



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda  
October 16, 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 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 September 18, 2023 Board Meeting Minutes
- b. Approval of September Payroll in the amount of \$278,636.56
- c. Approval of September Benefits in the amount of \$95,342.71
- d. Approval of Payment of 2023 Vouchers No.20230609-20230680 in the amount of \$182,957.08

**IV. Old Business:**

- a. 2024 Preliminary Budget

**V. Reports:**

- a. Health Officer Update- Dr. James Wallace
- b. Fiscal Report- Diane Forhan Page 12
- c. Community and Family Health- Cari Hammond Page 16
- d. Health Communications Report- Kristen Hosey Page 19
- e. CD/Epidemiology Report- Kristen Hosey Page 22
- f. Environmental Health Report- Mariana Fletcher Page 24
- g. Emergency Preparedness and Response- Kent Sisson Page 28
- h. Administrator Report– Kristen Hosey Page 29

**VI. Board Discussion (if time allows):**

- a. Filling Alternate Board Member Position

**VII. Adjournment**



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Chelan-Douglas Health District Board of Health Regular Meeting Minutes – September 18, 2023

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

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

Jerrilea Crawford, Vice Chair (5)  
Dan Sutton (3)  
Marissa Smith (7)  
Maria Hansen (Alternate 11)

### **Board Members Absent:**

Kevin Overbay (1)  
Joseph Hunter (11)

Alma Chacon (9)

### **Non-Voting Alternate Board Members Present:**

Michael Peterson (7)

### **Staff Present:**

Luke Davies, Health Administrator  
Mariana Fletcher, Environmental Health Director  
Cari Hammond, Personal Health Director  
Chuck Zimmerman, CDHD Attorney  
Dr. James Wallace, Interim Health Officer

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

### **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 – (1:05)**

Dan Sutton moved to approve the agenda as presented. Shon Smith seconded the motion and the motion passed unanimously.

### **Public Comment – (1:23)**

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 perception of the UK records for COVID vaccine and children. She stated that the information she reported on had a negative death rate in 2020-2021, and in 2022 child death rates spiked in the UK, and 0–19-year-olds death rate rose when the children’s COVID vaccine was introduced.
- Lisa Templeton of King County spoke about Canadian researcher Denis Rancourt, and quoted information she stated was from Denis Rancourt about the publicized COVID death data and the COVID vaccine mortality.
- Jordan Sanford of Chelan County spoke about his opinion of what he called the “COVID controversy”, the COVID vaccine, the state’s on-going campaign, and the supposed harm done by the alleged vaccine propaganda.

**Consent Agenda – (10:30)**

- 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
- e. Approval of the Contract Matrix

**Vice Chair Jerrilea Crawford moved to approve the Consent Agenda as presented items a.- d. with the addition of the Contract Matrix in the packet. Marissa Smith seconded the motion and the motion passed unanimously.**

**New Business– (13:12)**

- a. Remote Work Policy (13:23)

Health Administrator, Luke Davies, explained that because the District has many situations where employees have a need to work remotely, the District is requesting approval of this policy. Luke explained that remote work became more frequent when the COVID pandemic began. Now, it is used for employees that are out under different circumstances, but are able to work remotely. This policy will be used when the building remodel occurs, and employees will be displaced from their workstations temporarily, but may work remotely. Luke explained the typical policy implementation would result in a hybrid model where an employee would work remotely a few days each week and work in the office on the other days. Some Board members expressed concern about possible abuse of this policy by staff and requested the policy be modified to protect the District and that a District Board review of the policy after one year be included. Luke and Deputy Director Kristen Hosey explained that they are in the process of developing implementation procedures, but policy approval by the Board is the first step. The Board requested that the Remote Work Policy be updated for review at the next Board meeting.

**Old Business– (45:18)**

a. 2023 Amended Budget (45:30)

Luke explained the revised budget to the Board. He explained the biggest changes this year were the ARPA, FPHS, and COVID-19 dollars that the District received. Luke reviewed the budget with the Board and requested an approval of the amended 2023 Budget.

**Dan Sutton moved to approve the 2023 Amended Budget as presented. Shon Smith seconded the motion and the motion passed unanimously.**

b. 2024 Preliminary Budget (56:30)

Luke stated that this item will remain on the agenda in October and November for a vote in December. The Board requested that the 2023 budget be shown next to the 2024 budget for comparables. Board discussion followed.

c. After-Action Report Sub-Committee (58:57)

Chair Marc Straub introduced the Board Member Sub-Committee that was selected based on their positions in the community. The committee is made up of five members: Bindu Nayak of Confluence Health, Alma Chacon, a business owner, Marissa Smith of Columbia Valley Community Health, and Commissioners Dan Sutton and Kevin Overbay, executive Board position leaders throughout the pandemic. Board discussion followed.

d. IT RFP Bid Delegation (1:05:35)

Luke Davies, Health Administrator, explained that the District would like approval of the Board to delegate the RFP selection to the Health Administrator, the Board Chair and Board Vice Chair for semi-comprehensive IT services with an estimated cost of \$100,000 to \$160,000 annually. Board discussion followed.

