



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda
November 20, 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 October 16, 2023 Board Meeting Minutes
- b. Approval of October Payroll in the amount of \$287,774.70
- c. Approval of October Benefits in the amount of \$97,734.03
- d. Approval of Payment of 2023 Vouchers No.20230681-20230769 in the amount of \$177,500.01
- e. Approval of the Contract Matrix

IV. New Business:

- a. Vehicle Purchase (Action Item)

V. Old Business:

- a. Capital Improvements for the Building (Action Item)
- b. 2024 Preliminary Budget

VI. Reports:

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

VII. Board Discussion (if time allows):

- a. Reappointment of Marissa Smith, Position 7, and Alternate Michael Peterson
- b. Reappointment of Alma Chacon, Position 9, and Alternate Carin Smith

VIII. Adjournment



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health Regular Meeting Minutes – October 16, 2023

Board Members Present (quorum):

Marc Straub, Chair (4)
Kevin Overbay (1)
Shon Smith (2)
Marissa Smith (7)
Alma Chacon (9)
Joseph Hunter (11)

Jerrilea Crawford, Vice Chair (5)
Dan Sutton (3)
Sharon Waters (6)
Bindu Nayak (8)
Bill Sullivan (10)

Board Members Absent:

None

Non-Voting Alternate Board Members Present:

Michael Peterson (7)

Carin Smith (9)

Staff Present:

Diane Forhan, Operations Director
Mariana Fletcher, Environmental Health Director
Cari Hammond, Community and Family Health Director
Dr. James Wallace, Interim Health Officer

Kent Sisson, EPR Director
Kristen Hosey, Deputy Director
Hollie Casey, Clerk of the Board
Chuck Zimmerman, CDHD Attorney

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 3:02 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 – (1:45)

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 spoke about a European study that she reportedly found on numbers regarding the COVID vaccine in males with previous infection, and in non-immune females with co-morbidity, and myocarditis in males younger than 50 years of age in comparison to the actual infection.
- Darlene Crum of Douglas County spoke about the World Council of Health in the UK, and shared supposed findings regarding bacterial DNA sequence in COVID vaccine trials. She stated that the study allegedly concluded that the COVID vaccine promotes a cancer sequence, genetic modifications to the recipients and their offspring, and impair DNA repair.

Consent Agenda – (9:22)

- Approval of the September 18, 2023 Board Meeting Minutes
- Approval of September Payroll in the amount of \$278,636.56
- Approval of September Benefits in the amount of \$95,342.71
- Approval of Payment of 2023 Vouchers No. 20230609-20230680 in the amount of \$182,957.08

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

Old Business – (10:40)

- 2024 Preliminary Budget (11:47)

Diane Forhan, Operations Director, explained to the Board that she provided the requested software expense detail and made a few changes to increase the revenue slightly for an epidemiology grant that goes through July of 2024. Also, some adjustments were made for clinical supplies due to the intent to run vaccine clinics next fall. More details about that will be in the December version of the presented budget. Board discussion followed.

Reports -- (19:40)

Health Officer Report

Dr. James Wallace, Interim Health Officer (19:45)

Dr. James Wallace, Interim Health Officer, stated that in his report he will review the respiratory illness season preparation and an overview of the Washington State meetings and conferences that were attended over the last month. Respiratory illness is currently reporting low in the region, and healthcare services are working on access, vaccines, and transmission prevention. We are presently seeing a low level of COVID in the ER- the lowest level in the past few years. Influenza is below the national baseline but is beginning to increase- higher than in previous years at this time. RSV is on the rise mainly in the southern portion of the United States. There have been no regional RSV visits in the ER so far this season. We are working with DOH to try to get back to the LHI county level for reporting and for more localized collaboration with healthcare partners for recommendations, data, and changes to create a baseline that we can use for tracking illnesses and rising rates of illness. The Washington State BOH conference was recently hosted in Wenatchee. The Washington State BOH is looking at ways to improve the state level policy and discussed topics on newborn screening additions, as well as On-Site Sewage

rule updates. The Washington State BOH has ongoing work in making recreational water facilities more accessible for the disabled, childhood auditory screening, lead prevention programs in schools, and fentanyl drug lab contamination and remediation. Dr. Wallace and other state-wide Health Officers also met with the Secretary of Health to build resilience and capacity in the workforce to better serve the health of the public. Other items of interest were case studies for the highly pathogenic Avian Influenza, opioid overdose prevention, wildfire/heat/COVID emergency response, and healthcare system collaboration. Dr. Wallace also attended the Washington State Public Health Association meeting and some of the themes of the conference were climate change and public health preparedness, public and veterinary environment health, opioid and substance use disorder responses, and public health and primary care collaboration. Board discussion followed.

Fiscal Report –

Diane Forhan, Operations Director (56:20)

Diane Forhan presented an overview of her report provided in the Board packet. The Board expressed appreciation to Diane and her team for a clean State Audit.

Community and Family Health Report –

Carl Hammond, Community and Personal Health Director (58:42)

Cari Hammond presented an overview of her report provided in the Board packet. Board discussion followed.

Health Communications Report –

Kristen Hosey, Deputy Director (1:03:13)

Kristen Hosey presented an overview of her report provided in the Board packet. Board discussion followed.

CD/Epi Report –

Kristen Hosey, Deputy Director (1:16:13)

Kristen Hosey presented an overview of her report provided in the Board packet. Board discussion followed.

Environmental Health Report –

Mariana Fletcher, Environmental Health Director (1:41:47)

Mariana Fletcher presented an overview of her report provided in the Board packet. Board discussion followed.

Emergency Preparedness and Response Report –

Kent Sisson, EPR Director (1:54:35)

Kent Sisson presented an overview of his report provided in the Board packet.

Administrator Report –

Kristen Hosey, Deputy Administrator (2:01:30)

In Luke Davies, the Health Administrator’s absence, Kristen Hosey presented an overview of the Administrator’s report provided in the Board packet. Board discussion followed.

Board Discussion — (2:08:40)

a. Filling Alternate Board Member Position (2:08:45)

Chair, Marc Straub and CDHD attorney, Chuck Zimmerman outlined the procedural options for the Chelan and Douglas County Commissioners to select a new Board Alternate for Position 8 and to fill Board Positions 7 and 9 which have current term expiration dates on December 31, 2023. Board discussion followed.

Bill Sullivan made the following motion: "Upon considering advice from the Chelan-Douglas Medical Officer and other relevant information, the Chelan-Douglas Board of Health has determined that the COVID vaccine is both safe and effective". Chair Marc Straub provided an opportunity for the motion to be seconded and no second was made, therefore the motion failed. Following failure of the motion, Board Members expressed their desire to reserve their individual right to state what failure of this motion means to them.

Chair Marc Straub declared the meeting adjourned at 5:26PM.

Marc Straub, Board Chair

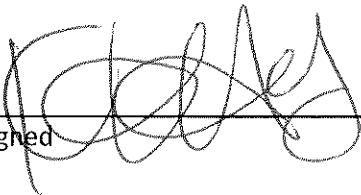
Hollie Casey, Clerk of the Board

Chelan-Douglas Health District
Payroll 10-25-23 for pay period 10-01 to 10-15-23

Gross Pay	143,338.60
Benefits	49,047.68
Total Payroll Cost	<u>192,386.28</u>
Net Pay	105,772.71
Due to IRS	34,154.48
Due to ESD - SUTA	783.19
Due to ESD - WAFMLA	1,146.68
Due to ESD - WACares Fund	749.86
Due to L&I	1,654.97
Due to DRS for PERS	21,733.30
Due to DRS for DCP	694.62
Due to PEBB	24,058.75
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	820.51
Total Payroll Expenses	<u>192,386.28</u>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$143,338.60 in salaries and the \$49,047.68 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




10.20.23

Date

Chelan-Douglas Health District
Payroll 11-09-23 for pay period 10-16 to 10-31-23

Gross Pay	144,436.10
Benefits	48,686.35
Total Payroll Cost	<u>193,122.45</u>
Net Pay	106,574.20
Due to IRS	34,456.30
Due to ESD - SUTA	718.44
Due to ESD - WAFMLA	1,155.52
Due to ESD - WACares Fund	753.35
Due to L&I	1,650.69
Due to DRS for PERS	21,899.46
Due to DRS for DCP	694.62
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	-
Due to Union	828.96
Total Payroll Expenses	<u>193,122.45</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 \$144,436.10 in salaries and the \$48,686.35 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

11/3/2023
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. 20230681 through No. 20230695 are approved for payment in the amount of \$14,959.05 this 20 day of November, 2023.

