



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda  
March 20, 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
  
- II. **Public Comment (20 Minutes):**
  - a. *CDHD is providing opportunities for public comment in person, remotely, or by submitting written comment. The Chair will ask if there are any citizens wishing to address the Council. When recognized, please step up to the microphone (or unmute your screen), state your name and the county jurisdiction you reside in. Chair will direct Citizen comments to two to three minutes each.*
  
- III. **Consent Agenda:**
  - a. Approval of the February 27, 2023 Board Meeting Minutes
  - b. Approval of February Payroll in the amount of \$ 298,660.25
  - c. Approval of February Benefits in the amount of \$ 104,785.97
  - d. Approval of Payment of 2023 Vouchers No.20230127 - 20230176 in the amount of \$126,050.09
  
- IV. **Program Update:**
  - a. Infection Preventionist Presentation by Sheila Borden
  
- V. **Reports:**
  - a. Health Officer Update – Dr. James Wallace
  - b. Administrator Report – Luke Davies
  
- VI. **Board Discussion:**
  - a. Annual Evaluation of Health Administrator and Interim Health Officer Process Discussion
  
- VII. **Executive Session: RCW 42.30.140 (b) Union Negotiations**
  - a. Possible action – delegation of negotiations to the Executive Team or the Health Administrator
  
- VIII. **Adjournment**



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Chelan-Douglas Health District Board of Health Regular Meeting Minutes – February 27, 2023

### **Board Members Present (quorum):**

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

### **Board Members Absent:**

### **Alternate Board Members Present:**

Michael Peterson (7)	Kristen Hosey (8)
Carin Smith (9)	

### **Staff Present:**

Luke Davies, Administrator	Rob Eastman, Environmental Health Director
Dr. James Wallace, Interim Health Officer	Diane Forhan, Operations Director
Kent Sisson, EPR	Chuck Zimmerman, CDHD Attorney
Veronica Farias, Communications & Outreach Director	

### **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 Marc Straub called the meeting to order at 3:02 PM and requested the Board Clerk to take roll to document Board member attendance.

### **Approval of Agenda –**

**Dan Sutton moved to approve the agenda as presented. Joseph Hunter seconded the motion and the motion passed unanimously.**

### **Public Comment – (3:30)**

Chair Marc Straub explained that 20 minutes has been set aside for public comment and asked for those present in person and via Zoom who wanted to speak during public comment to identify themselves. Once Chair Straub identified the number of members of the public that wanted to speak, he allotted three minutes to each presenter.

- Kim Darlington of Douglas County spoke about being a previous pharmacist and her view of the COVID vaccine and the effects she observed while administering the vaccine.
- Lauri Buhler of Douglas County commented that the BOH is seeming to want to quiet the public's voice by shortening the minutes allowed for public comment, expressed her concern with harm caused by COVID vaccines and gave the Clerk of the Board handouts to pass to the Board.

- Joan Steichen of Douglas County spoke of her view of the COVID vaccine safety.
- Victor Estrada of Douglas County spoke of the local opioid/fentanyl and addiction crisis and deaths, and to inform the Board and public of the Narcan distribution boxes located in Okanogan, Chelan, and Grant counties.
- Lisa Templeton of King County spoke about her view on the COVID vaccine.
- Penny Quist of Grant County spoke of her experience with addiction in her family and the lack of services available to the public.

**Consent Agenda – (21:42)**

- a. Approval of the January, 2023 Board Meeting Minutes
- b. Approval of the January Payroll in the amount of \$290,412.67
- c. Approval of the January Benefits in the amount of \$106,748.55
- d. Approval of Payment of 2023 Vouchers No. 20230048 – 20230126 in the amount of \$171,837.06
- e. Approval of the Contact Matrix

**Vice Chair Jerrilea Crawford moved to approve the Consent Agenda a - d with the addition to item e, the Contract Matrix, and adding Kevin Overbay to the January meeting minutes as being in attendance. Dan Sutton seconded the motion and the motion passed unanimously.**

**Program Update – (23:25)**

Kent Sisson, the Emergency Preparedness and Response (EPR) Director, gave a presentation of what the EPR program does and has been accomplishing for the District. Kent suggested that the Board Members attend the G402 class coming up on March 28th. He will send this information to Hollie to send out to the Board. Board discussion followed.

