



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda
September 18, 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 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 Board. 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 August 21, 2023 Board Meeting Minutes
- b. Approval of August Payroll in the amount of \$282,369.10
- c. Approval of August Benefits in the amount of \$95,806.94
- d. Approval of Payment of 2023 Vouchers No.20230542-20230608 in the amount of \$125,009.27

IV. New Business:

- a. Remote Work Policy Approval (Action Item)

V. Old Business:

- a. 2023 Amended Budget (Action Item)
- b. 2024 Preliminary Budget
- c. After-Action Report Sub-Committee
- d. IT RFP Bid Delegation (Action Item)

VI. Reports:

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

VII. Exempt Session: RCW 42.30.140(b) Collective Bargaining (Action Item)

- a. Protec17 Union MOU (Action Item)

VIII. Board Discussion (if time allows):

IX. Adjournment



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health Regular Meeting Minutes – August 21, 2023

Board Members Present (quorum):

Marc Straub, Chair (4)
Shon Smith (2)
Sharon Waters (6)
Bill Sullivan (10)
Bindu Nayak (8)

Kevin Overbay (1)
Dan Sutton (3)
Marissa Smith (7)
Joseph Hunter (11)
Carin Smith (Alternate 9)

Board Members Absent:

Jerrilea Crawford, Vice Chair (5)

Alma Chacon (9)

Non-Voting Alternate Board Members Present:

Michael Peterson (7)

Staff Present:

Luke Davies, Administrator
Mariana Fletcher, Environmental Health Director
Cari Hammond, Personal Health Director
Kent Sisson, EPR 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 3:00 PM and requested the Board Clerk to take attendance.

Approval of Agenda – (2:00)

Dan Sutton moved to approve the agenda as presented. Kevin Overbay seconded the motion and the motion passed unanimously.

Public Comment – (2:20)

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 shared her opinion of opposing vaccine mandates and vaccination of school children with the COVID vaccine.
- Cheryl Basiak of Douglas County gave a handout to the Board and used the handout to share her position with the Board about the negative impacts the COVID mRNA vaccines purportedly have on the human body.
- Darlene Crumm of Douglas County shared with the Board COVID vaccine studies she reported were from the Jerusalem District of Israel and published in the Pediatric Infectious Disease Journal about the COVID vaccine and children aged 0-18 years of age and gave a handout to the Board Clerk to share with the Board.
- Carrie Harris of Douglas County stated that she works for Ambitions of Washington and wanted to thank the District for all of the help that Ambitions received during the COVID pandemic.
- Lisa Templeton of King County spoke about a recent house oversight subcommittee hearing that she reported took place in Washington D.C., to assess the effectiveness of alleged overreaching of COVID vaccine mandates and the erosion of public trust that stemmed from assumed coercive policies and Dr. Bardosh's written article content on the effectiveness and consequences of COVID vaccine policy and pandemic response.

Consent Agenda – (19:22)

- a. Approval of the July 17, 2023 Board Meeting Minutes
- b. Approval of June Payroll in the amount of \$281,721.05
- c. Approval of June Benefits in the amount of \$97,532.15
- d. Approval of Payment of 2023 Vouchers No. 20230461-20230541 in the amount of \$250,786.74

Kevin Overbay moved to approve the Consent Agenda as presented, with a discussion of some voucher items. Joseph Hunter seconded the motion and the motion passed unanimously.

New Business– (29:22)

- a. Hearing Examiner Contract (29:25)

Health Administrator, Luke Davies, explained that because the District is required to conduct its enforcement code process, the Hearing Examiner is built into the code to be used for processes that citizens from the community can go through if a community member has a dispute or an issue about a decision the District has made, or a code that the District uses. The community members can be heard by an outside source to have a fair review of an issue, should it arise. Board discussion followed.

Dan Sutton moved to approve the District's contract with the Hearing Examiner. Kevin Overbay seconded the motion and the motion passed unanimously.

b. Health Code Update (41:25)

Luke Davies, Health Administrator, stated that he would like to keep this as a standing item on the agenda, as the last update of the code was in 2014. The District is working with legal and an outside contractor to update the District's Health Code, and will bring it to the Board to review by January 2024. Luke would like to use the contractor initially, to get things updated, and then the District will review the code every three to five years or as needed. Board discussion followed.

c. Launching SmartGov October 1st, 2023 (45:20)

Luke Davies, Health Administrator, shared that the Environmental Health team has been working hard to get the SmartGov system put in place. Environmental Health Director, Miriana Fletcher, has been working with our vendors to get our data rolled over, as well as testing the system by the staff. The District is still working out all of the components, but this system should be up and running by October 1st, 2023.

d. IT Services RFP (49:02)

Luke Davies, Health Administrator, asked for the Board's direction to solicit requests for proposals for the IT activities at the District as soon as possible. The District is looking for a company that could provide a chat and help desk type of service. Diane Forhan, Fiscal Director, stated that it would be posted in the paper approximately three weeks from tomorrow. Board discussion followed.

Kevin Overbay moved to authorize District staff to move forward with the IT Services RFP, with a submission due date of September 11, 2023. Shon Smith seconded the motion and the motion passed unanimously.

e. 2019-2023 Strategic Plan Review (53:20)

Luke reviewed each section of the Strategic Plan included in the packet with the Board. He explained the Foundational Public Health Services funds will go toward strengthening some specific programs and services included in the Strategic Plan. Board discussion followed.

Reports– (1:26:36)

Administrator Report --

Luke Davies, Health Administrator (1:38:25)

Luke briefly reviewed the program updates provided in the packet and gave an overview of his report provided in the packet. Board discussion followed.

Board Discussion (1:50:10)

Member Bill Sullivan stated that a group of doctors reportedly sued the FDA for forbidding the use of Ivermectin to combat COVID and Congresswoman Schrier's visit to discuss the opioids epidemic. There was discussion around the table about opioids and the effects seen throughout the communities, and

looking to the jails, Sheriff's department, and social services to come up with some local solutions for this epidemic. Shon Smith inquired about the status of the After-Action Report.

Chair Marc Straub declared the meeting adjourned at 5:00 PM.

