



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

**Preliminary Board of Health Meeting Agenda
January 22, 2024 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. Executive Session: RCW 42.30.110 (1)(i) Potential Litigation

IV. Consent Agenda:

- a. Approval of the December 18, 2023 Board Meeting Minutes
- b. Approval of December Payroll in the amount of \$313,964.71
- c. Approval of December Benefits in the amount of \$103,276.83
- d. Approval of Payment of 2023 Vouchers No.20230841-20230880 in the amount of \$48,340.12 and 2024 Vouchers No. 20240001-20240038 in the amount of \$43,893.95
- e. Approval of the Contract Matrix

V. New Business:

- a. First Quarter Surplus List (Action Item)
- b. Testing Management MOU for Septic System Installers with Washington Onsite Sewage Association (WOSSA)

VI. Reports:

- a. Health Officer Update – Dr. James Wallace
- b. Fiscal Report – Diane Forhan Pg. 20
- c. Community and Family Health Report – Cari Hammond Pg. 24
- d. Health Communications Report– Kristen Hosey Pg. 27
- e. Environmental Health Report – Mariana Fletcher Pg. 31
- f. CD/Epi Report-- Peter Williams Pg. 34
- g. EPR Report-- Kent Sisson Pg. 36
- h. Administrator Report – Luke Davies Pg. 38

VII. Board Discussion (if time allows):

VIII. Adjournment



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

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

Board Members Present (quorum):

Marc Straub, Chair (4)
Kevin Overbay (1)
Shon Smith (2)
Marissa Smith (7)
Bill Sullivan (10)

Jerrilea Crawford, Vice Chair (5)
Dan Sutton (3)
Sharon Waters (6)
Bindu Nayak (8)
Joseph Hunter (11)

Board Members Absent:

Alma Chacon (9)

Non-Voting Alternate Board Members Present:

Maria Hansen (11)

Michael Peterson (7)

Staff Present:

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

Kent Sisson, EPR Director
Kristen Hosey, Deputy Director
Hollie Casey, Clerk of the Board
Chuck Zimmerman, CDHD Attorney
Erin McCool, 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 3:00 PM and requested the Board Clerk to take attendance.

Approval of Agenda- (1:18)

Marc Straub opened the meeting by stating that the agenda will be amended to allow the members of the public that are present to speak prior to the Executive Session. Bill Sullivan moved to approve the agenda as presented. Kevin Overbay seconded the motion and the motion passed unanimously.

Public Comment – (1:58)

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 and Kim Darlington of Douglas County each shared their concerns about the COVID vaccines.

Executive Session: RCW 42.30.110 (1)(i) Pending and Potential Litigation (9:43)

Kevin Overbay moved to go into Executive Session, noting that legal counsel was present. Sharon Waters seconded the motion and the motion passed unanimously.

The Board went into an Executive Session at 3:10 for 30 minutes. At 3:40 the Board extended the session for another 15 minutes. The Board came out of the Executive Session at 3:55.

Consent Agenda– (11:03)

- a. Approval of the November 20, 2023 Board Meeting Minutes
- b. Approval of September Payroll in the amount of \$299,706.68
- c. Approval of September Benefits in the amount of \$99,400.84
- d. Approval of Payment of 2023 Vouchers No. 20230770-20230840 in the amount of \$161,493.57

Dan Sutton moved to approve the Consent Agenda items. Marissa Smith seconded, and Board discussion followed. The motion passed unanimously.

New Business- (13:28)

- a. 2024 Board Chair and Vice Chair

Chair Marc Straub opened the vote to the Board to select the new Chair and Vice Chair.

Dan Sutton moved to nominate Vice Chair Jerrilea Crawford as Board Chair. Shon Smith seconded the motion and the motion passed with 9 in favor and one abstained (Crawford).

Vice Chair Jerrilea Crawford moved to nominate Board Member Shon Smith as Vice Chair. Kevin Overbay seconded, and the motion passed with 9 in favor and one abstained (S Smith).

Old Business – (15:48)

- a. 2024 Budget Review (15:50)

Luke Davies, Health Administrator, and Diane Forhan, Fiscal Director, answered questions about the 2024 Budget Review. Board discussion followed.

Kevin Overbay moved to approve the 2024 Budget Review for the District. Dan Sutton seconded the motion, and the motion passed unanimously.

- b. CDHD Budget Reserve Policy (30:58)

Diane Forhan, Fiscal Director, explained that this policy was created using MRSC information and was reviewed by District legal counsel. The appropriate General Fund level is typically no less than 60 days of operating expenditures. The policy was created to have a reserve of \$2,000,000 or about 25% of the budget that gives the District about 90 days of reserves. Board discussion followed.

Jerrilea Crawford moved to approve the policy as presented. Shon Smith seconded the motion. After some Board discussion, the motion was approved unanimously.

Reports -

Administrator

Luke Davies, Health Administrators' brief report was provided in the packet.

Board Discussion – (42:45)

- a. Present After-Action Review Work Group Recommendations for Consideration and Approval by the Board

Chair Marc Straub began by sharing his appreciation with the After-Action Review (AAR) Sub-Committee for the time and work they put into the review. The Board Members had an opportunity to discuss the AAR conclusions. There was a general consensus of support for the conclusions presented. The conclusions are the After-Action Review Sub-Committee recommendations.

Dan Sutton moved to approve the After-Action Review Report and to approve the conclusions as Board of Health recommendations and direct the Administrator to work on the recommendations and provide quarterly Board progress updates. Kevin Overbay seconded the motion. The motion passed with 9 in favor and one (Sullivan) abstained.

Chair Marc Straub declared the meeting adjourned at 4:46 PM.