**Bill Sullivan moved to authorize the Executive Team of Marc Straub, Jerrilea Crawford, and Luke Davies to evaluate the RFP responses, select the District IT consultant, and enter into a contract with the selected consultant. Marissa Smith seconded the motion and the motion passed unanimously.**

**Health Officer Report – (1:12:23)**

Dr. James Wallace, Interim Health Officer (1:12:50)

Dr. James Wallace began his presentation by updating the Board with a rabies report. He stated that there have been three rabid bat cases reported to the District. Dr. Wallace explained how rabies affects the human body. The virus infects muscles and nerve cells through saliva via a bite or scratch. The virus then travels through the nerve cells into the brain where the most damage is done. The virus replicates in the brain where it becomes infectious through saliva to others. This process takes an average of three to 12 weeks to start showing symptoms of malaise, fever, headache, agitation and then progresses to

erratic behavior, seizure, coma, and ultimately, death. Rabies in Washington State are rare and appears mostly in bats. Only three to five percent of bats are infected with rabies. There have only been five cases in other mammals since 1989 in the state, and only two human cases have occurred in 75 years. Bats are usually more prevalent in late summer and because of this, encounter humans more. Dr. Wallace also shared that the state is preparing for the respiratory illness preparedness for COVID, Influenza, and RSV. COVID case rates and hospitalizations are increasing, but the case rate is inaccurate due to a lot of at home testing. The new COVID variants of XBB are circulating in Washington State. The COVID vaccine that will be available this fall will be based on the XBB variants. The BA2 variant shows mutations that are making evolutionary jumps, similar to the Omicron variant. The Influenza virus strains are predicted to be like the 2022-2023 strains. This year's flu vaccine is a quadrivalent of the H1N1, H3N2, B-Victoria, and B-Yamigata variants. The vaccine is recommended for persons six months and older and a higher dose vaccine will be available to high-risk individuals. Dr. Wallace explained that the RSV virus is a more stable virus as far as mutations or variants are concerned. There is a vaccine available for individuals 60 years and older and pregnant individuals, as well as a monoclonal antibody for infants. Board discussion followed.

Luke Davies, Health Administrator (1:42:42)

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

**Closed Session: RCW 42.30.140(b) (1:57:00)**

- a. Protec17 Union MOU

**Shon Smith moved to go into Closed Session pursuant to RCW 42.30.140(b) at 4:57PM for an initial 10 minutes. Dan Sutton seconded the motion and the motion passed unanimously.**

The Board moved into a closed session at 4:57PM. The Board extended the closed session by 10 minutes at 5:07PM. At 5:17PM, the Board returned to open session.

**Jerrilea Crawford moved to approve the MOU already signed by Protec17 that was provided in the Board meeting packet. Maria Hansen seconded the motion and the motion passed unanimously.**

**Chair Marc Straub declared the meeting adjourned at 5:19PM.**

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Marc Straub, Board Chair


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Hollie Casey, Clerk of the Board

Chelan-Douglas Health District  
Payroll 9-25-23 for pay period 9-1 to 9-15-23

Gross Pay	137,453.97
Benefits	47,592.50
Total Payroll Cost	<u>185,046.47</u>
Net Pay	101,530.44
Due to IRS	32,459.95
Due to ESD - SUTA	807.17
Due to ESD - WAFMLA	1,099.64
Due to ESD - WACares Fund	729.85
Due to L&I	1,662.26
Due to DRS for PERS	20,759.13
Due to DRS for DCP	682.04
Due to PEBB	23,573.70
Due to AFLAC	339.31
Due to Health Equity FSA	241.66
Due to Health Equity H.S.A	236.24
Due to Garnishment	138.45
Due to Union	786.63
Total Payroll Expenses	<u>185,046.47</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 \$137,453.97 in salaries and the \$47,592.50 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

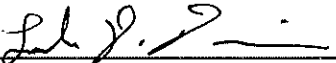
9/19/2023  
Date

Chelan-Douglas Health District  
Payroll 10-10-23 for pay period 9-16 to 9-30-23

Gross Pay	141,182.59
Benefits	47,750.21
Total Payroll Cost	<u>188,932.80</u>

Net Pay	104,279.35
Due to IRS	33,522.90
Due to ESD - SUTA	802.06
Due to ESD - WAFMLA	1,129.44
Due to ESD - WACares Fund	737.64
Due to L&I	1,660.85
Due to DRS for PERS	21,416.97
Due to DRS for DCP	682.04
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	-
Due to Union	795.69
Total Payroll Expenses	<u>188,932.80</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 \$141,182.59 in salaries and the \$47,750.21 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

10/5/2023  
Date

, 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. 20230609 through No. 20230627 are approved for payment in the amount of \$57,496.36 this 16 day of October, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230609	Amazon Capital Services	Misc. Office Supplies and Field Supplies	\$ 2,169.52
20230610	Coleman Oil Co.	16 Gas Expense	\$ 98.70
20230611	Empire Record Management, Inc.	16 Storage Lease Agreement for September	\$ 795.00
20230612	Express Employment Professionals	16 Employment Services	\$ 337.28
20230613	Fed Ex	10 Postage	\$ 12.17
20230614	Lamar Companies	15 Advertising Expense	\$ 1,365.00
20230615	Local-Tel Communications	16 Service Hours	\$ 927.68
20230616	Nurse-Family Partnership	63 Supervisor Replacement Consultation	\$ 3,566.00
20230617	ODP Business Solutions, LLC	81/82 Office Supplies	\$ 42.21
20230618	Ogden, Murphy, Wallace	16 Legal Services	\$ 12,392.40
20230619	Oxarc Inc.	51 Dry Ice Block	\$ 22.20
20230620	Pure Water Partners	16 Monthly Water Dispenser	\$ 192.05
20230621	Ricoh USA, Inc.	16 Copier Lease Contract Payment	\$ 630.99
20230622	State Auditor's Office	16 Audit Services	\$ 15,436.05
20230623	SteriCycle, Inc.	12-2/83 Hazardous Drug Disposal	\$ 10.36
20230624	The 100 Building LLC	16 Monthly Rent and Utilities for September	\$ 2,739.00
20230625	Village Reach	12/11 AAR/CHA/ Mental Health Mapping 6/1/23 -6/30/23	\$ 13,332.73
20230626	Visa	Misc. Outreach Supplies, Registration Fee, and Software	\$ 3,190.69
20230627	Waste Management of Wenatchee	16 Monthly Garbage Disposal Services	\$ 236.33
			\$ 57,496.36



, 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. 20230628 through No. 20230642 are approved for payment in the amount of \$32,892.53 this 16 day of October, 2023.



Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230628	4Imprint, Inc.	70	Outreach Supplies	\$ 2,184.05
20230629	ADP, Inc.	16	ADP Fees	\$ 3,892.51
20230630	Alpha Media	41/12/15/62	Radio Advertising	\$ 1,395.67
20230631	Amazon Capital Services	16	Office Supplies	\$ 43.37
20230632	Bear Signs & Embroidery LLC	12	Vehicle Graphics	\$ 407.63
20230633	Douglas County Sewer District	16	Sewer Utility Services	\$ 369.57
20230634	Express Employment Services	16	Employment Services	\$ 826.60
20230635	Jacques, Susan	16	Medical Expense Reimbursement	\$ 69.00
20230636	Local Tel Communications	16	Phone Expense	\$ 1,115.39
20230637	ODP Business Solutions, LLC	16	Office Supplies	\$ 95.71
20230638	Oxarc, Inc.	51	Dry Ice Block	\$ 11.10
20230639	Pitney Bowes Bank Inc.	16	Postage Replenish	\$ 3,000.00
20230640	Verizon	Misc.	Phone Expense	\$ 2,071.57
20230641	Village Reach	12/11/70	AAR/CHA/Mental Health Mapping/Okanogan TA	\$ 14,198.48
20230642	Visa	Misc.	Wireless Alarm Monitoring, Conference Registration, and Other Expenditures.	\$ 3,211.88
				\$ 32,892.53

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. 20230643 through No. 20230654 are approved for payment in the amount of \$65,354.36 this 16 day of October, 2023.



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Administrator

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President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230643	Code Publishing Company	16	Conversion and Web Hosting Project	\$ 700.00
20230644	East Wenatchee Water District	16	Water Utility Services and Fire Line Connection	\$ 388.60
20230645	Elizabeith Walker Consulting	12	Contracted Work with CDHD/Region 7 Health Care Alliance	\$ 12,000.00
20230646	Express Employment Professionals	16	Employment Services	\$ 1,043.13
20230647	Fed Ex	51	Postage	\$ 31.63
20230648	Hammond, Cari	81	Per Diem	\$ 86.46
20230649	iHealth Labs Inc.	12	Covid-19 Antigen Rapid Test	\$ 41,719.40
20230650	Ogden, Murphy, Wallace	16	Legal Services	\$ 6,463.90
20230651	Oxarc Inc.	51	Dry Ice Block	\$ 11.10
20230652	Pitney Bowes Global Financial, LLC	16	Supplies for Postage Machine	\$ 288.14
20230653	Sisson, Kent	12	Mileage, Per Diem, and Lodging Expense Reimbursement	\$ 451.53
20230654	Visa	16/63	Supplies for All Staff Meeting, Parking Fee, and Lodging	\$ 2,170.47
				\$ 65,354.36

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. 20230655 through No. 20230680 are approved for payment in the amount of \$27,213.83 this 16 day of October, 2023.

  
 Administrator

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 President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230655	4Imprint, Inc.	12 Outreach Supplies	\$ 1,953.56
20230656	Ag Supply Co.	16 Gas Expense	\$ 1,059.59
20230657	Alliance 2020, Inc.	16 Background Check Expense	\$ 135.24
20230658	Amazon Capital Services	83 Office Supplies	\$ 107.40
20230659	Brownlee, Kaila	15 Travel Per Diem	\$ 213.00
20230660	Clarius Languages	15 Translation Services	\$ 375.00
20230661	Douglas County PUD #1	16 Utilities	\$ 421.00
20230662	Express Employment Professionals	16 Employment Services	\$ 1,174.94
20230663	Haglunds Trophies	16 Plaque	\$ 65.71
20230664	Henry Schein	83 Clinical Supplies	\$ 32.62
20230665	InPrint Printing	83 Printed Materials	\$ 596.76
20230666	Keyhole Security	16 Annual Fire Inspection & Reporting	\$ 401.45
20230667	Mouret, Sean	12 Regional Public Health School Nurse Liaison for September	\$ 6,168.00
20230668	Muro, Julian	16 Travel Per Diem	\$ 118.00
20230669	ODP Business Solutions, LLC	90 Office Supplies	\$ 141.85
20230670	Outfront Media	15 Advertisement Expense	\$ 2,450.00
20230671	Oxarc, Inc.	51 Dry Ice Block	\$ 11.10
20230672	Pacific Northwest Biomedical	62/63/23 Scale Calibration Services	\$ 255.00
20230673	Pitney Bowes Global Financial, LLC	16 Quarterly Postage Meter Lease Payment	\$ 469.03
20230674	Plumb Perfect	16 Rebuilt of 5 Toilets	\$ 575.97
20230675	Pure Water Partners	16 Monthly Water Dispenser Expense for 100th Building	\$ 64.02
20230676	Ricoh USA, Inc.	16 Copier Equipment Services	\$ 3,722.81
20230677	Shai Creates LLC	15 Website Accessibility	\$ 3,000.00
20230678	Sound Telecom	12 Answering Services	\$ 159.88
20230679	Townsquare Media	15/41/12 Radio Advertising	\$ 2,304.00
20230680	Visa	Misc. Meals, Office Supplies, and Car Repair Expense	\$ 1,237.90