**New Business – (40:10)**

**a. HIPAA IT Security Policy (40:26)**

Luke explained that this draft policy incorporates the hybrid status of the District. An updated version of this policy will be provided to the Board for review in advance of the March Board meeting. This will be an action item on the March Board meeting agenda.

**b. Travel Credit Cards for CDHD (45:00)**

Diane explained that the District uses six credit cards with \$5,000 limits. There are more in-person trainings available to staff again and staff need to use the credit cards more than in the last few years. The District staff propose an increase in limits on two of the credit cards to \$10,000. Board discussion followed.

**Board Member Bill Sullivan moved to approve increasing the credit card limits for two of the CDHD Credit Cards from \$5,000 to \$10,000. Board Member Joseph Hunter seconded the motion and the motion passed unanimously.**

## **Reports - (52:30)**

### **Luke Davies, Administrator (52:33)**

Luke Davies explained he is implementing a change in how the Chelan-Douglas Health District and Administrative Reports will be provided to the Board at Board meetings. Luke shared highlights from Fiscal, Personal Health, Communications, Environmental Health, and Emergency Response Preparedness. Written program reports were provided in the packet.

### **Interim Health Officer, Dr. James Wallace (1:05:32)**

Dr. Wallace shared a PowerPoint with the Board and public. COVID numbers remain low level, but are persistent and still causing some business closures. All in all, the numbers are better than in December. Respiratory illnesses are not as severe now as we saw earlier in the season, but schools are reporting absenteeism, just not as much as earlier in the season due to these illnesses. ERs are still experiencing capacity issues. Opioid overdose numbers are showing an increasing trend. This is largely being driven by fentanyl and other drug cocktails used with opioids. Methamphetamines were involved in over 50% of deaths in 2021. Board discussion followed.

### **Fiscal Report --**

#### **Diane Forhan, Operations Director**

Report provided in the Board packet.

### **Personal Health Report --**

#### **Carl Hammond, Personal Health Director**

Report provided in the Board packet.

### **Health Communications Report --**

#### **Veronica Farias, Communications & Outreach Director**

Report provided in the Board packet.

### **Environmental Health Report --**

#### **Rob Eastman, Environmental Health Director**

Report provided in the Board packet.

### **Emergency Preparedness Response --**

#### **Kent Sisson, Emergency Preparedness Response**

Report provided in the Board packet.

**Board Discussion- (1:35:25)**

a. Fentanyl and Opiate Crisis- Joseph Hunter (1:35:30)

Joseph Hunter shared his own, personal addiction history and recovery and provided his personal insight on the crisis of opioids and fentanyl in our community. Joseph explained everything that he does daily to put harm-reduction resources out in the community. Joseph would like to continue this discussion with the Board to try to fix the 'gaps' in the community and work with the District on outreach and support. Board discussion followed.

b. Debrief of Wenatchee Pandemic Response Harms Conference- Bill Sullivan (2:10:00)

Board Member Bill Sullivan gave his summary of the recently held Wenatchee Pandemic Response Harms Conference Held on Jan 28<sup>th</sup> which he said was attended by approximately 500 people from Washington, Idaho, and Oregon. The event was over four hours long and featured multiple presenters who shared their views on how they or others were harmed by the government pandemic response. Bill said the conference was organized by Grass Roots Truth and Accountability Project of Washington and sponsored by Informed Choice of Washington. Bill shared that he was also an organizer for the event acting in his capacity as a private citizen. Board discussion followed.

**Chair Marc Straub declared the meeting adjourned at 5:23 PM.**

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Marc Straub, Board Chair

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Hollie Casey, Clerk of the Board

Chelan-Douglas Health District  
Payroll 2-24-23 for pay period 2-01 to 2-15-23

Gross Pay	149,562.89
Benefits	52,436.66
Total Payroll Cost	<u>201,999.55</u>
Net Pay	112,263.87
Due to IRS	34,145.74
Due to ESD - SUTA	1,002.07
Due to ESD - WAFMLA	1,196.49
Due to L&I	1,177.64
Due to DRS for PERS	23,822.66
Due to DRS for DCP	849.42
Due to PEBB	25,782.77
Due to AFLAC	435.99
Due to Health Equity FSA	366.67
Due to Health Equity H.S.A	105.00
Due to Union	851.23
Total Payroll Expenses	<u>201,999.55</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 \$149,562.89 in salaries and the \$52,436.66 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

