www.cdhd.wa.gov/disease-prevention)





**Regional Campaign (Continued):**

To expand the message behind the regional *Respiratory Illnesses Common in Children* flyer, CDHD also produced collateral social media graphics in English and Spanish to further educate residents on all the winter illnesses circulating our communities:



**Communications (Continued)**

**Billboards:**

- Electronic billboard on Wenatchee Ave. and Maple St. in Wenatchee (updated)
- Standing billboard at Highway 97A in Wenatchee (updated)
- Standing billboard on Sunset Highway in East Wenatchee (pending update)
- Ongoing social media campaign



**Food Permit Reminders (EH Campaign):**

The communications team collaborated with the Environmental Health Food Program to establish ongoing permit renewal reminders. Additional permit reminders in the works for 2023 include:

- Service Provider License
- Water Recreation Facility Permits
- Solid Waste Permits



## **Communications (Continued)**

### **Prepare in a Year (EPR Campaign):**

In collaboration with CDHD's Emergency Preparedness & Response program and with support from the Washington State Emergency Management Division, CDHD established a new campaign that will run through 2023. This campaign offers 1 hour of planning and action each month to help community members prepare for real life emergencies.

January's activity is "Make a Communications Plan".

More information on this campaign is available at:

<https://bit.ly/3iMq3gs>



## **Community Outreach**

### **Community events attended by CDHD from October – December 2022:**

- 10/1 CAFÉ Care-a-Van in Wenatchee
- 10/18 St. Jude's Resource Fair in Wenatchee
- 10/26 Health Insurance Fair at Pybus Public Market in Wenatchee
- 10/26 Wenatchee Valley College Disability Resource Fair
- 10/26 Bridgeport School District Resource Fair
- 10/30 CVCH Trunk-or-Treat in Wenatchee
- 11/9 Department of Ecology Lead Event at Pybus Public Market in Wenatchee
- 11/10 Eastmont School District Informed Parents Night
- 11/16 School Health Fair in Omak
- 11/19 CAFÉ Care-a-Van in Wenatchee
- 11/20 God's Closet in East Wenatchee
- 11/21 EPIC/Head Start Family Night in East Wenatchee
- 12/28 Leavenworth Food Bank

### **Other outreach efforts:**

- *Monkeypox Fact Sheet* flyer distribution
- *Respiratory Illnesses Common in Children* flyer distribution (regional resource)
- Community warming shelters resource support

**Community Outreach (Continued)**

**Community classes offered by CDHD:**

- October 19 & 26 wellness class at Columbia Elementary in Wenatchee
- November 9 & 16 wellness class at Columbia Elementary in Wenatchee

Pictured below is Lauren Head, CDHD Health Educator, at a wellness class in Wenatchee:



Pictures of CDHD staff at various community outreach events from October – December 2022:



*Community Health Workers, Brenda & Adela, at a Health Insurance Fair*



*Quinn Kenoyer, CDHD Nutritionist, at CVCH's Trunk-or-Treat event*



*Outreach Coordinator, Miriam Pamatz, and Adela, at Bridgeport Resource Fair*



*Miriam at the WVC Disability Resource Fair*



*Lupita Espinoza, CDHD Promotora, and Miriam at Informed Parents Night*



*Brenda at CAFÉ Care-a-Van event*



# Environmental Health Quarterly BOH Report

Fourth Quarter 2022

**Solid Waste:** During fourth quarter, we have received 3 improper solid waste handling complaints bringing our yearend total to 64. The complaints received for fourth quarter were located in Wenatchee, and Chelan and all three of these complaints have been resolved. We have also provided technical assistance for mold, rats, bed bugs, landlord tenant and pigeon complaints and/or inquiries. Staff completed 19 permitted facility inspections during the fourth quarter bringing our yearend total to 73 inspections. Our Solid & Hazardous Waste Program staff member conducted 14 site visits during the fourth quarter bringing our yearend total to 14 site visits.

**Onsite & Land Use Program:** For fourth quarter, we issued 74 septic permits, conducted 33 private water reviews and conducted 5 short plat and 2 major plat reviews. This brings our yearend totals to 440 septic permit issued, 151 private water reviews conducted and 30 short plat and 9 major plat reviews conducted.

**Food Safety Program:** Staff conducted 178 routine inspections and 13 preopening inspections during the fourth quarter. Our yearend total of routine inspections was 925 and 48 preopening inspections.

**Water Recreation Facility Program:** Staff completed 23 routine inspections in the fourth quarter bringing our yearend total to 160 water recreation facility inspections conducted. All environmental health inspection staff are now trained to conduct these types of inspections.

We continue to have one vacant position in environmental health.

Addendum 1: Tentative Agreement CBA

**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**CHELAN-DOUGLAS HEALTH DISTRICT**

**&**

**PROTEC17**

**For the Years 2023-2025**

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## **PREAMBLE**

This Agreement is made and entered into by and between the Chelan-Douglas Health District, hereinafter referred to as the District, and PROTEC17 hereinafter referred to as PROTEC17, and becomes effective on the first of the month in which ratified by the bargaining units.

It is the intent and purpose of the District and PROTEC17 to set forth herein their entire Agreement covering rates of pay, wages, hours of work, and other conditions of employment, and to provide for prompt and fair settlement of grievances without any interruption of or other interference with the operation of the District.

Both parties mutually agree that their objective is for the good and welfare of the District and PROTEC17 members alike. Both parties further agree that in the interest of collective bargaining and harmonious relations they will at all times abide by the terms and conditions as hereinafter set forth and agreed upon. In consideration of these mutual covenants, the parties hereto agree as follows:

## **ARTICLE 1 - RECOGNITION**

Section 1.1: The District recognizes PROTEC17 as the exclusive bargaining representative for all regular full time and part time working in the collective bargaining unit certified by the Public Employment Relations Commission in Case No 15428-E-00-2568, and in a separately certified unit Case No. 15460-E-00-2578, all supervisory staff in those job classifications listed in Appendix A as they currently exist or as they may be amended during the life of this Agreement. Excluded from the bargaining unit are supervisory staff, casual and confidential employees, or employees otherwise excluded from membership by other sections of this agreement; not otherwise excluded as confidential or otherwise excluded from collective bargaining units under RCW 41.56, or otherwise excluded from membership by other sections of this agreement. Any subsequent exclusion is subject to mutual agreement. Disputes regarding recognition will be resolved by the Public Employment Relations Commission.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

Section 2.1: It is understood and agreed that the District possesses the sole right and authority to operate the affairs of the District and direct the employees of the District except as limited by the terms of this Agreement. The District's rights include, but are not limited to:

2.1.1: The right to determine its mission, policies, and to set forth all standards of service offered to the public;

2.1.2: The right to plan, direct, control and determine the operations or services to be conducted by the employees of the District;



- 2.1.3: The right to determine the methods, means, number and kind of personnel needed to carry out the operations of the District and the work undertaken by its employees who are covered by this Agreement;
- 2.1.4: The right to direct the employees covered by this Agreement;
- 2.1.5: The right to hire, promote, assign, transfer, reclassify, or retain employees;
- 2.1.6: The right to demote, suspend, discipline, or discharge employees for just cause;
- 2.1.7: The right to layoff or relieve employees due to lack of work or funds or for other legitimate reasons;
- 2.1.8: The right to make, publish and enforce rules and regulations;
- 2.1.9: The right to introduce new or improved methods, equipment or facilities;
- 2.1.10: The right to contract out for goods and services. Contracting out of work normally performed by employees covered by this agreement shall not lead to the layoff of any employee covered by this agreement.
- 2.1.11: The right to take any and all actions as may be necessary to carry out the mission of the District in situations of emergency as may be declared by the Health Officer and/or the Board of Health.