\$ 27,213.83

**CHELAN-DOUGLAS HEALTH DISTRICT  
Cash/Investments  
9/30/2023**

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	119,695.35	
Payroll Clearing Account - Key Bank	34,277.52	
Investment Account - Chelan County Treasurer	3,017,720.99	
<i>Investment broken out as follows:</i>		
<i>Public Health Emergency Reserves</i>		171,739.40
<i>Vehicle Reserves</i>		90,426.04
<i>ARPA Building Remodel Reserves</i>		976,086.41
<i>General Investment</i>		1,779,469.14
 Total Cash/Investments	 3,172,193.86	

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

	Actual	Revised Budget	
Permits	565,282.26	1,087,285.26	52.0%
Federal Grants	2,135,222.70	2,609,070.24	81.8%
State Grants	394,067.63	572,264.28	68.9%
State Entitlements	1,481,134.00	2,838,634.00	52.2%
County Assessments	343,364.04	457,811.48	75.0%
Fees	356,942.16	462,189.21	77.2%
Interest	77,599.31	103,815.27	74.7%
Other Revenue	5,637.66	3,637.66	155.0%
Total Revenue	<hr/> 5,359,249.76	<hr/> 8,134,707.40	65.9%
 Wages	 2,608,768.72	 3,557,164.48	 73.3%
Benefits	912,079.87	1,244,643.10	73.3%
Supplies	215,180.66	303,971.63	70.8%
Services	1,195,604.32	1,422,244.91	84.1%
Cap Expenditures	30,183.28	30,183.28	100.0%
Total Expenses	<hr/> 4,961,816.85	<hr/> 6,558,207.40	75.7%

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs. Actuals 2023 Budget**  
**YTD September 2023**

	Total		
	Actual	Revised Budget	% of Budget
<b>Income</b>			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	260,332.95	648,584.95	40.14%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	304,949.31	438,700.31	69.51%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	158,047.71	196,231.13	80.54%
640.001.33321.07.000 CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS	967,213.10	967,213.10	100.00%
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	159,453.64	239,807.90	66.49%
640.001.33393.10.000 FDA RESEARCH	6,306.88	6,306.88	100.00%
640.001.33393.26.000 IMMUNIZATION GRANT	145,917.26	287,195.60	50.81%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	287,820.53	387,292.11	74.32%
640.001.33393.35.000 PUBLIC HEALTH WORKFORCE DEVELOPMENT	0.00	100,000.00	0.00%
640.001.33393.77.000 MEDICAID MATCH	163,397.04	141,322.30	115.62%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	61,551.97	98,186.65	62.69%
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	185,514.57	185,514.57	100.00%
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	65,916.55	93,666.55	70.37%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	6,469.00	6,469.00	100.00%
640.001.33406.90.000 HCA GENERAL FUNDS	321,682.08	472,128.73	68.13%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	399,634.00	399,634.00	100.00%
640.001.33604.25.000 FOUNDATIONAL PUBLIC HEALTH SERVICES	1,081,500.00	2,439,000.00	44.34%
640.001.33862.00.000 PUBLIC HEALTH	343,364.04	457,811.48	75.00%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	4,021.54	6,057.54	66.39%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	274,970.02	350,748.07	78.40%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	77,950.60	105,383.60	73.97%
640.001.35000.00.000 FINES AND FORFEITS	600.00	600.00	100.00%
640.001.36111.00.000 INVESTMENT INTEREST	77,599.31	103,815.27	74.75%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	5,037.66	3,037.66	165.84%
<b>Total Income</b>	<b>\$ 5,359,249.76</b>	<b>\$ 8,134,707.40</b>	<b>65.88%</b>

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs. Actuals 2023 Budget**  
**YTD September 2023**

Expenses	Total		
	Actual	Revised Budget	% of Budget
640.001.56200.10.000 SALARIES & WAGES	2,608,768.72	3,557,164.48	73.34%
640.001.56200.20.000 PERSONNEL BENEFITS	912,079.87	1,244,643.10	73.28%
640.001.56200.30.000 SUPPLIES	56,931.32	93,554.29	60.85%
640.001.56200.35.000 SMALL TOOLS & MINOR EQUIPMENT	0.00	268.00	0.00%
640.001.56200.35.100 BOOKS, REFERENCES & VIDEOS	1,327.78	1,879.78	70.63%
640.001.56200.35.200 SOFTWARE	112,537.85	163,469.85	68.84%
640.001.56200.35.300 HARDWARE	44,383.71	45,067.71	98.48%
640.001.56200.41.100 SERVICES - LEGAL	96,277.00	130,756.70	73.63%
640.001.56200.41.200 SERVICES - AUDIT	19,279.05	15,843.00	121.69%
640.001.56200.41.300 SERVICES - INTERPRETING	2,014.78	5,311.78	37.93%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	1,606.55	2,246.67	71.51%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	14,118.00	16,393.00	86.12%
640.001.56200.41.600 SERVICES - COMPUTER	50,963.98	74,667.66	68.25%
640.001.26200.41.800 SERVICES - OUTSIDE LABORATORIES	129.50	129.50	100.00%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	438,903.76	436,951.61	100.45%
640.001.56200.41.920 SERVICES - LANDSCAPING	2,354.45	2,354.45	100.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	11,921.02	13,589.02	87.73%
640.001.56200.42.010 TELEPHONE	24,753.13	35,945.56	68.86%
640.001.56200.42.020 POSTAGE	10,420.11	8,075.28	129.04%
640.001.56200.43.000 TRAVEL/TRAINING	92,658.02	187,064.41	49.53%
640.001.56200.40.000 ADVERTISING	76,835.78	97,109.04	79.12%
640.001.56200.45.000 OPERATING RENTALS & LEASES	29,118.00	39,343.00	74.01%
640.001.56200.46.000 INSURANCE	119,488.00	119,488.00	100.00%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	13,746.77	17,504.27	78.53%
640.001.56200.48.000 REPAIRS	36,921.77	41,454.34	89.07%
640.001.56200.49.000 PRINTING - OFFICE	3,041.70	3,936.62	77.27%
640.001.56200.49.001 PRINTING - COPIER	13,983.25	19,352.26	72.26%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	1,321.28	4,593.60	28.76%
640.001.56200.49.300 DUES & MEMBERSHIPS	13,671.77	20,743.77	65.91%
640.001.56200.49.400 SUBSCRIPTIONS	3,975.31	4,643.31	85.61%
640.001.56200.49.500 OTHER EXPENDITURES	118,101.34	124,748.06	94.67%
640.001.56200.62.030 IMPROVEMENTS TO EXISTING BUILDING	15,518.16	15,518.16	100.00%
640.001.56200.64.000 OTHER MACH, EQUIP	14,665.12	14,665.12	100.00%
<b>Total Expenses</b>	<b>\$ 4,961,816.85</b>	<b>\$ 6,558,207.40</b>	<b>75.66%</b>



