



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda
June 26, 2023 at 3:00 pm at the Douglas County Public
Services Building, Hearing Room, 140 19th 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

I. General Business:

- a. Call Meeting to Order- Roll Call
- b. Approval of the Agenda

II. Public Comment (20 Minutes):

- a. *CDHD provides 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. The Chair will direct Citizen comments to two to three minutes each.*

III. Consent Agenda:

- a. Approval of the May 15, 2023 Board Meeting Minutes
- b. Approval of May Payroll in the amount of \$288,293.98
- c. Approval of May Benefits in the amount of \$101,614.08
- d. Approval of Payment of 2023 Vouchers No.20230301 - 20230405 in the amount of \$209,322.73
- e. Approval of the Contract Matrix

IV. New Business:

- a. Preliminary 2023 Budget Amendment

V. Old Business:

- a. Update of Deputy Administrator and Environmental Health Director
- b. Administrator Compensation Review/Action

VI. Reports:

- a. Health Officer Update – Dr. James Wallace
- b. Administrator Report – Luke Davies

VII. Board Discussion (if time allows):

VIII. Closed Session: RCW 42.30.140(b) Collective Bargaining

IX. Adjournment



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health Regular Meeting Minutes – May 15, 2023

Board Members Present (quorum):

Marc Straub, Chair (4)
Dan Sutton (3)
Marissa Smith (7)
Alma Chacon (9)
Joseph Hunter (11)

Shon Smith (2)
Sharon Waters (6)
Bindu Nayak (8)
Bill Sullivan (10)

Board Members Absent:

Kevin Overbay (1)

Jerrilea Crawford (5)

Alternate Board Members Present:

Michael Peterson (7)
Carin Smith (9)

Kristen Hosey (8)
Maria Hansen (11)

Staff Present:

Luke Davies, Administrator
Kent Sisson, EPR
Dr. James Wallace, Interim Health Officer
Veronica Farias, Communications and Outreach Director
Cari Hammond, Personal Health Director

Diane Forhan, Operations Director
Erin McCool, CDHD Attorney
Hollie Casey, Clerk of the Board

Public Present –

The 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 3:01 PM and requested the Board Clerk to verify there was a quorum. There was, and the meeting moved forward.

Approval of Agenda – (0:30)

Bill Sullivan moved to approve the agenda as presented. Joseph Hunter seconded the motion and the motion passed unanimously.

Public Comment – (0:55)

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.

- Laurie Buhler of Douglas County talked about a study reportedly out of the UK regarding COVID deaths and maternal COVID vaccine deaths, and current maternal deaths versus pre COVID in the US.

- Lisa Templeton of King County shared a letter reportedly written by Joseph Lattipo, the Florida Surgeon General, that evidently documents FDA and COVID vaccine results.
- Joan Steichen of Chelan County spoke about her research of members of the CDC involving COVID, and suggested the Board review the Nuremberg Code.

Consent Agenda – (11:45)

- Approval of the April 17, 2023 Board Meeting Minutes
- Approval of April Payroll in the amount of \$303,620.80
- Approval of April Benefits in the amount of \$101,020.23
- Approval of Payment of 2023 Vouchers No. 20230242-0300 in the amount of \$60,018.06
- Approval of the Contract Matrix

Joseph Hunter moved to approve the Consent Agenda. Alma Chacon seconded the motion and the motion passed unanimously.

Old Business– (13:05)

- NCW Epi Consortium
 Luke Davies, Health Administrator, explained that the Epi consortium is a collaboration of local health jurisdictions, community partners, and the University of Washington working together to support regional activities, standardize assessments, provide surveillance across NCW, and learn from each other to develop professionally. Board discussion followed.

New Business-- (35:39)

- Surplus List (35:50)
 Diane ran down the surplus list. Board discussion followed.

Dan Sutton moved to approve the Surplus List. Sharon Waters seconded the motion and the motion passed unanimously.

- Contracts (37:21)
 - UW Interlocal Agreement Annual Review
 Luke Davies explained the contract is for an interlocal agreement between the CDHD and the UW work orders for project support services using FPHS dollars to pay for these services that will continue through 2024. Chair Marc Straub explained that this contract began in 2021.
 - Village Reach Contract Amendment Increase by \$83,868.91 to a total of \$217,281.91 through July 31st, 2024, for ongoing support of the After Action Report and Community Health Assessment Work
 Luke Davies explained that during the COVID pandemic, there was a large need for tracking data, assessment work and epidemiologic support. Due to a considerable

amount of turnover during the pandemic, Village Reach assisted with technical support as well. Luke broke down that funding for this comes from braided funding from PHEPR dollars and FPHS dollars.