Diane Forhan  
Signed

2/21/23  
Date

Chelan-Douglas Health District  
Payroll 3-10-23 for pay period 2-16 to 2-28-23

Gross Pay	149,097.36
Benefits	52,349.31
Total Payroll Cost	<u><u>201,446.67</u></u>
Net Pay	111,273.98
Due to IRS	34,282.24
Due to ESD - SUTA	998.95
Due to ESD - WAFMLA	1,192.80
Due to L&I	1,178.99
Due to DRS for PERS	23,811.98
Due to DRS for DCP	802.37
Due to PEBB	25,782.77
Due to AFLAC	435.99
Due to Health Equity FSA	366.67
Due to Health Equity H.S.A	105.00
Due to Armada	367.67
Due to Union	847.26
Total Payroll Expenses	<u><u>201,446.67</u></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 \$149,097.36 in salaries and the \$52,349.31 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

3/8/2023  
Date

I, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter listed have been received and that vouchers No. 20230127 through No. 20230146 are approved for payment in the amount of \$55,937.60 this 20 day of March, 2023.

*Diane Forhan*

Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230127	Brightly	16	Portal Configuration and Workflow Template	\$ 4,661.65
20230128	Caballero, Adelaida	70	Travel Per Diem	\$ 306.00
20230129	Casey, Hollie	16	Medical Expense Reimbursement	\$ 180.00
20230130	CDW Government	16	Ram Upgrade for Davies	\$ 410.22
20230131	Chelan County Treasurer	16	Repair Orders Completed in January by Motor Pool	\$ 82.76
20230132	Columbia Valley Community Health	23	TB Support	\$ 9,100.00
20230133	Control Solutions, Inc.	83/12-2/83	WiFi Cloud Alarm System and Probe Calibration Service	\$ 310.19
20230134	Cordell, Neher & Company, PLLC	16	Prepare and E-file 2022 1099's	\$ 260.00
20230135	East Wenatchee Water District	16	Water Utility Services and Fire Line Connection	\$ 190.60
20230136	Espinoza, Maria G.	70	Travel Per Diem	\$ 306.00
20230137	Farias, Veronica	70	Travel Per Diem	\$ 306.00
20230138	Gonzalez, Brenda	70	Travel Per Diem	\$ 306.00
20230139	ODP Business Solutions, LLC	16/15	Office Supplies	\$ 1,016.94
20230140	Ogden, Murphy, Wallace	16	Legal Services	\$ 14,917.80
20230141	Pamatz, Miriam	70	Travel Per Diem	\$ 306.00
20230142	Ricoh USA, Inc.	16	Copier Lease Contract Payment	\$ 631.57
20230143	SteriCycle, Inc.	12	Hazardous Drug Disposal	\$ 51.80
20230144	Townsquare Media	12-1/41/63	Radio Advertising	\$ 1,800.00
20230145	Visa	Misc.	Training Registration, Office Supplies, and Other Expenditures	\$ 6,702.06
20230146	ZixCorp	16	Software Expense	\$ 14,092.01
Total				\$ 55,937.60



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. 20230147 through No. 20230158 are approved for payment in the amount of \$12,811.95 this 20 day of March, 2023.

  
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 Administrator

\_\_\_\_\_  
 President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230147	Brightly	16 Financial Export Connector Configuration	\$ 1,900.00
20230148	Douglas County Treasurer	16 Annual Irrigation Payment	\$ 125.00
20230149	InPrint Printing	16 Printed Material	\$ 934.19
20230150	Keyhole Security	16 Re-keyed Service	\$ 708.29
20230151	Lamar Companies	15 Advertising Expense	\$ 1,365.00
20230152	Local-Tel Communications	16 Telephone Expense	\$ 988.61
20230153	ODP Business	16 Office Supplies	\$ 110.70
20230154	Pitney Bowes Bank Inc.	16 Postage Replenish	\$ 3,000.00
20230155	Pure Water Partners	16 Monthly Water Dispense for 100th Building	\$ 64.02
20230156	Staples Advantage	16 Janitorial Supplies	\$ 565.23
20230157	Visa	Misc. Training, Airplane tickets, Uber fees, and other expenditures	\$ 1,536.83
20230158	WSALPHO	16 Semi-Annual MAC Project 2022 July - December	\$ 1,514.08

