



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda  
March 18, 2024 at 3:00 pm at the Aging & Adult Care  
of Central Washington building, 270 9<sup>th</sup> St. NE, Ste.  
100, East Wenatchee

*This Board meeting will be a hybrid of in person and online. Participants can attend via computer, phone or in person. Meeting attendance instructions are posted on the landing page of [cdhd.wa.gov](http://cdhd.wa.gov)*

## I. General Business:

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

## II. Public Comment (20 Minutes):

- a. *CDHD is providing opportunities for public comment in person, remotely, or by submitting written comment. The Chair will ask if there are any citizens wishing to address the Board. When recognized, please step up to the microphone (or unmute your screen), state your name and the county jurisdiction you reside in. The Chair will direct Citizen comments to two to three minutes each.*

## III. Consent Agenda:

- a. Approval of the February 26, 2024 Board Meeting Minutes
- b. Approval of the March 6, 2024 Special Board Meeting Minutes
- c. Approval of February Payroll in the amount of \$322,122.74
- d. Approval of February Benefits in the amount of \$114,775.66
- e. Approval of Payment of 2024 Vouchers No. 20240128-20240189 in the amount of \$169,205.34
- f. Approval of the Contract Matrix

## IV. Executive Session: RCW 42.30.100(1)(I) Potential Litigation

## V. New Business:

- a. Review of the Cintas Contract (Action Item)

## VI. Old Business:

- a. The Chelan-Douglas Health District Employee Manual Review and Approval (Action Item)

## VII. Reports:

- a. Emergency Preparedness Update – Kent Sisson
- b. Administrator Report – Kristen Hosey

## VIII. Board Discussion (if time allows):

## IX. Adjournment



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Chelan-Douglas Health District Board of Health Regular Meeting Minutes – February 26, 2022

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

Jerrilea Crawford, Chair (5)  
Kevin Overbay (1)  
Marc Straub (4)  
Marissa Smith (7)  
Alma Chacon (9)  
Joseph Hunter (11)

Shon Smith, Vice Chair (2)  
Dan Sutton (3)  
Sharon Waters (6)  
Bindu Nayak (8)  
Bill Sullivan (10)

### **Board Members Absent:**

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

Michael Peterson (7)

Carin Smith (9)

### **Staff Present:**

Luke Davies, Health Administrator  
Kristen Hosey, Deputy Director  
Cari Hammond, Personal Health Director  
Dr. James Wallace, Interim Health Officer

Diane Forhan, Fiscal Director  
Erin McCool, CDHD Attorney  
Hollie Casey, Clerk of the Board  
Brian Dickey, EHS II

### **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 Jerrilea Crawford called the meeting to order at 3:00PM and requested the Board Clerk to take attendance.

### **Approval of Agenda (13:10) –**

Chair Crawford requested to amend the agenda to include an Executive Session to discuss Qualifications for Public Employment after Board Discussion. Dan Sutton moved to approve the agenda with the amendment of an Executive Session (RCW 42.30.110(g)) for Qualification for Public Employment after Board Discussion on the agenda. Kevin Overbay seconded the motion and the motion passed unanimously.

### **Public Comment (13:46) –**

Chair Crawford 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 Crawford identified the number of members of the public that wanted to speak, she allotted three minutes to each presenter.

- Laurie Buhler of Douglas County, Scott Watkins of Douglas County, Theresa Drollman of Chelan County, and Lisa Templeton of King County each shared their concerns about the COVID vaccines.

**Consent Agenda (29:14) –**

- Approval of the January 22, 2024 Board Meeting Minutes
- Approval of January Payroll in the amount of \$308,776.98
- Approval of January Benefits in the amount of \$106,986.58
- Approval of Payment of 2024 Vouchers No. 20240039-20240127 in the amount of \$191,802.51

**Kevin Overbay moved to approve the Consent Agenda with an amendment to an abstention under the Consent Agenda in the January Board Minutes. The amendment will be to correct the abstention to Sutton. Marc Straub seconded, and the motion passed unanimously. Board discussion followed.**

**New Business (33:33) –**

- 2024 Revised Budget (33:38) (Action Item)  
Diane Forhan, Fiscal Director, explained the District is requesting the Board to approve an increase in the revenue of \$390,524 and increase in expenses of \$35,390 for the 2024 budget.

**Kevin Overbay moved to approve the 2024 Revised Budget. Joseph Hunter seconded, and one (Sullivan) abstained due to a previous objection that Member Sullivan had with the February Grant Amendment last month. The motion carried.**

- 2024 Capital Improvements Budget (36:35) (Action Item)  
Diane Forhan, Fiscal Director, asked the Board to review the provided Capital Improvements Budget breakdown of costs. The District previously approved the use of \$1,062,581 in ARPA funding for Capital Improvements and now requested the Board to approve up to \$555,952 of District funds out of the reserve account for the remaining Capital Improvements that the ARPA funding does not cover. Board discussion followed.

**Alma Chacon moved to approve the 2024 Capital Improvements Budget and allow the District to use up to \$555,952 of District reserves for Capital Improvements. Joseph Hunter seconded, and the motion passed unanimously.**

- BOH Venue Change (1:06:31)  
Luke Davies, Health Administrator, explained to the Board that research was done on a couple of local venues, and it appears that the Aging and Adult Care facility will be the best fit for the Board meetings moving forward. The Executive Team previously discussed the venue options and agreed to move the Board meetings to the new venue beginning in March. The District will send out the update of the BOH change in venue via all media platforms and on the District's

website. The Board Clerk will update the venue address with the Members. Board discussion followed.

d. Employee Manual for Review for March Approval (1:10:17)

Luke Davies, Health Administrator, noted that the manual was sent out electronically this morning for the Board to have time to review it. It will be discussed at the March Board meeting as an action item. Luke explained that 2010 was the last time the manual was updated. This is intended to be put into place and have it reviewed and updated every other year. Erin McCool, CDHD Legal Counsel, offered to compile any questions that the Board Members may have to review at the March Board meeting. Board discussion followed.

e. Smoke Resiliency (1:13:18) (Action Item)

Luke Davies, Health Administrator, reviewed the smoke resiliency handout that was given at the meeting. Luke requested the Board to review the smoke resiliency plan and to allow the Board Executive Team to move forward with approving the plan to address 2024 smoke issues in the valley. Board discussion followed.

**Bindu Nayak moved to approve the District to secure funding and approve the Smoke Resiliency Plan as presented. Sharon Waters seconded, and Board discussion followed. The motion passed unanimously.**

f. Surplus Vehicle (1:39:22) (Action Item)

Diane Forhan, Fiscal Director, explained that the District has received the three new vehicles, two 2024 Ford Maverik's for the Environmental Health Department and one 2024 Ford Explorer. The District is looking to surplus the 2012 Ford Escape 147,636 miles to send to auction. Board discussion followed.

**Marc Straub moved to approve the District sending the 2012 Ford Escape to auction. Dan Sutton seconded, and the motion passed unanimously.**

**Health Officer Report (1:40:48) –**

Interim Health Officer, Dr. James Wallace

Dr. James Wallace gave a brief review of respiratory illness activity nationally and statewide. Dr. Wallace also reviewed the Pertussis outbreak that is occurring locally and compared cases statewide. Dr. Wallace shared what the District's role is when an outbreak occurs. Board discussion followed.

**Reports (1:58:05)–**

Brian Dickey, EHS II (1:58:07)

Brian Dickey, EHS II, reviewed the presentation that was provided to the Board, and explained that his role at the Health District is in the Solid Waste program, within Environmental Health. Brian conducts

inspections of inert landfills and shared that two of the bigger projects that he is monitoring are the Bridgeport Landfill and the Alcoa Demolition Plant. Board discussion followed.