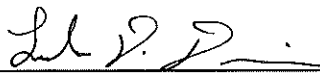
Marc Straub, Board Chair

Hollie Casey, Clerk of the Board

Chelan-Douglas Health District
Payroll 12-22-23 for pay period 12-01 to 12-15-23

Gross Pay	163,795.34
Benefits	52,678.80
Total Payroll Cost	<u>216,474.14</u>
Net Pay	119,806.00
Due to IRS	40,644.64
Due to ESD - SUTA	647.22
Due to ESD - WAFMLA	1,310.42
Due to ESD - WACares Fund	873.90
Due to L&I	1,645.22
Due to DRS for PERS	24,463.89
Due to DRS for DCP	718.93
Due to PEBB	24,904.53
Due to AFLAC	339.31
Due to Health Equity FSA	241.58
Due to Health Equity H.S.A	105.00
Due to Garnishment	-
Due to Union	773.50
Total Payroll Expenses	<u>216,474.14</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 \$163,795.34 in salaries and the \$52,678.80 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

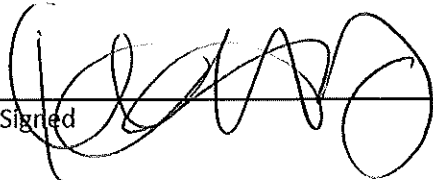
12/19/2023
Date

Chelan-Douglas Health District
Payroll 1-10-24 for pay period 12-16 to 12-31-23

Gross Pay	150,169.37
Benefits	50,598.03
Total Payroll Cost	<u>200,767.40</u>

Net Pay	110,803.11
Due to IRS	35,616.48
Due to ESD - SUTA	1,201.35
Due to ESD - WAFMLA	1,111.24
Due to ESD - WACares Fund	801.88
Due to L&I	1,690.29
Due to DRS for PERS	21,664.93
Due to DRS for DCP	685.13
Due to PEBB	25,691.49
Due to AFLAC	339.31
Due to Health Equity FSA	205.00
Due to Health Equity H.S.A	143.74
Due to Garnishment	-
Due to Union	813.45
Total Payroll Expenses	<u>200,767.40</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 \$150,169.37 in salaries and the \$50,598.03 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 

Date 1/5/24

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. 20230841 through No. 20230859 are approved for payment in the amount of \$19,040.17 this 22 day of January, 2024.



Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230841	Amazon Capital Services	20 Office Supplies	\$ 142.46
20230842	CDW Government	21 HP EliteBook	\$ 2,082.78
20230843	Coleman Oil Co.	16 Gas Expense	\$ 144.70
20230844	Empire Record Management, Inc.	16 Storage Lease Agreement for January	\$ 795.00
20230845	Express Employment Professionals	16 Employment Services	\$ 1,240.69
20230846	Firefly	16 Technology Service Management	\$ 151.90
20230847	From Scratch by Us LLC	16 Breakfast and Lunch for Leadership Training	\$ 464.86
20230848	Henry Schein	83/62 Vaccines and Clinical Supplies	\$ 916.05
20230849	Kenoyer, Quinn	70 Video Supplies	\$ 26.52
20230850	Lamar Companies	15 Advertising Expense	\$ 1,365.00
20230851	Nuvodia, LLC	16 Mileage for Services	\$ 87.90
20230852	Omar Construction, LLC	16 Removed metal cabinet, repaired holes on wall, and installed two new shelves.	\$ 610.15
20230853	Pitney Bowes Global Financial, LLC	16 Quarterly Postage Meter Lease Payment	\$ 469.32
20230854	Ramos, Javier	45 Boots Expense Reimbursement	\$ 163.04
20230855	The 100 Building LLC	16 Monthly Rent and Utilities for January	\$ 2,739.00
20230856	The DOH Associates, PS	16 Additional Services	\$ 2,762.25
20230857	Townsquare Media	40/16 Radio Advertising	\$ 1,440.00
20230858	Visa	Misc. Field Supplies, Conference Room Reservation Fee, Lodging, and Other Expenditures	\$ 3,202.22
20230859	Waste Management of Wenatchee	16 Monthly Garbage Disposal Services	\$ 236.33
			\$ 19,040.17

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. 20230860 through No. 20230880 are approved for payment in the amount of \$29,299.95 this 22 day of January, 2024.

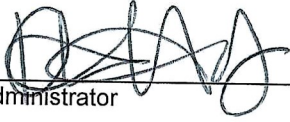


Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230860	ADP, Inc.	16 ADP Comprehensive Services, time, and Attendance	\$ 3,767.55
20230861	Amazon Capital Services	16 Office Supplies	\$ 616.81
20230862	CI Information Management	16 Onsite Shredding Services	\$ 74.12
20230863	Davies, Luke	16 Medical Expense Reimbursement	\$ 500.00
20230864	East Wenatchee Water District	16 Water Utility Services and Fire Line Connection	\$ 205.00
20230865	Express Employment Professionals	16 Employment Services	\$ 3,419.25
20230866	Go USA	16 Apparel for CDHD Personnel	\$ 106.28
20230867	Health Equity	16 Healthcare Benefit	\$ 387.60
20230868	Local-Tel Communications	16 Phone Expenses	\$ 992.46
20230869	Morales, Adilene	15 Educational Reimbursement	\$ 1,528.86
20230870	Mouret, Sean	12 Regional Public Health School Nurse Liaison for December	\$ 6,168.00
20230871	ODP Business Solutions, LLC	16 Office Supplies	\$ 441.37
20230872	Ogden, Murphy, Wallace	16 Legal Services	\$ 3,944.90
20230873	Pure Water Partners	16 Monthly Water Dispenser	\$ 192.06
20230874	Ricoh USA, Inc.	16 Copier Lease Contract Payment	\$ 630.99
20230875	Sound Telecom	12 Answering Services	\$ 189.74
20230876	SteriCycle, Inc.	12-2/83 Hazardous Drug Disposal	\$ 50.00
20230877	Two Chefs Catering	16 December All Staff Lunch	\$ 976.50
20230878	Tyler Technologies, Inc.	16 EDEN Database Software Support	\$ 1,008.02
20230879	Verizon Wireless	Misc. Cell Phone Expense	\$ 3,396.70
20230880	Visa	Misc. Management Workshop Lunches, ABCD Supplies, and Other Expenditures	\$ 703.74
			\$ 29,299.95

, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20240001 through No. 20240011 are approved for payment in the amount of \$21,384.31 this 22 day of January, 2024.



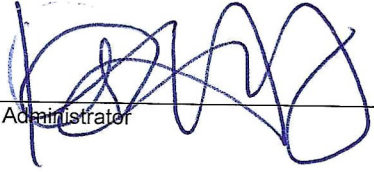
Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20240001	Amazon Capital Services	29 Office Supplies Expense	\$ 106.30
20240002	DBA Plumb Perfect	16 Restroom Repair Expense	\$ 202.90
20240003	Firefly	16 Technology Services Management	\$ 8,571.50
20240004	Health Equity	16 Healthcare Benefit December	\$ 129.20
20240005	Henry Schein	83 Clinical Supplies Expense	\$ 32.62
20240006	In Print Printing	29 Business Cards	\$ 75.95
20240007	Pitney Bowes, Inc.	16 Office Supplies Expense	\$ 144.08
20240008	Schmitt Electric	16 Troubleshoot Lighting Expense	\$ 947.67
20240009	Shai Creates LLC	15 Web flow and Accessibility Hosting Software Administration Fee	\$ 938.53
20240010	Visa	Misc. Field Supplies, Software, Training, Travel, Dues & Other Expenditures	\$ 3,849.99
20240011	Williams, Peter	20 Relocation Reimbursement	\$ 6,385.57

Total \$ 21,384.31

, 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. 20240012 through No. 20240023 are approved for payment in the amount of \$7,707.43 this 22 day of January, 2024.