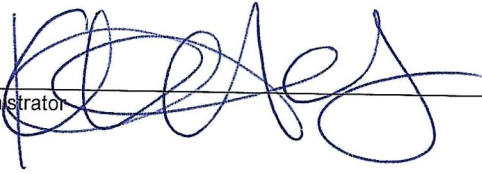


 Administrator

 President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230681	Coleman Oil CO.	16 Gas Expense	\$ 233.48
20230682	Corporate Translation Services	20 Interpreting Services	\$ 26.55
20230683	Express Employment Professionals	16 Employment Services	\$ 1,205.29
20230684	Fletcher, Mariana	16 Onboarding Vaccinations	\$ 275.93
20230685	Head, Lauren	70 Reimburse program expenses	\$ 56.87
20230686	Kenoyer, Quinn	70 Per Diem	\$ 193.25
20230687	MacDonald-Miller Facility Solutions, Inc.	16 Smart Building Services and HVAC Maintenance Agreement	\$ 2,664.49
20230688	Performance Systems Integration LLC	16 Annual Fire Extinguisher Service	\$ 407.97
20230689	Reynolds Real Estate, LLC	16 Parking Lot Maintenance 3rd Quarter 2023	\$ 365.86
20230690	State Auditor's Office	16 SMART building services	\$ 5,802.93
20230691	SteriCycle, Inc.	12-2/83 Hazardous Drug Disposal	\$ 50.00
20230692	Visa	Misc. Lodging, Office Supplies, Disposal Fees, Postage, and Other Expenditures	\$ 2,377.10
20230693	Waxie Sanitary Supply	16 Janitorial Supplies Expense	\$ 82.68
20230694	WSALPHO	16 Semi-Annual Medicaid Admin Claiming Project 2023 Allocation Jan-Jun	\$ 631.65
20230695	WSPHA	16 Conference Registration	\$ 585.00
			\$ 14,959.05


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. 20230696 through No. 20230718 are approved for payment in the amount of \$27,773.65 this 20 day of November, 2023.

Administrator 

President of the Board of Health _____

Voucher Number	Claimant		Description	Amount
20230696	ADP, Inc.	16	ADP Fees	\$ 3,759.55
20230697	Alpha Media	10/12	Radio Advertising Expense	\$ 680.00
20230698	CDW Government	40/16	IPad	\$ 3,519.98
20230699	CI Information Management	16	Onsite Shredding Services	\$ 111.18
20230700	Confluence Health	16	Employee Test	\$ 692.53
20230701	Control Solutions, Inc.	83/12-2	Cloud Service Renewal	\$ 146.48
20230702	Empire Record Management, Inc.	16	Storage Lease Agreement for November	\$ 795.00
20230703	Espinoza, Maria G.	82	Per Diem	\$ 45.00
20230704	Express Employment Professionals	16	Employment Services	\$ 1,103.82
20230705	FFF Enterprises, Inc.	83	Flu Vaccine Expense	\$ 6,221.62
20230706	Keyhole Security	16	Service Call Expense	\$ 156.24
20230707	Lamar Companies	15	Advertising Expense	\$ 1,685.00
20230708	Local Tel Communications	16	Phone Expense	\$ 1,009.00
20230709	Pitney Bowes Bank Inc.	16	Purchase Power Postage Line Increase	\$ 1,590.47
20230710	Pure Water Partners	16	Monthly Water Dispenser	\$ 192.05
20230711	Ricoh USA, Inc.	16	Copier Lease Contract Payment	\$ 630.99
20230712	Sound Telecom	12	Answering Services	\$ 174.86
20230713	Taylor Communications, Inc.	90	Certified Paper for Birth Certificates	\$ 175.44
20230714	The 100 Building LLC	16	Monthly Rent and Utilities	\$ 2,739.00
20230715	Verizon Wireless	Misc.	Cell Phone Services	\$ 1,771.90
20230716	Waste Management of Wenatchee	16	Monthly Garbage Disposal Services	\$ 236.33
20230717	Waxie Sanitary Supply	16	Janitorial Supplies Expense	\$ 199.21
20230718	Young, Katherine	63	Annual RN License Fee	\$ 138.00
				\$ 27,773.65

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. 20230719 through No. 20230739 are approved for payment in the amount of \$53,021.64 this 20 day of November, 2023.



 Administrator

 President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230719	Alpha Media	62 Radio Advertising	\$ 788.22
20230720	Amazon Capital Services	16 Office Supplies and Hardware	\$ 891.53
20230721	ChildStrive	63 NFP Supervisor	\$ 806.25
20230722	Department of Enterprise Services	16 Employment Assistance Program Interagency Agreement	\$ 1,811.52
20230723	East Wenatchee Water District	16 Water Utility Services and Fire Line Connection	\$ 244.60
20230724	Express Employment Professionals	16 Employment Services	\$ 1,245.75
20230725	FFF Enterprises, Inc.	12-2 Covid Vaccines	\$ 12,302.50
20230726	Kenoyer, Quinn	70 Per Diem, Parking, and Uber Expense Reimbursement	\$ 566.81
20230727	Lopez, Margarita	29 Postage Expense Reimbursement	\$ 48.78
20230728	Macias, Ana K	62 Mileage Reimbursement	\$ 32.75
20230729	ODP Business Solutions LLC	12 Office Supplies	\$ 148.23
20230730	Ogden, Murphy, Wallace	16 Legal Services September	\$ 13,306.90
20230731	Pure Water Partners	16 Monthly Water Dispenser Expense for the 100th Building	\$ 64.02
20230732	Regents of the University of Colorado	63 Training for Alicia Kramar	\$ 72.00
20230733	SHI International Corp.	16 Microsoft Software Licenses	\$ 15,272.49
20230734	Snitily, Stephanie	83 Gas Expense Reimbursement	\$ 50.00
20230735	TK Elevator Corporation	16 Annual Smoke Testing Access to Elevator Hoistway	\$ 640.16
20230736	Towsquare Media	12/20/62 Radio Advertising	\$ 2,304.00
20230737	Visa	Misc. Office Supplies, WIC advertisement, and Other Expenditures	\$ 1,613.38
20230738	WA State Department of Revenue	Misc. Use Tax Quarter 3	\$ 761.75
20230739	Wenatchee Valley College	16 Parking Fees	\$ 50.00
			\$ 53,021.64

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. 20230740 through No. 20230757 are approved for payment in the amount of \$30,929.13 this 20 day of November, 2023.

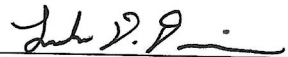


Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230740	Ag Supply Co.	16 Gas Expense	\$ 938.65
20230741	Alliance 2020, Inc.	16 Background Check Expense	\$ 313.49
20230742	Amazon Capital Services	70/16 Field and Auto Supplies	\$ 244.67
20230743	Douglas County PUD #1	16 Utilities	\$ 392.00
20230744	Espinoza, Maria G.	82 Per Diem	\$ 38.00
20230745	Express Employment Professionals	16 Employment Services	\$ 1,230.58
20230746	FFF Enterprises, Inc.	83 Vaccines	\$ 1,935.39
20230747	From Scratch by Us LLC	16 Breakfast and Lunch for Leadership Training	\$ 700.03
20230748	GEM Resourcing	16 Recruiting Services	\$ 9,660.08
20230749	Health Equity	16 Healthcare Benefit October 2023	\$ 129.20
20230750	Mouret, Sean	12 Regional Public Health School Nurse Liaison for October	\$ 6,168.00
20230751	Nuvodia, LLC	16 CDHD Monthly IT Services and Back up Services	\$ 3,573.63
20230752	ODP Business Solutions, LLC	40 Office Supplies	\$ 19.49
20230753	Regents of the University of Colorado	63 Training Registration	\$ 72.00
20230754	Shai Creates LLC	15 Website Accessibility	\$ 3,000.00
20230755	Visa	Misc. Airfare, Insurance, Field Supplies, and Other Expenditures	\$ 1,863.73
20230756	Waxie Sanitary Supply	16 Janitorial Supplies Expense	\$ 600.19
20230757	Wenatchee Valley College	16 Parking Fees for November 7 Training	\$ 50.00
			\$ 30,929.13

, 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. 20230758** through **No. 20230769** are approved for payment in the amount of \$50,816.54 this 20 day of November, 2023.