## **Highlights:**

The District's 2022 Single Audit was completed with an exit conference in early October. There were no findings, and the annual audit has been published on the State Auditor's website.

Department of Health has deferred its annual fiscal monitoring until January of 2024.

My staff continues to work on the 2024 budget and on fine tuning our fiscal policies.

The District has preliminary pricing from DOH & Associates regarding the remodel. Due to our staff absences in September and early October, we are not prepared to bring costs to the Board in October. We plan to do so in November.

## **Essential Data:**

Through September 30, with 75% of the year complete, the District is at 65.9% of budgeted revenue and 75.7% of budgeted expenses. The 2<sup>nd</sup> half of the annual FPHS was received by the District on October 2, and will be reflected in the October financial statements at the November Board meeting.



# Community and Family Health Report

3rd Quarter 2023

## **Introduction:**

The Community and Family Health Team continued to provide client-based services (WIC, NFP, ABCD, CYSHCN) via in- person visits, tele visits, and home visits.

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

Due to lack of applicants for our vacant positions, the job descriptions and scopes of work have been updated and reposted internally and externally; we currently have 2 vacant positions: PHN III-Maternal Child Health and PHN II- NFP Nurse Home Visitor. Katie Young, NFP Home Visitor, is transitioning to her new role as NFP Supervisor/Nurse Home Visitor. Her start date is October 16<sup>th</sup>.

## **Nurse-Family Partnership (NFP):**

Number of families served	Number of children served	Number of eligible new referrals	New clients enrolled	Clients closed	Number of graduates	Total completed encounters for the period	Total outgoing referrals to other services
65	55	6	5	14	5	240 (207 in-person, 33 via telehealth)	66

## **Access to Baby & Child Dentistry (ABCD):**

We currently have 3 ABCD champions, 36 ABCD dental providers and 2 certified dental hygienists in Chelan, Douglas, and Okanogan Counties.

Number of children enrolled & connected to dental care	Number of community outreach events/ total # reached	Total outgoing referrals to other services
83	11/1,926	43



**Women Infants & Children (WIC):**

WIC staff attended and distributed Farmers Market benefits to WIC families on July 8 and August; issued a total amount of \$ 5,516.00 in Farmers Market Benefits June-August (\$28 per eligible WIC participant). Only 35% of those benefits have been redeemed.

Based on the FY 2023, 3<sup>rd</sup> quarter participating caseload, our authorized caseload starting in 4<sup>th</sup> quarter of FFY 23 (October 1<sup>st</sup>) is 645. We started with an authorized caseload of 585 in 2022 and have increased our authorized caseload twice since that time.

<b>Program participation</b>	<b>July</b>	<b>August</b>	<b>September</b>
Women	125	120	*Data not available
Infants/Children	395	383	*Data not available
<b>Agency Total</b>	641	616	*Data not available

\*The state WIC program has up to 90 days to post September’s data.

**Children & Youth with Special Health Care Needs (CYSHCN):**

<b>Number of clients enrolled</b>	<b>New referrals received</b>	<b>New clients enrolled</b>	<b>Total completed encounters for the period</b>	<b>Total outgoing referrals to other services/resources</b>	<b>Number of community outreach events/ total # reached</b>
26	4	1	121	79	11/1,926

**Public Health Nutrition:**

- Weight loss support group continued to meet- group has collectively lost 128 pounds.
- Farmers market – Offered community nutrition education, handed out recipes on utilizing FM foods in season

**Childcare Consultation:**

Completed 6 consult visits with the 2 contracted licensed childcare facilities



# Community and Family Health Report

3rd Quarter 2023

## **Health Education:**

- Collaboration with Nutritionist to design a 6-week curriculum on healthy eating for participants in the Wenatchee School District Elementary After School Program
- Taught healthy cooking classes at the YWCA
- Procured mobile kitchen supplies to offer healthy meal prep demonstrations within the community
- Presented at a family night event at the Head Start in Bridgeport, which included a presentation on how to decrease added sugar in the diet, a food demo and an opportunity to try a healthier dessert
- Lead blood borne pathogen training for new staff

## **Definitions:**

NFP- Nurse-Family Partnership

NSO- National Service Office

ABCD- Access to Baby and Child Dentistry

WIC- Women, Infants, Children

FM- Farmers Market

CYSHCN- Children & Youth with Special Health Care Needs



# Communications & Outreach Report

Third Quarter 2023

## Introduction:

In the third quarter, the communications team continued the yearlong emergency preparedness campaign. The outreach team participated in over 31 outreach events in the third quarter and made over 3,937 connections with community members!