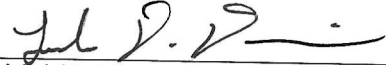
Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20240012	Ag Supply Co.	16 Gas Expense	\$ 512.86
20240013	Alliance 2020, Inc.	16 Background Check Expense	\$ 69.09
20240014	Brightly	16 SmartGov Connector Parcel	\$ 1,220.07
20240015	Ceballos, Veniece	63 Mileage Expense Reimbursement	\$ 86.46
20240016	Douglas County PUD #1	16 Utilities	\$ 588.00
20240017	Express Employment Professionals	16 Employment Services	\$ 1,203.71
20240018	Fastenal Company	12 Hand Cast Stretch Wrap for Storage Pallets	\$ 30.05
20240019	ODP Business Solutions, LLC	16 Office Supplies	\$ 259.22
20240020	Pure Water Partners	16 Monthly Water Dispenser	\$ 192.06
20240021	Shai Creates LLC	16 Website Accessibility	\$ 3,000.00
20240022	Taylor Communications, Inc.	90 Certified Paper for Birth Certificates	\$ 175.44
20240023	Visa	70/16 Agency Vehicle Maintenance and the Community Center Rental Fee	\$ 370.47

\$ 7,707.43

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. 20240024 through No. 20240038 are approved for payment in the amount of \$14,802.21 this 22 day of January, 2024.



Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20240024	Amazon Capital Services	16 Office Supplies	\$ 22.22
20240025	Bear Signs & Embroidery LLC	16 Vehicle Signs and Logo Lettering Embroidery for Scrubs	\$ 171.54
20240026	Coleman Oil Co.	16 Gas Expense	\$ 80.24
20240027	Express Employment Professionals	16 Employment Services	\$ 2,215.23
20240028	Firefly	16 Archiving Software	\$ 1,056.00
20240029	InPrint Printing	15 Printed Thank You Cards	\$ 244.13
20240030	Jeffers, Danielson, Sonn & Aylward, PS	16 Legal Services	\$ 1,870.00
20240031	MacDonald-Miller Facility Solutions, Inc.	16 Smart Building Services and HVAC Maintenance Agreement	\$ 2,666.95
20240032	Performance Systems Integration LLC	16 Replenish Items in Building First Aid Kits	\$ 72.22
20240033	Phillips, Paul	82 Lodging, Meals, and Mileage Expense Reimbursement	\$ 691.19
20240034	Pure Water Partners	16 Monthly Water Dispenser	\$ 64.02
20240035	Shai Creates, LLC.	16 Web Design Development	\$ 4,500.00
20240036	Visa	Misc. Field Supplies, Airplane Ticket, Meeting Supplies, and Other Expenditures	\$ 892.14
20240037	WADDL Pullman	29 Container Returned from DOH	\$ 20.00
20240038	Waste Management of Wenatchee	16 Monthly Garbage Disposal Services	\$ 236.33
			\$ 14,802.21

Contract Matrix
January 22, 2024
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 #16 Office of Immunization COVID-19 Vaccine	Department of Health	The purpose of the SOW is to provide funding for COVID19 vaccine activities. The purpose of the amendment is to add clarification of unallowable costs.	Replace	01/01/2022-06/30/24	\$1,009,670	none
Consolidated Contract CLH31004 Amendment #16 Office of Drinking Water Alternative Drinking Water Program FY24 Proviso	Department of Health	The purpose of the SOW is to identify groundwater contamination issues, provide education and options to reduce health risks associated with contaminated drinking water. This will be accomplished by site visits and water sampling of group B systems.	New	11/01/23-06/30/24	\$24,732	+\$24,732
Consolidated Contract CLH31004 Amendment #16 Foundational Public Health Services	Department of Health	The purpose pf the SOW is to provide funding for FPHS services per RCW 43.70.512. This amendment corrects BARS expenditure typos and updates Master Index Code Chart of Accounts	Replace	07/01/23-06/30/24	\$2,715,000	none

Contract Matrix
January 22, 2024
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 #16 WIC Nutrition Program	Department of Health	The purpose of the SOW is to provide WIC Services. This amendment adds FFY24 and FFY25 funding	Replace	1/1/22-12/31/24	\$569,828	\$185,446
Consolidated Contract CLH31004 Amendment #16 Office of Immunization – Perinatal Hepatitis B	Department of Health	The purpose of the SOW is to define required Perinatal Hepatitis B activities, deliverables, and funding. This amendment adds requirements for unallowable costs.	Replace	07/01/23-06/30/24	\$550	none
Consolidated Contract CLH31004 Amendment #16 FFY24 CDC IQIP Regional Rep	Department of Health	The purpose of the SOW is to define required Childhood Vaccine Program activities for Regional Representative. This amendment adds requirements for unallowable costs	Replace	07/01/23-06/30/24	\$44,000	none
Consolidated Contract CLH31004 Amendment #16 Public Health Infrastructure Grant	Department of Health	The purpose of the SOW is to provide funding to establish, expand, train, and sustain the LHJ public health workforce	New	01/01/24-12/31/24	\$200,000	+\$200,000

Contract Matrix
January 22, 2024
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 #17 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 additional funding per the District's request	Replace	07/01/23-06/30/24	\$510,150	+\$310,150

First Quarter 2024 Surplus list

Quantity and Description of Item	Condition
1 ea. Infocus Computer Projector	Obsolete, used
2 ea. Canon Powershot ELPH 190 IS Digital Camera	Obsolete, good
1 ea. Sony Cybershot Digital Camera	Obsolete, good
2 ea. Garmin Etrex GPS	Obsolete, not used
1 ea. Olympus film camera	Not working
1 ea. HP Laserjet Pro 400 printer	Obsolete, heavily used
1 ea. Canon H12425 Inkjet Printer	Obsolete, heavily used
1 ea. HP Officejet Pro 8100	Obsolete, heavily used
1 ea. AOPEN 14" SVGA computer monitor	Doesn't work
1 ea. LG 24" FHD Monitor	Screen display issues
1 ea. Dell Optiplex 5040 desktop computer (s/n D7D6ZG2)	Obsolete, hd removed
1 ea. Dell Optiplex 5040 desktop computer (s/n DSZ4ZG2)	Obsolete, hd removed
1 ea. Dell Optiplex 5050 desktop computer (s/n DTRVXM2)	Obsolete, hd removed
1 ea. Dell Optiplex 5050 desktop computer (s/n J4GDD92)	Obsolete, hd removed
1 ea. Dell Optiplex 5050 desktop computer (s/n 6KT4GK2)	Obsolete, hd removed
3 ea. Office chairs	Obsolete, heavily used
1 ea. Radiant oil space heater	Doesn't work