Shon Smith motioned to approve the Village Reach Contract Amendment Increase by \$83,868.91 to a total of \$217,281.91 through July 31st, 2024. Alma Chacon seconded the motion and the motion passed unanimously.

Reports– (46:46)

Health Officer Report Dr. James Wallace, Health Officer (47:17)

Dr. James Wallace, Interim Health Officer stated that he will go over the unwinding of the public health emergency and share changes to our surveillance systems, testing treatments and accessing vaccines and other resources, and navigating Long Term Care Facilities, schools, and the public in his report. We will see an end to test reporting which will impact data reporting dashboards both federally and on a local level. The DOH will continue to do variant sampling. Washington State will continue hospital reporting as well. Moving forward, health advisories will be around local trends and will base vaccine, masking, treatments, and other recommendations on the trending local data. Testing resources will continue to decline but will be able to test through health care partners and private insurance. Contact tracing and case investigations will continue when there are outbreaks. Continuing to work with local and state partners for quarantine support as a local health jurisdiction specifically for COVID. The bivalent vaccine is the primary vaccine at this time and can be given to all ages for the primary as well as booster doses. Board discussion followed.

Luke Davies, Administrator (1:06:34)

Luke Davies, Health Administrator, began his report by going through the Fiscal, Personal Health, Communications, and Environmental Health program's highlights and essential data. Luke also informed the Board that he signed a contract with our elevator services company, TKE, for approximately \$20,000 for a five-year maintenance contract. Board discussion followed.

Board Discussion-- (1:18:13)

a. **BOH Member Local Board Training Report Out**

Alma Chacon, Bill Sullivan, and Michael Peterson all attended the local Board of Health training in early May in Blaine, Washington. It is Board training provided in partnership with WSAC and WSALPHO. The overall feedback was that the training was informative, and each attending Member stated that they learned something that they were unaware of.

b. **Board Recording Discussion (from November 2022 Meeting)**

Chair Marc Straub explained that this is a revisit from our November meeting. He explained that YouTube removed the last Board meeting recording and asked the Board for a consensus on the Board recording procedure moving forward. After Board discussion, it was decided by the Board Members that the meetings will continue to be recorded and posted as audio only. If there is a

request for a video recording, it can be provided by thumb drive. Carin Smith suggested that the presentations given at the Board meetings be posted with the corresponding meeting minutes. The Board agreed with this process. Chair Straub stated that we can adjust this in the upcoming months if needed.

Executive Session: RCW 42.30.110(1)(g) Employee Performance: Annual Evaluation of Health Administrator (1:53:48)

Dan Sutton moved to begin the Executive Session to 5:15pm. Shon Smith seconded the motion and the motion passed unanimously.

The Board went into an Executive Session from 4:57pm until 5:15pm. At 5:15pm, the Board requested to remain in session until 5:30pm. The Executive Session ended at 5:31pm.

Chair Marc Straub stated that the Executive Team will sit with Luke Davies in the next week or two to review Luke's performance as the Health Administrator and requested the Board move to approve the Executive Team to put together the information for the Board to consider compensation at the June Board Meeting. After a short Board discussion, Dan Sutton moved to approve the review of compensation for Luke Davies, Health Administrator, to the June Board meeting. Joseph Hunter seconded the motion and the motion passed unanimously.

Chair Marc Straub declared the meeting adjourned at 5:32 PM.