 Administrator

 President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230758	Brownlee, Kaila	12 Per Diem and Mileage expense reimbursement	\$ 449.54
20230759	CDHD Petty Cash Fund	Misc. Outreach Supplies, ABCD Supplies, and Other Expenditures	\$ 94.55
20230760	ChildStrive	63 Nurse Family Partnership Supervisor	\$ 468.75
20230761	Coleman Oil Co.	16 Gas Expense	\$ 124.69
20230762	Columbia Valley Community Health	41 Dr. Felipe Gutierrez Minimum Quarterly Compensations	\$ 2,275.00
20230763	FireFly	16 Technology Services Management	\$ 31,356.07
20230764	Jeffers, Danielson, Sonn & Aylward, PS	16 Legal Services	\$ 695.00
20230765	LastPass US LP	16 Open AR Migration Item, and software	\$ 11,712.60
20230766	Outfront Media	15 Advertisement Expense	\$ 1,100.00
20230767	State Auditor's Office	16 Audit Services	\$ 448.35
20230768	Visa	16/82/12 Meeting Meals, Auto Maintained Expense, Lodging, and Parking	\$ 1,855.66
20230769	Waste Management of Wenatchee	16 Monthly Garbage Disposal Services	\$ 236.33
			\$ 50,816.54

Contract Matrix
November 20, 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 #15 FY24 LHJ COVID-19 ARPA CDC	Department of Health	The purpose of the SOW is to support LHJ COVID-19 work utilizing ARPA funding. The purpose of this amendment is to add language to address use of funds to purchase COVID-19 vaccine	Replace	07/01/23-06/30/24	\$760,000	none
Consolidated Contract CLH31004 Amendment #15 Office of Drinking Water Group A Program	Department of Health	The purpose of the SOW is to provide funding for LHJ to conduct sanitary surveys and provide TA to small Group A water systems. This amendment adds funding for 2024	Replace	01/01/22-12/31/24	\$38,000	+\$11,600
Consolidated Contract CLH31004 Amendment #15 FFY21 CDC COVID-19 PHWFD-LHJ	Department of Health	The purpose of the SOW is to provide funding to expand, train and sustain the LHJ public health workforce. This amendment adds funding	Replace	07/01/23-06/30/24	\$200,000	+\$200,000
Consolidated Contract CLH31004 Amendment #15 COVID19 VACCINES	Department of Health	The purpose of this SOW is to provide funding for COVID-19 vaccine activities. This amendment removes tasks from the SOW	Replace	07/01/23-06/30/23	\$1,009,670	none

Contract Matrix
November 20, 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 #15 WIC Nutrition Program	Department of Health	The purpose of the SOW is to provide WIC Services. This amendment adds funding due to increased caseload	Replace	1/1/22-9/30/24	\$384,382	+\$1,150

ESTIMATE OF PROBABLE CONSTRUCTION COST

Fall 2023 Costs

Summary

The projected cost for the Chelan/Douglas Health District office renovation and improvement project is likely to encompass several key areas. The primary focus will be on installing new cubicle workstations, ensuring ADA compliant restrooms are being provided, replacing any faulty waste piping, and the option to repair or replace the existing exterior windows with energy-efficient, low Solar Heat Gain Coefficient (SHGC) glass. Additionally, modernization and general office renovation plans include an update of the electronic reader board, addressing issues within the HVAC system to improve efficiency and functionality, enhancing parking to accommodate more vehicles, including EV charging, and undertake general office improvements for equipment and low-voltage data infrastructure.

Given the scale and complexity of these tasks, the total cost for this comprehensive project could be significant, considering expenses associated with construction, materials, labor, equipment, and design services. A summary of expenses is included below.

A. New Office Furniture/Workstations	\$999,802
B. Remodeled Restrooms for ADA Compliance	\$459,129
C. Exterior Windows - Glass Replacement	\$536,156
C. Alternate: Window Gaskets Only	\$51,337
D. Replace Communications Reader Board	\$193,040
D. Alternate: Re-Work Existing Boards	\$160,922
E. HVAC Improvements	141,984
F. Parking Lot Revisions	\$196,0526
G. General Office Improvements	237,911
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Recommended Construction Budget Total	\$2,764,046

Statement Of Probable Costs

Chelan-Douglas Health District

The DOH Associates, PS

Job No. 2322

Office Improvements

Date: 11/2/2023

Page: 1

Base Bid	\$ 2,764,046
RECOMMENDED PROJECT BUDGET	BASE PROJECT
	2023 costs

description	alternates	total project cost
Item A - Workspace Improvements		\$ 999,802.20
Furniture/Cubicles & Office Space		
Flooring		
Breakroom		
Height Adjustable Upgrade		
Item B - Restroom Remodel		\$ 459,128.62
ADA Compliant Restroom Facilities		
ADA Shower Addition		
Wate Line Replacement		
Item C - Window Replace		\$ 536,155.81
Replace Existing Windows		
Item C - Alternate - Window Gasket		\$ 51,336.72
Gasket Replacement		
Item D - New Communications Reader Board		\$ 193,039.59
New Reader Board		
Item D - Alternate - Communications Reader Board		\$ 160,921.89
Re-Work Existing Boards		
Item E - HVAC Modernization		\$ 141,983.63
Update Existing System		
Item F - Parking Lot Revisions		\$ 196,025.41
Provide New Layout		
EV Charge Stations		
Item G - General Office Improvements		\$ 237,910.70
Misc. Office Improvements		
New Low Voltage Data Infrastructure		

Recommended Budget with Alternates	\$2,247,109.17
RECOMMENDED PROJECT BUDGET	\$ 2,764,045.95

Statement Of Probable Costs

Chelan-Douglas Health District

The DOH Associates, PS

Job No. 2322

Office Improvements

Date: 11/2/2023

Page: 2

Item A **\$ 999,802**
Furniture/Cubicles & Office Space **2023 costs**

description	quantity	unit	cost	total
demolition - general/salvage	1.00	ls @	\$4,500	\$ 4,500.00
<u>Basement</u>				
8 New Cubicles/8 reused cubicles	0.50	ls @	\$ 64,580	\$ 32,290.04
Sit to Stand Work Surface Upgrade	4.00	ea @	\$ 1,200	\$ 4,800.00
Full Height Walls	225.00	sf @	\$ 8.50	\$ 1,912.50
Flooring: Carpet in Office/ Classroom/ Br	2,456.00	sf @	\$ 3.96	\$ 9,725.76
New Interior Doors & Hardware	5.00	ea @	\$ 3,036.00	\$ 15,180.00
New Folding Wall Partition	191.70	sf @	\$130.02	\$ 24,924.83
Paint Exist. Walls	4,500.00	sf @	\$1.87	\$ 8,415.00
<u>Level 1</u>				
20 Cubicles, Office Furniture + Installati	1.00	ls @	\$ 85,757	\$ 85,757.39
Sit to Stand Work Surface Upgrade	20.00	ea @	\$ 1,200	\$ 24,000.00
Flooring: Carpet in Office, Lobby, Worksp	2,450.00	sf @	\$ 3.96	\$ 9,702.00
New Interior Doors & Hardware	1.00	ea @	\$ 3,036	\$ 3,036.00
Full Height Walls	468.00	sf @	\$ 8.50	\$ 3,978.00
Breakroom Casework	12.00	lf @	\$ 400	\$ 4,800.00
Breakroom Plumbing & Fixtures	1.00	ls @	\$ 3,500	\$ 3,500.00
Paint Exist. Walls	4,950.00	sf @	\$1.87	\$ 9,256.50
Privacy room Refrigerator	1.00	ls @	\$ 750	\$ 750.00
<u>Level 2</u>				
29 Cubicles, Office Furniture + Installati	1.00	ls @	\$ 132,210	\$ 132,210.00
Sit to Stand Work Surface Upgrade	29.00	ea @	\$ 1,200	\$ 34,800.00
Flooring - Carpet	4,230.00	sf @	\$ 3.96	\$ 16,750.80
Flooring - Hardwood	205.00	sf @	\$ 8.12	\$ 1,664.19
New Interior Doors & Hardware	7.00	ea @	\$ 3,036	\$ 21,252.00
Full Height Walls	949.50	sf @	\$ 8.50	\$ 8,070.75
Breakroom & Storage Casework	23.50	lf @	\$ 400	\$ 9,400.00
Breakroom Plumbing & Fixtures	1.00	ls @	\$ 3,000	\$ 3,000.00
Lighting Reconfiguration @ new spaces	14.00	ea @	\$ 450	\$ 6,300.00
Conference Room LED Fixtures 2x4	3.00	ea @	\$ 825	\$ 2,475.00
Conference Room LED Fixtures Recessed	9.00	ea @	\$ 615	\$ 5,535.00
Conference Ceiling Update	335.00	sf @	\$ 6.25	\$ 2,093.75
Paint Exist. Walls	5,283.00	sf @	\$1.87	\$ 9,879.21
Contractor General Conditions	499,958.72	\$ @	6.00%	\$ 29,997.52
Contractor O&P	529,956.24	\$ @	25.00%	\$ 132,489.06
Estimating Contingency	662,445.30	\$ @	15.00%	<u>\$ 99,366.80</u>
Estimated Contractor Bid				\$ 761,812.10
Washington State Sales Tax	761,812.10	\$ @	8.40%	\$ 63,992.22
PR Fees (excluded this estimate)	0.00	ls @	\$0	\$ 0.00
A/E Fees	761,812.10	% @	12%	\$ 91,417.45
Construction Contingency	\$ 825,804.31	ls @	10.00%	\$ 82,580.43