Section 2.2: The Administrator and the Board of Health have the sole authority to determine the purpose and mission of the District and the amount of budget to be adopted thereto.

Section 2.3: The classifications for the various authorized District positions are those adopted by the Board of Health.

### **ARTICLE 3 – EMPLOYEE RIGHTS**

Section 3.1: PROTEC17 shall have the right to appoint one steward for each of four sections in the non-supervisory bargaining unit, and one from the supervisory bargaining unit. PROTEC17 shall notify the District in writing of the names of the stewards and alternates so designated and the Union Representative assigned to represent the bargaining units. This list of representatives shall be kept up to date by PROTEC17 at all times. Only persons so designated will be accepted by the District as representatives of PROTEC17 and the bargaining units.

Section 3.2: The designated stewards shall see that the provisions of the Agreement are observed and shall be allowed reasonable time to perform these duties during regular working hours without suffering a loss in pay. This shall not include processing grievances at Step 3 of the grievance procedure.

Section 3.3: Union business activities shall not be carried on during working hours except as provided for by this Agreement. The District has the right to require that stewards refrain from excessive union business activities that result in a neglect of work. PROTEC17 and the District agree to jointly correct situations where the District management believes a steward is spending unreasonable amounts of time in this capacity.

Section 3.4: The PROTEC17 representative shall have access to work areas during business hours but shall not interfere with or cause employees to neglect their work. Prior approval by the District Administrator or designee is required, which shall not be unreasonably denied.

Section 3.5: The elected bargaining team, up to a maximum of four employees, shall be allowed time off for contract negotiations which occur during normal business hours without suffering a loss in pay or benefits for up to six bargaining sessions per year. The elected bargaining team may elect to bring up to six team members but any of those individuals over four employees shall use either accrued time off or shall not otherwise be paid by the District to participate. Employees on the bargaining team shall use accrued time off or shall otherwise take unpaid leave for any bargaining session after the fourth bargaining session in a calendar year.

Section 3.6: PROTEC17 will provide copies of this Agreement to all covered employees and to all new employees hired into covered positions.

Section 3.7: The District will allow posting space on each floor for the use of PROTEC17.

Section 3.8: The District will make available to PROTEC17 meeting space for the purpose of conducting union business, where such activities will not interfere with the normal work of the District or other scheduled meetings.

Section 3.9: Stewards shall be permitted reasonable use of office and communication equipment, including the use of e-mail for the purpose of communicating with staff and management regarding administration of this agreement.

## **ARTICLE 4 - UNION MEMBERSHIP**

Section 4.1: The District agrees to deduct from the paycheck of each employee monthly dues if the employee has signed a dues deduction authorization card. The amount deducted shall be transmitted monthly to the Union on behalf of the employees who authorized the deduction. The District shall continue to deduct dues at rates specified by the Union. The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. Every reasonable effort will be made to start or end the deduction effective on the written authorization or cancellation notice. The District shall rely on information provided by the Union regarding the authorization and revocation of dues deduction.

Section 4.2: The Union agrees to indemnify, defend and hold harmless the District from any and all claims, lawsuits, issues, ULPs, grievances, arbitrations and any as well as all liability resulting from the administration of the provisions of this Article including issues with dues

deduction, attorney's fees, etc. If an improper deduction is made, the Union shall immediately refund said deduction directly to said employee.

Section 4.3: The Employer agrees to supply the Union with the names of all new hires, persons entering the bargaining unit and/or performing work covered by this agreement at the time of hire. Information should include the individual's name, start date, job classification and work email.

## **ARTICLE 5 - NO STRIKE CLAUSE**

Section 5.1: During the term of this Agreement, PROTEC17 shall not allow, cause, or counsel its members to participate in a strike, nor shall it in any manner cause or allow them to either directly or indirectly commit any acts of work stoppage, slowdown, or refusal to perform any and all assigned duties.

## **ARTICLE 6 - HOURS OF WORK/WORK ASSIGNMENTS**

Section 6.1: The basic workweek is 40 hours. Beginning the first full pay period of 2022, the work week will consist of seven (7) consecutive days, commencing at 12 AM Monday and concluding at 11:59PM Sunday.

Section 6.2: Non-emergency changes in hours of work and work assignments shall be made by mutual agreement.

Section 6.3: All work in excess of the basic workweek must be properly authorized.

Section 6.4: Rest periods will be granted in accordance with WAC 296-126.

Section 6.5: An employee or the District may request consideration of a flex-shift schedule and both parties will investigate the feasibility of the request. Flex-time shifts will be allowed only where mutually agreed to by both parties.

6.5.1: Regarding 4-10 Work Week Schedules The Health District may permit employees to work four ten-hour days per week (a 4-10s schedule), instead of the usual five eight-hour day schedule, on the following basis:

- A. Employee participation shall be on a voluntary basis; no employee will be required to adopt a 4-10s schedule. The Health District may decline to allow an employee to adopt a 4-10s schedule if such a schedule would interfere with effective functioning of the District. In such cases the Administrator will explain in writing the reasons for refusal, and such denial shall not be arbitrary or capricious.
- B. Vacation benefits shall be accrued and expended on an hourly basis.
- C. Sick leave benefits shall be accrued and expended on an hourly basis.

- D. One (1) hour will be provided in the middle of the day for lunch or with supervisor approval, the lunch break can be reduced to one-half (1/2) hour.
- E. Holidays shall be granted in accordance with Article 11 of the collective bargaining agreement.
- F. If a holiday falls on the normal day off of a person working a 4-10s schedule, that employee will be credited with 8 hours of Rescheduled Holiday Time. The employee will take that time off with pay, at a time approved by the supervisor, no later than the end of the following month.
- G. Employees on alternate work schedules working 40 hours per week shall receive 8 hours pay per holiday.

Employees working a 4-10s schedule will be two hours short of a full day off when receiving 8 hours of paid leave on a holiday. Employees on a 4-10s schedule who wish to take the entire day of the holiday as leave are permitted to make scheduling or pay status adjustments as follows:

1. Employees may use two hours of vacation, personal holiday or compensatory time to supplement the 8-hour holiday pay to achieve full pay for the work week without making other scheduling adjustments. Or, at the employees' discretion, two hours of unpaid leave may be used.
2. By mutual agreement, pre-arranged between the employee and his or her supervisor, employees may deviate from their normal scheduled workday hours to make up the additional two hours needed. These holiday make-up hours will not be counted as overtime and must be worked during the workweek in which the holiday falls. In the event that a request for a modified holiday work week schedule cannot be accommodated, such denial shall not be arbitrary or capricious.