Marc Straub, Board Chair

Hollie Casey, Clerk of the Board

Chelan-Douglas Health District
Payroll 5-25-23 for pay period 5-01 to 5-15-23

Gross Pay	143,203.83
Benefits	49,845.02

Total Payroll Cost	<u>193,048.85</u>
--------------------	-------------------

Net Pay	107,588.55
Due to IRS	32,783.40
Due to ESD - SUTA	959.47
Due to ESD - WAFMLA	1,145.65
Due to L&I	1,317.96
Due to DRS for PERS	22,883.62
Due to DRS for DCP	762.05
Due to PEBB	24,052.48
Due to AFLAC	363.96
Due to Health Equity FSA	283.33
Due to Health Equity H.S.A	105.00
Due to Union	803.38

Total Payroll Expenses	<u>193,048.85</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 \$143,203.83 in salaries and the \$49,845.02 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

5/22/2023
Date

Chelan-Douglas Health District
Payroll 6-9-23 for pay period 5-16 to 5-31-23

Gross Pay	145,090.15
Benefits	51,769.06
Total Payroll Cost	<u>196,859.21</u>
Net Pay	108,572.32
Due to IRS	33,224.50
Due to ESD - SUTA	972.10
Due to ESD - WAFMLA	1,160.74
Due to L&I	1,530.91
Due to DRS for PERS	23,269.15
Due to DRS for DCP	602.05
Due to PEBB	25,819.27
Due to AFLAC	508.15
Due to Health Equity FSA	283.33
Due to Health Equity H.S.A	105.00
Due to Union	811.69
Total Payroll Expenses	<u>196,859.21</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 \$145,090.15 in salaries and the \$51,769.06 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

6/6/2023
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. 20230301 through No. 20230323 are approved for payment in the amount of \$76,103.14 this 26 day of June, 2023.

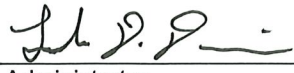


Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230301	Alpha Media	41/12 Radio Advertising Expense	\$ 680.00
20230302	Amazon Capital Services	16/29 IT and Communicable Disease Supplies	\$ 329.02
20230303	Brightly	16 Data Migration and Connector, Merchant, Financial, and Enterprises	\$ 39,796.62
20230304	CDW Government	16 Hardware Warranty, Laptop, and Additional Memory	\$ 2,528.02
20230305	Central Washington Hospital	12-1 April Meal Services for I&Q	\$ 593.50
20230306	CI Information Management	16 Onsite Shredding Services	\$ 107.93
20230307	Clarius Languages	15 Translation Services	\$ 543.00
20230308	Columbia Valley Community Health	23 TB Expenses	\$ 2,275.00
20230309	Farias, Veronica	15 Mileage Reimbursement and Travel Per Diem	\$ 238.80
20230310	Jeffers, Danielson, Sonn & Aylward, PS	16 Legal Services	\$ 308.00
20230311	Key Methods	16 Service Desk Services and IT Assist	\$ 2,160.52
20230312	Lifeline Ambulance Inc.	12 BLS Instructor Training	\$ 600.00
20230313	Morales, Adilene	16 HAS Fiscal Correction	\$ 24.10
20230314	Motel 6	12-1 I&Q Facility for April and Commercial Cleaning Services	\$ 3,548.75
20230315	ODP Business Solutions, LLC	16 Office Supplies	\$ 60.07
20230316	Pure Water Partners	16 Monthly Water Dispenser	\$ 192.05
20230317	Ricoh USA, Inc.	16 Copier Equipment Services	\$ 2,685.92
20230318	Taylor Communications, Inc.	90 Certified Paper for Birth Certificates	\$ 183.48
20230319	Townsquare Media	41/12 Radio Advertising Expense	\$ 1,800.00
20230320	Village Reach	11/12 Personnel AAR Contract Expense	\$ 10,048.98
20230321	Visa	Misc. NFP Supplies, Uber Ride, and Office Supplies	\$ 2,163.05
20230322	Vision y Compromiso	16 CDHD Sponsoring Vision Y Compromiso	\$ 5,000.00
20230323	Waste Management of Wenatchee	16 Monthly Garbage Disposal Services	\$ 236.33
			\$ 76,103.14

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. 20230324 through No. 20230334 are approved for payment in the amount of \$22,379.96 this 26 day of June, 2023.