Luke Davies, Health Administrator (2:15:34)

Health Administrator, Luke Davies, gave highlights from the Administration portion of his report. There was a \$14,000 server licenses contract to prevent them from going off-line. The District contracted with a recruiter for the Fiscal Director position in the amount of \$11,500. The Executive Team approved the District to work with NASH Consulting to assist with work force development that will cover onboarding and professional development programs and management and leadership training and coaching totaling \$49,440. Luke wrapped up his update by thanking the Board and his staff for all their hard work.

**Board Discussion (2:24:52) –**

- a. Succession Planning for Health Administrator (2:24:58) (action Item)  
Board Chair Crawford explained to the Board the process that was used when the current Health Administrator (HA) was hired. The Chair stated that the current Deputy Director, Kristen Hosey, is interested in filling the HA position, however, this would leave the Deputy Administrator position open. The Chair expressed that she would like to get the process started to get the HA position posted and hopefully filled quickly. The Chair requested to go to an Executive Session to discuss the qualification for public employment.

**Marc Straub moved to go into Executive Session at 5:18 to discuss the qualifications for public employment to come back into session by 5:30. Shon Smith seconded the motion, and the motion passed unanimously.**

**Executive Session: Discuss Qualifications for Public Employment- RCW 42.30.110(g)**

The Board went into Executive Session at 5:18pm to return to open session at 5:30pm. At 5:30pm the Board requested 5 more minutes. At 5:35pm, the Board meeting continued in regular session.

**Bill Sullivan moved to approve Kristen Hosey as the Interim Health Administrator and to compensate Kristen Hosey at the current compensation of the Health Administrator. Marc Straub seconded the motion, and the motion passed unanimously.**

- b. Transition Support (2:32:38) (Action Item)  
Board Chair Crawford noted that the current Health Administrator, Luke Davies, has offered to work as a consultant for up to three months, for up to 20 hours per week, and not to exceed \$36,000.

**Dan Sutton moved to authorize the Executive Team to move into a Consulting Contract with Luke Davies, for a term of three months, at \$150 an hour, with no more than 20 hours a week, and not to exceed \$36,000. Joseph Hunter seconded the motion, and the motion passed unanimously.**

**Chair Jerrilea Crawford declared the meeting adjourned at 5:43pm.**

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Jerrilea Crawford, Board Chair

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Hollie Casey, Clerk of the Board



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Chelan-Douglas Health District Board of Health Special Meeting Minutes – March 6, 2024

### Board Members Present (quorum):

Jerrilea Crawford, Chair (5)

Marc Straub, Chair (4)

Marissa Smith (7)

Bill Sullivan (10)

Maria Hansen (Alternate 11)

Shon Smith (2)

Sharon Waters (6)

Alma Chacon (9)

Kim Newman (Alternate 8)

### Board Members Absent:

Kevin Overbay (1)

Bindu Nayak (8)

Dan Sutton (3)

Joseph Hunter (11)

### Non-Voting Alternate Board Members Present:

Michael Peterson (7)

Carin Smith (9)

### Staff Present:

Diane Forhan, Operations Director

Cari Hammond, Personal Health Director

Erin McCool, CDHD Attorney

Hollie Casey, Clerk of the Board

### Meeting –

Chair Jerrilea Crawford called the meeting to order at 4:03 PM and requested the Board Clerk to take attendance.

### Public Comment:

Chair Jerrilea Crawford explained that 5 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. There were no members of the public that came forward to speak, and Chair Crawford closed Public Comment.

### General Business:

#### Review and Approve the Health Administrator Job Description and Salary Range

Chair Crawford opened discussion up to the Board to give feedback on the current Health Administrator job description and salary range that was provided to the Board. The Board generally agreed that the job description was quite comprehensive, other than paragraph three of the Summary Description. Member Sullivan requested to review this paragraph at another time with the Board, and Chair Crawford agreed. After Board discussion, it was agreed upon to list the Health Administrator's compensation in the range of \$135,298 - \$160,000. The range was decided based on the current local health jurisdiction's job market and the current Deputy Director compensation.

**Marc Straub moved to approve the Health Administrator Job Description, as provided, with the salary range of \$135,298 - \$160,000. Bill Sullivan seconded, and the motion passed unanimously.**

Set and Post the Health Administrator Position

Chair Crawford requested a motion to approve posting the Health Administrator job description and closing the posting within 30 days of the job posting.

**Sharon Waters moved to approve posting the Health Administrator’s Job Description with a closing date of 30 days within the date of the job posting. Alma Chacon seconded, and the motion passed unanimously.**

Chair Jerrilea Crawford declared the meeting adjourned at 4:42PM.

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Jerrilea Crawford, Board Chair

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Hollie Casey, Clerk of the Board



Chelan-Douglas Health District  
Payroll 02-23-24 for pay period 02-01 to 02-15-24

Gross Pay	159,841.82
Benefits	56,555.79
<b>Total Payroll Cost</b>	<b><u>216,397.61</u></b>
Net Pay	116,347.50
Due to IRS	38,485.51
Due to ESD - SUTA	1,278.73
Due to ESD - WAFMLA	1,182.81
Due to ESD - WACares Fund	855.22
Due to L&I	1,914.88
Due to DRS for PERS	24,517.15
Due to DRS for DCP	711.82
Due to PEBB	29,626.76
Due to AFLAC	315.84
Due to Health Equity FSA	205.00
Due to Health Equity H.S.A	143.74
Due to Garnishment	-
Due to Union	812.65
<b>Total Payroll Expenses</b>	<b><u>216,397.61</u></b>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$159,841.82 in salaries and the \$56,555.79 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

2/20/2024  
Date

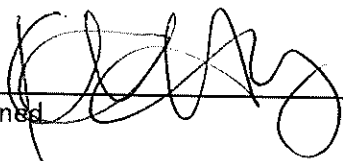
Chelan-Douglas Health District  
Payroll 03-08-24 for pay period 02-16 to 02-29-24

Gross Pay	162,280.92
Benefits	58,219.87
Total Payroll Cost	<u>220,500.79</u>

Net Pay	118,360.71
Due to IRS	38,843.87
Due to ESD - SUTA	1,298.25
Due to ESD - WAFMLA	1,200.98
Due to ESD - WACares Fund	869.37
Due to L&I	1,752.74
Due to DRS for PERS	24,864.59
Due to DRS for DCP	696.74
Due to PEBB	31,041.91
Due to AFLAC	315.84
Due to Health Equity FSA	210.00
Due to Health Equity H.S.A	143.74
Due to Union	902.05

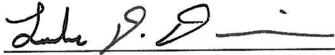
Total Payroll Expenses	<u>220,500.79</u>
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I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$162,280.92 in salaries and the \$58,219.87 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

Signed 

3-5-24  
Date

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20240128** through **No. 20240142** are approved for payment in the amount of \$94,559.33 this 18 day of March, 2024

  
 Administrator

\_\_\_\_\_  
 President of the Board of Health

Voucher Number	Claimant	Description	Amount
20240128	Amazon Capital Services	44/16 Office Supplies	\$ 293.94
20240129	Bud Clary Ford Hyundai	16 New Agency Vehicles	\$ 76,452.36
20240130	Confluence Health	16 Employee Test for Employment	\$ 36.00
20240131	Davies, Luke	16 Medical Expense Reimbursement	\$ 500.00
20240132	Douglas County Sewer District	16 Sewer Utility Services	\$ 232.58
20240133	East Wenatchee Water District	16 Utilities	\$ 205.90
20240134	Firefly	16 Technology Services Management	\$ 9,722.00
20240135	Garibay Ortiz, Juanita	44 Boot Expense Reimbursement	\$ 119.67
20240136	Kenoyer, Quinn	70 Field Supplies	\$ 52.08
20240137	Local-Tel Communications	16 Phone Expense	\$ 957.40
20240138	ODP Business Solutions LLC	90/16 Office Supplies	\$ 785.02
20240139	Sound Telecom	12 Answering Services	\$ 189.55
20240140	Verizon Wireless	Misc. Cell Phone Expense	\$ 2,056.44
20240141	Visa	Misc. Outreach Supplies, Office Supplies, and Other Expenditures	\$ 2,511.39
20240142	Volpe, Richard	44 Membership Fees and Exam	\$ 445.00
			\$ 94,559.33