Total \$ 12,811.95

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. 20230159 through No. 20230176 are approved for payment in the amount of \$57,300.54 this 20 day of March, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230159	Ag Supply Co.	16	Gas Expense and Office Supplies	\$ 520.02
20230160	Brownlee, Kaila	12/70	Mileage Reimbursement	\$ 6.37
20230161	CI Information Management	16	Onsite Shredding Services	\$ 107.93
20230162	Digital Insurance LLC	16	Outsourced HR Services	\$ 8,745.00
20230163	Douglas County PUD #1	16	Utilities	\$ 628.00
20230164	Key Methods, LLC	16	Service Desk	\$ 1,387.52
20230165	Mouret, Sean	12	Regional Public Health Nurse Liaison	\$ 6,168.00
20230166	Nurse-Family Partnerships	63	Nurse Consultation & Program Support	\$ 18,241.20
20230167	Penguin Landscaping	16	De-icing and Snow Removal for January and February	\$ 1,700.00
20230168	Port of Chelan County - CTC	44	Training for septic, installers, and O&M providers with OSS department	\$ 397.44
20230169	Shai Creates LLC	15	Accessibility Software	\$ 3,000.00
20230170	Stericycle, Inc.	12-2	Hazardous Drug Disposal	\$ 51.80
20230171	The 100 Building LLC	12	Snow Removal and De-Icing	\$ 593.76
20230172	The Reinall-Thomas Corporation	16	Snow Tires and Wheels for Agency Cars	\$ 4,060.01
20230173	TK Elevator Corporation	16	Quarterly Maintenance	\$ 1,044.79
20230174	Village Reach	12/11	Personnel AAR Contract Expense	\$ 7,723.48
20230175	Visa	Misc.	Lodging, NFP supplies, Immunization Supplies, and Other Expenditures	\$ 2,810.22
20230176	Washington State Department of Health	62	MA Registered Credential Application for A. Ruelas	\$ 115.00

Total \$ 57,300.54



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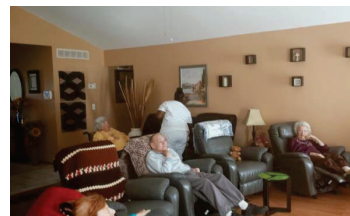
# Healthcare-Associated Infections/Antibiotic Resistance Program for Long-Term Care Facilities

Sheila Borden, MSN, RN  
Infection Preventionist (IP)

## Purpose of our program

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- Provide support to our long-term care facilities (LTCFs)
  - What is a LTCF?
    - Nursing Homes (3)
    - Assisted Living Facilities (15)
    - Adult Family Homes (22)
    - Supported Living Facilities (2)



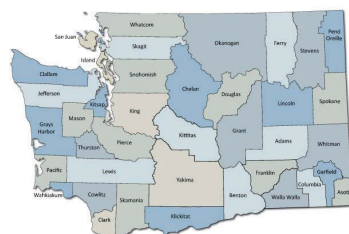
# What does our program provide?

- Evidence-based guidelines
  - Preventing infections
  - Responding to infections/outbreaks in facilities
  - Antibiotic Stewardship
- Resources for
  - Reporting requirements and regulation (WACs, CMS requirements)
  - Staff education on best infection prevention and control (IPC) practices
- Infection Control and Response Assessments
  - Assess facility's current infection control practices for gaps
    - Can be proactive- helps address potential DSHS survey deficiencies
    - Can be reactive- provide real-time guidance on what a facility can do to control it's current outbreak



# Who do we collaborate with?

- WA DOH
  - HAI/AR Team
  - Antibiotic Stewardship Team
  - Occupational Health Nurses
  - Special Projects Team
- Other LHJs
- DSHS
- Within CDHD
  - Emergency Planning and Response
  - COVID-19 Program Assistant
  - Communicable Disease Coordinator
  - Communications Department
  - Vaccine Coordinator