Section 6.6: Job sharing may be implemented with the following conditions when it benefits the District and at the discretion of the Administrator:

- 6.6.1: Each partner agrees to work in the absence of the other partner during planned and unplanned general leaves and other leaves whenever possible at the request of the District.
- 6.6.2: Each partner will arrange his/her schedule as needed to attend staff and other meetings that are required by the District without increasing his/her normal weekly hours.
- 6.6.3: Compensation and benefits will be prorated according to hours worked in accordance with this Agreement except that in no event will benefits be greater than those provided to one (1) full-time equivalent employee.
- 6.6.4: If one partner terminates the partnership for any reason, or is terminated by the District, the remaining partner will immediately fill the position with applicable compensation and benefits. By the end of the thirty (30) calendar day period, one of the following options must be elected by the remaining partner with the agreement of the District:

- Continue in the position.
- Begin a new job share partnership according to the hiring requirements of the District.
- Resign giving fifteen (15) calendar days' notice.

In no event is the District obligated to hire another job sharing partner or to continue the remaining partner as indicated in this section.

6.6.5: The District may terminate this job-sharing agreement with thirty (30) calendar days written notice to both partners.

## **ARTICLE 7 - COMPENSATION AND RATES OF PAY**

Section 7.1: **Base Rates and Cost of Living Increases.** The base pay rates for 2023, reflecting a 5.0% cost-of-living (COLA) increase from the 2022 base pay rates, are shown in the 2023 Wage Scale included as Appendix A to this Agreement. On January 1, 2024, a general wage (COLA) increase of 4.0% will be applied to the base wages of represented employees. On January 1, 2025, a general wage (COLA) increase of 2.5% will be applied to the base wages of represented employees.

Section 7.2: **Step Progression.** Usually, new employees will start their employment at the first step of the salary range for their classification. However, a new employee may be employed at a higher step when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a higher level. Such a variance should not exceed the mid-level for the position without prior written approval from the Administrator.

Section 7.3: **Step Placement on Promotion.** If an employee is temporarily assigned to a new position with a higher salary range, the employee is entitled to the higher of:

- 7.3.1: The first step of the range for the new position; or
- 7.3.2: Advancement to the step of the range of the new position which usually equals at least 5% more than the employee's previous salary.
- 7.3.3: A new employee is usually eligible for a step increase upon successful completion of the employee's trial period.
- 7.3.4: Step increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled step increase for a stipulated period of time or until the employee's job performance is satisfactory.
- 7.3.5: Across the board pay adjustments do not change the date of an employee's eligibility for a regularly scheduled step increase.

Section 7.4: **Bilingual Pay.** Employees who provide bilingual, interpreter and/or translation services to the District shall be compensated \$1.00 above their base rate.

Section 7.5: **Reimbursement for professional registrations.** The District agrees to reimburse the cost of acquiring and renewing annual state licenses for those positions requiring a license. Acquisition reimbursements will occur only if the license was acquired during employment with the District if the license is required for a particular position, as determined by the Administrator. Renewal reimbursements will occur only if the license is required for a particular position, as determined by the Administrator.

Section 7.6: **Mileage Reimbursement.** Employees driving their own vehicle on District business with District approval shall be compensated at the IRS rate for all business miles driven. Employees will adhere to IRS rules as they pertain to Business Use of Privately Owned Vehicles. Also, see Article 15.

Section 7.7: **Cellular Phone Policy:** The District will reimburse employees for any additional costs created by work-related use of their personal cell phones. CDHD will not routinely purchase cell phones or related contracts for employees. Exceptions must be approved in advance by the Administrator and must be in the interest of the Health District.

Employees with personal cell phones must inform the District of their cell numbers, and must be available via their cell phone during working hours for work-related calls.

Section 7.8: **Compensatory Time.**

7.8.1: **Exempt Employees.** When an exempt employee who works a full-time work week (Monday – Friday) of at least 40 hours is required to work on a weekend day (Saturday or Sunday), compensatory time will be accrued at one and one-half times the actual hours worked on Saturday or Sunday. On holidays such work is earned at double-time rate. Such work must be approved in advance by the employee’s supervisor. Compensatory time shall not be earned by an exempt employee working on a weekend if the employee is performing work on the weekend day because of time off during the regular, 40-hour work week. The maximum accrual of compensatory time is limited to seventy (70) hours at any one time. Compensatory time must be taken during the calendar year it is earned. If an employee has accumulated compensatory time and has not used it, all compensatory time shall be paid out during the final pay period of the calendar year.

7.8.2: **Non-Exempt Employees.** Non-exempt Employees entitled to overtime pay may elect to receive compensatory time off in lieu of overtime pay. The maximum accrual of compensatory time is limited to seventy (70) hours at any one time. If the compensatory time option is approved, the employee will be credited with one and one-half times the actual hours worked in excess of forty hours in a given work week, and double times the actual hours worked on holidays. If an employee accrues the maximum of seventy (70) hours of compensatory time, all additional overtime worked will be paid. Compensatory time must be taken during the calendar year it is earned. If an employee has accumulated compensatory time and has not used it, all compensatory time shall be paid out during the

final pay period of the calendar year. If compensatory time is earned during the final pay period of the calendar year, that compensatory time shall roll over to the next calendar year. Compensatory time may be used for absences from work and in conjunction with vacation or sick leave.

**Section 7.9: Clothing Allowance.**

- 7.9.1: Employees will receive two t-shirts and either a polo or a long-sleeved District shirt per year and a fleece or other outerwear that identifies employees as employees of the District to the public. Employees primarily dedicated to outreach work in the community may receive an additional two long-sleeved shirts or polos per year.
- 7.9.2: All EHS field staff will receive two t-shirts and three long-sleeved shirts, two sets of coveralls, and a fleece or other outerwear that identifies employees as employees of the District to the public per year.
- 7.9.3: EHS field staff will also be reimbursed upto \$250 for the purchase of appropriate work boots, as determined by the District, every other year.
- 7.9.4: All Public Health Nurses, Clinical Public Health Program Specialists, and WIC Staff shall receive four sets of District scrubs or other agreed upon District identifying apparel on an annual basis.
- 7.9.5: Employees shall be required to wear District identifying apparel as provided by the District when conducting any field work, inspections, clinical activities, or other outreach. Employees who will solely be in the office may wear business casual or professional attire as appropriate. The District will develop policies for exchange and/or replacement of District-related clothing. Upon termination, employees will return all district apparel. The District will assemble an employee committee, representative of all District programs, to review District identifying apparel options on a basis of functionality for each program.

**Section 7.10: Payroll Deductions for Washington State Paid Family Medical Leave and Long-Term Care Insurance.** The District will deduct and submit premiums or payroll tax amounts from the wages of each employee in accordance with current Washington state law for Paid Family Medical Leave (PFML) and Long-Term Care. The District will not pay any portion of the employee's contributory share of the premiums for PFML (for family leave benefits or medical leave benefits) or long-term care tax. Contribution amounts and the percentage split of contributions between the Employee and the District will be adjusted to the current amount per State law, should they change, without the need to bargain over the change or any impacts associated with the change.