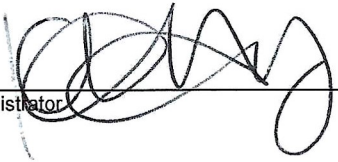
We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20240143** through **No. 20240162** are approved for payment in the amount of \$33,825.33 this 18 day of March, 2024

  
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 Administrator

\_\_\_\_\_  
 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20240143	ADP, Inc.	16	2023 Tax Reporting/W2	\$ 576.85
20240144	Alpha Media	15/29/82	Radio Advertising Expense	\$ 680.00
20240145	Amazon Capital Services	16	Office Supplies	\$ 1,741.42
20240146	Anatek Labs Inc.	42	Water Testing Services	\$ 155.00
20240147	Caballero, Adelaida	15	Per Diem	\$ 158.00
20240148	Columbia Valley Community Health	23	Dr. Felipe Gutierrez Quarterly Compensation	\$ 2,275.00
20240149	Douglas County Treasurer	16	Annual Storm Water Utility and Annual Irrigation Utility	\$ 773.20
20240150	Enduris	16	New Vehicles Auto Insurance	\$ 626.00
20240151	Espinoza, Maria G.	15	Per Diem	\$ 155.00
20240152	Firefly	16	Computer Services	\$ 4,141.03
20240153	Grant County Health District	16	Nash Consulting Mileage	\$ 58.95
20240154	Health Equity	16	Healthcare Benefit February	\$ 142.40
20240155	Heiland Electric	16	Electrical Services	\$ 5,311.59
20240156	ODP Business Solutions, LLC	16	Office Supplies	\$ 101.34
20240157	Ogden, Murphy, Wallace	16	Legal Services January	\$ 6,280.20
20240158	Pamatz, Miriam	15	Per Diem	\$ 158.00
20240159	Stericycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 171.34
20240160	Townsquare Media	16	2024 KPQ Home Expo Booth Fee	\$ 500.00
20240161	Visa	Misc.	Conference Registrations, Lodging, and Other Expenditures	\$ 6,205.47
20240162	Williams, Peter	20	Relocation costs reimbursement	\$ 3,614.43
				\$ 33,825.22

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. 20240163 through No. 20240189 are approved for payment in the amount of \$40,820.79 this 18 day of March, 2024

  
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 Administrator

\_\_\_\_\_  
 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20240163	Ag Supply Co.	16	Gas Expense and Office Supplies	\$ 624.82
20240164	Alliance 2020, Inc.	16	Background Check Expense	\$ 600.85
20240165	Alpha Media	82/15	Radio Advertising Expense	\$ 510.00
20240166	Amazon Capital Services	16	Office and Field Supplies	\$ 3,001.39
20240167	Brownlee, Kaila	12	Travel Per Diem	\$ 135.00
20240168	Carnation-Duvall Citizen Corps Council	12	Supplies for Public Health Emergency and Preparedness	\$ 225.00
20240169	CDHD Petty Cash Fund	15/45/23	Outreach Supplies and Office Supplies	\$ 86.61
20240170	Code Publishing Company	16	Editorial & Legal Analysis Project	\$ 975.00
20240171	Coleman Oil Co.	16	Gas Expense	\$ 177.92
20240172	Douglas County PUD #1	16	Utilities	\$ 626.00
20240173	Firefly	16	After Labor for Set Up and Install of New Sonicwall Firewall	\$ 841.91
20240174	From Scratch by US LLC	16	Lunch for Notifiable Conditions Meeting	\$ 639.74
20240175	Jackson-Allbee, Gay	23	RN License Renewal	\$ 138.00
20240176	Lieurance, Lexy	12	Travel Per Diem	\$ 135.00
20240177	NACCHO	16	NACCHO Renewal	\$ 990.00
20240178	Nash Consulting Inc.	16	Onboarding and Sponsorship Call	\$ 780.00
20179	Pitney Bowes Inc.	16	Postage Replenish	\$ 3,000.00
40180	Prothman	16	Sourcing and Screening Services	\$ 5,750.00
20240181	Pure Water Partners	16	Monthly Water Dispenser Expense for 100th Building	\$ 64.08
20240182	Shai Creates LLC	16	Website Accessibility	\$ 3,000.00
20240183	SHI International Corp.	16	Server Updates	\$ 14,268.37
20240184	Sisson, Kent	12	Travel Per Diem	\$ 135.00
20240185	Staples Advantage	16	Janitorial Supplies	\$ 78.53
20240186	Stone, Anthony	12	Travel Per Diem	\$ 135.00
20240187	TK Elevator Corporation	16	Quarterly Maintenance	\$ 1,163.59
20240188	Visa	76/16	Conference Registration, Oil Change Fees, and Other Expenditures	\$ 1,613.98
20240189	Willhelm Consulting	16	Coaching Sessions for Luke Davies/Kristen Hosey	\$ 1,125.00
				\$ 40,820.79

**Contract Matrix**  
**March 18, 2024**  
Prepared by Diane Forhan

	<b>With Whom</b>	<b>Deliverables</b>	<b>New, Renew, or Replace</b>	<b>Term of Contract</b>	<b>Total Amount Of Contract</b>	<b>Impact or Adjustment</b>
Interlocal Agreement Home Visiting Services Account: Nurse Family Partnership Amendment #24-1168-01	WA Dept of Children, Youth and Families	Provide NFP Services for Chelan and Douglas Counties. This amendment increases funding by \$33,593.15, effective 1/1/24-6/30-24	Replace	07/01/2023-06/30/2024	\$380,749.15	+\$33,593.15
Consolidated Contract CLH31004 Amendment #18 DCHS – ELC COVID-19 Response	WA Department of Health	SOW provides supplemental funding for the LHJ to ensure adequate culturally and linguistically responsive testing, investigation, and contract tracing resources to limit the spread of COVID-19. This amendment reduces funding and extends the grant period from 12/31/23 to 6/30/24.	Replace	01/01/22-06/30/24	\$1,370,314	(\$726,515)
Consolidated Contract CLH31004 Amendment #18 Office of Drinking Water Group B Programs	WA Department of Health	SOW provides financial support to LHJ's implementing Group B water system programs. This amendment adds 2024 funding and extends the grant period from 6/30/23 to 6/30/24	Replace	01/01/22-06/30/24	\$ 19,247	+\$6,309

**Contract Matrix**  
**March 18, 2024**  
**Prepared by Diane Forhan**

	<b>With Whom</b>	<b>Deliverables</b>	<b>New, Renew, or Replace</b>	<b>Term of Contract</b>	<b>Total Amount Of Contract</b>	<b>Impact or Adjustment</b>
Consolidated Contract CLH31004 Amendment #18 WIC Client Services Contract	WA Department of Health	SOW provides funding for the LHJ to provide WIC services. This amendment adds funding and deliverable due dates, and updates billing requirements	Replace	01/01/22-12/31/24	\$575,521	+\$5,693
Consolidated Contract CLH31004 Amendment #18 FFY24 CDC IQIP Regional Rep	WA Department of Health	SOW defines required CVP activities for regional representatives. This amendment adds program specific requirements	Replace	07/01/23-06/30/24	\$44,000	none



## Cintas 5-Year Contract: Request for Approval

Last year, we spent \$6,136 on janitorial supplies. This doesn't include our staff time in checking and refilling stock, placing orders etc.