## Communications:

**General:** CDHD’s latest billboard located on Maple St. in Wenatchee, Highway 97A and Sunset Highway. This billboard will be the last billboard for CDHD this year. We really wanted to highlight the importance of public health.



**EPR:** The communications team has continued the monthly prepare in a year campaign and is available in six (6) languages:

- July: Learn Fire Safety
- August: Learn Utility Safety
- September: Store Under the Bed Supplies



**WIC:** In partnership with WIC, the communications team helped with radio ads, promotions and to BOOST WIC on social media during July, August and September.



Facebook Analytics (5,249 Followers)

Gender:

80.9% are women

19.1% are men

Age:

19.7% are ages 18 – 34

53.7% are ages 35 – 54

26.6% are ages 55 – 65+

City:

31% are from Wenatchee

14% are from East Wenatchee

4% are from Chelan

4% are from Leavenworth

2% are from Cashmere

2% are from Manson

2% are from Malaga

41% are from outside Chelan & Douglas counties

Instagram Analytics (797 followers)

Gender:

77% are women

23% are men

Age:

16.2% are ages 18 – 34

59.3% are ages 35 – 54

24.5% are ages 55 – 65+

City:

40.7% are from Wenatchee

12.4% are from East Wenatchee

3.9% are from Malaga

3% are from Chelan

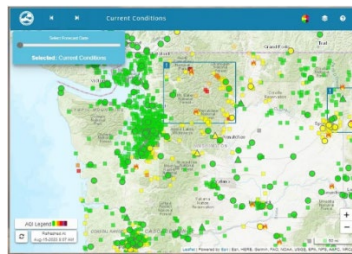
2.8% are from Cashmere

38.2% are from outside Chelan and Douglas Counties

Social Media Posts



CDHD's 8/1 BOOSTED Facebook post on WIC reached 13.5k accounts



CDHD's 8/15 post about Wildfire Smoke and N95 Mask Distribution reached 8.4k accounts and 265 Link Clicks.



CDHD's 7/10 post on Facebook on Glass Recycling Event in Wenatchee reached 6.8 k people and 33 shares.



## Outreach:

### **Fire Wise & Smoke Workshop @ Pybus (7.13)**

CDHD participated in the Fire Wise and Smoke Workshop hosted by Chelan County Department of Natural Resources. Kent, Emergency Preparedness and Response RERC presented on the Wildfire Smoke plan and we were able to have a booth! 50 individuals including other organizations attended the event.



### **East Wenatchee National Night Out (8.1)**

CDHD participated in the National Night out event hosted at Eastmont Community Park. Kent and Kaila with Emergency Preparedness and Response participated in this well attended event and made contacts with over 250 people and raffled off an Emergency Preparedness kit.



### **Fiestas Mexicana's (9.8 & 9.9)**

CDHD participated in Fiestas Mexicana's at Triangle Park in Wenatchee. This event was well attended and had many of our community partners as well! Lauren, Miriam, Adela and Lupita attended this very warm event and handed out waters, apples, covid-19 test kits, N-95 masks for Wildfire Smoke, first aid kits, cutting boards, veggie spirals and children's nutritional plates. We look forward to attending this event in the future!





## **Introduction:**

The Communicable Disease and Epidemiology (CD-Epi) Team is a new branch of the Chelan Douglas Health District this quarter, and consists of professionals previously in the Personal Health Department. The CD-Epi team provides a combination of assessment and surveillance of local and regional community health, in addition to providing some patient-facing services via tele visits, clinics and home visits. Patient-facing services include directly observed treatment of TB with home and provider visits by our staff, as well as immunization coordination as well as follow-up with individuals notified of contraction or exposure to reportable conditions.

We are in the process of staff transition and currently have 3 open positions: Infection Preventions, Lead Disease Investigator, and local Assessment Coordinator. A Director for the CD-Epi Team has been hired and will arrive in November.

## **Communicable Disease:**

These cases reflect reports submitted to the Chelan-Douglas Health District per WAC 246-101. At this time these reports do not reflect the total number of any condition circulating in the community at any given time.

**Enteric (food borne) and Water Borne** illnesses including: Campylobacter, Giardia E. coli, Salmonella, and Shiga Toxin producing E. coli. The most commonly reported enteric condition for the third quarter of 2023 was Campylobacter.

**Vaccine Preventable** No vaccine preventable diseases were reported in the third quarter of 2023.

**Living Environment and Zoonotic (diseases from animals):** A few individuals received rabies post-exposure prophylaxis for encounters with bats.

**Sexually Transmitted Infections and Blood Borne Pathogens** including: Chlamydia, Gonorrhea, Syphilis, HIV, and Herpes Simplex Virus.

Additional investigations in 16 other diverse cases were also handled this quarter.

## **Tuberculosis:**

Continued to provide clinical support to Infectious Disease Provider for one presumed non-pulmonary TB case, and one pulmonary case.