Washington Onsite Sewage Association (WOSSA) Testing & Training Agreement with Chelan-Douglas Health District Proposal Summary

- WOSSA is the state's leader in Onsite septic system training with experts in the field both in private industry and the public sector.
- WOSSA to provide certification **training** at their facility and provide service provider (continuing education) training locally for licensed service providers.
- WOSSA to provide certification **testing** for Septic System Installers, Septic System Operation & Maintenance Service Providers, and Septic System Pumpers. Testing can be completed at various locations – at their training facility, at local sites, and even remotely.
- CDHD to maintain New Licensing and Renewal Licensing of all Service Providers.
- Reduced Cost for Onsite Program. Although we eliminate the testing fee of \$80 for new licensees, WOSSA agreement eliminates the need for preliminary inspection that is required of all Provisional License holders. Inspector time saved, with drive time included – 1.0 hour to 2.0 hours. Based on hourly fee of \$110.00/hour; Cost savings range from \$30.00 to up to \$140.00 per new licensee.
- Reduces burden on inspectors and staff to proctor exams, provide training materials, and additional consult time.



Richmond Petty, REHS

Onsite Program Supervisor



Executive Director – Chuck Ahrens

Office Phone: (253) 770-6594

Email: executivedirector@wossa.org

Training Center Address: 2606 W Pioneer Ave • Bldg #1045 • Puyallup, WA 98371

Mailing Address: PO Box 9279, Tacoma, WA 98490-0279 • www.wossa.org

Testing Management Memorandum of Understanding Between: *WOSSA and Chelan-Douglas Health District*

Date: July 18, 2023

To: Mr. Richmond Petty, Chelan-Douglas Health District

From: Chuck Ahrens, WOSSA Executive Director

At the request of the county, WOSSA will conduct testing management for the Chelan-Douglas Health Department. WOSSA proposes to provide this program certification testing agreement to include the testing management for the following exams relating to the Health District's On-Site Sewage Certification Program. This agreement will remain in force unless a review is requested by either party in writing and is effective on the date signed by the Health District representative. (Please check those that apply)

- ✓ WOSSA Pumpers / Technician (O&M Level 1)
- ✓ WOSSA Operations and Maintenance / Specialist (O&M level 2)
- ✓ WOSSA Installation

WOSSA will provide for testing services at the LHJ's direction using the WOSSA County "program" testing database.

Primary locations for the Testing will be at both the WOSSA Training Center on the Puyallup WSU Extension Campus and at the Chelan-Douglas Health District upon request and at a frequency to be agreed upon by WOSSA and the applicant. WOSSA will also provide certification testing at any local training event held in the area.

Document Control and Records Management:

WOSSA will provide all necessary testing materials and record keeping, including document retention for two years, and upon request of the Health District-designate we can communicate the results of the testing in either electronic or paper form.

The ED (Executive Director) of WOSSA and WOSSA Staff will maintain control of the test questions and copies of tests at all times. Generally, the test will be maintained electronically and a master copy in a locked file at the training center. In conjunction with other Health Departments in the program, a question pool has been developed for use in creating a number of tests to be used for the certifications and allow for variation in



Executive Director – Chuck Ahrens

Office Phone: (253) 770-6594

Email: executivedirector@wossa.org

Training Center Address: 2606 W Pioneer Ave • Bldg #1045 • Puyallup, WA 98371

Mailing Address: PO Box 9279, Tacoma, WA 98490-0279 • www.wossa.org

the testing protocol. The local Health District may submit additional questions for consideration to the test pool database at any time.

The Health District will have the option of observing an examination being administered, reviewing the records, tests and other documents at its discretion to validate program and testing integrity.

Testing/Proctoring Procedures:

Health District-designate and WOSSA ED (Executive Director) will agree to testing frequency and dates. Additional dates may be made available based on need, scheduling and coordination between the two parties.

Generally, testing procedures will be as follows:

- All exams will be active monitored and proctored by the Executive Director or his designate or Chelan-Douglas Health District
- ID validation will be done prior to participant testing
- WOSSA will review and mark tests
- WOSSA will provide the participant with a “certificate” of testing signed by the Executive Director with test results, and an indication of testing competency
- Post exam certifications will be produced and provided to the test taker along with a copy for the Health Department. It will be the responsibility of the test taker to submit the certificate to the health district as necessary. WOSSA will maintain a record of the exam and results

Testing Fees

WOSSA will collect fees from test participants on the day of testing or before. WOSSA testing fees will be as agreed by the counties participating in the program and are currently set at \$180.00 but are subject to change.

Effective date: _____

Agreed by: _____ Date: _____ Date: _____

Luke Davies
Administrator
Chelan-Douglas Health District

Chuck Ahrens
Executive Director
WOSSA



Administrator's Report

Highlights:

Fiscal

Community and Family Health

Health Communications

Environmental Health

Communicable Disease and Epidemiology

EPR Report

Administrator Update

CHELAN-DOUGLAS HEALTH DISTRICT
Cash/Investments
12/31/2023

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	122,077.40	
Payroll Clearing Account - Key Bank	36,770.58	
Investment Account - Chelan County Treasurer	3,714,985.00	
<i>Investment broken out as follows:</i>		
Reserves		2,000,000.00
ARPA Building Remodel Reserves		988,656.90
General Investment		726,328.10
 Total Cash/Investments	 3,874,332.98	

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

	Actual	Revised Budget	
Permits	1,075,849.26	1,087,285.26	98.9%
Federal Grants	2,464,478.30	2,609,070.24	94.5%
State Grants	516,032.00	572,264.28	90.2%
State Entitlements	2,838,634.00	2,838,634.00	100.0%
County Assessments	457,818.72	457,811.48	100.0%
Fees	471,812.82	462,189.21	102.1%
Interest	116,153.01	103,815.27	111.9%
Other Revenue	19,197.43	3,637.66	527.7%
Total Revenue	7,959,975.54	8,134,707.40	97.9%
 Wages	 3,510,214.81	 3,557,164.48	 98.7%
Benefits	1,214,459.29	1,244,643.10	97.6%
Supplies	293,551.51	303,971.63	96.6%
Services	1,542,331.73	1,422,244.91	108.4%
Cap Expenditures	32,945.53	30,183.28	109.2%
Total Expenses	6,593,502.87	6,558,207.40	100.5%