## **ARTICLE 8 - PERSONNEL FILES**

**Section 8.1:** The District shall keep a central personnel file for each employee. Supervisors may keep working files for the purpose of monitoring performance during the evaluation period. Such files shall be purged annually at the end of the evaluation period.

Section 8.2: Employees covered by this agreement shall have the right to examine their personnel file within two (2) working days, or as otherwise agreed.

Section 8.3: Materials to be placed into an employee's personnel file relating to job performance or conduct or any other material that may have an adverse effect on the employee's employment shall be reasonable and accurate and brought to the employee's attention with copies provided to the employee. Such material shall include a space for employee acknowledgement.

Section 8.4: Employees who challenge material included in their personnel file are permitted to attach a rebuttal.

## ARTICLE 9 – VACATION AND SICK LEAVE

### Section 9.1: **Vacation.**

9.1.1: Regular full-time employees, and regular part-time employees working at least 20 but less than 32 hours a week, will earn vacation leave. For part time employees, vacation will be pro-rated on the basis of their FTE, such that a person working 0.6FTE (24 hours a week) would earn 60% of the vacation leave each month that would be earned by an otherwise similar full time employee. Annual leave earned by full-time employees is set forth in the following chart and shall be credited at the end of the month.

Years of Service	<u>Annual Vacation</u> Days	<u>Hours earned per month</u>
1 year	12 days	8
2 years	13 days	8.67
3 years	14 days	9.33
5 years	15 days	10
7 years	16 days	10.67
10 years	18 days	12
12 years	19 days	12.67
15 years	22 days	14.67
17 years	23 days	15.33
20 years	24 days	16
22 years	25 days	16.67
25 years	26 days	17.33

9.1.2: Permanent part-time employees shall accrue general leave based on the above schedule prorated to their full-time equivalency. Part-time employees work at least 0.5 FTE.

9.1.3: Vacation leave accrues from the date of hire and may be used after completion of the probationary period. Longevity days are credited on the employee's anniversary date. Employees do not accrue vacation leave benefits during a leave without pay.



9.1.4: Scheduled requests for leave shall be approved by the supervisor. In the event of a conflict between two employees, the employee making the first request shall prevail. Should the sequence of conflicting requests be unknown, the employee having greater seniority shall prevail.

9.1.5: If an employee is prevented from taking requested general leave by the employee's supervisor, and if, as a result of such, the employee has more than the maximum allowable amount of leave accrued for the year on December 31, the employee may carry-over the accumulated leave into the next year, with Administrator approval.

9.1.6: Upon separation of an employee by retirement, resignation, layoff, voluntary dismissal, or death, the employee or beneficiary thereof shall be paid for the unused vacation leave at the rate the employee was being paid at the time of separation. Accrued vacation leave shall not be paid out if an employee is terminated during the probationary period. If an employee is terminated for cause, the employee shall be paid for their unused vacation leave up to a maximum of 240 hours at the rate the employee was being paid at the time of separation.

9.1.7: The District shall inform employees of their accrued vacation leave on a monthly basis.

9.1.8: A maximum of 240 hours of vacation leave may be carried over to the next year.

## Section 9.2: **Sick Leave.**

9.2.1: All regular full-time employees accrue sick leave benefits at the rate of one normal workday for each calendar month of continuous employment. Regular half-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked.

9.2.2: Employees accrue and may use sick leave from their date of hire. Employees do not accrue sick leave benefits during a leave without pay.

9.2.3: Sick leave covers those situations in which an employee is absent from work due to:

- A. Physical injury or illness to the employee;
- B. The need to care for the employee's immediate family;
- C. Medical, chiropractic, psychiatric, or dental appointments for the employee's immediate family provided that the employee makes a reasonable effort to schedule such appointments at times which have the least interference with the work day;
- D. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- E. Use of a prescription drug which impairs job performance or safety;
- F. Actual periods of temporary disability associated with pregnancy or childbirth;

G. Employees covered by this agreement shall be allowed up to three (3) days off with pay, not chargeable to the employee's sick leave account, for bereavement purposes in the event of the death of an immediate family member as defined in Section 9.2.4. Additional leave may be authorized by the supervisor for special needs up to one (1) additional week, which may be used from the sick leave account of the employee. In instances where distance is an issue one (1) additional week from the employee's vacation account may be approved by the supervisor.

9.2.4: **Immediate Family:** An employee's immediate family includes the employee's spouse, children (including step and foster children), parents, brother or sister, grandparents, grandchildren, mother or father-in-law, son or daughter-in-law.

9.2.5: A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. The Health District may also request the opinion of a second doctor, at the Health District's expense, to determine whether the employee is eligible for Family and Medical Leave or suffers from a physical or mental condition which impairs his/her ability to perform the essential functions of his/her job.

9.2.6: Employees who are habitually absent may be terminated if the employee's absenteeism prevents the orderly and efficient provision of services to the public.

9.2.7: Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, at the Health District's discretion, be allowed, with their supervisor's and the Administrator's prior approval, to take leave without pay.

9.2.8: An employee with three (3) or more years of service will receive twenty-five percent (25%) of accumulated sick leave based upon the rate of pay at the time of termination or retirement. Sick leave cash out shall be paid based upon a maximum of 240 hours. Employees terminated for cause shall not receive any pay for accumulated sick leave.

9.2.9: Leave and benefits for pregnancy are applied in the same way as leave for temporary disabilities.

9.2.10: Parenting leave granted to employees upon the birth/adoption of a child is the same for male or female employees. Employees may use accrued sick leave beyond the period of actual disability following childbirth. Employees may take off additional time following the birth/adoption of a child as either vacation time, compensatory time or leave without pay.

9.2.11: On an exceptional basis, employees may pledge vacation or sick leave to others for unusual or emergency circumstances. Such exceptions will be considered on individual merit and approved by the Administrator or his/her designee. Pledges are confidential and considered to be compassionate bequests and will not be sold, bartered, or influenced.

## **ARTICLE 10 – OTHER LEAVES OF ABSENCE**

Section 10.1: Leave with pay shall be allowed for the following purposes:

- 10.1.1: **Jury Duty.** Civil leave will be authorized to permit an employee to serve as a juror for a period of up to two weeks with pay. Additional jury service time will be allowed; however, the employee must use accrued vacation leave or comp time or serve on a leave without pay basis. The employee must notify the employee's immediate supervisor prior to using this leave and must show proof of being called as a juror. If an employee summoned for jury duty is excused during any portion of the workday, that employee must report to work for the duration of that day. When an employee receives any payment for serving as a juror, the amount or payment shall be reimbursed to the District (excluding mileage and meals reimbursement).
- 10.1.2: **Testifying in Court.** Any employee subpoenaed by another governmental agency to testify in court may be granted civil leave if that employee is not a plaintiff or defendant in such legal action.
- 10.1.3: **Military Leave.** The Health District provides military leave for employees while performing military service in accordance with federal and state law. Military service includes active military duty and reserve or national guard training. An employee must provide his/her supervisor with copies of his/her military orders as soon as possible after he/she receives those orders. Reinstatement upon return from military service is determined in accordance with applicable federal and state law.
- 10.1.4: **Administrative Leave.** On a case-by-case basis, the Health District may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the Administrator to be in the best interests of the Health District, pending an investigation or other administrative proceeding. The Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.