## **Immunization Program:**

- New Regional Vaccine Coordinator began August 1, 2023 and has been receiving training from DOH on Regional Coordinator Program duties
- Administering annual influenza vaccinations to staff and their household/immediate family members

- Answering questions from the public regarding the new COVID vaccine and adult RSV vaccine
- Providing technical immunization support to providers

Total Vaccines given:

Flu - 44

## **Epidemiology (Epi)**

There are multiple assessments underway this quarter from our epidemiology department, and with the North Central Washington Epi Consortium. There were also students that worked with our epidemiology team this quarter as well.

**Behavioral Health Assessment and Environmental Scan:** This project, conducted in conjunction with Thriving Together NCW and with the help of many local behavioral health providers and organizations, is an overarching review of organizations that provide forms of behavioral health services in the region, including a comprehensive map of accessible services by multiple metrics such as distance, operating days/hours, eligibility criteria, and others. We are currently in the late stages of data collection.

**Community Health Assessment Systematic Review for 2023:** Stage 1 of this project is a comparison of community health assessment methodologies used by organization and agencies in our region to build out a comprehensive set of methodologies that can be used by CDHD and other organizations in future assessment work. Stage 1 is very nearly complete. Stage 2 is an analysis of the results of the assessments that took place in our region to put together a full picture of the state of our communities and highest health priorities across our region.

**Smoke report update:** Analysis of regional wildfire smoke exposure during the 2012 wildfire smoke season. Special attention is being taken to air quality thresholds that result in outdoor activities being canceled or rescheduled. Current work is analyzing times of day wildfire smoke is at its peak. Analysis of the association between wildfire smoke exposure and respiratory conditions in Chelan, Douglas, and Okanogan counties during the 2018-2022 smoke seasons is also underway, but is complicated by the impact of the COVID pandemic and by data availability (Your call whether to even bring this part up)

**SEAL Deployments:** CDHD received assistance from three interns this summer as part of our partnership with the University of Washington School of Public Health's Student Epidemic Action Leaders (SEAL) team. One provided assistance in unifying and analyzing our district's COVID data, another assisted with the behavioral health assessment by analyzing the association between physical illness/injury and mental/behavioral health conditions, while the third is still working with us and providing assistance with the wildfire smoke assessment.



## Onsite & Drinking Water Environment Quarterly Report

	July	August	September	Total
Field Inspections	47	62	55	164
Occupancy Approvals	43	39	22	104
Onsite applications Received	88	74	64	226
Land-Use Referrals	17	15	14	46
Complaints	5	6	2	13

### **Program Highlights:**

- Addition of Susan Baker to staff in July. Susan is a Registered Environmental Health Specialist who previously worked in Southern Oregon as the Drinking Water Program Coordinator. She has quickly become an independent Inspector covering Douglas County.
- Richard Volpe, Erika Betancourt, and Richmond Petty attended Soil Site Evaluation Class in Ellensburg in late June. It is annual free training provided by Washington DOH – Wastewater Program.
- Seeking out additional grant money with Washington DOH – Drinking Water Program, which corresponds to expanding our Group B Public Water System Program.
- Service Provider Program has about completed its license renewals for this year, ~90% compliance thus far.
- We have been working diligently on the SmartGov transition.



**Solid Waste Facility activities performed by CDHD:**

- Discussed Operating Plans / Compliance Schedule for Entiat Inert Waste Landfill with Department of Ecology and the city of Entiat
- Working with Department of Ecology on documents requested from permitted facilities
- Reviewed and issued the Greater Wenatchee Regional Landfill RD&D Permit

**Facility Inspections:**

Inspection - Dryden Closed LF	Hwy 2 Dryden	08/10/2023
Inspection - Dryden Trans Station	Hwy 2 Dryden	08/10/2023
Inspection - Manson Closed Land Fill	Manson	07/13/2023
Inspection - N. Chelan Trans Station	Chelan	08/24/2023
Inspection- Bridgeport Bar Closed Landfill	Perkins Rd area	08/24/2023
Inspection- Waste Mgt- GWRLF	E. Wenatchee	09/21/2023
Inspection- Entiat Inert landfill	Entiat	08/08/2023
Inspection- Landfill Facility	Ward Inert LF	08/07/2023
Inspection- Landfill Facility	Wells Inert LF	08/07/2023
Inspection- Landfill Facility	Lux Pit Doug Co LF	07/06/2023
Inspection- Landfill Facility	Wen Gun Club LF	07/13/2023
Inspection- Landfill Facility	East Wen- BMI LF	07/25/2023
Inspection- Landfill Facility	Filion Landfill	07/06/2023
Inspection- Moderate Waste Facility	Hwy 97A Wenatchee	08/15/2023
Inspection- Winton Composting	Chelan County	09/05/2023
Inspection- S. Wen Transfer Station	S Wenatchee Ave	08/17/2023
Inspection- Stemilt Composting	4597 Stemilt Hill Rd, Wenatchee	08/22/2023
Inspection-Bridgeport Bar Transfer Station	25 Perkins Rd	08/24/2023
Inspection- North Chelan Recycling Center	Chelan	08/24/2023

**Technical assistance provided:**

- Received (5) notifications of rats, public health educational assistance provided/ rat educational postcards
- Technical assistance with (10) mold inquiries
- Technical assistance with (5) solid waste removal service questions.
- Provided (17) landlord/tenant law informational referrals to clients,
- Technical assistance with (5) cockroaches
- Technical assistance with (5) bedbugs
- Technical assistance with (1) smoking complaint
- Received (18) Public Records Request