Cintas is proposing a 5-year contract for approx \$6,900 per year, max - possibly less if our usage is not as high as anticipated. This would be a total of \$34,500 max for the five years. They will come weekly and stock our restroom and janitorial supplies (including the PHEPR rental space and soap and towel dispensers at all of our break room and kitchen areas), charging us only for the items they restock. They will also provide all new fixtures at no charge. This is currently 12% more than we paid last year, but it takes our labor costs for these activities down to zero.

We purposely asked them to not add mats to the contract, because our mats don't typically need to be changed out every week.

Additionally, there would be a savings of about \$5,000 in the bathroom remodel, because this is the amount that was built into the DOH quote for soap, toilet paper, and hand towel fixtures for the 6 bathrooms.

The termination clause for the contract includes: If this Acceptance Agreement is terminated early for convenience, the parties agree that the damages sustained by Cintas will be substantial and difficult to ascertain. Therefore, if this Acceptance Agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Cintas for non-payment by Customer at any time Customer will pay to Cintas, as termination charges and not as a penalty based upon the following schedule:

- If this Acceptance Agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 52 weeks of rental service.
- If this Acceptance Agreement is cancelled for convenience in months thirteen (13) through twenty-four (24) of the term, Customer shall pay as termination charges equal to thirty-nine (39) weeks of rental service.
- If this Acceptance Agreement is cancelled for convenience in months twenty-five (25) through thirty-six (36) of the term, Customer shall pay as termination charges equal to twenty-six (26) weeks of rental service.
- If this Acceptance Agreement is cancelled for convenience after forty-eight (48) months of service, Customer shall pay as termination charges of thirteen (13) weeks of rental service.
- Customer shall also be responsible to return all of the merchandise allocated to such Customer locations terminating this Acceptance Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.



# Workplace Solutions Cooperative Acceptance Agreement



Location #: \_\_\_\_\_  
 Contract #: \_\_\_\_\_  
 Customer #: \_\_\_\_\_

Main Corporate Code → 13897 GPO# 211011196 MLA# 211011348

Date: \_\_\_\_\_

Customer/Participating Agency: \_\_\_\_\_ ("Customer") Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## UNIFORM PRODUCT RENTAL PRICING:

ITEM #	DESCRIPTION	STANDARD ITEM	UNIT PRICE	LOSS/DAMAGE REPLACE. VALUE
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

*Space for additional entries provided on page 5*

This Workplace Solutions Cooperative Acceptance Agreement (this "Acceptance Agreement") is effective as of the date of execution for a term of 60 months from the date of installation or renewal (the "Term").

Standard Name Emblem	\$	ea	Standard Agency Emblem	\$	ea
Custom Agency Emblem	\$ QUOTE	ea	Embroidery	\$ QUOTE	ea
Uniform Advantage	Item:			\$ N/A	ea per week
Premium Uniform Advantage	Item:			\$ N/A	ea per week
Emblem Advantage	Item:			\$ N/A	ea per week
Prep Advantage	Item:			\$ N/A	ea per week
Minimum Charge	\$35 per delivery or 50% of initial invoice (the greater of the two).				
Make-up Charge	\$ 1.95	per garment			
Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium				\$ .15	per garment
Seasonal Sleeve Change	\$ N/A	per garment			
Under no circumstances will Cintas accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.					
Artwork Charge for Logo Mat	\$ QUOTE				
Payment Terms: Net 30					
Size Change	Customer agrees to have employees measured by a Cintas representative using garment "size samples" or Cintas TruFit. A charge of \$ N/A per garment will be assessed for employee's size changed within 4 weeks of installation.				
Other					

## WORKPLACE SERVICES PRODUCTS PRICING:

ITEM #	DESCRIPTION	RENTAL FREQ.	INVENTORY	UNIT PRICE
		weekly		
		weekly		
		weekly		

*Space for additional entries provided on page 5*

Automatic Lost Replacement Charge	Item:NA	% of inventoryNA	\$ NA	ea
Automatic Lost Replacement Charge	Item:NA	% of inventoryNA	\$ NA	ea

	CHECKBOX	INITIALS	DATE
Initial and check box if Unilease. All Garments will be cleaned by customer.	<input type="checkbox"/>		
Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control.	<input type="checkbox"/>		
Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments direct embroidery for any reason, or terminates this Acceptance Agreement for any reason or fails to renew this Acceptance Agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values. (See Section 6 of Cintas General Service Terms Section).	<input type="checkbox"/>		

Cintas Representative Initials: \_\_\_\_\_ Customer Initials: \_\_\_\_\_

**PLEASE READ THESE TERMS CAREFULLY. BY SIGNING THIS ACCEPTANCE AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ, AND THAT YOU UNDERSTAND AND AGREE TO BE BOUND BY, THESE TERMS.**

**OMNIA PARTICIPATING PUBLIC AGENCIES TERMS**

1. **Participating Public Agencies.** Cintas Corporation No. 2 ("Cintas") agrees to extend the same terms, conditions, and covenants agreed to under the OMNIA Vendor Agreement executed between Cintas and University of Nebraska (the "Master Agreement") to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each Participating Public Agency will be exclusively responsible and deal directly with Cintas on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. By executing this Acceptance Agreement, the Customer identified on Page 1 herein agrees to be bound by the terms and conditions set forth in the Master Agreement as a Participating Public Agency and the terms and conditions set forth in this Acceptance Agreement. Master Agreement available at <https://www.omniapartners.com/publicsector>.
2. **Dispute Resolution – Arbitration and Class Waiver.** This provision shall take precedence over and supersede any contrary or conflicting provision in the Master Agreement.
  - a. **Arbitration Notice.** Customer agrees to the maximum extent permitted by law that any dispute, controversy, or claim arising out of or relating to this Acceptance Agreement (including its enforcement, performance, breach, arbitrability, or interpretation) or to the products or services provided hereunder will be submitted to and resolved by final and binding individual arbitration. ARBITRATION MEANS THAT AN ARBITRATOR, AND NOT A JUDGE OR A JURY, WILL DECIDE THE DISPUTE, CONTROVERSY, OR CLAIM. BY ACCEPTING THESE TERMS, YOU AND CINTAS ARE EACH EXPRESSLY WAIVING THE RIGHT TO A TRIAL BY JURY AND TO PURSUE OR PARTICIPATE IN ANY CLASS ACTION, COLLECTIVE ACTION, OR REPRESENTATIVE CLAIMS OR PROCEEDINGS EITHER IN ARBITRATION OR IN ANY COURT. To the extent a class or collective action or representative claim or proceeding may not be waived, you agree to stay any such actions, claims, and proceedings until after all actions, claims, and proceedings subject to arbitration are fully resolved.
  - b. **Arbitration Procedures.** Any arbitration between Customer and Cintas will be governed by the Commercial Dispute Resolution Procedures and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Acceptance Agreement, and will be administered by the AAA. The AAA Rules and filing forms are available online at [www.adr.org](http://www.adr.org), by calling the AAA at 1-800-778-7879, or by contacting Cintas. Any arbitration hearings will take place in the state in which Customer is located; provided, however, that if the claim is for \$10,000 or less, Customer may choose for the arbitration instead to conducted: (i) solely on the basis of documents submitted to the arbitrator; or (ii) through a telephonic hearing. The arbitrator must issue a reasoned written decision sufficient to explain the essential findings and conclusions on which the decision and award, if any, are based.
  - c. **Fees.** Arbitration fees will be assessed consistent with the AAA Rules.
  - d. **No Class Actions in Arbitration or in Any Court, No Jury Trial.** CUSTOMER AND CINTAS AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN THEIR INDIVIDUAL CAPACITIES AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING, WHETHER IN ARBITRATION OR IN ANY COURT. FURTHER, UNLESS BOTH CUSTOMER AND CINTAS AGREE OTHERWISE, AN ARBITRATOR OR JUDGE MAY NOT CONSOLIDATE MORE THAN ONE PARTICIPATING PUBLIC AGENCY'S CLAIMS AND MAY NOT OTHERWISE PRESIDE OVER ANY FORM OF A REPRESENTATIVE OR CLASS PROCEEDING.  
FOR THE AVOIDANCE OF DOUBT, CUSTOMER AND CINTAS AGREE TO RESOLVE ANY DISPUTE ON AN INDIVIDUAL, NON-REPRESENTATIVE, NON-CLASS BASIS IN ARBITRATION, BUT IF FOR ANY REASON SUCH DISPUTE PROCEEDS IN COURT, CUSTOMER AND CINTAS AGREE TO WAIVE ANY RIGHT TO HAVE THE DISPUTE PROCEED AS A CLASS ACTION OR IN ANY REPRESENTATIVE CAPACITY WHATSOEVER. IF THE DISPUTE PROCEEDS IN COURT, CUSTOMER AND CINTAS AGREE TO WAIVE ANY RIGHT TO A TRIAL BY JURY.
  - e. **Enforceability.** If the requirement to submit any and all disputes, controversies, and claims to binding arbitration is found to be unenforceable or contrary to applicable law, the dispute, controversy or claim will be resolved in accordance with, and governed by, the laws of the State in which the Participating Public Agency exists.
  - f. **Severability.** If any section or provision of this ¶ 2, Dispute Resolution – Arbitration and Class Waiver, is found to be unenforceable or invalid, the parties will substitute an enforceable provision that, to the maximum extent possible under applicable law, preserves the original intentions of the parties, and the remainder will be given full force and effect.
3. **Dispute Resolution – Timing of invoice challenges:** Requests for an invoice adjustment or challenges to invoice amounts must be received by Cintas within 60 days of Customer's receipt of the contested invoice, or any billing dispute is waived. Notification to Cintas of a request for an invoice adjustment must be made in writing and must include the invoice number, disputed amount, and the reason for the disputed charge.
4. In the event of any conflict between this Acceptance Agreement and the Master Agreement, the Master Agreement shall prevail, except to the extent this Acceptance Agreement specifically provides that it is superseding a provision in the Master Agreement.