# Why is our program important?

- Residents of LTCFs have a higher risk of acquiring HAIs
  - Age, comorbidities, communal living setting, polypharmacy, frequent need for devices such as foley catheters and central lines.
- LTCFs have high staff turnover
  - Lack of consistency
  - Levels of education of staff
- Antibiotic Stewardship
  - Up to 70% of NH residents receive antibiotics during a year
  - Rates of multi-drug resistant organisms (MDROs) is increasing
    - Results in poorer outcomes, increased levels of care, higher cost of care



- Provided outbreak guidance (COVID, influenza, Norovirus) for 39 outbreaks
- Provided PPE to 9 facilities during their COVID outbreaks
- Coordinated N95 Fit Testing for 8 LTCFs in our area with WA DOH
- Performed 4 ICARs
- In-person outreach to 19 LTCFs
- Developed staff education discussing LTCF reporting requirements that has been approved by DSHS for CE credit
- Updated CDHD's website and added a Long-Term Facility section
- Monthly newsletter for LTCFs





# Questions?



# Administrator's Report

## Administrator Comments:

HIPAA IT Policy to be shifted due to re-evaluation of Data Sharing Agreements with state agencies.

## Highlights:

Fiscal

Personal Health

Communications

Environmental Health

Emergency Preparedness Response

**CHELAN-DOUGLAS HEALTH DISTRICT**

**Budget vs. Actuals 2023 Budget**

**YTD February 2023**

	<b>Actual</b>	<b>Total Budget</b>	<b>% of Budget</b>
<b>Income</b>			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	42,270.20	623,121.00	6.78%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	46,260.00	485,072.00	9.54%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	30,022.81	168,138.00	17.86%
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	44,607.84	218,493.00	20.42%
640.001.33393.26.000 IMMUNIZATION GRANT	41,406.62	439,199.75	9.43%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	62,107.27	1,002,186.00	6.20%
640.001.33393.77.000 MEDICAID MATCH	29,800.26	100,000.00	29.80%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	15,285.48	125,159.00	12.21%
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	21,265.13		
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	4,051.25	111,000.00	3.65%
640.001.33406.90.000 HCA GENERAL FUNDS	71,252.20	450,877.00	15.80%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	199,817.00	399,633.00	50.00%
640.001.33604.25.000 FOUNDATIONAL PUBLIC HEALTH SERVICES	831,500.00	1,663,000.00	50.00%
640.001.33862.00.000 PUBLIC HEALTH	76,303.12	457,818.92	16.67%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	154.00	8,000.00	1.93%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	94,080.85	314,123.00	29.95%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	30,235.60	105,000.00	28.80%
640.001.35000.00.000 FINES AND FORFEITS	700.00		
640.001.36111.00.000 INVESTMENT INTEREST	13,618.20	30,000.00	45.39%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	2,502.88	60,000.00	4.17%
<b>Total Income</b>	<b>\$ 1,657,240.71</b>	<b>\$ 6,760,820.67</b>	<b>24.51%</b>