Marc Straub, Board Chair

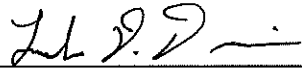
Hollie Casey, Clerk of the Board

Chelan-Douglas Health District
Payroll 8-25-23 for pay period 8-1 to 8-15-23

Gross Pay	145,763.27
Benefits	49,143.32
Total Payroll Cost	<u>194,906.59</u>

Net Pay	107,294.11
Due to IRS	34,491.31
Due to ESD - SUTA	935.35
Due to ESD - WAFMLA	1,166.10
Due to ESD - WACares Fund	764.21
Due to L&I	1,665.29
Due to DRS for PERS	21,731.29
Due to DRS for DCP	682.05
Due to PEBB	24,231.76
Due to AFLAC	339.31
Due to Health Equity FSA	241.66
Due to Health Equity H.S.A	236.24
Due to Garnishment	337.38
Due to Union	790.53
Total Payroll Expenses	<u>194,906.59</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 \$145,763.27 in salaries and the \$49,143.32 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


8/22/2023
Date

Chelan-Douglas Health District
Payroll 9-08-23 for pay period 8-16 to 8-31-23

Gross Pay	136,605.83
Benefits	46,663.62
Total Payroll Cost	<u>183,269.45</u>

Net Pay	100,975.87
Due to IRS	32,010.08
Due to ESD - SUTA	831.13
Due to ESD - WAFMLA	1,092.87
Due to ESD - WACares Fund	727.51
Due to L&I	1,646.38
Due to DRS for PERS	20,291.78
Due to DRS for DCP	682.05
Due to PEBB	23,088.65
Due to AFLAC	339.31
Due to Health Equity FSA	241.66
Due to Health Equity H.S.A	236.24
Due to Garnishment	337.39
Due to Union	768.53
Total Payroll Expenses	<u>183,269.45</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 \$136,605.83 in salaries and the \$46,663.62 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

9/5/2023
Date

I, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20230542 through No. 202305560 are approved for payment in the amount of \$27,808.82 this 18 day of September, 2023.

Diane Forhan, Fiscal Director
 Administrator

 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230542	ADP, Inc	16	Payroll Expense	\$ 3,970.99
20230543	Alpha Media	62/41/12	Radio Advertising Expense	\$ 1,112.11
20230544	Amazon Capital Services	44/16/21	Janitorial & Office Supplies Expense	\$ 860.75
20230545	Baker, Susan	44	Employee Reimbursement	\$ 313.43
20230546	Clarius Languages	15	Translation Services	\$ 753.14
20230547	Empire Record Management, Inc.	16	Storage Lease Agreement for September	\$ 795.00
20230548	In Print Printing	16/40	Printed Materials Expense	\$ 607.60
20230549	Kenoyer, Quinn	70	Employee Reimbursement	\$ 114.42
20230550	Lamar Companies	15	Advertising Expense	\$ 1,365.00
20230551	Local-Tel Communications	16	Telephone Expense	\$ 995.74
20230552	Petty, Richmond	44	Employee Reimbursement	\$ 75.00
20230553	Sound Telecom	12	Answering Services	\$ 167.41
20230554	State Auditor's Office	16	Audit Services	\$ 3,843.00
20230555	SteriCycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 10.36
20230556	The 100 Building LLC	16	Monthly Rent and Utilities September	\$ 2,739.00
20230557	Townsquare Media	62/41/12	Radio Advertising Expense	\$ 2,232.00
20230558	Turner Restoration	16	Mitigation Work for Water Damage Expense	\$ 4,141.98
20230559	Verizon Wireless	Misc.	Cellphone Expense	\$ 2,351.15
20230560	Visa	Misc.	Training registration, Postage, Outreach Supplies, and Subscriptions	\$ 1,360.74
				\$ 27,808.82

I, 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. 20230561** through **No. 202305575** are approved for payment in the amount of \$26,081.51 this 18 day of September, 2023.



 Administrator

 President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230561	Amazon Capital Services	16 Office Supplies and Hardware	\$ 921.58
20230562	Davies, Luke	16 Per Diem, Mileage, and Parking Fee Expense Reimbursement	\$ 342.64
20230563	East Wenatchee Water District	16 Water Utility Services and Fire Line Connection	\$ 392.20
20230564	Fed Ex	51 Postage	\$ 13.14
20230565	Hossain, Rezaul	10 Per Diem	\$ 1,652.00
20230566	Joshi, Mahima	10 Per Diem	\$ 1,711.00
20230567	Local-Tel Communications	16 Phone Expense	\$ 898.17
20230568	MacDonald-Miller Facility Solutions	16 Replacement of 2 Ecobee Thermostats	\$ 1,215.20
20230569	Nuvodia, LLC	16 Monthly IT Services	\$ 8,495.55
20230570	Oxarc Inc.	51 Dry Ice Block	\$ 24.37
20230571	Plumb Perfect	16 Replace Section of Waste Line from Restrooms	\$ 1,365.22
20230572	Plumbco, Inc.	16 Annual Fire Sprinkler Inspection	\$ 250.00
20230573	Ricoh USA, Inc.	16 Copier Lease Contract Payment	\$ 630.99
20230574	Zix Corp	16 Software Expense	\$ 3,189.90
20230575	Visa	Misc. Field Supplies, License Renewal, Registrations, and Other Expenditures	\$ 4,979.55
			\$ 26,081.51

I, 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. 20230576** through **No. 20230587** are approved for payment in the amount of \$16,470.56 this 18 day of September, 2023.

Diane Forhan

Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230576	Amazon Capital Services	83 Office Supplies	\$ 39.04
20230577	FFF Enterprises, Inc.	83 Vaccines	\$ 984.26
20230578	Granicus	16 Public Records Portal	\$ 7,689.94
20230579	Health Equity	16 Healthcare Benefit August 2023	\$ 129.20
20230580	ODP Business Solutions, LLC	16 Office Supplies	\$ 563.45
20230581	Omar Constructions LLC	16 Install Metal Edges on Stair Case	\$ 3,210.20
20230582	Oxarc Inc.	51 Dry Ice Block	\$ 22.20
20230583	Plumbco, Inc.	16 Backflow Testing & Repair	\$ 856.75
20230584	Pure Water Partners	16 Monthly Water Dispenser Expense for 100th Building	\$ 64.02
20230585	Visa	Misc. Conference Registration, Printed Material, and Other Expenditures	\$ 2,143.65
20230586	Waxie Sanitary Supply	16 Janitorial Supplies	\$ 506.97
20230587	Wenatchee Signs/Quick Sign	62 WIC Sign	\$ 260.88
			\$ 16,470.56

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. 20230588** through **No. 20230608** are approved for payment in the amount of \$54,648.38 this 18 day of September, 2023.



 Administrator

 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230588	Ag Supply CO.	16	Gas Expense and Cleaning Supplies	\$ 1,867.50
20230589	Alliance 2020, Inc.	16	Background Check Expense	\$ 608.96
20230590	Budgyt Inc.	16	Software	\$ 2,788.00
20230591	Douglas County PUD	16/12	Utilities	\$ 496.00
20230592	Forhan, Diane	16	Medical Expense Reimbursement	\$ 122.61
20230593	Henry Schein	83	Vaccine Supplies	\$ 29.22
20230594	Ipro Building Services	16	Window Cleaning Services	\$ 500.00
20230595	Mouret, Sean	12	Regional Public Health School Nurse Liaison for August	\$ 6,168.00
20230596	Nuvodia, LLC	16	CDHD Monthly IT Services	\$ 10,253.25
20230597	ODP Business Solutions, LLC	83	Office Supplies	\$ 18.97
20230598	Outfront Media	15	Advertisement Expense	\$ 1,100.00
20230599	Oxarc, Inc.	51	Dry Ice Block	\$ 22.20
20230600	Ricoh USA, Inc.	16	Copier Equipment Services	\$ 4,670.44
20230601	Shai Creates LLC	15	Accessibility Software	\$ 3,000.00
20230602	SHI International Corp	16	Software	\$ 15,258.42
20230603	Staples Advantage	16	Janitorial Supplies	\$ 401.42
20230604	SteriCycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 51.80
20230605	Taylor Communications, Inc.	90	Certified Paper for Birth Certificate	\$ 175.47
20230606	TK Elevator Corporation	16	Quarterly Maintenance	\$ 1,081.50
20230607	Visa	Misc.	Subscriptions, WIC Supplies, and Other Expenditures	\$ 5,905.12
20230608	WADDL Pullman	29	Testing Expense	\$ 129.50
				\$ 54,648.38