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

	Total		
	Actual	Revised Budget	% of Budget
Income			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	704,619.95	648,584.95	108.64%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	371,229.31	438,700.31	84.62%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	191,807.66	196,231.13	97.75%
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	211,860.16	239,807.90	88.35%
640.001.33393.10.000 FDA RESEARCH	6,306.88	6,306.88	100.00%
640.001.33393.26.000 IMMUNIZATION GRANT	168,936.69	287,195.60	58.82%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	438,158.38	387,292.11	113.13%
640.001.33393.35.000 PUBLIC HEALTH WORKFORCE DEVELOPMENT	29,113.57	100,000.00	29.11%
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	85,362.55	98,186.65	86.94%
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	420,854.85	472,128.73	89.14%
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	457,818.72	457,811.48	100.00%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	8,860.54	6,057.54	146.27%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	363,287.68	350,748.07	103.58%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	99,664.60	105,383.60	94.57%
640.001.35000.00.000 FINES AND FORFEITS	2,900.00	600.00	483.33%
640.001.36111.00.000 INVESTMENT INTEREST	116,153.01	103,815.27	111.88%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	16,297.43	3,037.66	536.51%
Total Income	\$ 7,959,975.54	\$ 8,134,707.40	97.85%

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

Expenses	Total		
	Actual	Revised Budget	% of Budget
640.001.56200.10.000 SALARIES & WAGES	3,510,214.81	3,557,164.48	98.68%
640.001.56200.20.000 PERSONNEL BENEFITS	1,214,459.29	1,244,643.10	97.57%
640.001.56200.30.000 SUPPLIES	93,401.97	93,554.29	99.84%
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	144,274.64	163,469.85	88.26%
640.001.56200.35.300 HARDWARE	54,547.12	45,067.71	121.03%
640.001.56200.41.100 SERVICES - LEGAL	119,798.70	130,756.70	91.62%
640.001.56200.41.200 SERVICES - AUDIT	25,530.33	15,843.00	161.15%
640.001.56200.41.300 SERVICES - INTERPRETING	2,041.33	5,311.78	38.43%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	2,131.03	2,246.67	94.85%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	16,393.00	16,393.00	100.00%
640.001.56200.41.600 SERVICES - COMPUTER	104,852.42	74,667.66	140.43%
640.001.26200.41.800 SERVICES - OUTSIDE LABORATORIES	129.50	129.50	100.00%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	538,975.27	436,951.61	123.35%
640.001.56200.41.920 SERVICES - LANDSCAPING	2,354.45	2,354.45	100.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	12,422.38	13,589.02	91.41%
640.001.56200.42.010 TELEPHONE	33,706.19	35,945.56	93.77%
640.001.56200.42.020 POSTAGE	13,118.85	8,075.28	162.46%
640.001.56200.43.000 TRAVEL/TRAINING	122,651.01	187,064.41	65.57%
640.001.56200.40.000 ADVERTISING	104,583.77	97,109.04	107.70%
640.001.56200.45.000 OPERATING RENTALS & LEASES	39,243.00	39,343.00	99.75%
640.001.56200.46.000 INSURANCE	119,488.00	119,488.00	100.00%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	17,496.93	17,504.27	99.96%
640.001.56200.48.000 REPAIRS	48,085.35	41,454.34	116.00%
640.001.56200.49.000 PRINTING - OFFICE	3,041.70	3,936.62	77.27%
640.001.56200.49.001 PRINTING - COPIER	18,861.26	19,352.26	97.46%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	3,285.14	4,593.60	71.52%
640.001.56200.49.300 DUES & MEMBERSHIPS	14,809.73	20,743.77	71.39%
640.001.56200.49.400 SUBSCRIPTIONS	4,086.31	4,643.31	88.00%
640.001.56200.49.500 OTHER EXPENDITURES	175,246.08	124,748.06	140.48%
640.001.56200.62.030 IMPROVEMENTS TO EXISTING BUILDING	18,280.41	15,518.16	117.80%
640.001.56200.64.000 OTHER MACH, EQUIP	14,665.12	14,665.12	100.00%
Total Expenses	\$ 6,593,502.87	\$ 6,558,207.40	100.54%



Highlights:

The Fiscal staff sent out over 800 Food Service Permit renewal statements on 11/30. December and the first part of January were spent collecting payments.

I have been working with Kristen and Luke to submit proposals to the Department of Health for spending down funds on two separate grants that provide funding for staff training and Public Health employee retention and sustainability.

The Department of Health has scheduled fiscal monitoring for the District during the first week of March 2024.

District staff members met with DOH & Associates to discuss the bathroom remodel project using ARPA funds provided by Chelan and Douglas County. DOH & Associates is proceeding with final design, proper permit applications and developing the competitive bid package. We hope to have bids available for the Board of Health to review in March or April 2024.

Due to hiring additional staff, the District is running out of cubicle space on the 2nd floor. So that additional cubicles are available, two fiscal staff members and the Facilities Manager will move offices down to the basement in late January. The Fiscal and Operations staff are working on cleaning up the basement and purging old fiscal files, in preparation for the move and for the remodel that will happen later this year.

Essential Data:

Through December 31, with 100% of the year complete, the District is at 97.9% of budgeted revenue and 100.5% of budgeted expenses.



Community and Family Health Report

Fourth Quarter 2023

Introduction:

The Department continued to have vacant positions: PHN II- NFP, PHN III- Maternal Child Health, Mental Health and Substance Use Coordinator, and Health Systems Improvement Coordinator. Several qualified applicants were interviewed for each position, and we made offers to 3 candidates who will start working in 2024. Garth Donald filled the Mental Health and Substance Use Coordinator position and started on January 2nd.

Lauren Head, our Health Educator, left the agency in December to pursue other opportunities.

WIC continues to see most clients via telehealth, as this remains an option. Because many clients are not coming to the office, certain data is not being collected (i.e. hemoglobin levels for pregnant moms and infants). In early 2024, NFP home visitors will begin to assist WIC with by checking hemoglobin levels of their clients enrolled in our WIC program.

We are exploring medical-dental service integration with ABCD and NFP that would allow NFP home visitors to apply fluoride varnish during their already scheduled home visits and seek reimbursement from Medicaid. We are also exploring the ABCD Coordinator’s ability to apply fluoride varnish as well.

Nurse-Family Partnership (NFP):

Number of Families Enrolled	Number of Families Served	Number of Children Served	New Clients Enrolled	Clients Closed	Number of Graduates	Total Completed Encounters for the period	Total Outgoing Referrals to Other Services
62	54	54	6	*4	2	199	50

*Dismissed from program for other reasons (moving out of area, unable to contact)

Access to Baby & Child Dentistry (ABCD):

Visited 10 ABCD offices for quarterly check-ins to maintain current relationships.