**CINTAS GENERAL SERVICE TERMS SECTION**

1. **Prices** Customer agrees to rent from Cintas, and Cintas agrees to provide to Customer, the merchandise, inventory and services at the prices listed in the Master Agreement and / or outlined above. There will be a minimum charge of thirty-five dollars (\$35.00) or 50% of initial invoice (whichever is greater) per delivery for each Customer location required to purchase its rental services from Cintas as set forth in this Acceptance Agreement.
2. **Buyback of Non-Standard Garments** Customer has ordered from Company a garment rental service requiring garments that may not be standard to Company's normal rental product line or include direct embroidery or an unusual emblem placement. Non-standard items will also include standard garments that have been embroidered. Those non-standard products will be designated as such under Garment Description in the Uniform Product Rental Pricing Chart(s). In the event the Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement in whole or in part for any reason, the Customer agrees to buyback all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
3. **Garments' Lack of Flame Retardant or Acid Resistant Features** Unless specified otherwise in writing by Cintas, the garments supplied under this Acceptance Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Cintas upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Acceptance Agreement require flame retardant or acid resistant clothing.
4. **Logo Mats** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this Acceptance Agreement for any reason or fails to renew this Acceptance Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that Cintas has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
5. **Adding Employees** Additional employees and merchandise may be added to this Acceptance Agreement at any time upon written or oral request by the Customer to Cintas. Any such additional employees or merchandise shall automatically become a part of and subject to the terms of this Acceptance Agreement. If such employees are employed at a Customer location that is then participating under this Acceptance Agreement, the Customer shall pay Cintas the one-time preparation fee indicated on the Master Agreement and / or outlined above. Customer shall not pay Cintas any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
6. **Emblem Guarantee** If Customer has requested that Cintas supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"), Cintas will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.  
In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Acceptance Agreement for any reason or fails to renew this Acceptance Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that Cintas allocated to Customer at the price indicated on the Master Agreement and / or outlined above of this Acceptance Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Cintas and Customer and noted on the Master Agreement and / or outlined above.
7. **Terminating Employees** Subject to the provisions of this Acceptance Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to Cintas but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Cintas.
8. **Replacement** In the event any merchandise is lost, stolen or is not returned to Cintas, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said merchandise at the then current Loss/Damage Replacement Values.
9. **Additional Customer Locations.** Notwithstanding anything to the contrary contained herein, there will be a minimum term equal to the greater of thirty-six (36) months or the remainder of the Term for any individual Customer location added after the date of this Acceptance Agreement.

Cintas Representative Initials: \_\_\_\_\_

Customer Initials: \_\_\_\_\_

10. **Additional Items:** Additional Customer employees, products and services may be added to this Acceptance Agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this Acceptance Agreement is terminated early for convenience, the parties agree that the damages sustained by Cintas will be substantial and difficult to ascertain. Therefore, if this Acceptance Agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Cintas for non-payment by Customer at any time Customer will pay to Cintas, as termination charges and not as a penalty based upon the following schedule:
- If this Acceptance Agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 52 weeks of rental service.
  - If this Acceptance Agreement is cancelled for convenience in months thirteen (13) through twenty-four (24) of the term, Customer shall pay as termination charges equal to thirty-nine (39) weeks of rental service.
  - If this Acceptance Agreement is cancelled for convenience in months twenty-five (25) through thirty-six (36) of the term, Customer shall pay as termination charges equal to twenty-six (26) weeks of rental service.
  - If this Acceptance Agreement is cancelled for convenience after forty-eight (48) months of service, Customer shall pay as termination charges of thirteen (13) weeks of rental service.
  - Customer shall also be responsible to return all of the merchandise allocated to such Customer locations terminating this Acceptance Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.
11. **Federal Funds.** In no event will Cintas act as a subcontractor under a U.S. federal prime contractor or a subrecipient under a U.S. federal grant or cooperative agreement.
12. **Customer Funding Source.** Customer must select the appropriate response below:  
 Is Customer a United States federal government agency or instrumentality, or will Customer pay for the goods and services ordered under this Acceptance Agreement with any United States government funds?  
 Yes  No  
 (If Yes, Customer must provide any applicable U.S. government flowdown terms and conditions, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
13. **Additional Terms.** Customer must select the appropriate response below:  
 Does Customer require any additional terms and conditions to be incorporated into this Acceptance Agreement, or is Customer accepting this Acceptance Agreement without additional terms?  
 Yes, additional terms required  No additional terms needed  
 (If yes, Customer must provide any applicable additional terms and conditions, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
14. I authorize Cintas to verify my credit on Credit.net and/or by contacting the parties provided. I am authorized to sign on behalf of this company. In addition, I authorize Cintas to open a new account on behalf of the company and deliver the products or services listed above at the agreed upon pricing and delivery terms.