 Administrator

 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230324	Amazon Capital Services	16/63/41	Office and NFP Supplies	\$ 1,337.87
20230325	Brownlee, Kaila	15	Mileage Expense and Travel Per Diem Reimbursement	\$ 138.55
20230326	CDW Government	16	Licenses and Memory	\$ 2,758.42
20230327	Dickey, Brian	44	Boat, Lodging, and Travel Per Diem Reimbursement	\$ 1,062.76
20230328	Espinoza, Maria G.	82	Travel Per Diem	\$ 64.00
20230329	GEM Resourcing LLC	16	Recruiting Services	\$ 11,990.00
20230330	InPrint Printing	63/41	Home Visit and Food Establishment Forms	\$ 922.25
20230331	Ricoh USA, Inc.	16	Copier Lease Contract Payment	\$ 630.99
20230332	SteriCycle, Inc.	12	Hazardous Drug Disposal	\$ 51.80
20230333	Verizon Wireless	Misc.	Cell Phone Expense	\$ 2,154.44
20230334	Visa	15/16	Lodging, Lunch for Meetings, and Booth Fee	\$ 1,268.88
				\$ 22,379.96

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. 20230335 through No. 20230352 are approved for payment in the amount of \$29,084.23 this 26 day of June, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230335	4Imprint, Inc.	63	Outreach Supplies	\$ 213.87
20230336	Amazon Capital Services	16/63/12	Office, NFP, and Janitorial Supplies	\$ 974.37
20230337	Brownlee, Kaila	15	CDHD Rotary Event Parking Fee Expense Reimbursement	\$ 20.00
20230338	Davies, Luke	16	Mileage Expense Reimbursement and Travel Per Diem	\$ 308.56
20230339	East Wenatchee Water Dis	16	Water Utility Services	\$ 233.80
20230340	Empire Record Manageme	16	Storage Lease Agreement for May	\$ 795.00
20230341	Howard, Suzy	46	Lodging Expense Reimbursement and Travel Per Diem	\$ 595.92
20230342	Injoy Health Education	63	NFP Videos for New Parents	\$ 631.80
20230343	Key Methods, LLC	16	Service Desk Services	\$ 367.55
20230344	Local-Tel Communications	16	Phone Expenses	\$ 990.85
20230345	O'Daffer, Elizabeth	41	Lodging Expense Reimbursement and Travel Per Diem	\$ 532.92
20230346	ODP Business Solutions, L	16	Office Supplies	\$ 39.74
20230347	Ogden, Murphy, Wallace	16	Legal Services	\$ 12,069.20
20230348	Pamatz, Miriam	15	Travel Per Diem	\$ 216.00
20230349	SteriCycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 10.36
20230350	The 100 Building LLC	16	Monthly Rent and Utilities for May	\$ 2,597.00
20230351	The Hire Method LLC	16	Recruiting Support	\$ 6,500.00
20230352	Visa	Misc.	Airplane Tickets, Subscriptions, Car Maintenance, and Other Expenditures	\$ 1,987.29
				\$ 29,084.23

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. 20230353 through No. 20230367 are approved for payment in the amount of \$10,390.14 this 26 day of June, 2023.



 Administrator

 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230353	Amazon Capital Services	16	Office Supplies	\$ 35.17
20230354	Douglas County PUD #1	16/12	Utilities	\$ 399.00
20230355	Health Equity	16	Healthcare Benefit May 2023	\$ 129.20
20230356	InPrint Printing	41	Food Inspection Report	\$ 379.75
20230357	Key Methods, LLC	16	IT Assist Workstation and Servers	\$ 1,388.80
20230358	Keyhole Security	16	Kantech Access Cards	\$ 286.98
20230359	Lamar Companies	15	Advertising Expense	\$ 1,365.00
20230360	ODP Business Solutions, LLC	16	Office Supplies	\$ 56.61
20230361	Pure Water Partners	16	Monthly Water Dispenser Expense for 100th Building	\$ 64.02
20230362	Sisson, Kent	12	Travel Per Diem	\$ 260.00
20230363	Sound Telecom	12	Answering Services	\$ 137.00
20230364	Van den Broek, Janey	63	Lodging, Meals, and Parking Fee	\$ 551.02
20230365	Visa	Misc.	Lodging Expense, Training Registration, and NFP Gift Cards	\$ 4,560.55
20230366	Waxie Sanitary Supply	16	Janitorial Supplies Expense	\$ 727.04
20230367	Wenatchee Pride	16	Pride Festival Booth	\$ 50.00
				\$ 10,390.14

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. 20230368 through No. 20230385 are approved for payment in the amount of \$27,117.55 this 26 day of June, 2023.