Contract Matrix
September 18, 2023
Prepared by Diane Forhan

	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
Consolidated Contract CLH31004 Amendment #14 FY24 LHJ COVID-19 ARPA CDC	Department of Health	The purpose of the SOW is to support LHJ COVID- 19 work utilizing ARPA funding	New	07/01/23-06/30/24	\$760,000	+\$760,000
Consolidated Contract CLH31004 Amendment #14 FFY23 PHEP BP5 LHJ Funding	Department of Health	The purpose of the SOW is to support and sustain LHJ Public Health Emergency Preparedness	Renew	07/01/23-06/30/24	\$218,493	+\$218,493
Consolidated Contract CLH31004 Amendment #14 FFY21 CDC COVID-19 PHWFD- LHJ	Department of Health	The purpose pf the SOW is to provide funding to expand, train and sustain the LHJ public health workforce. Amount will be awarded after the District submits a proposal	New	07/01/23-06/30/24	\$-	none
Consolidated Contract CLH31004 Amendment #14 FPHS-LOCAL HEALTH JURISDICTION	Department of Health	The purpose of the SOW is to provide Foundational Public Health Services per RCW 43.70.512. This amendment adds SFY24 funds and additional activities	Replace	07/01/23-06/30/23	\$2,715,000	+\$1,052,000
Consolidated Contract CLH31004 Amendment #14 FFY 24 CDC IQIP Regional Rep	Department of Health	The purpose of the SOW is to define CVP activities for regional reps. This amendment increases funding by 10%	Replace	07/01/23-06/30/24	\$44,000	+ \$4,000

Contract Matrix
September 18, 2023
Prepared by Diane Forhan

	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
Consolidated Contract CLH31004 Amendment #14 FFY24 HRSA MCHBG LHJ Contracts	Department of Health	The purpose of the SOW is to support local interventions that impact the target population of the MCH Block Grant. The purpose of the Amendment is to add deliverables and funding for FY 2024	Renew	10/1/23-09/30/24	\$357,453	+\$125,159
Consolidated Contract CLH31004 Amendment #14 FFY24 CDC PPHF Ops	Department of Health	The purpose of this SOW is to define required Perinatal HepB activities. The purpose of the Amendment is to increase funding by 10%	Replace	07/01/23-06/30/24	\$550	+\$50
Consolidated Contract CLH31004 Amendment #14 FFY24 CDC VFC Ops	Department of Health	The purpose of the SOW is to contract with LHJ to improve imms coverage rates. The purpose of the amendment is to delete the SOW from the contract per the LHJ's request	Replace	07/01/23-06/30/24	\$-	(\$7,968)
Consolidated Contract CLH31004 Amendment #14 FFY24 WIC Client Services & FFY23 USDA FMNP Mgmt	Department of Health	The purpose of the SOW is to provide WIC services. Amendment adds funds for training and Farmers Market voucher Management	Renew	06/01/23-09/30/24	\$383,282	+3,399

Contract Matrix
September 18, 2023
Prepared by Diane Forhan

	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
Consolidated Contract CLH31004 Amendment #14 FFY22 HRSA MCHBG SPECIAL PROJECT	Department of Health	The purpose of this SOW is to contribute to successful statewide implementation of the Strong Start Universal Developmental Screening (UDS) by conducting a pilot program with a small group of providers and parents/guardians and providing evaluation to DOH	New	05/01/23-09/30/23	\$20,000	+\$20,000
Contract 24-1168 Nurse Family Partnership	WA State Department of Children, Youth and Families (DCYF)	The purpose of this SOW is to provide high quality home visiting services to vulnerable families for the purpose of improving outcomes for participants and strengthening coordination of benefits	Replace	07/01/23-06/30/24	\$347,156	+\$347,156



Chelan-Douglas Health District

Department: Human Resources	Policy Name: Remote Work Policy	Policy Number: 01.03.02
Effective Date:	Board of Health Approval: Yes or Not Applicable (N/A) ___ Yes ___	
Approved Date:		
Approved By:		
_____	CDHD Administrator	_____
_____	CDHD Health Officer	_____
*This policy is subject to review every three years from effective date.		

This policy applies to exempt and hourly staff. To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented employees.

The Chelan Douglas Health District (CDHD) supports the concept of remote work (telecommuting, remote, or hybrid) as an alternative way an employee can accomplish work tasks by working outside the traditional workplace and encourages the practice in those circumstances where remote work does not detract from the efficient or effective delivery of the services of the district. CDHD considers remote work to be a viable, flexible work option when both the employee and the position are suited for such an arrangement. CDHD recognizes the benefits of remote work to include enhancing employee productivity and satisfaction, reducing commute trips, and addressing space restrictions. Given the nature of the ever-evolving work and the needs from district partners, colleagues and community, remote work may be appropriate for some employees and jobs but not for others. Remote work, teleworking and hybrid arrangements will be authorized only when it is in the best interest of the district to do so.

Related Policies and/or Procedures:

- *Remote Work Procedure*
- *Confidentiality and Security Policy*
- *Disability and Religious Accommodations Policy*
- *Workplace Accidents and Incidents Policy*

**Chelan-Douglas Health District
Original/Revised Budget 2023
9/12/2023**

Cash Reconciliation

Description	Revised Budget 2023
Actual Beginning Cash Balance 1-1-23	2,456,024.00
Included Cash Reserves \$1,886,524, Carryover \$569,500	
Est. Ending Cash Balance (Beginning + \$1,576,500 Surplus)	4,032,524.00
Less ARPA Reserves for Building Remodel	(967,213.10)
Less District's Contribution to Capital Improvements	(280,000.00)
Less Cash Reserves	<u>(2,500,000.00)</u>
Amount Available for Carryover	285,310.90