## **ARTICLE 11 - HOLIDAYS**

Section 11.1: The following paid holidays are recognized by the Health District. Regular employees working less than one (1) FTE will be paid Holiday time on a pro-rata basis:

New Year's Day - January 1<sup>st</sup>  
 Martin Luther King Day - 3rd Monday of January  
 Presidents' Day - 3rd Monday in February  
 Memorial Day - Last Monday of May  
 Juneteenth – June 19  
 Independence Day - July 4th  
 Labor Day - 1<sup>st</sup> Monday of September  
 Veteran's Day - November 11th  
 Thanksgiving Day - 4th Thursday in November  
 The Friday after Thanksgiving Day

Christmas Day - December 25th  
16 Hours Annually of Personal Holiday

Section 11.2: Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

Section 11.3: Non-exempt regular full-time or part-time employees will be paid at twice their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the employee's supervisor.

Section 11.4: Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

Section 11.5: Exempt employees will be paid at their regular rate.

Section 11.6: If a holiday recognized under this Agreement falls on a normal working day during which the employee is on paid leave, the holiday should not be counted against the employee's general leave account.

Section 11.7: **Personal Holiday.**

11.7.1: Only regular full-time and regular half-time employees who are hired before July 1 in any given calendar year and who have satisfactorily completed their trial period are eligible for Personal Holiday time, which must be taken within the current calendar year.

11.7.2: Personal Holiday hours cannot be carried over from year to year and will be lost if not used by December 31 of each year.

11.7.3: Use of Personal Holiday hours will be scheduled at the convenience of the Health District and the employee.

Section 11.8: **Religious Holidays.** If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the approval of the employee's supervisor, take the day off using their floating holiday, vacation, compensatory time or leave without pay.

## **ARTICLE 12 - HEALTH PROGRAM**

Section 12.1: Any tuberculosis testing or chest x-ray required by the District will be provided by the District. COVID-19 tests are available without cost to the employee. Hepatitis B vaccine will be available to covered employees who are at risk as determined by the Administrator.

Section 12.2: The District agrees to pay the employee's dental and basic life insurance premiums for each full-time employee.

Section 12.3: Beginning January 1, 2023 through the end of this Agreement, the District will contribute the following percentages of the employee medical insurance premiums for each participating employee:

Employees: 100%  
Employee + Spouse: 50%  
Employee + Children: 50%  
Full Family: 50%

Section 12.4: The above benefits are for full-time employees and employees that work 30 or more hours a week. Part-time employees under 30 hours are prorated based upon their FTE for individual health insurance and do not qualify for 50% coverages of children, spouses, or full family.

Section 12.5: The District will provide flu and COVID-19 shots for all members of the employee's household at no cost.

Section 12.6: The District agrees to provide an employee assistance program.

### **ARTICLE 13 – RETIREMENT AND SOCIAL SECURITY**

Section 13.1: During the term of this Agreement, all eligible employees shall continue to participate in the Washington State Public Employees Retirement System (PERS) in accordance with and subject to the provisions of the statutes of the State of Washington now applicable or as they may hereafter be amended.

Section 13.2: During the term of this Agreement, all eligible employees shall continue to participate in the Federal Social Security/Medicare programs in accordance with and as provided for by the United States.

### **ARTICLE 14 -TRAVEL ALLOWANCE**

Section 14.1: **Travel Reimbursement Procedures.**

14.1.1: Travel expenses incurred while conducting Health District business are usually reimbursable, subject to the limitations set out in this chapter. Accurate accounting of travel expenses is the responsibility of each supervisor. Fraud, waste and abuse of public funds must be guarded against at all times.

14.1.2: The Chelan-Douglas Health District consists of all the area encompassed by Chelan and Douglas Counties.

Section 14.2: **Meeting/Workshop Attendance.**

14.2.1: Time spent for attendance of meetings and associated travel may be compensated when such attendance is determined beneficial to the Health District by the employee's supervisor. Employees must obtain prior approval from their supervisor before attending such meetings or workshops.

14.2.2: Reimbursable expenses may include registration fees and meals which are made part of such registration fee. Registrations may be paid in advance through the regular voucher process or by personal check/credit card or by Health District credit cards.

### Section 14.3: **Travel Expense Reimbursement.**

14.3.1: When approved, the actual costs of travel, meals, lodging and other expenses, excluding any expenses for personal phone calls and alcoholic beverages, directly related to accomplishing Health District objectives are usually reimbursed by the Health District. Employees are expected to limit expenses to reasonable amounts. Tips, not to exceed 15%, for meals, taxis, or baggage handling are reimbursable. The Health District usually pays for actual authorized expenses when original receipts are submitted.

14.3.2: Requests for reimbursement, including receipts, should be submitted on an expense report form signed by the employee and the employee's supervisor.

14.3.3: Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased or rented by the Health District may not be used for personal use without prior approval.

14.3.4: Falsifying expense reports to reflect costs not incurred by the employee is grounds for disciplinary action, including termination.

Section 14.4: Guidance for meals will be based on the current Washington state per diem rates for the area in which the meals are eaten. Tips will be reimbursed up to a maximum of 15% for an individual meal and 18% for group meals.

Section 14.5: **Travel.** Travel expenses are incurred when an employee must travel away from Health District offices to conduct Health District business. The employee's supervisor must authorize travel and review travel claims upon the employee's return. Actual costs of air travel, bus travel, ferry rides, taxi, limousine, parking or train travel in connection with District business is usually reimbursable. Receipts are expected as a condition of reimbursement.

### Section 14.6: **Use of Health District Vehicles for Travel.**

14.6.1: Use of a Health District vehicle is the most cost effective method of travel. Thus, Health District vehicles should be used for any Health District business that requires driving.

14.6.2: If a Health District vehicle is unavailable, employees who have received prior permission from their supervisor to use a personally owned vehicle for Health District business may be reimbursed at the current IRS rate for business travel.

14.6.3: If a District vehicle is available, or multiple personnel are traveling to the same general location, or a location that is en route to a final destination, and a Health District vehicle is being used to provide transportation to one of the locations, then all personnel traveling to that general area should ride in the Health District vehicle. In any case, where a Health District vehicle is available and the employee chooses their private vehicle, with pre-approval from their supervisor, the Health District may reimburse the employee at one-half (1/2) the current IRS rate for business travel.

14.6.4: The Health District will reimburse travel mileage out of the District from East Wenatchee or the employee's residence, whichever is less. Mileage will be determined by applicable mileage charts. Example: 1) A person living in Cashmere must travel to Seattle on Health District business. They would claim mileage from Cashmere to Seattle and Seattle to Cashmere. Mileage around Seattle will be claimed on a separate accounting line on the Expense Claim. 2) The same person living in Cashmere must travel to Spokane on Health District business. They would claim mileage from East Wenatchee (place of work) to Spokane and Spokane to East Wenatchee. The mileage from Cashmere to East Wenatchee and return is considered commuting to and from place of work and is not reimbursable.