RECOMMENDED PROJECT BUDGET

\$ 999,802.20

Statement Of Probable Costs

Chelan-Douglas Health District

The DOH Associates, PS

Job No. 2322

Office Improvements

Date: 11/2/2023

Page: 3

Item B	\$ 459,129
Restroom Remodel	2023 costs

description	quantity	unit	cost	total
demolition - general/salvage	1.00	ls @	\$8,500	\$ 8,500.00
<u>ADA Restroom Remodel:</u>				
Standard Waterclosets	4.00	eε @	\$2,415	\$ 9,660.00
ADA Waterclosets	5.00	eε @	\$3,695	\$ 18,475.00
Grab Bars	4.00	eε @	\$469	\$ 1,874.40
Wall Partitions	4.00	eε @	\$3,036	\$ 12,144.00
Urinals	2.00	eε @	\$2,415	\$ 4,830.00
Flush Sensors	11.00	eε @	\$891	\$ 9,801.00
Lavatories	2.00	eε @	\$759	\$ 1,518.00
Lavatories - ADA	3.00	eε @	\$2,300	\$ 6,900.00
Lav rough in, supply, waste and vent	6.00	eε @	\$1,650	\$ 9,900.00
Diaper Changing Station	2.00	eε @	\$607	\$ 1,214.40
Wall Finishes (paint)	1,631.00	sf @	\$1.87	\$ 3,049.97
Wall Finishes (wainscot)	892.00	sf @	\$12	\$ 10,704.00
Lighting Changes	16.00	eε @	\$425	\$ 6,800.00
New Flooring	1,520.00	sf @	\$ 12.00	\$ 18,240.00
Soap Dispenser	6.00	eε @	\$230	\$ 1,380.00
Paper Towel Dispenser	6.00	eε @	\$230	\$ 1,380.00
Toilet Paper Dispenser	8.00	eε @	\$230	\$ 1,840.00
Mirror	6.00	eε @	\$230	\$ 1,380.00
<u>Waste Pipe Replacement</u>				
Piping, Wall Repair, Floor Repair	1.00	ls @	\$100,000	\$ 100,000.00

Contractor General Conditions	229,590.77	\$ @	6.00%	\$ 13,775.45
Contractor O&P	243,366.22	\$ @	25.00%	\$ 60,841.55
Estimating Contingency	304,207.77	\$ @	15.00%	\$ 45,631.17
Estimated Contractor Bid				\$ 349,838.94
Washington State Sales Tax	349,838.94	\$ @	8.40%	\$ 29,386.47
PR Fees (excluded this estimate)	0.00	ls @	\$0	\$ 0.00
A/E Fees	349,838.94	% @	12%	\$ 41,980.67
Construction Contingency	\$ 379,225.41	ls @	10.00%	\$ 37,922.54

RECOMMENDED PROJECT BUDGET

\$ 459,128.62

Statement Of Probable Costs

Chelan-Douglas Health District

Office Improvements

The DOH Associates, PS

Job No. 2322

Date: 11/2/2023

Page: 4-Alt

Item C

Gasket Replacement

\$ 51,337

2023 costs

description	quantity	unit	cost	total
demolition - general		1.00 ls @	\$15,000	\$ 15,000.00
Window Size	Quantity:	Window Perimeter	\$ 10.00	
A 5'-0 x 6'-5	23.00	22.82 LF @	\$10	\$ 5,248.60
B 5'-2 x 5'-6	4.00	21.84 LF @	\$10	\$ 873.60
C 3'-10 x 5'-6	2.00	18.66 LF @	\$10	\$ 373.20
D 6'-8 x 11'-0	9.00	35.46 LF @	\$10	\$ 3,191.40
E 5'-10 x 8'-4	1.00	28.33 LF @	\$10	\$ 283.26
F 3'-6 x 10'-8	1.00	28.46 LF @	\$10	\$ 284.60
G 10'-4 x 10'-6	1.00	41.67 LF @	\$10	\$ 416.66
Contractor General Conditions	25,671.32	\$ @	6.00%	\$ 1,540.28
Contractor O&P	27,211.60	\$ @	25.00%	\$ 6,802.90
Estimating Contingency	34,014.50	\$ @	15.00%	\$ 5,102.17
Estimated Contractor Bid				\$ 39,116.67
Washington State Sales Tax	39,116.67	\$ @	8.40%	\$ 3,285.80
PR Fees	0.00	ls @	\$0	\$ 0.00
A/E Fees	39,116.67	% @	12%	\$ 4,694.00
Construction Contingency	\$ 42,402.47	ls @	10.00%	\$ 4,240.25
RECOMMENDED PROJECT BUDGET				\$ 51,336.72

Statement Of Probable Costs

Chelan-Douglas Health District

Office Improvements

The DOH Associates, PS

Job No. 2322

Date: 11/2/2023

Page: 5

Item D	\$ 193,040
New Communications Reader Board	2023 costs

description	quantity	unit	cost	total
Demolition - general	1.00	ls @	\$1,489	\$ 1,488.70
<u>New Sign (Greybeal)</u> remove & replace existing south sign	1.00	ls @	\$94,037	\$ 94,037.22
Electrical Permits	1.00		\$195	\$ 195.00
City Permits	1.00	sf @	\$ 810.00	\$ 810.00
Contractor General Conditions	96,530.92	\$ @	6.00%	\$ 5,791.86
Contractor O&P	102,322.78	\$ @	25.00%	\$ 25,580.69
Estimating Contingency	127,903.47	\$ @	15.00%	<u>\$ 19,185.52</u>
Estimated Contractor Bid				\$ 147,088.99
Washington State Sales Tax	147,088.99	\$ @	8.40%	\$ 12,355.48
PR Fees (excluded this estimate)	0.00	ls @	\$0	\$ 0.00
A/E Fees	147,088.99	% @	12%	\$ 17,650.68
Construction Contingency	\$ 159,444.46	ls @	10.00%	\$ 15,944.45
RECOMMENDED PROJECT BUDGET				\$ 193,039.59

Item D Alternate	\$ 160,922
Re-Work Existing Boards	2023 costs

Demolition - general	1.00	ls @	\$1,489	\$ 1,488.70
<u>Re-Work Sign</u> add new double faced EMC	1.00	sf @	\$ 33,272.70	\$ 33,272.70
<u>Add New Sign (Keep existing)</u> add below existng sign	1.00	ls @	\$44,703.82	\$ 44,703.82
Electrical Permits	1.00		\$195	\$ 195.00
City Permits	1.00	sf @	\$ 810.00	\$ 810.00
Contractor General Conditions	80,470.22	\$ @	6.00%	\$ 4,828.21
Contractor O&P	85,298.43	\$ @	25.00%	\$ 21,324.61
Estimating Contingency	106,623.04	\$ @	15.00%	<u>\$ 15,993.46</u>
Estimated Contractor Bid				\$ 122,616.50
Washington State Sales Tax	122,616.50	\$ @	8.40%	\$ 10,299.79
PR Fees (excluded this estimate)	0.00	ls @	\$0	\$ 0.00
A/E Fees	122,616.50	% @	12%	\$ 14,713.98
Construction Contingency	\$ 132,916.28	ls @	10.00%	\$ 13,291.63
RECOMMENDED PROJECT BUDGET				\$ 160,921.89