**Chelan-Douglas Health District
Original/Revised Budget 2023
9/12/2023**

Cash Reconciliation

Description	Revised Budget 2023	
	Revised Budget 2023	Original Budget ¹
Revenue		
640.001.32120.00.000 - HEALTH - BUSINESS LICENSES AND PERMITS	648,584.95	\$ 623,124.00
640.001.32210.00.000 - BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	438,700.31	\$ 485,082.00
640.001.33310.55.000 - SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	196,231.13	\$ 168,144.00
640.001.33321.07.000 - CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS	967,213.10	-
640.001.33397.03.000 - FEMA DISASTER ASSISTANCE	185,514.57	-
640.001.33393.06.000 - PUBLIC HEALTH EMERGENCY PREPAREDNESS	239,807.90	\$ 218,496.00
640.001.33393.10.300 - FDA RESEARCH	6,306.88	-
640.001.33393.26.000 - IMMUNIZATION GRANT	287,195.60	\$ 439,200.00
640.001.33393.32.000 - EPIDEMIOLOGY/LAB CAPACITY (ELC)	387,292.11	\$ 1,002,192.00
640.001.33393.35.000 - PUBLIC HEALTH WORKFORCE DEVELOPMENT	100,000.00	-
640.001.33393.77.000 - MEDICAID MATCH	141,322.30	\$ 100,000.00
640.001.33393.99.000 - PREVENTATIVE HEALTH/MCH BLOCK GRANT	98,186.65	\$ 125,160.00
640.001.33403.10.000 - DEPARTMENT OF ECOLOGY	93,666.55	\$ 111,000.00
640.001.33404.91.000 - DEPT OF HEALTH - GENERAL FUND	6,469.00	-
640.001.33406.90.000 - HCA GENERAL FUNDS	472,128.73	\$ 450,876.00
640.001.33604.24.000 - PUBLIC HEALTH ASSISTANCE	399,634.00	\$ 399,636.00
640.001.33604.25.000 - FOUNDATIONAL PUBLIC HEALTH SERVICES	2,439,000.00	\$ 1,663,000.00
640.001.33862.00.000 - PUBLIC HEALTH	457,811.48	\$ 457,812.00
640.001.34620.00.000 - PUBLIC HEALTH CLINIC	6,057.54	\$ 8,004.00
640.001.34650.00.000 - ENVIRONMENTAL HEALTH FEE FOR SERVICES	350,748.07	\$ 314,124.00
640.001.34670.00.000 - OTHER PUBLIC HEALTH FEES (VITAL STATS)	105,383.60	\$ 105,000.00
640.001.35000.00.000 - FINES AND FORFEITS	600	-
640.001.36000.00.000 - MISCELLANEOUS REVENUE	207.18	-
640.001.36111.00.000 - INVESTMENT INTEREST	103,815.27	\$ 30,000.00
640.001.36900.00.000 - OTHER MISCELLANEOUS REVENUES	2,830.48	\$ 60,000.00
Total Revenue	8,134,707.40	\$ 6,760,850.00
Expenses		
640.001.56200.10.000 - SALARIES & WAGES	3,557,164.48	\$ 3,926,881.00
640.001.56200.20.000 - PERSONNEL BENEFITS	1,244,643.10	\$ 1,365,660.00
640.001.56200.31.100 - OFFICE SUPPLIES	30,927.72	\$ 30,252.00
640.001.56200.31.200 - CLINICAL SUPPLIES	13,147.05	\$ 16,200.00
640.001.56200.31.500 - FIELD SUPPLIES	31,491.98	\$ 30,852.00
640.001.56200.31.800 - JANITORIAL SUPPLIES	6,919.54	\$ 6,300.00
640.001.56200.35.100 - BOOKS, REFERENCES & VIDEOS	1,879.78	\$ 1,656.00
640.001.56200.35.200 - SOFTWARE	163,469.85	\$ 162,708.00
640.001.56200.35.300 - HARDWARE	45,067.71	\$ 2,052.00
640.001.56200.35.000 - SMALL TOOLS & MINOR EQUIPMENT	268.00	\$ 804.00
640.001.56200.31.300 - LABORATORY SUPPLIES	800.00	\$ 2,004.00
640.001.56200.31.400 - DRUGS & MEDICINES	10,000.00	\$ 9,996.00
640.001.56200.41.100 - SERVICES - LEGAL	130,756.70	\$ 90,012.00
640.001.56200.41.300 - SERVICES - INTERPRETING	5,311.78	\$ 11,016.00
640.001.56200.41.450 - SERVICES - ANSWERING SERVICE	2,246.67	\$ 2,400.00
640.001.56200.41.500 - SERVICES - OUTSIDE DRS & DENTISTS	16,393.00	\$ 9,996.00
640.001.56200.41.600 - SERVICES - COMPUTER	74,667.66	\$ 4,596.00
640.001.56200.41.900 - SERVICES - CONTRACTS & MISC	436,951.61	\$ 426,132.00
640.001.56200.41.920 - SERVICES - LANDSCAPE	2,354.45	-

**Chelan-Douglas Health District
Original/Revised Budget 2023
9/12/2023**

Cash Reconciliation

Description	Revised Budget 2023	
640.001.56200.41.930 - SERVICES - PARKING LOT MAINT	13,589.02	\$ 5,004.00
640.001.56200.41.200 - SERVICES - AUDIT	15,843.00	\$ 24,996.00
640.001.56200.41.800 - SERVICES - OUTSIDE LABORATORIES	129.5	-
640.001.56200.42.010 - TELEPHONE	35,945.56	\$ 39,792.00
640.001.56200.42.020 - POSTAGE	8,075.28	\$ 3,504.00
640.001.56200.43.100 - TRAVEL - MILEAGE	2,124.92	\$ 4,284.00
640.001.56200.43.200 - TRAVEL - GASOLINE/ROUTINE MAINT	16,811.22	\$ 19,908.00
640.001.56200.43.300 - PROFESSIONAL TRAVEL AND TRAINING	127,615.45	\$ 44,604.00
640.001.56200.43.400 - TRAVEL - CONFERENCES - MEALS & LODGING	27,117.34	\$ 10,956.00
640.001.56200.43.500 - TRAVEL - OTHER (PLANE/BOAT/PARKING, ETC)	13,395.48	\$ 3,504.00
640.001.56200.44.100 - ADVERTISING - NEWSPAPER	4,081.40	\$ 10,008.00
640.001.56200.44.200 - ADVERTISING - OTHER	93,027.64	\$ 72,480.00
640.001.56200.45.000 - OPERATING RENTALS & LEASES	39,343.00	\$ 31,500.00
640.001.56200.47.000 - PUBLIC UTILITY SERVICES	17,504.27	\$ 15,996.00
640.001.56200.48.100 - EQUIPMENT	693.87	-
640.001.56200.48.200 - AUTOS	10,808.23	\$ 4,200.00
640.001.56200.48.300 - BUILDING	29,952.24	\$ 20,004.00
640.001.56200.49.000 - PRINTING - OFFICE	3,936.62	\$ 4,296.00
640.001.56200.49.001 - PRINTING - COPIER	19,352.26	\$ 18,000.00
640.001.56200.49.200 - PAMPHLETS - PRINTED OR PURCHASED	4,593.60	\$ 9,996.00
640.001.56200.49.300 - DUES/MEMBERSHIPS/REGISTRATIONS	20,743.77	\$ 21,216.00
640.001.56200.49.400 - SUBSCRIPTIONS	4,643.31	\$ 2,004.00
640.001.56200.46.000 - INSURANCE	119,488.00	\$ 125,004.00
640.001.56200.49.700 - CONTINUING EDUCATION	-	\$ 996.00
640.001.56200.49.500 - OTHER EXPENDITURES	124,748.06	\$ 152,269.00
640.001.56200.64.020 - OTHER MACHINERY & EQUIP	14,665.12	-
640.001.56200.62.030 - IMPROVEMENTS TO EXISTING BUILDING	15,518.16	-
Total Expenses	6,558,207.40	6,744,038.00
Surplus/Deficit	1,576,500.00	16,812.00