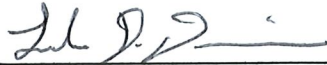


Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230368	Ag Supply Co.	16	Gas Expense and Janitorial Supplies	\$ 1,106.42
20230369	Alliance 2020, Inc.	16	Background Check Expense	\$ 175.78
20230370	Amazon Capital Services	16/62/90	Office, Building, and Computer Hardware	\$ 1,677.35
20230371	Coleman Oil Co.	16	Gas Expense	\$ 340.06
20230372	Espinoza, Maria G.	82	Travel Per Diem	\$ 17.00
20230373	In Print Printing	15	Pride Flyers	\$ 275.59
20230374	Jeffers, Danielson, Sonn & Aylward, PS	16	Legal Services	\$ 158.00
20230375	Kenoyer, Quinn	70	Registered Dietitian DOH License and Training Registration	\$ 254.86
20230376	Mouret, Sean	12	Regional Public Health School Nurse Liaison for May	\$ 6,168.00
20230377	NACCHO	16	LHD Membership Renewal for Dr. Wallace	\$ 960.00
20230378	ODP	15/45	Office Supplies	\$ 297.00
20230379	Outfront Media	15	Advertisement Expense	\$ 1,100.00
20230380	Pamatz, Miriam	15	Outreach Supplies Expense Reimbursement	\$ 16.50
20230381	Pat Armstrong Ford Lincoln	16	Rear toe link replacement and 4 wheel alignment # 2 Ford Explorer	\$ 189.48
20230382	Shai Creates LLC	15	Accessibility Software	\$ 3,000.00
20230383	Townsquare Media	15	Radio Advertising	\$ 486.00
20230384	Village Reach	11/12	Personnel AAR Contract Expense	\$ 10,370.74
20230385	Visa	16/63/82	Online Training, Gift Cards, Office Supplies, and Other Expenditures	\$ 524.77
				\$ 27,117.55

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. 20230386 through No. 20230405 are approved for payment in the amount of \$44,247.71 this 26 day of June, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230386	Alpha Media	12/41/15	Radio Advertising Expense	\$ 680.00
20230387	Amazon Capital Services	63/16	NFP Supplies and Wheel Chock	\$ 737.91
20230388	Casey, Hollie	16	Medical Expense Reimbursement	\$ 130.94
20230389	CDW Government	40	IPad, Laptops, and Docking Station	\$ 17,487.27
20230390	Control Solutions, Inc.	12-2	Calibration Services	\$ 142.15
20230391	Douglas County Sewer District	16	Sewer Utility Services	\$ 369.57
20230392	Empire Record Management, Inc.	16	Storage Lease Agreement for July	\$ 795.00
20230393	Fed Ex	16	Postage	\$ 11.36
20230394	ODP Business Solutions, LLC	16	Office Supplies	\$ 94.55
20230395	Pitney Bowes Bank Inc.	16	Postage Replenish	\$ 2,000.00
20230396	Pure Water Partners	16	Monthly Water Dispenser	\$ 192.05
20230397	Ricoh USA, Inc.	16	Copier Lease Contract Payment	\$ 630.99
20230398	SteriCycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 51.80
20230399	Taylor Communications, Inc.	90	Certified Paper for Birth Certificates	\$ 178.97
20230400	The 100 Building LLC	16	Monthly Rent and Utilities for July	\$ 2,597.00
20230401	TK Elevator Corporation	16	Quarterly Maintenance	\$ 1,330.50
20230402	Town Square Media	12/41	Radio Advertising Expense	\$ 1,440.00
20230403	TriVan Truck Body	12-1	Mobile Unit Repair	\$ 14,665.12
20230404	Visa	Misc.	All Staff Meeting Supplies and Printed Materials	\$ 476.20
20230405	Waste Management of Wenatchee	16	Monthly Garbage Disposal Services	\$ 236.33
				\$ 44,247.71

Contract Matrix
June 26, 2023
Prepared by Diane Forhan

	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
WorkFirst – Children with Special Needs	Department of Social & Health Services	The purpose is to assist DSHS staff in determining a parent’s ability to participate in the WorkFirst program through an evaluation of a child’s special needs.	Renew	07-01-23/06-30-25	\$3,000	none



Administrator's Report

Highlights:

Fiscal

Personal Health

Communications

Environmental Health

Administrator Update:

Foundational Public Health Services steering committee has met and allocated the state allocation for FPHS dollars for the 2023 biennium. The Chelan-Douglas Health District will be receiving additional FPHS dollars as part of the 2023 budget amendment. It will impact areas in EH, Communicable Disease, Mental health and substance abuse, Communications, and EPR

We have a number of staff members who are leaving the agency, and we are reevaluating positions in Communications and Information Technology. We have had success in filling positions. The Environmental Health and Deputy Director positions have been offered to two candidates that have start dates in June and July.