#### Section 14.7: **Travel Within the District.**

14.7.1: Use of private vehicles to conduct Health District business within the boundaries of the Health District must be approved in advance by the employee's supervisor. Where possible, consideration should be given to use of District vehicles, especially for non-regular trips.

14.7.2: Normally, travel from home to place of work is not a reimbursable expense. On occasion, when an employee has an early morning or late afternoon appointment, reimbursement may be made, subject to approval by the employee's supervisor. Example: 1) An employee lives in Cashmere and has scheduled a home visit in Sunnyslope. The supervisor may allow use of a private vehicle to conduct business.

Section 14.8: **Lodging.** Reasonable expenses for overnight lodging are usually reimbursable by the District, provided a proper receipt or invoice is submitted with the expense voucher. If more than one employee occupies the same room, the District will reimburse each employee proportionately. If one employee paid for the entire room, both employees should sign the receipt. If an employee and his/her spouse occupy a room, the District will reimburse the employee only for the amount of the room at the single rate.

Section 14.9: **Out of State Travel.** Out of state travel must be authorized by the employee's supervisor and the Administrator or his/her designee.

Section 14.10: **Expense Claims.** Expense claims should be turned in as soon as practicable after completion of travel. If a Health District Credit Card was used, an expense claim with VISA in the CLAIMANT line will accompany any personal expense claims. Employees should not save travel miles and then turn in one big claim. Expenses need to be divided among the District's programs. Program managers must be able to track expenses monthly; therefore, expense claims should be submitted for reimbursement on a monthly basis. End-of-year claims must be in by the cut-off date announced by the Chelan County Auditor's Office, or they may not be honored.

## **ARTICLE 15 – EQUAL EMPLOYMENT OPPORTUNITY**

Section 15.1: The District and Union agree that they will not discriminate against any employee by reason of race, color, age, sex, marital status, sexual orientation, creed, religion, ancestry, or national origin; or the presence of any sensory, mental or physical disability, unless based on a bona fide occupational qualification reasonably necessary to the normal operation of the District.

## **ARTICLE 16 - CONFERENCE COMMITTEE**

Section 16.1: A joint labor/management committee (LMC) shall be established to discuss issues of concern. The committee will be composed of up to five (5) Union member leaders, a union representative, and a similar number of representatives of the District to meet on a mutually agreeable basis to discuss issues of concern. Either party may initiate the scheduling of a meeting with five (5) days notice and a proposed agenda.

## **ARTICLE 17 - DISCIPLINARY ACTION**

Section 17.1: Employees may be disciplined or discharged only for just cause.

Section 17.2: **Union Representation.** Employees shall have the right of PROTEC17 representation in any meeting regarding the discussion of possible discharge, suspension without pay, demotion, set back to a lower step within their salary range, or other disciplinary action. If an employee desires PROTEC17 representation, said employee shall be provided reasonable time to arrange PROTEC17 representation. Such representation may include a steward or union business representative as is appropriate and timely to the situation. Prior to such a meeting, the supervisor involved shall notify the employee of the employee's right to such representation. However, failure to provide such notice of the right to representation shall not constitute a grievance under this contract.

Section 17.3: Any performance standards used to measure performance of employees shall be fair, just, reasonable, and uniformly applied throughout the District.

## **ARTICLE 18 - GRIEVANCE PROCEDURE**

Section 18.1: A grievance shall be defined as a question concerning the application of this Agreement. The parties mutually agree to attempt to resolve grievances at the lowest level and encourage open sharing of information prior to entering a formal grievance. If a grievance does not resolve at the initial, informal stage the following step process shall apply. The following timelines may be adjusted by mutual agreement. In order to expedite the process, the parties may agree to enter a grievance at the Step at which the named decision-maker has the authority to adjust the grievance.



**Step 1.** Either an employee or PROTEC17 may bring a grievance at Step 1. The grievance shall be submitted in writing to the Associate Administrator within ten (10) working days of the event or knowledge of occurrence giving rise to the grievance. The Associate Administrator shall have ten (10) working days to arrange to meet the employee and representative and respond.

**Step 2.** If the grievance does not resolve at Step1, a copy of the grievance shall be submitted to the District's Administrator within ten (10) working days of the response at Step1 by either the employee or PROTEC17. The District's Administrator shall have fifteen (15) working days to arrange to meet with the employee and representative and respond.

**Step 3. Mediation - Arbitration.** A grievance not resolved at Step 2 must be submitted by PROTEC17 or the District to arbitration or mediation within 20 working days. Grievances may be forwarded to mediation at any stage of the grievance process by mutual agreement between PROTEC17 and the District to assist in settlement.

**Mediation.** If mutually agreed the parties shall agree on a mediator in an attempt to resolve the grievance. The mediator shall have no authority to resolve the grievance except by agreement of PROTEC17 and the District. In the event the grievance is not resolved, evidence or concessions agreed to or offered by the opposing party during mediation shall not be admissible at the subsequent hearing, unless such admission is agreed to by both parties. If mediation does not result in settlement, PROTEC17 will notify the District of its intent to proceed to arbitration.

**Arbitration.** Upon request of either party, PROTEC17 and the District will mutually select an arbitrator. The arbitrator shall have no power to change, alter, detract from, or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of this Agreement in reaching a decision. The arbitrator's fees and expenses and any court reporter's fee and expense shall be borne equally by both parties. The decision of the arbitrator shall be final and binding.

## **ARTICLE 19 - LAYOFF AND RECALL**

Section 19.1: The Administrator may lay off employees whenever such action is made necessary by reason of shortage of work, budget adjustments, or as directed by the Board of Health.

Section 19.2: The District shall give thirty (30) days' notice to designated employees during which time the employee and PROTEC17 may suggest alternatives to the layoff action.

Section 19.3: In determining who is laid off, consideration should be given to seniority (date of hire) and the qualifications required for remaining jobs. Seniority will be the deciding factor in the absence of qualification factors that override seniority. In cases where seniority is not the deciding factor, management will document the qualification factors involved. Seniority will not be the deciding factor if an employee is not currently in good standing, has been issued written discipline within the prior calendar year, has had two consecutive performance evaluations rating the employee below expectations in forty percent (40%) or more categories, or is currently on a performance improvement plan.

Section 19.4: No new employee shall be hired by the District into the same job classifications that have been held by employees on layoff until all available laid off employees who held such job classifications have been offered reemployment, provided the layoff period does not exceed twelve (12) months, and the affected employees keep the District advised of their current addresses. An offer of reemployment into the employee's previous job classification shall be made in writing and sent by registered or certified mail to the employee. An employee so notified must indicate acceptance of said reemployment within five (5) working days of receipt of such notice, and shall be back on the job within fourteen (14) calendar days of acceptance of the offer, or forfeit all callback rights under this Article.

Section 19.5: Employees recalled from layoff shall not lose previously accumulated seniority or time in service, accrued general leave or sick leave.