Cintas Location #:	Customer Signature:
By:	Print Name:
Title:	Print Title:
Accepted-GM:	Email:
Cintas Matrix Account <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Customer Contact:
Cintas MAM Partners:	Customer Contact Email:

Cintas Representative Initials: \_\_\_\_\_ Customer Initials: \_\_\_\_\_



**Chelan-Douglas Health District**

200 Valley Mall Parkway, East Wenatchee, WA 98802

# Chelan-Douglas Health District Emergency Preparedness Update

BOH Meeting March 18<sup>th</sup>, 2024

**Kent Sisson**

**Regional Emergency Response Coordinator**

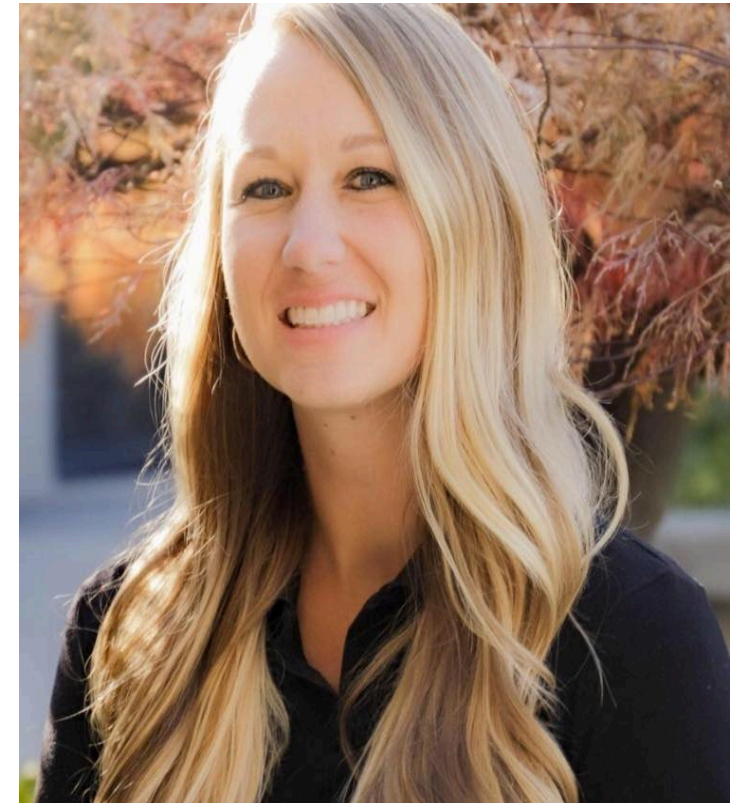
# EPR...Who we are?



Regional Emergency Preparedness  
& Response Coordinator



Lexy Lieurance - Local Emergency  
Response Coordinator / MRC



Kaila Brownlee – EPR Program  
Coordinator / Communications

# COVID After Action Review – Corrective Action #1:

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## **Training on Incident Command System (ICS) for all Health District Staff.**

Ensuring that all staff receive an appropriate level of ICS training (from introductory to advanced, depending on position) would prepare staff to respond to an emergency and allow all staff to rotate in and out of an incident management team, creating a more equitable distribution of workload during a response. Include position specific training for incident management team or emergency operation center leads.

## CDHD Current Incident Command System Training

<b>Introduction to the Incident Command System ICS 100</b>	<b>National Incident Management System (NIMS) ICS 700</b>
Completed by <b>all but 2 staff</b>	Completed by <b>all but 2 staff</b>
<b>Intermediate ICS 300 for Expanding Incidents (10)</b>	<b>Advanced ICS 400 for Command and General Staff (7)</b>
Kaila Brownlee Cari Hammond Lexy Lieurance Margarita Lopez Ariana Mendoza Julian Muro Miriam Pamatz Kent Sisson Stephanie Snitily Anthony Stone	Kaila Brownlee Lexy Lieurance Margarita Lopez Ariana Mendoza Julian Muro Kent Sisson Anthony Stone
<b>L095 All Hazards Incident Commander (1)</b>	Kent Sisson
<b>L0104 Public Information Officer Basic (2)</b>	Kaila Brownlee Miriam Pamatz
<b>L0976 All Hazards Logistics Section Chief (1)</b>	Anthony Stone
<b>L0956 All Hazards Liaison Officer (1)</b>	Kaila Brownlee
<b>USFA Type 3 Incident Management Team E0305 (4)</b>	Kaila Brownlee Lexy Lieurance Kent Sisson Anthony Stone

# Type III Incident Management Team Training

Four EPR team members attended 40-hours of **Type III All-Hazard Incident Management Team** training in Ellensburg during the week of March 26<sup>th</sup> – April 1<sup>st</sup>.

## Instructed by the U.S. Fire Administration (USFA)

- 3 Days of classroom instruction
- 2 Days of practical exercise utilizing an IMT to manage all-hazard incidents.