We are continuing to work on the after-action report with Village Reach and will be looking to engage the Board sometime in August when we have things finalized.

We are working on training with Grant, Okanogan, Kittitas, and the Chelan-Douglas Health District to work on increased training for management level staff with Grant County and NASH Associates. This will cost approximately \$23,000 for six months of executive leadership training for management staff.

We have contracted with DOH Associates on capital improvements and have signed-off on their initial contract to redesign the office layout and support infrastructure improvements to increase workstations, office space, and bathroom updates for \$15,500 plus reimbursable expenses.

We have engaged with Tri-Van to finalize improvements to our mobile unit in order for it to be utilized by our Health District for public health emergencies and response for \$14,665.

CHELAN-DOUGLAS HEALTH DISTRICT
Cash/Investments
May-23

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	53,749.45	
Payroll Clearing Account - Key Bank	32,087.37	
Investment Account - Chelan County Treasurer	3,876,032.62	
<i>Investment broken out as follows:</i>		
<i>Public Health Emergency Reserves</i>		170,178.16
<i>Vehicle Reserves</i>		89,604.01
<i>ARPA Building Remodel Reserves</i>		967,213.10
<i>General Investment</i>		2,649,037.35
 Total Cash/Investments	 3,962,369.44	

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs Actuals 2023 Budget
YTD May 2023

	Actual	Budget	
Permits	327,973.51	1,108,193.00	29.6%
Federal Grants	782,442.67	2,053,175.75	38.1%
State Grants	231,987.72	561,877.00	41.3%
State Entitlements	1,281,317.00	2,062,633.00	62.1%
County Assessments	190,757.80	457,818.92	41.7%
Fees	219,424.96	427,123.00	51.4%
Interest	37,198.14	30,000.00	124.0%
Other Revenue	4,030.48	60,000.00	6.7%
Total Revenue (less ARPA Funds)	<hr/> 3,075,132.28	<hr/> 6,760,820.67	45.5%
 ARPA Funds Received	 967,213.10		
 Wages	 1,483,142.01	 3,926,861.02	 37.8%
Benefits	520,066.93	1,365,625.32	38.1%
Supplies	115,555.03	262,781.32	44.0%
Services	606,372.32	1,188,576.08	51.0%
Total Expenses	<hr/> 2,725,136.29	<hr/> 6,743,843.74	40.4%

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs. Actuals 2023 Budget
YTD May 2023

	Actual	Total Budget	% of Budget
Income			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	175,138.20	623,121.00	28.11%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	152,835.31	485,072.00	31.51%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	89,162.90	168,138.00	53.03%
640.001.33321.07.000 CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS	967,213.10	0.00	
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	118,883.52	218,493.00	54.41%
640.001.33393.10.000 FDA RESEARCH	5,130.70		
640.001.33393.26.000 IMMUNIZATION GRANT	103,247.01	439,199.75	23.51%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	168,701.38	1,002,186.00	16.83%
640.001.33393.77.000 MEDICAID MATCH	73,721.18	100,000.00	73.72%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	38,081.41	125,159.00	30.43%
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	185,514.57		
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	45,103.71	111,000.00	40.63%
640.001.33406.90.000 HCA GENERAL FUNDS	186,884.01	450,877.00	41.45%
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	1,081,500.00	1,663,000.00	65.03%
640.001.33862.00.000 PUBLIC HEALTH	190,757.80	457,818.92	41.67%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	1,062.22	8,000.00	13.28%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	172,943.14	314,123.00	55.06%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	45,419.60	105,000.00	43.26%
640.001.35000.00.000 FINES AND FORFEITS	1,200.00		
640.001.36111.00.000 INVESTMENT INTEREST	37,198.14	30,000.00	123.99%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	2,830.48	60,000.00	4.72%
Total Income	\$ 4,042,345.38	\$ 6,760,820.67	59.79%

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs. Actuals 2023 Budget
YTD May 2023