**CHELAN-DOUGLAS HEALTH DISTRICT**

**Budget vs. Actuals 2023 Budget**

**YTD February 2023**

Expenses

640.001.56200.10.000 SALARIES & WAGES	589,072.92	3,926,861.02	15.00%
640.001.56200.20.000 PERSONNEL BENEFITS	212,923.23	1,365,625.32	15.59%
640.001.56200.31.100 OFFICE SUPPLIES	3,944.94	30,231.32	13.05%
640.001.56200.31.200 CLINICAL SUPPLIES	87.29	16,200.00	0.54%
640.001.56200.31.300 LABORATORY SUPPLIES	0.00	2,000.00	0.00%
640.001.56200.31.400 DRUGS & MEDICINES	0.00	10,000.00	0.00%
640.001.56200.31.500 FIELD SUPPLIES	386.36	30,850.00	1.25%
640.001.56200.31.800 JANITORIAL SUPPLIES	1,704.92	6,300.00	27.06%
640.001.56200.35.000 SMALL TOOLS & MINOR EQUIPMENT	0.00	800.00	0.00%
640.001.56200.35.100 BOOKS, REFERENCES & VIDEOS	18.63	1,650.00	1.13%
640.001.56200.35.200 SOFTWARE	43,990.86	162,700.00	27.04%
640.001.56200.35.300 HARDWARE	16,198.61	2,050.00	790.18%
640.001.56200.41.100 SERVICES - LEGAL	27,137.10	90,000.00	30.15%
640.001.56200.41.200 SERVICES - AUDIT	0.00	25,000.00	0.00%
640.001.56200.41.300 SERVICES - INTERPRETING	1.11	11,000.00	0.01%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	677.16	2,400.00	28.22%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	0.00	10,000.00	0.00%
640.001.56200.41.600 SERVICES - COMPUTER	0.00	4,600.00	0.00%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	162,604.64	426,144.00	38.16%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	5,002.71	5,000.00	100.05%
640.001.56200.42.010 TELEPHONE	4,857.71	39,776.00	12.21%
640.001.56200.42.020 POSTAGE	3,490.99	3,500.00	99.74%
640.001.56200.43.100 TRAVEL - MILEAGE	13.69	4,283.00	0.32%
640.001.56200.43.200 TRAVEL - GASOLINE/ROUTINE MAINT	2,505.82	19,905.00	12.59%
640.001.56200.43.300 PROFESSIONAL TRAVEL AND TRAINING	8,212.33	44,595.00	18.42%
640.001.56200.43.400 TRAVEL - CONFERENCES - MEALS & LODGING	6,540.52	10,940.00	59.79%
640.001.56200.43.500 TRAVEL - OTHER (PLANE/BOAT/PARKING, ETC)	10,070.28	3,500.00	287.72%
640.001.56200.44.100 ADVERTISING - NEWSPAPER	28.42	10,000.00	0.28%
640.001.56200.44.200 ADVERTISING - OTHER	19,065.00	72,500.04	26.30%
640.001.56200.45.000 OPERATING RENTALS & LEASES	6,011.00	31,500.00	19.08%
640.001.56200.46.000 INSURANCE	0.00	125,000.00	0.00%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	3,696.78	16,000.00	23.10%
640.001.56200.48.100 EQUIPMENT	377.47		
640.001.56200.48.200 AUTOS	413.41	4,200.00	9.84%
640.001.56200.48.300 BUILDING	4,240.77	20,000.00	21.20%
640.001.56200.49.000 PRINTING - OFFICE	1,511.96	4,299.96	35.16%
640.001.56200.49.001 PRINTING - COPIER	1,261.98	18,000.00	7.01%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	0.00	10,000.00	0.00%
640.001.56200.49.300 DUES & MEMBERSHIPS	10,345.39	21,200.04	48.80%
640.001.56200.49.400 SUBSCRIPTIONS	1,389.32	2,000.04	69.46%
640.001.56200.49.500 OTHER EXPENDITURES	19,584.73	152,233.00	12.86%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	1,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 1,167,368.05</b>	<b>\$ 6,743,843.74</b>	<b>17.31%</b>

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Cash/Investments**  
**Feb-23**

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	36,214.47	
Payroll Clearing Account - Key Bank	33,448.26	
Investment Account - Chelan County Treasurer	3,138,452.68	
<i>Investment broken out as follows:</i>		
<i>Public Health Emergency Reserves</i>		168,890.98
<i>Vehicle Reserves</i>		88,926.28
<i>General Investment</i>		2,880,635.42
 Total Cash/Investments	 3,208,615.41	

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs Actuals 2023 Budget**  
**YTD February 2023**

	Actual	Budget	
Permits	88,530.20	1,108,193.00	8.0%
Federal Grants	244,495.41	2,053,175.75	11.9%
State Grants	75,303.45	561,877.00	13.4%
State Entitlements	1,031,317.00	2,062,633.00	50.0%
County Assessments	76,303.12	457,818.92	16.7%
Fees	124,470.45	427,123.00	29.1%
Interest	13,618.20	30,000.00	45.4%
Other Revenue	3,202.88	60,000.00	5.3%
Total Revenue	<hr/> 1,657,240.71	<hr/> 6,760,820.67	24.5%
 Wages	 589,072.92	 3,926,861.02	 15.0%
Benefits	212,923.23	1,365,625.32	15.6%
Supplies	66,331.61	262,781.32	25.2%
Services	299,040.29	1,188,576.08	25.2%
Total Expenses	<hr/> 1,167,368.05	<hr/> 6,743,843.74	17.3%



## **Highlights:**

I and two other members of the District's fiscal staff attended a three-day grants management training in early March. My team is using what we learned at the training to review and update our fiscal policies.