**Chelan-Douglas Health District
2024 Preliminary Budget
9/13/2023**

Description	Total
Cash Reconciliation	
Description	
Est Beginning Cash Balance 1-1-24	4,032,524
Less ARPA Reserves for Building Remodel	(967,213)
Less District's Contribution to Cap Improvements	(280,000)
Less Cash Reserves	<u>(2,500,000)</u>
Carryover from 2023	285,311
Program Revenue	7,054,356
Program Expenses	<u>(7,344,355)</u>
12-31-2024 Surplus	(4,688)

Chelan-Douglas Health District
2024 Preliminary Budget
9/13/2023

Description	Total
Description	Total
Beginning Balance	285,311
Revenue	
Permits	
640.001.32120.00.000 - HEALTH - BUSINESS LICENSES AND PERMITS	634,904
640.001.32210.00.000 - BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	436,276
Federal Grants	
640.001.33310.55.000 - SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	185,520
640.001.33321.07.000 - WORKFORCE DEVELOPMENT GRANT	100,000
640.001.33393.06.000 - PUBLIC HEALTH EMERGENCY PREPAREDNESS	218,000
640.001.33393.10.300 - FDA RESEARCH	5,000
640.001.33393.26.000 - IMMUNIZATION GRANT	244,504
640.001.33393.32.000 - EPIDEMIOLOGY/LAB CAPACITY (ELC)	88,866
640.001.33393.35.000 - PUBLIC HEALTH WORKFORCE DEVELOPMENT	100,008
640.001.33393.77.000 - MEDICAID MATCH	171,872
640.001.33393.99.000 - PREVENTATIVE HEALTH/MCH BLOCK GRANT	125,160
State Grants	
640.001.33403.10.000 - DEPARTMENT OF ECOLOGY	115,000
640.001.33404.91.000 - DEPT OF HEALTH - GENERAL FUND	6,469
640.001.33406.90.000 - HCA GENERAL FUNDS	419,004
State Entitlements	
640.001.33604.24.000 - PUBLIC HEALTH ASSISTANCE	399,000
640.001.33604.25.000 - FOUNDATIONAL PUBLIC HEALTH SERVICES	2,715,000
Intergovernmental Revenue	
640.001.33862.00.000 - PUBLIC HEALTH ASSESSMENTS	457,819
Fees for Service	
640.001.34620.00.000 - PUBLIC HEALTH CLINIC	43,996
640.001.34650.00.000 - ENVIRONMENTAL HEALTH FEE FOR SERVICES	360,680
640.001.34670.00.000 - OTHER PUBLIC HEALTH FEES (VITAL STATS)	105,000
Miscellaneous Revenue	
640.001.35000.00.000 - FINES AND FORFEITS	-
640.001.36000.00.000 - MISCELLANEOUS REVENUE	-
640.001.36111.00.000 - INVESTMENT INTEREST	120,000
640.001.36900.00.000 - OTHER MISCELLANEOUS REVENUES	2,278
Total Revenue	7,054,356
Expenses	
Salaries & Benefits	
640.001.56200.10.000 - SALARIES & WAGES	4,402,527
640.001.56200.20.000 - PERSONNEL BENEFITS	1,504,196
Supplies	
640.001.56200.31.100 - OFFICE SUPPLIES	28,884
640.001.56200.31.200 - CLINICAL SUPPLIES	-
640.001.56200.31.500 - FIELD SUPPLIES	32,400
640.001.56200.31.800 - JANITORIAL SUPPLIES	7,200
640.001.56200.35.100 - BOOKS, REFERENCES & VIDEOS	-

**Chelan-Douglas Health District
2024 Preliminary Budget
9/13/2023**

Description	Total
640.001.56200.35.200 - SOFTWARE	195,000
640.001.56200.35.300 - HARDWARE	23,905
640.001.56200.35.000 - SMALL TOOLS & MINOR EQUIPMENT	2,410
640.001.56200.31.300 - LABORATORY SUPPLIES	5,000
640.001.56200.31.400 - DRUGS & MEDICINES	20,000
Services	
640.001.56200.41.100 - SERVICES - LEGAL	133,500
640.001.56200.41.300 - SERVICES - INTERPRETING	6,204
640.001.56200.41.450 - SERVICES - ANSWERING SERVICE	2,400
640.001.56200.41.500 - SERVICES - OUTSIDE DRS & DENTISTS	10,000
640.001.56200.41.600 - SERVICES - COMPUTER	120,000
640.001.56200.41.900 - SERVICES - CONTRACTS & MISC	254,284
640.001.56200.41.920 - SERVICES - LANDSCAPE	3,000
640.001.56200.41.930 - SERVICES - PARKING LOT MAINT	10,000
640.001.56200.41.200 - SERVICES - AUDIT	24,996
640.001.56200.41.800 - SERVICES - OUTSIDE LABORATORIES	-
Communications	
640.001.56200.42.010 - TELEPHONE	46,298
640.001.56200.42.020 - POSTAGE	4,304
Travel/Training	
640.001.56200.43.100 - TRAVEL - MILEAGE	2,654
640.001.56200.43.200 - TRAVEL - GASOLINE/ROUTINE MAINT	19,908
640.001.56200.43.300 - PROFESSIONAL TRAVEL AND TRAINING	92,267
640.001.56200.43.400 - TRAVEL - CONFERENCES - MEALS & LODGING	21,754
640.001.56200.43.500 - TRAVEL - OTHER (PLANE/BOAT/PARKING, ETC)	6,228
Advertising	
640.001.56200.44.100 - ADVERTISING - NEWSPAPER	4,000
640.001.56200.44.200 - ADVERTISING - OTHER	35,800
Leases	
640.001.56200.45.000 - OPERATING RENTALS & LEASES	41,520
Utilities	
640.001.56200.47.000 - PUBLIC UTILITY SERVICES	18,000
Repairs & Maintenance	
640.001.56200.48.100 - EQUIPMENT	204
640.001.56200.48.200 - AUTOS	4,200
640.001.56200.48.300 - BUILDING	24,996
Printing	
640.001.56200.49.000 - PRINTING - OFFICE	3,246
640.001.56200.49.001 - PRINTING - COPIER	18,256
640.001.56200.49.200 - PAMPHLETS - PRINTED OR PURCHASED	11,030
Dues/Subscriptions	
640.001.56200.49.300 - DUES/MEMBERSHIPS/REGISTRATIONS	15,202
640.001.56200.49.400 - SUBSCRIPTIONS	2,402
Other Expenditures	
640.001.56200.46.000 - INSURANCE	125,000
640.001.56200.49.700 - CONTINUING EDUCATION	500