	Actual	Total Budget	% of Budget
Expenses			
640.001.56200.10.000 SALARIES & WAGES	1,483,142.01	3,926,861.02	37.77%
640.001.56200.20.000 PERSONNEL BENEFITS	520,066.93	1,365,625.32	38.08%
640.001.56200.30.000 SUPPLIES	18,393.89	96,381.32	19.08%
640.001.56200.35.000 SMALL TOOLS & MINOR EQUIPMENT	0.00	800.00	0.00%
640.001.56200.35.100 BOOKS, REFERENCES & VIDEOS	1,299.98	1,650.00	78.79%
640.001.56200.35.200 SOFTWARE	72,293.24	162,700.00	44.43%
640.001.56200.35.300 HARDWARE	23,567.92	2,050.00	1149.65%
640.001.56200.41.100 SERVICES - LEGAL	60,094.80	90,000.00	66.77%
640.001.56200.41.200 SERVICES - AUDIT	0.00	25,000.00	0.00%
640.001.56200.41.300 SERVICES - INTERPRETING	886.64	11,000.00	8.06%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	959.83	2,400.00	39.99%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	11,843.00	10,000.00	118.43%
640.001.56200.41.600 SERVICES - COMPUTER	21,064.51	4,600.00	457.92%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	288,899.95	426,144.00	67.79%
640.001.56200.41.920 SERVICES - LANDSCAPING	2,354.45	0.00	
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	7,386.29	5,000.00	147.73%
640.001.56200.42.010 TELEPHONE	13,419.82	39,776.00	33.74%
640.001.56200.42.020 POSTAGE	3,981.91	3,500.00	113.77%
640.001.56200.43.000 TRAVEL/TRAINING	47,552.87	83,223.00	57.14%
640.001.56200.40.000 ADVERTISING	43,551.62	82,500.04	52.79%
640.001.56200.45.000 OPERATING RENTALS & LEASES	14,170.00	31,500.00	44.98%
640.001.56200.46.000 INSURANCE	0.00	125,000.00	0.00%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	7,365.54	16,000.00	46.03%
640.001.56200.48.000 REPAIRS	16,801.17	24,200.00	69.43%
640.001.56200.49.000 PRINTING - OFFICE	1,587.78	4,299.96	36.93%
640.001.56200.49.001 PRINTING - COPIER	8,217.75	18,000.00	45.65%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	0.00	10,000.00	0.00%
640.001.56200.49.300 DUES & MEMBERSHIPS	11,435.55	21,200.04	53.94%
640.001.56200.49.400 SUBSCRIPTIONS	1,632.07	2,000.04	81.60%
640.001.56200.49.500 OTHER EXPENDITURES	43,166.77	152,233.00	28.36%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	1,000.00	0.00%
Total Expenses	\$ 2,725,136.29	\$ 6,743,843.74	40.41%



Highlights:

The Fiscal Department is working on automating our purchase order processes, as well as developing processes to automate the import of payroll costs from ADP into the accounting system.

We continue to train on the new services available with our upgraded ADP platform. Some improvements include automated tracking of company assets, such as laptops and cell phones, by employee and setting up a system to automatically track FMLA hours.

The State Auditor has not yet contacted us to schedule the 2022 Audit, nor has DOH reached out to reschedule the Fiscal Monitoring that was supposed to take place in May. We expect both the Audit and the Fiscal Monitoring to occur sometime this summer.

On June 15, several staff members met with DOH Associates to go over plans for the building remodel. After a discussion about changes we would like to see, DOH Associates hopes to have a more concrete plan with preliminary costs presented to us before the July Board of Health meeting. Once we receive costs, we'll present a Capital Improvements budget to the Board for approval.

I have started work on the 2024 Budget and plan to have the first draft ready to present to the Board at the September Board of Health meeting.

Essential Data:

With 41.7% of the year completed, the District is at 45.5% of budgeted revenue (not including the ARPA Funds) and 40.4% of budgeted expenses.

The District will be receiving more FPHS funds than was anticipated in the 2023 budget; however, we are still waiting for the final allocation from the State. Once that final allocation is confirmed, we will be presenting an amended 2023 budget to the Board for approval.



Highlights:

Immunization Coordinator attended the Immunization Summit in Tacoma.

Lupita Espinoza (ABCD Coordinator) received a 2023 Lifetime Achievement Award from the WA Community Health Worker Network for her work as a Community Health Worker/Promotora.