The fiscal team will participate in a program review from DCYF for the Nurse Family Partnership program on April 14. Additionally, Department of Health will be on site on May 2-3 to perform fiscal monitoring.

The fiscal staff received the final documentation for the FEMA expenditures from our subcontractor in early March. We are conducting a final review and will notify Department of Health that the documentation is complete by the end of this month.

The District's annual report to the State Auditor is due by May 30. We anticipate having the report complete by around April 15. I will reach out to schedule our annual audit with the State Auditor once the report is submitted.

In Mid-February, the District converted to a different division of ADP for our payroll processing. This division will provide more support and allow us to use the ADP tools more effectively than we've previously been doing. As of the 2<sup>nd</sup> week of March, we have several trainings with ADP scheduled.

## **Essential Data:**

With 16.7% of the year completed, the District is at 24.5% of budgeted revenue and 17.3% of budgeted expenses.



## **Highlights:**

Hired Yanet Lozano to fill the WIC Certifier-Clerk Typist III position.

Two clients graduated from the NFP program, indicating successful completion of the program. Nine more clients are set to graduate by June.

WIC Operations starting September 1st:

Must offer in-person appointments to all participants, but can continue to offer remote certifications and issue benefits remotely based on caregiver preference.

Participants will be required to come to the office to get anthropometric measurements taken and get hemoglobin checks within 60 days before the certification appointments OR get this done at their PCP office and share results with WIC staff. If participants do not come to the office and/or provide results from the PCP office visit, benefits will no longer be issued for 3 months and a time- it will change to monthly certification visits.

Weight loss support group: 18 people attending. Reviewed obesity now being identified as a chronic disease, ideal eating patterns, reviewed participants goals, and barriers they experienced to meet these goals. We celebrated individual successes and discussed ways to work through barriers to change.

CYSHCN Coordinator helped a family of 5 access enabling services (at Northwest Justice Project, Catholic Charities, Community Action, Serve Wenatchee, Hope Source)

## **Essential Data:**

NFP:

-Caseload- 59 (fully funded for 62)

WIC:

-Caseload- 622 (above authorized caseload of 585)

ABCD:

- Number of new enrollees- 32

- Attended 5 outreach events- reached people 453

-CD/HAI:

- 6 COVID outbreaks in LTCFs

- 3 norovirus outbreaks in LTCFs

**TB:**

- 1 EDN case on LTBI treatment
- 3 cases that were previously referred to us by medical providers for guidance and further evaluation continue to be followed by TB Coordinator
- 1 presumable non-infectious, extra pulmonary case on treatment
- 2 foreign-born cases seeking TB testing along with vaccinations- referred for services

**CYSHCN:**

- 47 client contacts made (by phone, in-person, text)
- 3 referrals made to outside services
- Case management for 6 lead cases

**Vaccines given:**

- 1 MPV
- 4 primary COVID
- 5 bivalent COVID boosters
- 16 adult flu

**Definitions:**

- NFP- Nurse-Family Partnership
- NSO- National Service Office
- ABCD- Access to Baby and Child Dentistry
- WIC- Women, Infants, Children
- CYSHCN- Children & Youth with Special Health Care Needs
- TB- Tuberculosis
- LTBI- Latent TB Infection
- EDN- Electronic Disease Notification
- DOC- Department of Corrections
- CVP- Childhood Vaccine Program
- IQIP- Immunization Quality Improvement for Providers
- AVP- Adult Vaccine Program
- CD- Communicable Disease
- HCV- Hepatitis C Virus
- HBV- Hepatitis B Virus
- FBI- Foodborne Illness
- PEP- Post Exposure Prohylaxis
- SNF- Skilled Nursing Facility
- ALF- Assisted Living Facility
- AFH- Adult Family Home
- LTCF- Long-Term Care Facility