Visited 1 non-ABCD dental office to share information about program.

Number of Children Enrolled	Number of Community Outreach Events / total # reached	Number of Letters Sent to Eligible Participants	Total Outgoing Referrals to Other Services
61	6/1,170	0	47

*January-December 2023 enrollment – 260

Women Infants & Children (WIC):

Washington WIC received two waivers offered by USDA to extend virtual WIC visits. These waivers will remain in effect from September 1, 2023, through September 30, 2026. Starting September 1, 2023 all WA WIC agencies must offer in-person appointments for participants who want to come into the clinic for their services but continue to offer remote services for participants who want to complete their appointments remotely.

Clinic Site	Total Women Enrolled	Total Infants Enrolled	Total Children Enrolled	Total Caseload
East Wenatchee	109	115	386	610
Leavenworth	0	1	2	3

**This data only reflects October & November- December caseload data is not available yet. **

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

Attended 6 outreach events- reached 1,170

Number of Clients Served	New Referrals Received	New Clients Enrolled	Clients Closed	Total Completed Encounters for the period	Total Outgoing Referrals to Other Services
29	2	1	7	134	69

Public Health Nutrition:

- Weight Loss Support Group:
 - 153.7 lbs. lost in 2023
 - 41 community members attended this year
- Planning with CWU and CVCH to host Dietetic Interns beginning 2024
- Planned and executed 6 -week After School Program Nutrition Education for Newberry Elementary
- Provided Nutrition Education to Manson ECEAP Parents night
- Joined Cascade Community Farmers Market Board
- Attended National Food and Nutrition National Conference in Denver

Childcare Consultation:

Completed 6 consult visits with the contracted licensed childcare facilities: Addressed cases of RSV within a facility (education on symptoms, transmission, treatment etc.), requiring 1 hospitalization; some childcare workers were out due to Covid.

Definitions:

NFP- Nurse-Family Partnership
NSO- National Service Office



Community and Family Health Report

Fourth Quarter 2023

ABCD- Access to Baby and Child Dentistry
WIC- Women, Infants, Children
USDA- United States Department of Agriculture
CYSHCN- Children & Youth with Special Health Care Needs



Communications & Outreach Report

Fourth Quarter 2023

Introduction:

In the fourth quarter, the communications team finished up the yearlong emergency preparedness campaign and implemented communications for environmental health on the SmartGov transition. The outreach team participated in 13 outreach events in the fourth quarter and made over 2,689 connections with community members!

Communications:

EH: CDHD’s final billboard of 2023 located on Maple St. in Wenatchee, Highway 97A and Sunset Highway. This Billboard highlights the many aspects of Public Health.



EPR: The communications team has continued the monthly prepare in a year campaign:

- October: Practice Drop, Cover, and Hold on
- November: Prepare to Shelter in Place
- December: Conduct a Home Hazard Hunt



Community and Family Health: The communications team worked with the Community and family health team to run a small social media campaign on healthy holidays. A radio ad was ran in conjunction to promote the FREE weight-loss support group that is being offered on the first Wednesdays of every month at Eastmont Community Center.



The Team:



Miriam Pamatz
Outreach Coordinator



Adelaida Caballero
Outreach Worker



Kaila Brownlee
Communications Coordinator

Facebook Analytics (5,250 Followers)
Instagram Followers (8109 Followers)
Twitter (213 Followers)

Gender:

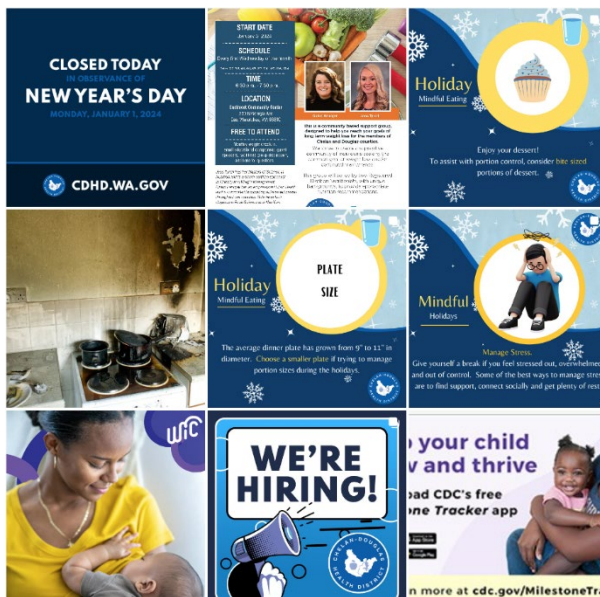
80.9% are women
19.1% are men

Age:

19.5% are ages 18 – 34
53.3% are ages 35 – 54
26.2% are ages 55 – 65+

City:

29.4% are from Wenatchee
14.3% are from East Wenatchee
4.3% are from Chelan
4% are from Leavenworth
3.4% are from Cashmere
2% are from Manson
1.3% are from Malaga
41.3% are from outside Chelan & Douglas counties



CDHD's Instagram Page



Communications & Outreach Report

Fourth Quarter 2023

Social Media Posts



CDHD's 11/5 Facebook post on the Cantaloupe Recall from the U.S. Food and Drug Administration reached 966 accounts and had 4 shares



CDHD's 11/14 Facebook post on Food Safety for Thanksgiving reached 760 accounts and received 2 shares



CDHD's 10/26 Facebook post on Naloxone reached 575 accounts, 7 shares and 14 reactions

Outreach:

CVCH Trunk or Treat

CDHD participated in the annual Trunk of Treat event hosted by CVCH. Participants in the event received glow sticks, flashlights, apple snacks (donated by Crunck Pak) and bananas. Safety tips were printed and displayed for parents to read as they passed by the trunk. Total Participants from this Oct 29th event were 500.



Eastmont Informed Parent Night (Nov. 16th)

CDHD participated in the Eastmont School District Informed Parent Night at the Eastmont Junior High School Cafeteria. CDHD promoted our family health programs (NFP, CYSHCN, WIC & ABCD), and agency brochures. Outreach materials included: COVID-19 test kits, ice scrapers, tote bags, hand sanitizers and food safety magnets. Approximately 300 individuals visited our booth.