Statement Of Probable Costs

Chelan-Douglas Health District

Office Improvements

The DOH Associates, PS

Job No. 2322

Date: 11/2/2023

Page: 6

Item E	\$ 141,984
HVAC Modernization	2023 costs

description	quantity	unit	cost	total
	0.00	ea @	\$0	\$ 0.00
HVAC Duct Addition/Repair	1.00	ls @	\$ 6,000	\$ 6,000.00
Updated Control/Zones for increased con	1.00	ls @	\$ 65,000	\$ 65,000.00
Contractor General Conditions	71,000.00	\$ @	6.00%	\$ 4,260.00
Contractor O&P	75,260.00	\$ @	25.00%	\$ 18,815.00
Estimating Contingency	94,075.00	\$ @	15.00%	\$ 14,111.25
Estimated Contractor Bid				\$ 108,186.25
Washington State Sales Tax	108,186.25	\$ @	8.40%	\$ 9,087.65
PR Fees (excluded this estimate)	0.00	ls @	\$0	\$ 0.00
A/E Fees	108,186.25	% @	12%	\$ 12,982.35
Construction Contingency	\$ 117,273.90	ls @	10.00%	\$ 11,727.39

RECOMMENDED PROJECT BUDGET

\$ 141,983.63

Statement Of Probable Costs

Chelan-Douglas Health District

The DOH Associates, PS

Job No. 2322

Office Improvements

Date: 11/2/2023

Page: 7

Item F	\$ 196,025
Parking Lot Revisions	2023 costs

description	quantity	unit	cost	total
demolition - general	1.00	ls @	\$8,000	\$ 8,000.00
pavement cutting/patching/trench	54.00	lf @	\$66	\$ 3,564.00
Sidewalk replacement	200.00	sf @	\$ 17.16	\$ 3,432.00
Surfacing/Asphalt Repair	1.00	ls @	\$ 11,800.00	\$ 11,800.00
New Asphalt	800.00	sf @	\$ 17.16	\$ 13,728.00
Curb Removal at Back Door	1.00	ls @	\$ 7,500.00	\$ 7,500.00
EV Charge Stations - 40amp	4.00	ea @	\$12,500	\$ 50,000.00
Contractor General Conditions	98,024.00	\$ @	6.00%	\$ 5,881.44
Contractor O&P	103,905.44	\$ @	25.00%	\$ 25,976.36
Estimating Contingency	129,881.80	\$ @	15.00%	\$ 19,482.27
Estimated Contractor Bid				\$ 149,364.07
Washington State Sales Tax	149,364.07	\$ @	8.40%	\$ 12,546.58
PR Fees (excluded this estimate)	0.00	ls @	\$0	\$ 0.00
A/E Fees	149,364.07	% @	12%	\$ 17,923.69
Construction Contingency	\$ 161,910.65	ls @	10.00%	\$ 16,191.07

RECOMMENDED PROJECT BUDGET

\$ 196,025.41

Statement Of Probable Costs

Chelan-Douglas Health District

The DOH Associates, PS

Job No. 2322

Office Improvements

Date: 11/2/2023

Page: 8

Item G	\$ 237,911
General Office Improvements	2023 costs

description	quantity	unit	cost	total
demolition - general	0.00	ls @	\$1,500	\$ 0.00
pavement cutting/patching/trench	0.00	lf @	\$50	\$ 0.00
Remove Vault Door (Four Corners)	1.00	ls @	\$18,770	\$ 18,770.00
				\$ 0.00
Lab Hood Vent	1.00	eε @	\$ 9,900.00	\$ 9,900.00
Smart Board (Samsung Flip 2 65")	1.00	eε @	\$3,000	\$ 3,000.00
<u>Networking:</u>				
Networking Switch Relocation (Nuvodia)	1.00	ls @	\$3,360	\$ 3,360.00
Mini-Split at Network Closets	3.00	eε @	\$12,500	\$ 37,500.00
Server Room Cable to basement (LocalT	1.00	ls @	\$4,534	\$ 4,534.00
Low Voltage Data Basement (LocalTel)	1.00	ls @	\$11,341	\$ 11,341.98
Low Voltage Data Level 1 (LocalTel)	1.00	ls @	\$ 11,542.00	\$ 11,541.98
Low Voltage Date Level 2 (LocalTel)	1.00	ls @	\$ 19,021.00	\$ 19,021.10
Contractor General Conditions	118,969.06	\$ @	6.00%	\$ 7,138.14
Contractor O&P	126,107.20	\$ @	25.00%	\$ 31,526.80
Estimating Contingency	157,634.00	\$ @	15.00%	\$ 23,645.10
Estimated Contractor Bid				\$ 181,279.11
Washington State Sales Tax	181,279.11	\$ @	8.40%	\$ 15,227.44
PR Fees (excluded this estimate)	0.00	ls @	\$0	\$ 0.00
A/E Fees	181,279.11	% @	12%	\$ 21,753.49
Construction Contingency	\$ 196,506.55	ls @	10.00%	\$ 19,650.66

RECOMMENDED PROJECT BUDGET

\$ 237,910.70

Chelan-Douglas Health District
 2024 Preliminary Budget
 11/20/2023

Description	Total
Cash Reconciliation	
Description	
Est Beginning Cash Balance 1-1-24	4,050,000
Less ARPA Reserves for Building Remodel (includes est. interest earned)	(985,904)
Less District's Contribution to Cap Improvements	(560,952)
Less Cash Reserves	<u>(2,250,000)</u>
Carryover from 2023	253,144
Program Revenue	7,359,711
Program Expenses	<u>(7,608,455)</u>
12-31-2024 Surplus	4,400

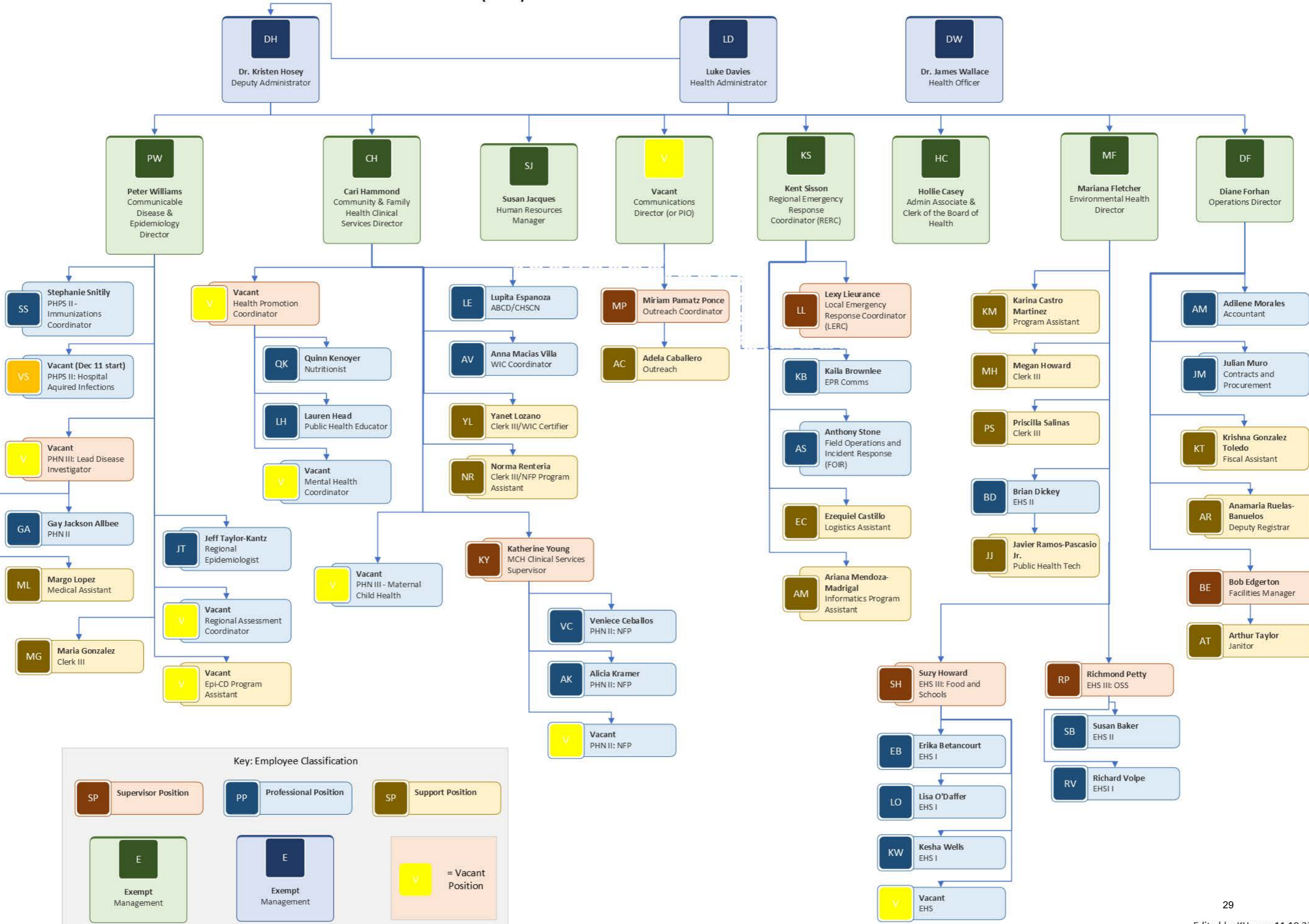
Chelan-Douglas Health District
2024 Capital Improvements Budget
11/20/2023