# Communications & Outreach Report

March 2023

## Highlights:

- March’s Prepare in a Year campaign: *Store Water*
- Continued to Support Personal Health’s ongoing *Weight loss and Diabetes* support programs
- Team members attended *ICS 300* in Grant County
- Finalized New Billboard Artwork for our 3 Billboards with the *Prepare in a year* campaign
- March Newsletter sent out on March 15<sup>th</sup>
- Continued *To people better, together* learning series by NCW Equity Alliance
- Finalized and dispersed the LTCF Newsletter March 20<sup>th</sup>



Electronic Billboard on N. Wenatchee Avenue

KPQ Home Show Booth March 10th & 11th

## Essential Dates:

- March 1<sup>st</sup>: *Weight loss Support Group* at Eastmont Community Center
- March 6<sup>th</sup>: *Diabetes Support Group* at Pinnacles Prep
- March 10<sup>th</sup>: KPQ Home Expo Show
- March 11<sup>th</sup>: KPQ Home Expo Show
- March 13<sup>th</sup>: *Diabetes Support Group* at Pinnacles Prep
- March 20<sup>th</sup>: *Diabetes Support Group* at Pinnacles Prep
- March 23<sup>rd</sup>: Eastmont School District *Informed Parents/Padres informados* Health workshops
- March 25<sup>th</sup>: *Café Pachenga y Mercadito*
- March 27<sup>th</sup>: *Diabetes Support Group* at Pinnacles Prep



## **Highlights:**

- Solid waste facility permit renewals are going out this month
- We have received the written cleanup work plan for the clandestine drug lab we have been working on since December
- We have a new employee starting April 3<sup>rd</sup> that will work in the On-site and Food Safety programs

## **Essential Data:**

**Solid Waste:** During February, we have received 2 improper solid waste handling complaints located in Wenatchee. One of these complaints has been resolved. We have also provided technical assistance for mold, rats, landlord tenant and pigeon complaints and/or inquiries. Staff completed 4 permitted facility inspections during February. Staff conducted 6 hazardous waste site visits as well.

**Onsite & Land Use Program:** For February, we issued 21 septic permits, conducted 4 private water reviews, 1 public water review, 10 short plat and 3 major plat reviews.

**Food Safety Program:** Staff conducted 40 routine inspections during February.

**Water Recreation Facility Program:** Staff completed 15 routine inspections in February.



# Emergency Preparedness & Response

## BOH Report

March 2023

### **Highlights:**

#### **REDi Healthcare Coalition Status**

The Regional Emergency Response Coordinator, Kent Sisson met with Kristine Hansen (DOH) to discuss the status of the Regional Emergency and Disaster (REDi) Health Care Coalition that has covered all of Eastern Washington since 2018. The REDi HCC has been housed within the Spokane Regional Health District, but that ended on March 3, 2023 at the request of SRHD. There will be several meetings and discussions led by DOH to determine the future of REDi. In the interim, the Northwest Healthcare Response Network (NWHRN) on the west side of the state will manage the REDi HCC simultaneously with their own coalition. NWHRN will not become the permanent facilitating agency for REDi. As DOH makes decisions on the future of the REDi HCC, our emergency contact to report health related emergencies or request assistance in Eastern WA is via the State DOH Duty Officer. Non-emergent requests for support or assistance will be made directly to Kristine Hansen or her designee at DOH.

#### **Disaster Preparedness Radio Spot, Outreach & Billboards**

The monthly radio spot for the health district has to do with general “disaster preparedness”. The theme is “Prepare in a Year”. Local billboards will have the “Prepare in the Year” message and graphics. The radio spot also speaks to this theme and encourages people to sign up for AlertSense emergency messaging through county emergency management. This was a collaborative message between Chelan County Emergency Management and the health district. Some of the outreach conducted at the KPQ Home Show on March 10<sup>th</sup> & 11<sup>th</sup> was geared toward making people think about putting together a preparedness kit for use in the case of a power failure or other emergency. Handouts and some of the preparedness items were available to the public take with them during this outreach event.

#### **FPHS Subject Matter Expert Workgroup Participation**

The RERC is part of a Foundation of Public Health Services funding workgroup formed to submit proposals for FPHS funding to be allocated to local health district emergency preparedness programs across the state. The current proposal submitted by the workgroup to the FPHS steering committee asks for an allocation of funding for each LHJ in the state to support one full-time equivalent (FTE) position specific to EPR program-specific work.