Chelan-Douglas Health District
2024 Preliminary Budget
9/13/2023

Description	Total
640.001.56200.49.500 - OTHER EXPENDITURES	60,680
Expenses	7,344,355
Surplus/Deficit	(4,688)



Administrator's Report

Highlights:

Fiscal

Community and Family Health

Communicable Disease and Epidemiology

Health Communications

Environmental Health

Administrator Update

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

	Actual	Total Budget	% of Budget
Income			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	248,892.95	623,121.00	39.94%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	278,544.31	485,072.00	57.42%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	140,183.13	168,138.00	83.37%
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	123,391.90	218,493.00	56.47%
640.001.33393.10.000 FDA RESEARCH	6,306.88	0.00	
640.001.33393.26.000 IMMUNIZATION GRANT	140,795.60	439,199.75	32.06%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	263,292.11	1,002,186.00	26.27%
640.001.33393.77.000 MEDICAID MATCH	116,322.30	100,000.00	116.32%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	56,466.65	125,159.00	45.12%
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	185,514.57	0.00	
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	65,916.55	111,000.00	59.38%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	6,469.00	0.00	
640.001.33406.90.000 HCA GENERAL FUNDS	269,409.73	450,877.00	59.75%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	399,634.00	399,633.00	100.00%
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	305,212.48	457,818.92	66.67%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	3,389.54	8,000.00	42.37%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	272,217.07	314,123.00	86.66%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	70,383.60	105,000.00	67.03%
640.001.35000.00.000 FINES AND FORFEITS	600.00	0.00	
640.001.36111.00.000 INVESTMENT INTEREST	58,815.27	30,000.00	196.05%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	3,037.66	60,000.00	5.06%
Total Income	\$ 5,063,508.40	\$ 6,760,820.67	74.89%

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

	Actual	Total Budget	% of Budget
Expenses			
640.001.56200.10.000 SALARIES & WAGES	2,330,132.16	3,926,861.02	59.34%
640.001.56200.20.000 PERSONNEL BENEFITS	816,668.16	1,365,625.32	59.80%
640.001.56200.30.000 SUPPLIES	49,465.55	96,381.32	51.32%
640.001.56200.35.000 SMALL TOOLS & MINOR EQUIPMENT	0.00	800.00	0.00%
640.001.56200.35.100 BOOKS, REFERENCES & VIDEOS	1,327.78	1,650.00	80.47%
640.001.56200.35.200 SOFTWARE	109,233.85	162,700.00	67.14%
640.001.56200.35.300 HARDWARE	44,383.71	2,050.00	2165.06%
640.001.56200.41.100 SERVICES - LEGAL	77,420.70	90,000.00	86.02%
640.001.56200.41.200 SERVICES - AUDIT	3,843.00	25,000.00	15.37%
640.001.56200.41.300 SERVICES - INTERPRETING	1,639.78	11,000.00	14.91%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	1,446.67	2,400.00	60.28%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	11,843.00	10,000.00	118.43%
640.001.56200.41.600 SERVICES - COMPUTER	38,667.66	4,600.00	840.60%
640.001.26200.41.800 SERVICES - OUTSIDE LABORATORIES	129.50	0.00	
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	380,514.61	426,144.00	89.29%
640.001.56200.41.920 SERVICES - LANDSCAPING	2,354.45	0.00	
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	11,921.02	5,000.00	238.42%
640.001.56200.42.010 TELEPHONE	22,681.56	39,776.00	57.02%
640.001.56200.42.020 POSTAGE	6,907.28	3,500.00	197.35%
640.001.56200.43.000 TRAVEL/TRAINING	85,976.41	83,223.00	103.31%
640.001.56200.40.000 ADVERTISING	69,613.04	82,500.04	84.38%
640.001.56200.45.000 OPERATING RENTALS & LEASES	25,743.00	31,500.00	81.72%
640.001.56200.46.000 INSURANCE	119,488.00	125,000.00	95.59%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	12,172.27	16,000.00	76.08%
640.001.56200.48.000 REPAIRS	33,386.34	24,200.00	137.96%
640.001.56200.49.000 PRINTING - OFFICE	2,504.62	4,299.96	58.25%
640.001.56200.49.001 PRINTING - COPIER	13,352.26	18,000.00	74.18%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	1,261.60	10,000.00	12.62%
640.001.56200.49.300 DUES & MEMBERSHIPS	13,671.77	21,200.04	64.49%
640.001.56200.49.400 SUBSCRIPTIONS	3,975.31	2,000.04	198.76%
640.001.56200.49.500 OTHER EXPENDITURES	73,992.06	152,233.00	48.60%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	1,000.00	0.00%
640.001.56200.62.030 IMPROVEMENTS TO EXISTING BUILDING	15,518.16	0.00	
640.001.56200.64.000 OTHER MACH, EQUIP	14,665.12	0.00	
Total Expenses	\$ 4,395,900.40	\$ 6,743,843.74	65.18%

CHELAN-DOUGLAS HEALTH DISTRICT
Cash/Investments
8/31/2023

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	120,274.54	
Payroll Clearing Account - Key Bank	31,266.30	
Investment Account - Chelan County Treasurer	3,342,647.26	
<i>Investment broken out as follows:</i>		
<i>Public Health Emergency Reserves</i>		171,223.38
<i>Vehicle Reserves</i>		90,154.34
<i>ARPA Building Remodel Reserves</i>		973,153.62
<i>General Investment</i>		2,133,115.92
 Total Cash/Investments	 3,494,688.10	

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

	Actual	Budget	
Permits	527,437.26	1,108,193.00	47.6%
Federal Grants	1,032,273.14	2,053,175.75	50.3%
State Grants	341,795.28	561,877.00	60.8%
State Entitlements	1,481,134.00	2,062,633.00	71.8%
County Assessments	305,212.48	457,818.92	66.7%
Fees	345,990.21	427,123.00	81.0%
Interest	58,815.27	30,000.00	196.1%
Other Revenue	3,637.66	60,000.00	6.1%
Total Revenue (less ARPA Funds)	4,096,295.30	6,760,820.67	60.6%
 ARPA Funds Received	 967,213.10		
 Wages	 2,330,132.16	 3,926,861.02	 59.3%
Benefits	816,668.16	1,365,625.32	59.8%
Supplies	204,410.89	262,781.32	77.8%
Services	1,014,505.91	1,188,576.08	85.4%
Cap Expenditures	30,183.28	-	
Total Expenses	4,395,900.40	6,743,843.74	65.2%



Fiscal & Operations Quarterly BOH Report

September 2023

Highlights:

The desk audit for WA Department of Children, Youth & Families (DCYF) has been concluded. DCYF issued a letter to the District stating that there were no issues.

The State Auditors are also wrapping up their 2022 Single Audit. The Auditors reviewed the WIC program and the ELC COVID LHJ program, along with the District's 2022 financial reports. As of 9/12, the Lead Auditor has indicated that there are no issues, pending review by the SAO Audit Supervisor, and they plan on scheduling an exit conference in the next week or two.

The District is expecting an on-site visit from Department of Health to conduct annual fiscal monitoring sometime later this Fall.