## **ARTICLE 20 - POSITION PLACEMENT**

Section 20.1: Whenever filling a represented position, the following procedures shall be followed:

20.1.1: The District encourages current employees to apply for vacant positions for which they are qualified. Promotions and transfers are based on the supervisor's recommendation, work force requirements, performance evaluations, job descriptions and related requirements. For two equally qualified candidates (one internal and one external) preference would be given to the internal candidate.

20.1.2: Posting Procedure:

- A. Prior to positions in the bargaining unit being advertised on the outside; a description of the vacancy shall be posted a minimum of five (5) working days in a place conspicuous to employees in the bargaining unit on each floor. Notice shall be provided to staff on leave of the posting.
- B. Such description shall have additional information describing the position and the desired qualifications for it, the union affiliation and requirements, for the information of the applicants.
- C. A separate application must be made for each position and submitted to the appropriate Associate Administrator.
- D. An employee who is on paid leave during the posting period shall be permitted to make application within three (3) days after returning to work, unless the position has already been filled.
- E. When feasible, the candidates will be considered by an interview panel which would include the direct supervisor, a senior staff member from the program, and if determined by the direct supervisor, a staff member from a different program.

- F. For two equally qualified candidates, one internal and one external, preference will be given to the internal candidate.
- G. In the case of two equally qualified internal candidates, the candidate with the most seniority shall be selected.

20.1.3: An employee temporarily assigned to a higher position will be paid in the same manner as if promoted to that position. Should the employee be subsequently promoted to the position, the time previously served in the position will be considered part of the employee's probation period in the new position. The District commits to have draft changes to policy in the first quarter of 2023 to address issues with employees working outside of their classification.

20.1.4: A newly promoted/transferred employee is required to demonstrate suitability for the position through actual work performance and will be evaluated at six (6) and twelve (12) months.

20.1.5: Employees who are rehired by the Health District within one year of termination may be granted longevity credit following successful completion of the probation period.

20.1.6: Employees rehired after one year lose any previously accrued longevity and establish a new hire and anniversary date.

20.1.7: Upon mutual agreement, an employee may be returned to a previously held classification which may result in the employee receiving a lower wage rate.

20.1.8: The District shall inform PROTEC17 of any plan to create a new represented position or positions. PROTEC17 shall, within ten (10) working days, tender a demand to bargain regarding the new represented position. If PROTEC17 does not make such demand within ten (10) working days, the District may move forward with the position. If the Parties cannot reach agreement within ten (10) working days after PROTEC17 demands to bargain, the District may move forward with the position.

## **ARTICLE 21 - PROBATION PERIOD**

Section 21.1: All newly hired employees or former employees who have been rehired enter a probationary period which is considered an integral part of the selection and evaluation process. During the probationary period an employee is required to demonstrate suitability for the position through actual work performance.

Section 21.2: The normal probationary period is six months from the employee's date of hire or rehire. However, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.

Section 21.3: An employee's probationary period may be extended for up to an additional six months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The probationary period will not be shortened for any reason.

Section 21.4: New employees starting on or before the fifteenth day of the month begin earning vacation and sick leave effective the first day of the month in which they begin. Those starting after the 15th begin earning vacation effective the first of the following month.

Section 21.5: During the probationary period, or any extension of the probationary period, an employee may be terminated at any time with or without cause.

Section 21.6: When a supervisor determines an employee has satisfactorily completed the probationary period, the employee may be converted to regular employment status.

## **ARTICLE 22 - HEALTH AND SAFETY**

Section 22.1: The Health District endeavors to use reasonable efforts to provide a safe working environment, which protects employees and the public from injury. Every employee is responsible for maintaining a safe work environment and following the Health District's safety rules. Each employee is expected to promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The Health District will endeavor to remedy problems as quickly as possible.

Section 22.2: Employees should exercise caution in the performance of duties and shall follow and adhere to published safety regulations and controls. If a Health District vehicle or mobile equipment is involved in an accident, the employee's supervisor should be promptly notified, and an accident report form should be completed.

Section 22.3: In case of an accident involving a personal injury, regardless of how serious, employees need to immediately notify their supervisor.

Section 22.4: The District agrees to provide reasonable and appropriate safety equipment and protective gear required for performance of certain jobs.

## **ARTICLE 23 - ENTIRE AGREEMENT**

Section 23.1: The agreement expressed herein constitutes the entire agreement between PROTEC17 and the District, and no agreement whether oral or in writing, nor any representation heretofore or hereafter made by either party to this Agreement, shall add to, delete from, or supersede any of its provision, unless made in writing and executed by the parties hereto as a supplement of this Agreement.

## **ARTICLE 24 - SAVINGS CLAUSE**

Section 24.1: If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the applicable statutes of the United States of America or the State of Washington, all other provisions of this

Agreement shall remain in full force and effect for the duration of this Agreement and the parties shall meet as soon as possible to agree on a substitute provision.

Section 24.2: The District agrees to maintain working conditions except as modified by this agreement for the duration of the contract unless as mutually agreed by the parties otherwise.

## **ARTICLE 25 - SUBORDINATION OF THE AGREEMENT**

Section 25.1: It is understood that the parties hereto and the employees of the District are governed by the provisions of applicable federal and state law. When any provisions thereof are in conflict with the provisions of this Agreement, the provisions of said federal or state law are paramount and shall prevail.

**[Remainder of this page left intentionally blank.]**

**ARTICLE 26 - EFFECTIVE DATE AND DURATION OF THIS AGREEMENT**

Section 26.1: This agreement shall be effective upon signing and shall remain in full force and effect until the 31<sup>st</sup> day of December 2025. The Agreement may be opened for changes by consent of both parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**Professional & Technical Employees, PROTEC17**