Description	Total
Building Improvements	
Funding:	
Chelan County ARPA Funding Received (90%)	588,311
Douglas County ARPA Funding Received	378,902
Chelan County - Additional ARPA Funding (10%)	65,368
Interest on ARPA Funding (est)	25,000
District's Contribution to Capital Improvements	560,952
 Total Funding	 1,618,533
Expenditures:	
Restroom Remodel	459,129
Remodel Offices	999,802
Replace Window Gaskets	51,337
General Office Improvements - Relocate Switches/Mini Splits	40,860
General Office Improvements - Rewiring	41,905
General Office Improvements - Remove Vault Door	18,000
General Office Improvements - Remove Curb, South Door	7,500
 Total Expenditures	 1,618,533

Description	2024 Preliminary 11/20/2023	2023 Revised Budget	2023 Actual 10/31/23
Beginning Balance	253,144		
Revenue			
Permits			
640.001.32120.00.000 - HEALTH - BUSINESS LICENSES AND PERMITS	634,904	648,585	282,047
640.001.32210.00.000 - BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	436,276	438,700	337,829
Federal Grants			
640.001.33310.55.000 - SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	185,520	196,231	158,048
640.001.33321.07.000 CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS	150,000	967,213	976,203
640.001.33360.00.000 EPA ENV JUSTICE GOVT-TO-GOVT GRANT	119,855	-	-
640.001.33393.06.000 - PUBLIC HEALTH EMERGENCY PREPAREDNESS	218,000	239,808	175,938
640.001.33393.10.300 - FDA RESEARCH	5,000	6,307	6,307
640.001.33393.26.000 - IMMUNIZATION GRANT	244,504	287,196	152,431
640.001.33393.32.000 - EPIDEMIOLOGY/LAB CAPACITY (ELC)	99,866	387,292	372,479
640.001.33393.35.000 - PUBLIC HEALTH WORKFORCE DEVELOPMENT	100,008	100,000	-
640.001.33393.77.000 - MEDICAID MATCH	171,872	141,322	171,215
640.001.33393.99.000 - PREVENTATIVE HEALTH/MCH BLOCK GRANT	125,160	98,187	76,635
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	-	185,515	185,515
State Grants			
640.001.33403.10.000 - DEPARTMENT OF ECOLOGY	155,000	93,667	88,708
640.001.33404.91.000 - DEPT OF HEALTH - GENERAL FUND	6,469	6,469	6,469
640.001.33406.90.000 - HCA GENERAL FUNDS	439,326	472,129	360,335
State Entitlements			
640.001.33604.24.000 - PUBLIC HEALTH ASSISTANCE	399,634	399,634	399,634
640.001.33604.25.000 - FOUNDATIONAL PUBLIC HEALTH SERVICES	2,715,000	2,439,000	2,439,000
Intergovernmental Revenue			
640.001.33862.00.000 - PUBLIC HEALTH ASSESSMENTS	457,819	457,811	381,516
640.001.33863.00.000 - INTERGOVERNMENTAL SERVICES REVENUE	50,000		
Fees for Service			
640.001.34620.00.000 - PUBLIC HEALTH CLINIC	57,540	6,058	6,841
640.001.34650.00.000 - ENVIRONMENTAL HEALTH FEE FOR SERVICES	360,680	350,748	280,749
640.001.34670.00.000 - OTHER PUBLIC HEALTH FEES (VITAL STATS)	105,000	105,384	85,280
Miscellaneous Revenue			
640.001.35000.00.000 - FINES AND FORFEITS	-	600	2,200
640.001.36000.00.000 - MISCELLANEOUS REVENUE	-		
640.001.36111.00.000 - INVESTMENT INTEREST	120,000	103,815	77,599
640.001.36900.00.000 - OTHER MISCELLANEOUS REVENUES	2,278	3,038	16,297
Total Revenue	7,359,711	8,134,707	7,039,274
Expenses			
Salaries & Benefits			
640.001.56200.10.000 - SALARIES & WAGES	4,401,113	3,557,164	2,896,543
640.001.56200.20.000 - PERSONNEL BENEFITS	1,511,828	1,244,643	1,010,636
Supplies			
640.001.56200.31.100 - OFFICE SUPPLIES	37,140	30,928	23,305
640.001.56200.31.200 - CLINICAL SUPPLIES	1,000	13,147	860
640.001.56200.31.500 - FIELD SUPPLIES	32,400	31,492	28,285
640.001.56200.31.800 - JANITORIAL SUPPLIES	7,200	6,920	5,101
640.001.56200.35.100 - BOOKS, REFERENCES & VIDEOS	1,500	1,880	1,328
640.001.56200.35.200 - SOFTWARE	172,100	163,470	134,053
640.001.56200.35.300 - HARDWARE	53,905	45,068	48,469
640.001.56200.35.000 - SMALL TOOLS & MINOR EQUIPMENT	2,410	268	-
640.001.56200.31.300 - LABORATORY SUPPLIES	2,000	800	-
640.001.56200.31.400 - DRUGS & MEDICINES	36,135	10,000	21,527
Services			
640.001.56200.41.100 - SERVICES - LEGAL	133,500	130,757	109,584
640.001.56200.41.200 - SERVICES - AUDIT	23,000	15,843	25,082
640.001.56200.41.300 - SERVICES - INTERPRETING	20,104	5,312	2,041
640.001.56200.41.450 - SERVICES - ANSWERING SERVICE	2,400	2,247	1,781
640.001.56200.41.500 - SERVICES - OUTSIDE DRS & DENTISTS	10,000	16,393	14,118
640.001.56200.41.600 - SERVICES - COMPUTER	140,000	74,668	82,391
640.001.56200.41.800 - SERVICES - OUTSIDE LABORATORIES	-	130	130
640.001.56200.41.900 - SERVICES - CONTRACTS & MISC	434,139	436,952	466,324
640.001.56200.41.920 - SERVICES - LANDSCAPE	3,000	2,354	2,354
640.001.56200.41.930 - SERVICES - PARKING LOT MAINT	10,000	13,589	12,287
Communications			
640.001.56200.42.010 - TELEPHONE	48,340	35,946	27,534
640.001.56200.42.020 - POSTAGE	12,000	8,075	12,121