The District's insurance company, Enduris, has reimbursed us for the remediation work done in the lab, and we are currently negotiating a payment for replacement costs for the wall and cabinets that were removed during the remediation process. The District has submitted an estimate from company who did the remediation and Enduris is also gathering estimates.

DOH & Associates hopes to have a remodel plan to the District later this month. It is taking them longer than expected to gather costs, so the plans were not completed in time to present at this month's Board meeting.

Essential Data:

Through August 31st, with 66.7% of the year complete, the District is at 60.6% of budgeted revenue and 65.2% of budgeted expenses. The District is behind on grant reimbursement requests due to Department of Health and DCYF being late with Contract Amendments. We will be able to catch up with July and August billings for several grants after the amendments are approved at this BOH meeting.



Community and Family Health Report

September 2023

Highlights:

NFP started contracting with Child Strive in Snohomish County to provide up to 5 hours of weekly supervisory support for Reflective Supervision until a new supervisor is hired. The Community and Family Health Director is fulfilling all other supervisory duties in the interim.

NFP continues to be in high demand in our counties. Our nurses continue to serve a full caseload of NFP families, in addition to having a long waitlist. We are beginning to wrap-up our Strong Start Universal Developmental Screening (UDS) pilot program with DOH. This program is intended to assist in tracking child development at the state level between all providers and families; it has been well received by our NFP participants. NFP nurses will be presenting on this pilot at the public health conference in October.

Weight loss support group continues to meet- group has collectively lost 128 pounds.

WIC issued \$5,292.00/\$5,320.00 in Farmers Market benefits (for 190 clients) in August. The remaining \$28 in benefits was issued last week.

Last June, Congress extended the increased WIC benefit amounts that families received during COVID, but the dollar amount for WIC fruit and vegetable benefits that families will receive beyond Sept 30th of this year will return to the pre-COVID benefit amounts.

We will see a reduction in benefits as follows:

- \$25 per child (age 1–5 years) AFTER 9/30/2023 \$9 per child
- \$44 per pregnant or non-breastfeeding participant AFTER 9/30/2023 \$11 per pregnant or non-breastfeeding participant
- \$49 per breastfeeding participant AFTER 9/30/2023 \$11 per breastfeeding participant

Lauren Head, Health Educator, met with the Wenatchee School District after school program director to discuss our health ed program for their youth and parent participants for the 2023-24 SY.

Essential Data:

NFP:

61 clients enrolled

4 new clients enrolled in August

13 pending referrals

4 new referrals in August

1 client graduated, 4 clients dismissed from program for other reasons (moving out of area, unable to contact)

102 family visits completed

WIC:

Caseload- 641 in July (data for August not available yet)

ABCD:

enrolled 20 new families attended 2 outreach events-
reached 515 people

CYSHCN:

26 clients enrolled
enrolled 1 new client
23 client contacts (via home visit, phone, email, text)
7 referrals to outside agencies
attended 1 outreach event- reached 265 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



Highlights:

Epidemiology

We currently have a vacancy in Epi and will have an Epi/Communicable Disease Director starting November 2023.

North Central Washington Epi Consortium

Community Health Dashboard development is still underway to include disease surveillance data.

Wildfire/Smoke

Report is under development – preliminary work is looking at AQI to determine if there are any changes respiratory healthcare visits during those high AQI days.

Regional Community Health and Mental Health Assessment

Epidemiologists are working with Village Reach to conduct resource mapping and conducting a systematic review of community health assessments for 2022-2023.

Tuberculosis (TB) and Communicable Disease (CD)

We currently have a vacancy in disease investigation and are advertising to fill it with a clinician.

TUBERCULOSIS

We currently have two active TB cases.

Communicable Disease

In August we investigated Cryptosporidiosis, Salmonellosis, Brucellosis, and Campylobacteriosis, Giardiasis, Hantavirus, Highly Antibiotic-Resistant Organisms (HARO), Lyme Disease, Shiga toxin-producing E. coli (STEC) cases - no outbreaks associated with any cases. And started one individual on Rabies Post-Exposure Prophylaxis (PEP).

Sexually Transmitted Infections and Blood Borne Pathogens including: Chlamydia, Gonorrhea, Syphilis, HIV, Herpes Simplex Virus, and Hepatitis C. The majority of cases were Chlamydia and Gonorrhea. All of the reports we received for Hepatitis C were patients who were diagnosed with chronic disease, meaning they were not acute (new) infections.

Immunizations:

Stephanie Snitily, RN, has been the CDHD Communicable Disease Coordinator since 2008 and she has made a lateral move into the Regional Immunization Coordinator position – Welcome Stephanie!

No child or adult immunizations were administered in August.



Communications & Outreach Report

September 2023

Highlights:

- August's Prepare in a Year campaign: *Learn Utility Safety!*
- Radio ads to promote *Summer Food Permits*
- Radio ads on *Wildfire Smoke and N95 Masks*
- Radio ads on *Birth Certificates & Permitium*
- Radio ads on *Wildfire Season (2nd Version)*
- Radio ads for *WIC (Women, Infant and Children)*
- Outreach team continues to support Personal Health's monthly weight loss support group
- News Release 2023-03: *Excessive Heat & Local Cooling Centers*
- News Release 2023-04: *Bat Tested Positive for Rabies- Found in Chelan County*
- News Release 2023-05: *Air Quality and Wildfire Smoke*
- News Release 2023-06: *Bat Tested Positive for Rabies – Found in Douglas County*
- News Release 2023-07: *NCW Libraries Offer Wildfire Smoke Relief*



Chelan-Douglas Health District Booth at the CVCH Back to School Fair



Chelan-Douglas Health District Booth at the Wenatchee School District Community Health Fair

Essential Data:

- 8/1 – National Night Out in East Wenatchee and in Entiat
- 8/5 – Omak National Health Centers Week
- 8/12 – CVCH Back to School Health Fair
- 08/17 – CVCH Mobile Ag Clinic in Malaga
- 08/19 – CVCH Back to School Health Fair in Lake Chelan

- 08/22 – Wenatchee School District Community Health Fair
- 08/24 – CVCH Mobile Ag Clinic at Matheson Orchards
- 08/25 – NCW Fair in Waterville
- 08/29 – CVCH Mobile Clinic in Orondo “Summer Well Child”
- 08/30 – CVCH Mobile Ag Clinic in Chelan



Environmental Health BOH Report

September 2023

Highlights:

- 1) SmartGov training
- 2) SmartGov transitioning
- 3) Grant research and writing:
 - Year 2025 Funding Guidelines Water Quality Combined Funding Program.
 - Year 2023–2025 Pollution Prevention Assistance Partnership.
 - Year 2024-2025 Overburdened Communities grant.
- 4) School Program buildout
- 5) Solid Waste Program buildout
- 6) Policy and procedure for EH programs

Food and Living Environment

	Food Program	Water Rec Program	Schools
Routine Inspections	84	70	-
Pre-Opening Inspections	9	-	1
Follow Up Inspections	1	10	1
Complaint Inspections	-	-	-
Temporary Food Inspections	73	-	-
Plan Reviews Received	5	-	-
Permanent Permit Renewals	-	-	-