Cypress Tornado  
Texas

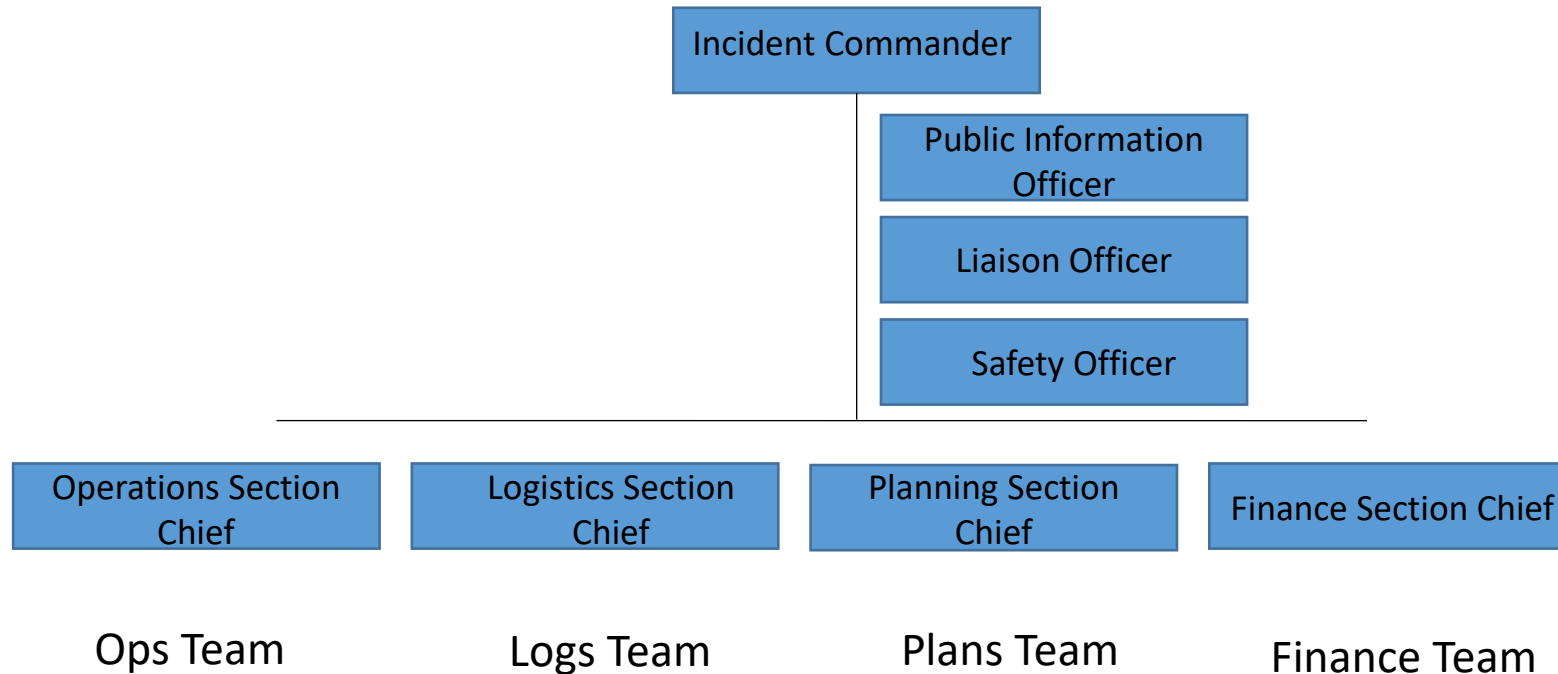
Bolt Creek  
Fire



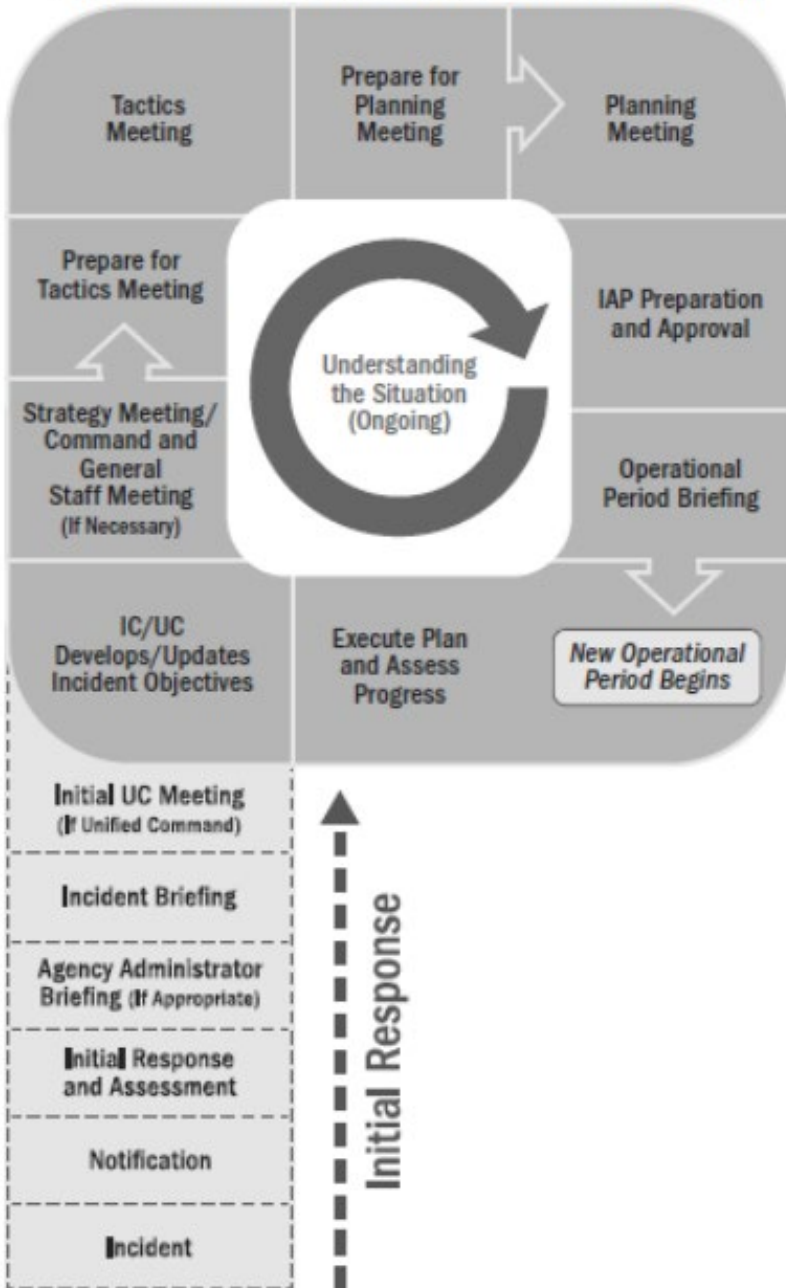


# How we do it....The Great Eight (8)

## Command and General Staff



## Operational Period Planning Cycle (Planning P)



# How do we do it?

## Operational Period Planning Cycle (Planning "P")

Using the "Planning P", the incident management team can manage any type of all-hazard incident. The Incident Action Plan is completed each operational period and uses the "Planning P" to show the progression of meetings and briefings in the Operational Period Planning Cycle.

- Incident Objectives – incident command
- Strategy Meeting – command and general staff
- Tactics Meeting – operations, logistics and planning staff
- Planning Meeting - incident action plan developed
- Operational Period Briefing – all incident staff

Additional meetings can be accomplished during the operational period to include: Stakeholder Meetings, Communications Meetings, etc.

# COVID After Action Review – Corrective Action #5:

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## **Create “ready-to-go” preparedness plans**

This means creating plans for key potential incidents. Elements that make these plans “ready-to-go” include elements such as agreements with other organizations on roles and responsibilities each organization would play during an emergency and easy-to-understand instructions and checklists on what needs to be done for each type of incident.

# Create “Ready-to-Go” Preparedness Plans

## Isolation & Quarantine Plan

- Complete update based on COVID response and activation of I&Q.
- Easy to understand checklist at front of plan.
- Preplanning and draft MOUs / agreement for future I&Q facilities.
- Train to plan.

## Medical Counter Measures Plan

- In review – a few important updates made in 2023
- Will include an easy to understand checklist at front of plan.
- Add flow chart and organizational structure to demonstrate responsibilities of CDHD and public health partner roles & responsibilities during activation of plan.
- Train to plan.



CDHD – Isolation and Quarantine Plan		
Task	Description	Date Initiated
1	I&Q Facility (non-hospital) authorized by Health Officer – RCW 70.05.070(3); WAC 246-100-040 Confirm need of I&Q facility Yes / No	
2	Need for I&Q Facility Due to: <ul style="list-style-type: none"> <li>• Voluntary compliance – no housing resources for resident (s) Yes / No</li> <li>• Involuntary commit of person (s) posing serious community risk Yes / No</li> </ul>	
2	IMT – ICS Established (as needed) Yes / No IC, PIO, Liaison, Ops Chief, I&Q Branch, Planning Chief, Logistics	
4	BOH made aware of request for non-hospital I&Q – (if applicable)	
5	Funding identified to support operation of I&Q	
6	Communicable Disease (aka I&Q) Branch established under Operations Section of IMT (if IMT deployed)	
7	I&Q Branch Director identified by IMT Ops Chief – (if IMT deployed) Name: _____	
8	Identify Facility: (Motel / Public Facility / Ag Housing) Name / Location: _____	
9	Draft Use Agreement Established between CDHD and Facility	
10	Agreement reviewed by CDHD Legal prior to signatures	
11	PPE: Responders / Staff / Residents – masks / gloves / gowns / face shields / disinfectant	
12	Voluntary Admit _____ or Involuntary Commit _____ If Voluntary and Directed Admit: <ul style="list-style-type: none"> <li>• Request for Voluntary Quarantine form completed – signed by</li> </ul>	



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

**Thank you!!**  
**Questions?**



## Administrator's Report

### Highlights:

Fiscal

Community and Family Health

Communicable Disease and Epidemiology

Health Communications

Environmental Health

Emergency Preparedness & Response

Administrator Update

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs. Actuals 2024 Revised Budget**  
**YTD February 2024**