Chelan/Manson ECEAP Family Night (Nov 30th)
CDHD participated in the family night hosted by ECEAP (Early Childhood Education and Assistance Program) for both Manson and Chelan centers. CDHD’s family health programs NFP, CYSHCN and ABCD were promoted. Handouts included: Respiratory Illness flyer, COVID-19 test kits, and tote bags. CDHD staff had approximately 20 interactions





Environmental Health Report

Fourth Quarter 2023

Onsite (Septic, Drinking Water, Land Use) EH Monthly Report 4th Quarter 2023

	October	November	December	Total
Field Inspections	56	40	23	119
Occupancy Approvals	40	36	15	91
Onsite applications Received	75	51	40	166
Land-Use Referrals	17	13	12	42
Complaints	6	6	2	14

Program Highlights:

- DOH-Drinking Water Grant contract received (\$24,732) to improve Group B public water systems. Contract concentrates on Douglas County for this fiscal year.
- Requested upgrade in JPR (Joint Plan of Responsibility) with DOH-Drinking Water from Partial to Full, expect funding to increase from ~\$6,500 to \$13,000 annually.
- WAC 246-272A revision expected to be approved by state BOH Jan. 10th. New revision will need to be adopted by the CDHD BOH. Training on changes will be administered by the state, full implementation expected by 2025.
- Working with WOSSA, Washington On-site Sewage Association to strengthen our Service Provider Licensing program. WOSSA will begin providing training and testing in January.
- Have met with several agency partners including county representatives to improve collaboration and resolution with issues and projects.
- Assisted Food Program this last quarter in completing low risk establishment inspections, ~130 total inspections completed.
- Continue to train on SmartGov independently and once per week meetings with Brightly.

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
- Brian Met Kristen from Alcoa about the demolition project

Facility Inspections:

	Inspection:	
Inspection - Dryden Closed LF	Hwy 2 Dryden	11/2/2023
Inspection - Dryden Trans Station	Hwy 2 Dryden	11/2/2023
Inspection - Manson Closed Land Fill	Manson	12/7/2023
Inspection - N. Chelan Trans Station	Chelan	12/7/2023
Inspection- Bridgeport Bar Closed Landfill	Perkins Rd area	11/21/2023
Inspection- Waste Mgt- GWRLF	E. Wenatchee	12/27/2023
Inspection- Entiat Inert landfill	Entiat	11/7/2023
Inspection- Landfill Facility	Ward Inert LF	10/16/2023
Inspection- Landfill Facility	Wells Inert LF	10/16/2023
Inspection- Landfill Facility	Lux Pit Doug Co LF	10/4/2023
Inspection- Landfill Facility	Wen Gun Club LF	10/11/2023
Inspection- Landfill Facility	East Wen- BMI LF	10/18/2023
Inspection- Landfill Facility	Filion Landfill	10/24/2023
Inspection- Moderate Waste Facility	Hwy 97A Wenatchee	11/1/2023
Inspection- Winton Composting	Chelan County	11/29/2023
Inspection- S. Wen Transfer Station	S Wenatchee Ave	10/26/2023
Inspection- Stemilt Composting	4597 Stemilt Hill Rd, Wenatchee	11/15/2023
Inspection-Bridgeport Bar Transfer Station	25 Perkins Rd	11/21/2023
Inspection- North Chelan Recycling Center	Chelan	12/7/2023

Technical assistance provided:

- Received (7) notifications of rats, public health educational assistance provided/ rat educational postcards
- Technical assistance with (8) mold inquiries
- Technical assistance with (8) solid waste removal service questions.
- Provided (10) landlord/tenant law informational referrals to clients,
- Technical assistance with (2) cockroaches
- Technical assistance with (6) bedbugs
- Received (3) Public Records Request



Environmental Health Report

Fourth Quarter 2023

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

This quarter:	Chelan County	Douglas County
Investigations: 21	13	8
Closed : 12	5	7

Year to date:	Chelan County	Douglas County
Investigations: 66	45	21
Closed: 54	35	19

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
- Brian Met Kristen from Alcoa about the demolition project
- Managing/retention Solid Waste Files in the basement
- Updating SOP for Solid Waste

Food & Living Environment Monthly Report

Month	Routine	Pre-open insp.	Temps
23-Oct	76	4	37
23-Nov	80	7	8
23-Dec	84	7	9

Program Highlights:

- Interviewing for the Food & Living Environment supervisor position
- Regular SmartGov meetings
- Staff meetings
- FDA/ NEHA standardization meeting



Highlights:

- New Infection Preventionist started and began trainings with the DOH. She has begun to review the website for needed updates to the Communicable Diseases sections.
- Planning for the North Central Washington Epidemiology Consortium meeting continued.
- The NCW Epi Consortium met to discuss progress of Community Health Assessments.
- Created infographic for distribution to the public on botulism tainted recreational injection drugs.
- Direct Observed Therapy was carried out for patients as required by the treating physician in consultation with the health officer.

Disease Investigations

Total Investigations: 17

- Salmonella
- Wound Botulism
- Pertussis
- Crypto
- Campy
- Haemophilus Influenzae
- Lyme Disease
- Rabies
- Influenza Death
- TB

Confirmed/probable Cases: 14 cases

- Salmonella
- Wound Botulism
- Pertussis
- Crypto
- Campy
- Haemophilus Influenza
- Lyme Disease
- Rabies
- Influenza Death
- TB

4th Quarter:

Highlights

- 3 clinic site visits for Vaccine for Children Program Provider Education Assessment and Reporting (PEAR). One in Chelan County and 2 in Okanogan County.
- 2 new staff members: Director and Infection Preventionist
- NCW Epi Consortium met regularly to give updates and see progress by partners on work towards creation of dashboards, implementation of Community Health Assessments, and other work.

- Direct Observed Therapy was carried out for patients as required by the treating physician in consultation with the health officer.

By the Numbers

Disease Investigations

- Total: 55
- Confirmed/probable cases: 34

Immunization Program

Vaccines Administered in the 4th Quarter			
CDHD Employees & Family	Influenza 14	COVID-19 22	
Adult Family Homes	Influenza 10		
Chelan Co. Jail	Influenza 23	COVID-19 9	Hepatitis A 14
Douglas Co. Employees	Influenza 54		



Emergency Preparedness and Response

Fourth Quarter 2023

Emergency Preparedness and Response:

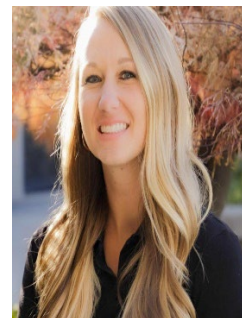
Chelan-Douglas Health District's Emergency Preparedness and Response team has been busy in the fourth quarter. We are looking forward to 2024 and we are excited for the preparedness and response activities we have planned in the coming year!