Onsite Program

	January	February	March	April	May	June	July	August	Total
2023									
Applications	73	64	68	101	103	103	105	88	705
OSS Permit	30	23	24	39	33	47	40	30	266
OSS Permit	30	23	24	39	33	47	40	30	266
All Others	43	41	44	62	70	56	65	58	439
Blue Line	2	4	2	2	4	2	6	6	28
Complaint	1	3	3	5	5	3	5	6	31
Long Plat Referral	1	1				1		1	4
Mylar			1				1	4	6
No Application		1	4	9	9	2	3	3	31
Other Land Use Referral	5	3	6	8	6	2	5	2	37
Private Water Application	7	5	4	15	11	24	21	9	96
Project Review	16	14	11	11	12	10	6	12	92
Public Water System	1			1			1		3
Public Well Site		1	3	2	1			1	8
Reactivation	2	1	3				4		10
ReDesign			4	4	6	5	1	3	23
Repair	1			1	8	4	4	8	26
Sanitary Survey		1							1
Short Plat Referral	6	5	2	3	5	1	5	1	28
Site Evaluation Application		1							1
Tank Permit	1	1	1	1	3	2	3	2	14
OSS Permit = New Construction Septic systems									
Land Use = Blue Line, Long Plat (Major Plat), Other Land use referral, Short Plat									
						Total Land use reviews:	14		
Drinking Water Program = Sanitary Survey, public well site, public water system, private water									
						Total Drinking Water Reviews:	10		
Field Work:									
Inspections completed in August :		62							

Solid Waste

Solid Waste Complaints Received	5
Solid Waste Complaints Closed	6
Solid Waste Complaints follow-ups	5
Facility Inspections	7
Public Records Request	4
Technical assistance with Rats	3
Technical assistance with Mold	5
Technical assistance with mosquitoes	0
Technical assistance with Landlord/Tenant	6
Technical assistance with pigeons	0
Technical assistance with cockroaches	2
Technical assistance with bedbugs	2
Technical assistance with smoking in front of a building	1

Other Projects/Meetings:

Managing/retention Solid Waste Files in the basement
 Mosquito Trapping Weekly
 Attended Douglas County SWAC Meeting
 SmartGov Meetings
 EH Weekly Meetings



Administrator's Report

September 2023

Foundational Public Health Services (FPHS) report has been finalized, and we expect to receive the funds for 2023-2024 in October.

We continue to have a number of vacancies across the district. The management team and the Administrator are continuing to meet with each of the departments and divisions to discuss workplace issues, culture, communication, and internal policies. We are in discussions with NASH consulting regarding an organizational survey and standardized training for supervisors and managers. We are working on improving agency wide communication and structure for all of our staff to improve retention and recruitment.

Nuvodia is supporting our organization with IT technical support. We have gone out to bid and have only received one bid and are anticipating one more. With some vendors contacted not submitting bids, we do not see a need to do a second solicitation.

SmartGov data migration is taking longer than expected. We will be pushing the launch date into October as we would like to finish configuration, data migration, and testing. Staff are being trained up on how to use SmartGov and we anticipate being able to fully launch before November 1st, 2023 when we plan to prepare all of our food vendor invoices for 2024.

Washington State Public Health Association will be hosting it's annual conference in Wenatchee starting October 10th, 2023. Many of our staff members will be participating and connecting with public health practitioners across the state.

**Memorandum of Understanding
Chelan Douglas Health District
and
Professional and Technical Employees, Local 17**

This is a Memorandum of Understanding (“MOU”) between Chelan-Douglas Health District (“CDHD”) and Professional and Technical Employees, Local 17 (“PROTEC17”). CDHD and PROTEC17 are currently operating under the Collective Bargaining Agreement will expire December 31, 2025 (the “CBA”). The CDHD and PROTEC17 agree as follows:

1. Supervisory Premium Pay. Employees working in a position that includes supervision of other CDHD employees shall receive a 5% premium to their base wage. Positions that are classified as supervisory but that do not have actual supervisory duties are not eligible for the Supervisory Premium until such time as the employee actually performs supervisory duties.

2. Longevity Pay. CDHD agrees to provide a longevity premium to employees who have been continuously employed by CDHD for an aggregate number of years as follows:

Beginning year 6 of continuous aggregate service	\$100 per month
Beginning year 11 of continuous aggregate service	\$150 per month
Beginning year 16 of continuous aggregate service	\$200 per month
Beginning year 21 of continuous aggregate service	\$250 per month

Employees who leave employment with CDHD and later return to CDHD service shall not have previous years of service recognized to be eligible for longevity pay regardless of the seniority status conferred upon their return to work. Employees who work less than full-time shall who are otherwise eligible for longevity pay shall be paid the longevity pay on a pro-rated basis.

3. Modification to Step 7. Upon ratification of this MOU, Step 7 in the wage matrix for all employees will be modified to reflect a five percent (5.0%) increase from Step 6. Movement from Step 6 to Step 7 will continue to occur after five (5) years of service at Step 6.

4. Modification to Wage Matrix. The wage matrix reflected in Appendix A of the CBA shall be amended and replaced by the wage matrix attached to this MOU as Exhibit A, reflecting the following changes:

- A. Elimination of the following positions that no longer exist at CDHD: Lab Director, Office Coordinator, Clerk Typist I, II, Fiscal/MIS Support, REP Coord, Lab Tech I, II, Health Services Worker, and Dental Hygienist.

- B. Reclassification of the File Clerk/Janitor position (placing them on Line H of the former wage matrix at Appendix A of the CBA) reflecting an approximately 7.6% increase in base wages and the Community Liaison position (placing it on Line W of the former wage matrix at Appendix A of the CBA) reflecting an approximately 3.75% increase in base wages.
- C. Adding the following positions to the new wage matrix attached as Exhibit A: Medical Assistant, Contracts and Procurement, Facilities Manager, Public Information Officer (PIO)(Emergency Planning and Response Communications Coordinator), Community Health Worker/Outreach Worker, and Local Emergency Response Coordinator.

5. Future Negotiation. CDHD commits to conducting a salary study regarding represented employees prior to July, 2024. CDHD and PROTEC 17 agree to meet and discuss possible market adjustments to base wages in July of 2024 with the recognition that nothing in this MOU creates any expectation or obligation for CDHD to make such changes.

6. Duration of this MOU. This MOU shall be effective consistent with the Effective Date below and shall remain in effect until the expiration of the existing CBA, December 31, 2025.

Photocopies of signatures on this MOU shall be treated the same as original signatures for all purposes. This Agreement shall be Effective on the first of the month following the latest date of approval set forth below (the “Effective Date”).

APPROVED by PROTEC17 the 15 day of September , 2023 .



Print name: Karen Estevenin

Print title: Executive Director, PROTEC17

APPROVED by the Chelan-Douglas Health District the day of , 20 .

Print name:_____

Print title:_____