Description	2024 Preliminary 11/20/2023	2023 Revised Budget	2023 Actual 10/31/23
Travel/Training			
640.001.56200.43.100 - TRAVEL - MILEAGE	5,054	2,125	924
640.001.56200.43.200 - TRAVEL - GASOLINE/ROUTINE MAINT	19,908	16,811	12,680
640.001.56200.43.300 - PROFESSIONAL TRAVEL AND TRAINING	95,617	127,615	42,401
640.001.56200.43.400 - TRAVEL - CONFERENCES - MEALS & LODGING	30,314	27,117	29,046
640.001.56200.43.500 - TRAVEL - OTHER (PLANE/BOAT/PARKING, ETC)	5,964	13,395	15,302
Advertising			
640.001.56200.44.100 - ADVERTISING - NEWSPAPER	4,000	4,081	806
640.001.56200.44.200 - ADVERTISING - OTHER	35,800	93,028	89,131
Leases			
640.001.56200.45.000 - OPERATING RENTALS & LEASES	41,520	39,343	32,493
Utilities			
640.001.56200.47.000 - PUBLIC UTILITY SERVICES	18,000	17,504	14,779
Repairs & Maintenance			
640.001.56200.48.100 - EQUIPMENT	454	694	1,744
640.001.56200.48.200 - AUTOS	4,200	10,808	10,608
640.001.56200.48.300 - BUILDING	24,996	29,952	30,380
Printing			
640.001.56200.49.000 - PRINTING - OFFICE	3,246	3,937	3,042
640.001.56200.49.001 - PRINTING - COPIER	18,256	19,352	14,614
640.001.56200.49.200 - PAMPHLETS - PRINTED OR PURCHASED	11,030	4,594	1,321
Dues/Subscriptions			
640.001.56200.49.300 - DUES/MEMBERSHIPS/REGISTRATIONS	15,202	20,744	14,339
640.001.56200.49.400 - SUBSCRIPTIONS	5,000	4,643	3,975
Other Expenditures			
640.001.56200.46.000 - INSURANCE	130,000	119,488	119,488
640.001.56200.49.700 - CONTINUING EDUCATION	500		
640.001.56200.49.500 - OTHER EXPENDITURES	44,180	124,748	120,615
Cap Improvements		30,183	30,183
Expenses	7,608,455	6,558,207	5,513,727
Surplus/Deficit	4,400		

2024 CDHD Reporting Structure (Draft)





Administrator's Report

Highlights:

Fiscal

Community and Family Health

Communicable Disease and Epidemiology

Health Communications

Environmental Health

Administrator Update

**CHELAN-DOUGLAS HEALTH DISTRICT
Cash/Investments
10/31/2023**

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	76,850.06	
Payroll Clearing Account - Key Bank	29,107.99	
Investment Account - Chelan County Treasurer	4,116,431.30	
<i>Investment broken out as follows:</i>		
<i>Public Health Emergency Reserves</i>		500,000.00
<i>Vehicle Reserves</i>		90,687.04
<i>ARPA Building Remodel Reserves</i>		978,903.77
<i>General Investment</i>		2,546,840.49
 Total Cash/Investments	 4,222,889.35	

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

	Actual	Revised Budget	
Permits	619,876.26	1,087,285.26	57.0%
Federal Grants	2,274,769.88	2,609,070.24	87.2%
State Grants	455,512.37	572,264.28	79.6%
State Entitlements	2,838,634.00	2,838,634.00	100.0%
County Assessments	381,515.60	457,811.48	83.3%
Fees	372,869.52	462,189.21	80.7%
Interest	77,599.31	103,815.27	74.7%
Other Revenue	18,497.43	3,637.66	508.5%
Total Revenue	<hr/> 7,039,274.37	<hr/> 8,134,707.40	86.5%
 Wages	 2,896,543.42	 3,557,164.48	 81.4%
Benefits	1,010,635.63	1,244,643.10	81.2%
Supplies	262,927.55	303,971.63	86.5%
Services	1,313,436.84	1,422,244.91	92.3%
Cap Expenditures	30,183.28	30,183.28	100.0%
Total Expenses	<hr/> 5,513,726.72	<hr/> 6,558,207.40	84.1%

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

	Total		% of Budget
	Actual	Revised Budget	
Income			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	282,046.95	648,584.95	43.49%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	337,829.31	438,700.31	77.01%
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	976,202.80	967,213.10	100.93%
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	175,938.36	239,807.90	73.37%
640.001.33393.10.000 FDA RESEARCH	6,306.88	6,306.88	100.00%
640.001.33393.26.000 IMMUNIZATION GRANT	152,431.10	287,195.60	53.08%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	372,478.56	387,292.11	96.18%
640.001.33393.35.000 PUBLIC HEALTH WORKFORCE DEVELOPMENT	0.00	100,000.00	0.00%
640.001.33393.77.000 MEDICAID MATCH	171,215.04	141,322.30	121.15%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	76,634.86	98,186.65	78.05%
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	185,514.57	185,514.57	100.00%
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	88,708.15	93,666.55	94.71%
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	360,335.22	472,128.73	76.32%
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	2,439,000.00	2,439,000.00	100.00%
640.001.33862.00.000 PUBLIC HEALTH	381,515.60	457,811.48	83.33%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	6,840.54	6,057.54	112.93%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	280,749.38	350,748.07	80.04%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	85,279.60	105,383.60	80.92%
640.001.35000.00.000 FINES AND FORFEITS	2,200.00	600.00	366.67%
640.001.36111.00.000 INVESTMENT INTEREST	77,599.31	103,815.27	74.75%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	16,297.43	3,037.66	536.51%
Total Income	\$ 7,039,274.37	\$ 8,134,707.40	86.53%

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

Expenses	Total		%
	Actual	Revised Budget	
640.001.56200.10.000 SALARIES & WAGES	2,896,543.42	3,557,164.48	81.43%
640.001.56200.20.000 PERSONNEL BENEFITS	1,010,635.63	1,244,643.10	81.20%
640.001.56200.30.000 SUPPLIES	79,078.25	93,554.29	84.53%
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	134,052.80	163,469.85	82.00%
640.001.56200.35.300 HARDWARE	48,468.72	45,067.71	107.55%
640.001.56200.41.100 SERVICES - LEGAL	109,583.90	130,756.70	83.81%
640.001.56200.41.200 SERVICES - AUDIT	25,081.98	15,843.00	158.32%
640.001.56200.41.300 SERVICES - INTERPRETING	2,041.33	5,311.78	38.43%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	1,781.41	2,246.67	79.29%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	14,118.00	16,393.00	86.12%
640.001.56200.41.600 SERVICES - COMPUTER	82,390.81	74,667.66	110.34%
640.001.26200.41.800 SERVICES - OUTSIDE LABORATORIES	129.50	129.50	100.00%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	466,323.62	436,951.61	106.72%
640.001.56200.41.920 SERVICES - LANDSCAPING	2,354.45	2,354.45	100.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	12,286.88	13,589.02	90.42%
640.001.56200.42.010 TELEPHONE	27,534.03	35,945.56	76.60%
640.001.56200.42.020 POSTAGE	12,120.81	8,075.28	150.10%
640.001.56200.43.000 TRAVEL/TRAINING	100,353.74	187,064.41	53.65%
640.001.56200.40.000 ADVERTISING	89,937.77	97,109.04	92.62%
640.001.56200.45.000 OPERATING RENTALS & LEASES	32,493.00	39,343.00	82.59%
640.001.56200.46.000 INSURANCE	119,488.00	119,488.00	100.00%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	14,778.70	17,504.27	84.43%
640.001.56200.48.000 REPAIRS	42,732.39	41,454.34	103.08%
640.001.56200.49.000 PRINTING - OFFICE	3,041.70	3,936.62	77.27%
640.001.56200.49.001 PRINTING - COPIER	14,614.24	19,352.26	75.52%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	1,321.28	4,593.60	28.76%
640.001.56200.49.300 DUES & MEMBERSHIPS	14,338.75	20,743.77	69.12%
640.001.56200.49.400 SUBSCRIPTIONS	3,975.31	4,643.31	85.61%
640.001.56200.49.500 OTHER EXPENDITURES	120,615.24	124,748.06	96.69%
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%
Total Expenses	\$ 5,513,726.72	\$ 6,558,207.40	84.07%



Highlights:

During November, the fiscal staff is working on billing food service permit renewals for over 800 food establishments. Those statements will be sent out on November 30, along with renewal applications.

The District's Contracts/Procurement Manager attended FEMA ICS 300 training in Moses Lake in early November, along with PHEPR staff. He will also complete ICS 400 training next week.

We continue to work on the 2024 budget. We also continue to train Managers how to use the new Budget software.

This week we are transitioning our IT services vendor from Nuvodia to Firefly. Firefly was chosen by the selection committee to provide IT services on a month-to-month basis going forward.

We hope to move forward with the building remodel in early 2024, starting with the bathroom remodel, pending the Board's approval during this BOH meeting.

Essential Data:

Through November 31, with 83.3% of the year complete, the District is at 86.5% of budgeted revenue and 84.1% of budgeted expenses.



Community and Family Health BOH Report

November 2023

Highlights:

Katie Young officially transitioned into her new role as NFP Supervisor in October. Katie will continue to provide services to a partial caseload of NFP clients along with her supervisory duties and the program is looking to hire another NFP nurse home visitor at this time.