Weight loss support group is still meeting- 6 people have regularly attended all sessions and lost a collective of 62 pounds in the first 5 months;

Nutritionist planned Farmers Market outreach/education for the season in collaboration with Confluence Health Dietician – connected with Wenatchee’s Farmers Market Coordinator to gain support; they will prepare healthy meals using fresh produce from the market vendors and share the recipes used; the first meal prep demonstration boosted sales of kohlrabi for one of the vendors.

Infection Preventionist collaborated with Dr. Wallace and Dr. Carpenter from Confluence Health to develop standing orders for COVID testing in AFHs and ALFs; visited 2 SNFs to review multi-drug resistant protocol if MDRO is identified.

Tested 166 Wenatchee Head Start students for elevated blood lead- zero elevated results above 5 mcg/dL.

Essential Data:

ABCD- Enrolled 95 children in Jan-May; outreach reached 419 people

CD- One norovirus outbreak in LTC setting

WIC- Caseload 640

NFP- 62 enrolled clients; 1 new graduate; 1 newly enrolled client; 49 families visited

CYSHCN- 24 enrolled clients; 5 pending referrals; outreach reached 419 people

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
SNF- Skilled Nursing Facility
ALF- Assisted Living Facility
AFH- Adult Family Home
LTCF- Long-Term Care Facility
MDRO- Multi-drug resistant organism



Highlights:

- June's Prepare in a Year campaign: *Be 2 Weeks Ready!*
- July's Prepare in a Year campaign: *Learn Fire Safety!*
- Radio ads to promote *Summer Food Safety*
- Radio ads on the *Risk of Xylazine use*
- Radio ads for *EH on Extended Wait Times*
- In the Process of updating CDHD's agency brochure
- CDHD Community Calendar is now live on the website
- Outreach team continues to support Personal Health's monthly weight loss support group
- New Billboard artwork going live the week of June 20-26th
 - Electronic Billboard on Wenatchee Avenue and Maple Street
 - Standing billboard at Highway 97A in Wenatchee
 - Standing billboard on Sunset Highway in East Wenatchee



Essential Data:

- 5/1: Diabetes Support Group at Pinnacles Prep in Wenatchee (**5 attendees**)
- 5/3: Weight Loss Support Group at Eastmont Community Center (**12 attendees**)
- 5/3: Wenatchee School District PAC Multilingual night (**4 kids enrolled in ABCD and over 170 community interactions**)
- 5/8: Diabetes Support Group at Pinnacles Prep in Wenatchee (**6 attendees**)
- 5/13: PUD Kids Fest (**Over 300 community interactions**)
- 5/16: CDHD presentation at WSD Inter-Agency Meeting (**65 attendees**)
- 5/19-20: Leavenworth Rotary Conference Exhibit Booth (**Over 75 interactions**)
- 5/20: WIC & NFP at It takes a Village in Wenatchee (**15 community interactions**)
- 5/22: Diabetes Support Group at Pinnacles Prep in Wenatchee (**8 attendees**)
- 5/24: Wenatchee Head Start Resource Fair (**Over 60 community interactions**)
- 5/29-31: CDHD presentation & booth at CHW Spring Promotoras Training (**97 attendees**)



Environmental Health BOH Report

June 2023

Highlights:

The new Environmental Health Director is starting this week and will begin onboarding. We have filled three of the five vacancies in Environmental Health with positions starting in June and July

We are starting the process to review and update our Chelan-Douglas Health District code and are working with legal to review all of our past resolutions and other state changes. The last update occurred in 2014.

Still prioritizing essential services for Onsite Septic, Food Safety, Drinking Water, and Living Environment. Receiving support from DOH on Sanitary Surveys and training.

Essential Data:

OSS and Land Use – we went from over 150 permits to 98 with only about 40 open active reviews with a 14 day turnaround. Many of the outstanding reviews are either waiting for payment or waiting for client information to move forward. Currently experiencing a 10% decrease in permit levels from last year for on-site

Food Safety – working on the oldest priorities. Currently up 50% on temporary food permits year over year. Working to make sure food establishments have up to date educational process materials.

Water Rec – prioritizing our newest pools and making sure establishments are educated on the processes. Will continue focus on getting all seasonal pools done prior to September.