# Environmental Health Report

Third Quarter 2023

## Complaint Investigations by CDHD for improper solid waste handling (numbers do not include follow-ups):

<b>This quarter:</b>	<b>Chelan County</b>	<b>Douglas County</b>
Investigations: 18	13	5
Closed : 19	13	6

<b>Year to date:</b>	<b>Chelan County</b>	<b>Douglas County</b>
Investigations: 45	32	13
Closed: 42	30	12

### CDHD Solid Waste Staff Highlights, Trainings, and Meetings:

- Chelan County SWAC Meeting
- Douglas County SWAC Meeting
- Monthly Environmental Health Meetings
- Weekly On-site/Solid Waste Meetings
- Smartgov Meetings
- CDHD and DOE Meetings
- Javier attended the Pest Coast Workshop
- Brian and Javier Met with City of Entiat for the City of Entiat Inert Waste LF
- Javier attended the Manager of Landfill Operations Course and Renewed Certification
- Managing/retention Solid Waste Files in the basement
- Mosquito Trapping Weekly
- Updating SOP for Solid Waste

## Food & Living Environment Monthly Report

	Food Program	Water Rec Program	Schools
<b>Routine Inspections</b>	215	152	-
<b>Pre-Opening Inspections</b>	19	-	1
<b>Follow Up Inspections</b>	6	22	1
<b>Complaint Inspections</b>	2	-	-
<b>Temporary Food Inspections</b>	196	-	-
<b>Plan Reviews Received</b>	12	-	-
<b>Permanent Permit Renewals</b>	-	-	-

### Program Highlights:

- Addition of Connor Osterlund to staff in July. Connor has 5 years' experience as an inspector in Cowlitz County. He hit the ground running and worked hard to complete all seasonal pool inspections this summer.
- Suzy Howard and Erika Betancourt attended FDA Food Program Standards and Verification Training in July. This meeting was paid for by a grant obtained in January 2023.
- Suzy Howard and Erika Betancourt attended the National Environmental Health Association conference in August. Courses attended will help the Food Program set policy and procedures to improve the program and better educate food industry on current foodborne illness trends and prevention.
- Erika Betancourt is studying for her REHS exam on October 9<sup>th</sup>. Staff have been supporting her with encouragement and giving pop quizzes.
- Connor Osterlund made contact with schools in September to start inspecting Science Labs in October.
- Extended an offer to fill the vacant Environmental Health Generalist position in the Food Program. Expected starting date in November.
- We have been working diligently on the SmartGov transition.



# Emergency Preparedness and Response

Third Quarter 2023

## Emergency Preparedness and Response:

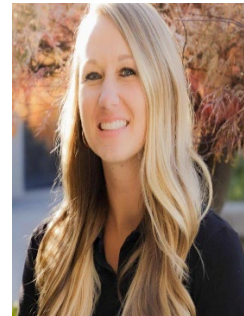
Chelan-Douglas Health District’s Emergency Preparedness and Response Division has recently hired a Local Emergency Response Coordinator. We want to wish a warm welcome to Ms. Lexy Lieurance and look forward to working towards the health and safety of our community with Lexy on our team!



**Kent Sisson**  
Regional Emergency  
Response Coordinator



**Lexy Lieurance**  
Local Emergency  
Response Coordinator



**Kaila Brownlee**  
EPR Communications  
Coordinator

## Medical Reserve Corp:

The Medical Reserve Corps (MRC) is a State and Federal (National) network of local individuals consisting of medical and non-medical volunteers engaging with local communities to strengthen public health and improve emergency preparedness, response and recovery capabilities.



There are over 800 MRC located throughout the United States and its territories comprised of more than 300,000 volunteers. 70% of MRC’s are supported/”housed” by local health jurisdictions. MRC volunteer’s partner with local emergency management and responding agencies to provide support to the community, provide prevention education and participate in community recovery. The Chelan-Douglas Health District recognizes the benefits of having a local Medical Reserve Corps and is dedicated to the support and development of this volunteer community based program.

## Region 7 Healthcare Alliance:

- Next Meeting: Wednesday, October 18<sup>th</sup> @ 11:00 am
- Aging and Adult Care:  
270 9<sup>th</sup> Street, East Wenatchee, WA 98802
- Topic: Mass Casualty Incident Plan to include a discussion on the DMCC





# Administrator's Report

Third Quarter 2023

The Chelan-Douglas Health District is still building out programs with new Foundational Public Health Service (FPHS) funding. As the District is seeing growth, we are still in the planning, recruiting, and hiring phases for positions in Community Family Health, Communicable Disease/Epidemiology (CD/EPI), Communications, and Environmental Health. We were successful in hiring a Local Emergency Response Coordinator and a CD/Epi coordinator.

We continue to have a number of vacancies across the district. The new Deputy Director, has been managing Communications and CD/EPI divisions. The Administrator is continuing to meet with each of the departments and divisions to discuss workplace issues, culture, communication, and internal policies. We are working on plans to conduct stay interviews as well as provide additional future training for supervisors and managers through NASH consulting. We are working on improving agency wide communication and structure for all of our staff to improve retention and recruitment.

Our Mobile Unit now has decals on it and is being managed by our Emergency Response Division.

The draft after-action report (AAR) is currently under review by the designated Board of Health work group who will be developing recommendations for the Board of Health to be discussed in November. We are also working on

The Chelan-Douglas Health District Code is currently being worked on by Code Publishing. We plan on having the code reviewed and approved by the board by early 2024.

We have been in the process of reviewing all of CDHD's existing policies and working on a comprehensive plan to organize and update them. As we conduct this internal review, we will be working with the board on the most efficient and effective way to go through this process and plan to discuss this at the November and December Board of Health Meetings.