ABCD Coordinator attended Annual ABCD Development Day in Seattle- connected with other Coordinators and discussed outreach opportunities and ways to partner with other district programs like NFP.

WIC participants are now receiving a slight increase in benefits (through September 2024) because of an annual adjustment for inflation (new CVB amounts shown below).

Public Health Nutritionist attended the Food and Nutrition Conference & Expo in Denver, CO; worked with Health Educator to create a 6-week nutrition curriculum for the Wenatchee School District After School Program; focus of last weight loss support group was *stress and the impacts on nutrition and health*.

Essential Data:

NFP:

- 58 clients enrolled
- 10 pending referrals
- 1 new referral in October
- 1 new client enrolled
- 2 clients graduated
- 2 clients dismissed from program (moved out of area, unable to contact)
- 72 client encounters

WIC:

Caseload- data not available yet

Participant Category	New CVB amount	Prior CVB amount
Children 1-5 years of age	\$26	\$25
Pregnant and Non-Breastfeeding Postpartum	\$47	\$44
Fully and Partially Breastfeeding	\$52	\$49
Pregnant and Breastfeeding with Multiples (twins, triplets, etc.)	\$78	\$73.50

ABCD:

- enrolled 8 new families
- attended 1 outreach events- reached 25 people
- Total enrollment (January to date)- 206
- 14 referrals to outside services

CYSHCN:

26 clients enrolled

closed 2 client cases

31 client encounters (via home visit, phone, email, text)

17 referrals to outside agencies

attended 1 outreach event- reached 25 people

Definitions:

NFP- Nurse-Family Partnership

NSO- National Service Office

ABCD- Access to Baby and Child Dentistry

WIC- Women, Infants, Children

CVB-Cash Value Benefits

CYSHCN- Children & Youth with Special Health Care Needs



Highlights:

New CD/Epi Director, Peter Williams, started November 1, 2023.

Finishing up regional Community Health Assessment Systematic Review, team will be working on dissemination plan for findings and focus on regional community health improvement plans.

Finalizing data collection for regional mental health assessment.

Immunizations

- Provided influenza and COVID vaccines to CDHD staff and their household members.
- Vaccine for Children Program Provider Education Assessment and Reporting (PEAR) visits at three (3) clinic sites. One in Chelan County and two (2) in Okanogan County.
- Administered influenza vaccine to Douglas County employees at the Douglas County Public Service Building in E. Wenatchee and the Waterville Court House. Forty-seven (47) Employees were vaccinated.
- Provided influenza vaccinations to an adult family home in Entiat. Four (4) people vaccinated.



Communications & Outreach Report

November 2023

Highlights:

- October's Prepare in a Year campaign: *Practice Drop, Cover, and Hold On*
- November's Prepare in a Year campaign: *Prepare to Shelter in Place*
- Radio ads on *Influenza*
- Radio ads to promote Environmental Health's *SmartGov* transition
- *CDHD's Agency Brochure* sent for revisions
- CDHD Community Calendar continues to be updated on the website
- Outreach team continues to support Personal Health's monthly weight loss support group
- Revamped the *Regional Respiratory Illness Flyer*



Chelan-Douglas Health District at Chelan Douglas Child Services Association (CDCSA) Head Start Family Night



Chelan-Douglas Health District Booth at CVCH Trunk o Treat 10/29

Essential Data:

- 10/4 – Weight Loss Support Group at Eastmont Community Center
- 10/4 – Multicultural Night at Wenatchee School District
- 10/18 – Wenatchee School District Head Start Family Night
- 10/29 – CVCH Trunk O Treat
- 10/31 – Bob's Burgers Trunk O Treat



Food & Living Environment Monthly Report:

Program Highlights:

School Inspection Detail:

- Peshastin-Dryden Elementary School – Playground Inspection
- North Shore Christian School – School Inspection
- Icicle River Middle School – Science Room Inspection

Food Program Goal is to complete the following by end of December:

- 130 routine inspections at high risk establishments (Food Team)
- 106 routine inspections at low risk establishments (OSS Team)

Pool Program Detail:

- Team is 12 inspections away from being fully caught up with pool inspections this permit year.

Food & Living Environment Action Steps

	Food Program	Water Rec Program	Schools
Routine Inspections	102	23	3
Pre-Opening Inspections	4	-	-
Follow Up Inspections	3	-	-
Complaint Inspections	5	-	-
Temporary Food Inspections	37	-	-
Plan Reviews Received	7	-	-
Permanent Permit Renewals	-	-	-

Onsite Program:

Program Highlights:

- Researching Group B public water systems, seeking to upgrade our contract with DOH from partial JPR (Joint Plan of Responsibility) to Full JPR.
- Richard Volpe, EHS Inspector has completed his probationary period.
- Additional grant money available with Washington DOH – Drinking Water Program, however, grant funding still being developed. Will use funds to improve our Group B Public Water System Program.
- Service Provider Program completed its license renewals for this year, ~120 total.
- Continue to train on SmartGov.

Onsite Program Action Steps:

	January	February	March	April	May	June	July	August	September	October	Total	
2023 Applications	73	64	68	101	103	103	105	88	78	90	868	
OSS Permit	30	23	24	39	33	47	40	30	27	26	317	
OSS Permit	30	23	24	39	33	47	40	30	27	26	317	
All Others	43	41	44	62	70	56	65	58	51	64	551	
Blue Line	2	4	2	2	4	2	6	6	2	1	31	
Complaint	1	3	3	5	5	3	5	6	2	6	39	
Long Plat Referral	1	1				1		1		2	6	
Mylar			1				1	4	5	9	20	
No Application		1	4	9	9	2	3	3	4	0	34	
Other Land Use Referral	5	3	6	8	6	2	5	2	4	8	49	
Private Water Application	7	5	4	15	11	24	21	9	8	7	111	
Project Review	16	14	11	11	12	10	6	12	8	7	107	
Public Water System	1			1			1		2	0	5	
Public Well Site		1	3	2	1			1	5	3	16	
Reactivation	2	1	3				4		1	2	13	
ReDesign			4	4	5	5	1	3		3	25	
Repair	1			1	8	4	4	8	3	6	35	
Sanitary Survey		1								3	4	
Short Plat Referral	6	5	2	3	5	1	5	1		8	36	
Site Evaluation Application		1								0	1	
Tank Permit	1	1	1	1	3	2	3	2	3	3	20	
Conditions of Approval Referral									1	0	1	
OSS Permit = New Construction Septic systems												
Land Use = Blue Line, Long Plat (Major Plat), Other Land use referral, Short Plat												
						Total Land use reviews in October:						17
Drinking Water Program = Sanitary Survey, public well site, public water system, private water												
						Total Drinking Water Reviews in October:						13
Field Work:												
						Inspections completed in October:						56

Onsite Program Action Steps:

	September	October	Total
Field Inspections	55	56	
Occupancy Approvals	22	40	
Onsite applications Received	64	58	
Land-Use Referrals	14	17	
Complaints	2	6	



Solid Waste Program:

Program Highlights:

- Strategic planning for the Pollution Prevention Grant -vape pen pilot program.
- Chelan County SWAC Meeting
- Douglas County SWAC Meeting
- Monthly Environmental Health Meetings
- Weekly On-site/Solid Waste Meetings
- Smartgov Meetings
- CDHD and DOE Meetings
- Managing/retention Solid Waste Files
- Updating SOP for Solid Waste
- Javier's helping with pool inspections
- Brian's back in the Solid Waste Program
- Discussing plans for Alcoa Demolition

Solid Waste Action Steps:

Solid Waste Complaints Received	9
Solid Waste Complaints Closed	2
Solid Waste Complaints follow-ups	8
Facility Inspections	10
Public Records Request	3
Technical assistance with Rats	3
Technical assistance with Mold	5
Technical assistance with mosquitoes	0
Technical assistance with Landlord/Tenant	5
Technical assistance with pigeons	0
Technical assistance with cockroaches	1
Technical assistance with bedbugs	3
Technical assistance with smoking in front of a building	0



Administrator's Report

November 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 continue to have a number of vacancies across the district. 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 improving agency wide communication and structure for all of our staff to improve retention and recruitment.

Regional training has started with NASH for managers. Looking to expand training to include supervisors and staff as we review policies and handbooks.

The draft after-action report (AAR) is currently under review by the designated Board of Health work group is finalizing recommendations and has chosen to meet one last time. Board discussion for AAR will occur in December.

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 December Board of Health Meetings.