Kent Sisson
Regional Emergency
Response Coordinator



Lexy Lieurance
Local Emergency
Response Coordinator



Kaila Brownlee
EPR
Communications Coordinator

Medical Reserve Corps:

The Chelan-Douglas Medical Reserve Corps (CDMRC) registration was approved on December 5th by the US Department of Health & Human Services through the Administration for Strategic Preparedness & Response (ASPR). The Chelan-Douglas Medical Reserve Corps can be found on [MRC Desktop and Mobile Dashboard](#).

The Federal government through ASPR & US Dept of Health & Human Services and NACCHO provides funding opportunities to MRC's to focus on emergency preparedness, response, and health equity needs. Registration approval, along with continued demonstration of commitment to training, allowed the Chelan-Douglas Medical Reserve Corps to apply for a grant opportunity.

Chelan-Douglas Medical Reserve Corps applied for the 2024 MRC Operational Readiness Award offered through NACCHO, this award is for \$5,000 to build capabilities to meet response needs in Region 10 (AK, ID, OR, WA). In addition, the MRC coordinator has applied for the 2024 National Summit Travel Award through NACCHO. The travel award will pay for the MRC coordinator to attend a national conference for the Medical Reserve Corp. The conference is an opportunity for MRC coordinators to learn how MRC's integrate into community emergency preparedness, safety and population based health programs.



Emergency Preparedness and Response

Fourth Quarter 2023

PHEPR Deliverable Report:

The year-end deliverable report specific to the Public Health Emergency Preparedness and Response Emergency Preparedness grant was submitted to DOH on December 29th. Outside of providing narrative on 22 separate tasks completed over the past 6 month reporting period, staff was required to submit:

- Chelan-Douglas Integrated Preparedness Planning Workbook (IPPW)
- After Action Review on an emergency preparedness exercise (Smoke Response TTX AAR)
- COVID -19 Response After Action Review Report
- COVID-19 Response Corrective Action Plan
- One EPR related communications sample
- Updated Medical Countermeasure (MCM) Plan

Chelan-Douglas Health District After Action Report:

The Chelan-Douglas COVID-19 Response After Action Review Report was finalized and made public on December 18, 2023.

Link to the report [65822afb909da0ba6378e27d_CDHD_AAR_12_19_2023.pdf \(website-files.com\)](https://www.cdhd.org/files/65822afb909da0ba6378e27d_CDHD_AAR_12_19_2023.pdf)

Smoke Tabletop Exercise

Chelan-Douglas Health District conducted a tabletop exercise on December 12th to exercise the Regional Wildfire Smoke Plan at Confluence Technology Center. The exercise was facilitated by Elizabeth Walker, a wildfire smoke resiliency consultant who has been working with CDHD. The exercise helped regional and local partners learn about the state agency resources and capabilities available to help manage a smoke response incident. Chelan-Douglas Health District was able to utilize our internal Incident Management Team to walk through the 2 scenarios and identify some areas the plan needs revision, or areas in which our smoke response capabilities need to improve.

LEPC Meeting:

Kent Sisson, Emergency Preparedness and Response Coordinator presented to the LEPC (Local Emergency Preparedness Coalition) on Tuesday, December 19th. The LEPC group is hosted by Chelan-County Emergency Management at the Emergency Operations Center (EOC). Kent gave a re-cap of the Wildfire Smoke Tabletop exercise CDHD hosted and lessons learned to our local emergency preparedness partners.

Region 7 Healthcare Alliance:

- Next Meeting: Wednesday, February 21st @ 11:00 am
- Aging and Adult Care (270 9th Street, E. Wenatchee, WA 98802)
- Topic: TBD



As the Board of Health has adopted recommendations the Administrators report will give quarterly reports on the 10 recommendations. CDHD management is reviewing the recommendations to create measurable metrics for each of them to be available by Q3 2024.

1. Training on incident command system (ICS) for all staff.
 - a. Trainings in ICS for CDHD staff will be taking place in March and April this year with planning for more specific trainings later in the year.
 - b. Follow up with all staff on making sure onboarding and training is done for ICS 100 and 700 to get 100% staff certification. We have many new hires who are currently going through the training.
2. Hire an equity position.
 - a. Current temporary Work Force Development funding available to recruit and pay for an equity position. The priority will be on posting a Language Access Communications Director Position with these funds. Finalizing the Job Description to have posted by the end of January.
3. Invest in communications resources and standards to ensure that all information provided by CDHD is evidence-based and presented in a way that the public can understand it.
 - a. This will also be part of the new Language Access Communications Director Position that will help focus on equity.
4. Create a continuity of operations plan (COOP).
 - a. Environmental Health has the beginning of a COOP plan that was implemented in May of 2023 when staffing was low. This plan will be reviewed over the first quarter of 2024.
 - b. EPR has plans for emergencies and staffing and will be supporting other divisions and departments for COOP needs over Q1-Q3 of 2024.
5. Create "ready-to-go" preparedness plans.
 - a. EPR is looking at resources currently on how this activity will occur.
6. Create a reserve fund that can be used by CDHD to respond to a public health emergency.
 - a. Board of Health passed a resolution in December 2023 to set a \$2,000,000 minimum fund balance to ensure that the district is resilient during an emergency.
7. Build and sustain strong relationships with schools, healthcare providers, faith-based organizations, businesses, and community organizations.
 - a. Ongoing meetings with healthcare providers, counties, and schools are continuing to strengthen relationships.
 - b. Engagement with faith-based organizations, businesses, and community organizations planning will occur as part of strategic planning.
8. Invest in professional development for leaders and managers, including training in management and supervision, 360s reviews, and succession planning.
 - a. Training with NASH has been ongoing since 2023.
 - b. Work to develop ongoing training with support from NASH is happening currently for managers and supervisors
 - c. Updating employee manual and policies is occurring.

9. Put in place the relationships and agreements needed for a “unified command”.
 - a. This will be part of strategic planning.
10. Build a strong relationship between the Board of Health and CDHD leadership and staff.
 - a. Discussions regarding a CDHD Board Retreat and other activities to support relationship building between the board of health and CDHD staff will occur during the February Board of Health Meeting.
 - b. Monthly Executive Team meetings to continue.
 - c. Restart Staff presentations to the board for the February Board of Health meeting with Solid Waste. These will be regular and highlight work that the staff is doing.

The Chelan-Douglas Health District Code work is still underway and has been transferred from legal to the CDHD management team.

We are still in the process of reviewing all of CDHD’s existing policies and working on a comprehensive plan to organize and update them. Working to send an updated/new Employee manual to legal by the end of January 2024.