\_\_\_\_\_  
PROTEC17 Executive Director

\_\_\_\_\_  
PROTEC17 Union Representative

\_\_\_\_\_  
Negotiating Team Member

\_\_\_\_\_  
Negotiating Team Member

\_\_\_\_\_  
Negotiating Team Member

\_\_\_\_\_  
Negotiating Team Member

**Chelan-Douglas Health District**

\_\_\_\_\_  
Chair, Board of Health

\_\_\_\_\_  
Administrator

## APPENDIX A – CDHD WAGE SCALE

### Appendix A - 2023 Wage Scale

POSITION	COLA		Summary of Salary Steps 40 Hour/Week Pay Scale						
	0.050	0.030	1	2	3	4	5	6	7
<b>ADMINISTRATIVE POSITIONS</b>	<b>0.050</b>	<b>1.0</b>	<b>\$97,078.86</b>						<b>\$123,899.96</b>
Deputy Administrator	\$7,704.67	A	\$8,089.90	\$8,494.40	\$8,919.12	\$9,365.08	\$9,833.33	\$10,325.00	\$10,634.75
Assoc. Administrator - Professional/PHPS III	\$6,154.45	B	\$6,462.17	\$6,785.28	\$7,124.54	\$7,480.77	\$7,854.81	\$8,247.55	\$8,494.97
Assoc. Administrator - Support	\$5,939.19	C	\$6,236.15	\$6,547.96	\$6,875.35	\$7,219.12	\$7,580.08	\$7,959.08	\$8,197.85
Communications Coordinator	\$5,049.73	CC	\$5,302.22	\$5,567.33	\$5,845.69	\$6,137.98	\$6,444.88	\$6,767.12	\$6,970.13
Secretary to the Administrator	\$3,535.73	CCC	\$3,712.52	\$3,898.14	\$4,093.05	\$4,297.70	\$4,512.59	\$4,738.22	\$4,880.36
<hr/>									
<b>SUPPORT POSITIONS</b>									
Lab Director/MIS/Accountant	\$4,626.26	D	\$4,857.57	\$5,100.45	\$5,355.47	\$5,623.24	\$5,904.41	\$6,199.63	\$6,385.62
Chief Deputy Registrar/Office Coordinator/Fiscal Assistant	\$4,260.86	E	\$4,473.90	\$4,697.60	\$4,932.48	\$5,179.10	\$5,438.05	\$5,709.96	\$5,881.26
File Clerk/Janitor	\$2,646.18	F	\$2,778.49	\$2,917.41	\$3,063.28	\$3,216.45	\$3,377.27	\$3,546.13	\$3,652.52
Clerk Typist I	\$2,745.52	G	\$2,882.80	\$3,026.94	\$3,178.28	\$3,337.20	\$3,504.06	\$3,679.26	\$3,789.64
Clerk Typist II	\$2,864.70	H	\$3,007.93	\$3,158.33	\$3,316.25	\$3,482.06	\$3,656.16	\$3,838.97	\$3,954.14
Clerk Typist III/WIC Certifier	\$3,080.50	I	\$3,234.52	\$3,396.25	\$3,566.06	\$3,744.36	\$3,931.58	\$4,128.16	\$4,252.00
Fiscal/MIS Support	\$3,329.16	K	\$3,495.62	\$3,670.40	\$3,853.92	\$4,046.62	\$4,248.95	\$4,461.39	\$4,595.24
Program Assistant	\$3,689.22	L	\$3,873.68	\$4,067.36	\$4,270.73	\$4,484.27	\$4,708.48	\$4,943.90	\$5,092.22
<b>PROFESSIONAL POSITIONS</b>									
EHS/PHN I/ Nutritionist I	\$4,346.40	M	\$4,563.72	\$4,791.90	\$5,031.50	\$5,283.07	\$5,547.22	\$5,824.59	\$5,999.32
EHS/PHN II/Nutritionist II	\$4,773.80	N	\$5,012.49	\$5,263.12	\$5,526.27	\$5,802.59	\$6,092.72	\$6,397.35	\$6,589.27
EHS/PHN III/REP Coord/PHPS I	\$5,251.72	P	\$5,514.31	\$5,790.02	\$6,079.53	\$6,383.50	\$6,702.68	\$7,037.81	\$7,248.95
PHPS II	\$5,510.18	PP	\$5,785.69	\$6,074.97	\$6,378.72	\$6,697.66	\$7,032.54	\$7,384.17	\$7,605.69
Regional Project Manager	\$5,836.55	Q	\$6,128.38	\$6,434.80	\$6,756.54	\$7,094.37	\$7,449.09	\$7,821.54	\$8,056.19
Health Service Worker	\$3,360.46	R	\$3,528.49	\$3,704.91	\$3,890.15	\$4,084.66	\$4,288.90	\$4,503.34	\$4,638.44
Lab Tech I	\$3,500.73	S	\$3,675.77	\$3,859.56	\$4,052.54	\$4,255.16	\$4,467.92	\$4,691.32	\$4,832.06
Lab Tech II/Wic Coordinator	\$3,853.70	T	\$4,046.38	\$4,248.70	\$4,461.13	\$4,684.19	\$4,918.40	\$5,164.32	\$5,319.25
Health Educator	\$4,258.33	U	\$4,471.25	\$4,694.81	\$4,929.55	\$5,176.03	\$5,434.83	\$5,706.58	\$5,877.77
Social Worker/PH Tech	\$4,360.93	V	\$4,578.97	\$4,807.92	\$5,048.32	\$5,300.73	\$5,565.77	\$5,844.06	\$6,019.38
Health Program Coordinator	\$4,649.10	W	\$4,881.56	\$5,125.64	\$5,381.92	\$5,651.01	\$5,933.56	\$6,230.24	\$6,417.15
Dental Hygienist	\$4,861.88	X	\$5,104.97	\$5,360.22	\$5,628.23	\$5,909.64	\$6,205.13	\$6,515.38	\$6,710.84

**Note: Steps 1-6 are a 5% increase and Step 7 is a 3% increase**

**Chelan-Douglas Health District**  
**2023 Budget**  
**As of 1/20/2023**

	COLA	Management Bargaining Units	2023 Budget
<b>Beginning Year Cash and Investments including Reserves &amp; Cash Carryover</b>			<b>\$2,522,500</b>
<b>Cash Reserves</b>			<b>\$1,953,000</b>
<b>Carryover FPHS and Group Health</b>			<b>\$569,500</b>
<b>OPERATING BUDGET</b>			
<b>RECURRING REVENUE</b>			
Program Revenue			\$4,995,817
Chelan County Assessment			\$247,610
Chelan County TB Assessment			\$49,286
Douglas County Assessment			\$134,209
Douglas County TB Assessment			\$26,714
<b>Total Recurring Revenue</b>			<b>\$5,453,635</b>
<b>RECURRING EXPENSES</b>			
Management Salaries			\$909,889
Bargaining Unit Salaries			\$3,016,971
Management Benefits			\$263,993
Bargaining Unit Benefits			\$1,101,631
Supplies			\$262,780
Other Services & Charges			\$957,184
<b>Total Recurring Expenses</b>			<b>\$6,512,448</b>
<b>NON-RECURRING REVENUE</b>			
<b>COVID-19 Funding DOH</b>			<b>\$1,307,186</b>
<b>ARPA Funding - Counties/Cities</b>			<b>\$0</b>
<b>Total Non-Recurring Revenue</b>			<b>\$1,307,186</b>
<b>NON-RECURRING EXPENSES</b>			
<b>COVID-19 Activities</b>			<b>\$231,396</b>
<b>Capital Improvements</b>			<b>\$0</b>
<b>Vehicles</b>			<b>\$0</b>
<b>Total Non-Recurring Expenses</b>			<b>\$231,396</b>
<b>Surplus/(Deficit)</b>			<b>\$16,978</b>
<b>Year End Cash &amp; Investments before Reserve Fund Activities</b>			<b>\$2,539,478</b>
<b>RESERVE FUND ACTIVITIES</b>			
<b>EXPENSES</b>			
Add to Reserves for Building Improvements			\$36,000
Add to Reserves for Vehicle Purchases			\$40,000
Add to PHEF Reserves			\$20,000
<b>Ending Operating Cash</b>			<b>\$1,691,528</b>
<b>Ending Vehicle Reserves</b>			<b>\$72,307</b>
<b>Ending Building Improvements Reserves</b>			<b>\$36,000</b>
<b>Ending FPHS Carryover</b>	\$		-
<b>Ending Group Health Carryover</b>			<b>\$219,643</b>
<b>Ending PHEF Reserves</b>			<b>\$520,000</b>
<b>Total Year End Cash &amp; Investments including Reserves</b>			<b>\$2,539,478</b>