	Total		
	Actual	Approved Budget	% of Budget
<b>Income</b>			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	39,639.50	634,904.00	6.24%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	42,055.00	436,276.00	9.64%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	33,931.54	191,420.00	17.73%
640.001.33321.07.000 CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS	19,389.79	170,000.00	11.41%
640.001.33360.00.000 EPA ENV JUSTICE GOVT-TO-GOVT GRANT	0.00	100,000.00	0.00%
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	33,567.79	218,000.00	15.40%
640.001.33393.08.000 MEDICAL RESERVE CORP SMALL GRANT PROGRAM	0.00	5,000.00	0.00%
640.001.33393.10.000 FDA RESEARCH	4,800.68	5,000.00	96.01%
640.001.33393.26.000 IMMUNIZATION GRANT	19,486.26	244,504.00	7.97%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	110,172.47	99,866.00	110.32%
640.001.33393.35.000 PUBLIC HEALTH WORKFORCE DEVELOPMENT	119,296.51	485,524.00	24.57%
640.001.33393.77.000 MEDICAID MATCH	8,618.00	171,872.00	5.01%
640.001.33393.96.000 PH INFRASTRUCTURE GRANT	0.00	200,000.00	0.00%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	9,126.35	125,160.00	7.29%
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	37,753.02	155,000.00	24.36%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	4,726.03	24,732.00	19.11%
640.001.33405.10.000 DEPT OF NATURAL RESOURCES	0.00	400,000.00	0.00%
640.001.33406.90.000 HCA GENERAL FUNDS	64,748.93	439,326.00	14.74%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	199,817.00	399,634.00	50.00%
640.001.33604.25.000 FOUNDATIONAL PUBLIC HEALTH SERVICES	1,357,500.00	2,715,000.00	50.00%
640.001.33862.00.000 PUBLIC HEALTH	76,303.10	532,819.00	14.32%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	1,200.92	57,540.00	2.09%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	86,474.50	360,680.00	23.98%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	16,041.00	105,000.00	15.28%
640.001.35000.00.000 FINES AND FORFEITS	0.00	0.00	
640.001.36111.00.000 INVESTMENT INTEREST	27,914.64	120,000.00	23.26%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	161.99	2,278.00	7.11%
<b>Total Income</b>	<b>\$ 2,312,725.02</b>	<b>\$ 8,399,535.00</b>	<b>27.53%</b>



**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs. Actuals 2024 Revised Budget**  
**YTD February 2024**

Expenses	Total		
	Actual	Approved Budget	% of Budget
640.001.56200.10.000 SALARIES & WAGES	630,899.72	4,541,069.00	13.89%
640.001.56200.20.000 PERSONNEL BENEFITS	224,809.70	1,534,011.00	14.66%
640.001.56200.30.000 SUPPLIES	15,602.71	238,831.00	6.53%
640.001.56200.35.200 SOFTWARE	51,843.73	172,100.00	30.12%
640.001.56200.35.300 HARDWARE	121.93	53,905.00	0.23%
640.001.56200.41.100 SERVICES - LEGAL	22,644.40	133,500.00	16.96%
640.001.56200.41.200 SERVICES - AUDIT	0.00	23,000.00	0.00%
640.001.56200.41.300 SERVICES - INTERPRETING	375.00	20,104.00	1.87%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	379.14	2,400.00	15.80%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	2,275.00	10,000.00	22.75%
640.001.56200.41.600 SERVICES - COMPUTER	43,053.13	140,000.00	30.75%
640.001.26200.41.800 SERVICES - OUTSIDE LABORATORIES	20.00	0.00	
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	71,339.21	618,442.00	11.54%
640.001.56200.41.920 SERVICES - LANDSCAPING	0.00	3,000.00	0.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	284.25	10,000.00	2.84%
640.001.56200.42.010 TELEPHONE	5,929.33	48,340.30	12.27%
640.001.56200.42.020 POSTAGE	1,000.00	12,000.00	8.33%
640.001.56200.43.000 TRAVEL/TRAINING	17,974.01	244,034.00	7.37%
640.001.56200.40.000 ADVERTISING	5,881.25	40,760.00	14.43%
640.001.56200.45.000 OPERATING RENTALS & LEASES	6,750.00	41,520.00	16.26%
640.001.56200.46.000 INSURANCE	626.00	130,000.00	0.48%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	3,748.12	18,000.00	20.82%
640.001.56200.48.000 REPAIRS	13,739.79	29,650.00	46.34%
640.001.56200.49.000 PRINTING - OFFICE	0.00	3,246.00	0.00%
640.001.56200.49.001 PRINTING - COPIER	3,783.56	21,256.00	17.80%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	244.13	11,030.00	2.21%
640.001.56200.49.300 DUES & MEMBERSHIPS	7,340.98	16,401.50	44.76%
640.001.56200.49.400 SUBSCRIPTIONS	1,178.86	5,000.00	23.58%
640.001.56200.49.500 OTHER EXPENDITURES	11,918.29	104,180.00	11.44%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	20,500.00	0.00%
<b>Total Expenses</b>	<b>\$ 1,143,762.24</b>	<b>\$ 8,246,279.80</b>	<b>13.87%</b>

**CHELAN-DOUGLAS HEALTH DISTRICT  
Cash/Investments  
2/29/2024**

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	88,777.44	
Payroll Clearing Account - Key Bank	38,355.95	
Investment Account - Chelan County Treasurer	5,212,899.64	
<i>Investment broken out as follows:</i>		
Reserves		2,000,000.00
ARPA Building Remodel Reserves		994,906.17
General Investment		2,217,993.47
 Total Cash/Investments	 5,340,533.03	

**CHELAN-DOUGLAS HEALTH DISTRICT  
Budget vs Actuals 2024 Revised Budget  
YTD February 2024**

	Actual	Revised Budget	
Permits	81,694.50	1,071,180.00	7.6%
Federal Grants	358,389.39	2,016,346.00	17.8%
State Grants	107,227.98	1,019,058.00	10.5%
State Entitlements	1,557,317.00	3,114,634.00	50.0%
County Assessments	76,303.10	532,819.00	14.3%
Fees	103,716.42	523,220.00	19.8%
Interest	27,914.64	120,000.00	23.3%
Other Revenue	161.99	2,278.00	7.1%
Total Revenue	2,312,725.02	8,399,535.00	27.5%
 Wages	 630,899.72	 4,541,069.00	 13.9%
Benefits	224,809.70	1,534,011.00	14.7%
Supplies	67,568.37	464,836.00	14.5%
Services	220,484.45	1,706,363.80	12.9%
Total Expenses	1,143,762.24	8,246,279.80	13.9%

**CHELAN-DOUGLAS HEALTH DISTRICT  
 2024 Capital Budget  
 YTD February 2024**

	Approved	Expended	%
<b>640.001.56200.62.030 IMPROVEMENTS TO EXISTING BUILDING</b>			
Bathroom Remodel	459,129.00	-	0.00%
Remodel /New Workstations	999,802.00	-	0.00%
Replace Window Gaskets	51,337.00	-	0.00%
General Office Improvements	108,265.00	-	0.00%
<b>640.001.56200.64.100 VEHICLES</b>	77,342.00	76,452.36	98.85%
Total	1,695,875.00	76,452.36	4.51%



## **Highlights:**

Fiscal staff members are continuing to work on the annual report due to the State Auditors Office on May 29, 2024. We are also working on the DOH BARS Supplemental report, which is a supplement to the SAO's report and is due to the Department of Health on May 31, 2024.

We have submitted an additional request to spend down the Public Health Infrastructure grant. Management continues to look for opportunities for staff training and we will continue to submit preapproval up to the \$200k limit.

The Department of Health has scheduled fiscal monitoring on March 26 and 27. DOH will be reviewing WIC, PHEP, Immunizations, MCH Block Grant and ELC Grant reimbursements from Oct-Dec 2023. DOH will submit a final report to the District within 90 days after the fiscal monitoring.

The Contract/Procurement Manager and the Facilities Manager attended a webinar entitled "Understanding Local Government Service Contracting" put on by the Municipal Research & Services Center (MRSC).

The two new vehicles approved by the Board of Health in November have arrived and are in service. The 2012 Escape will go to auction at Chuck Yarbrow Auctioneers at their next auction in late April.

We met with DOH Associates on Tuesday, 3-12, to finalize the design for the bathroom remodel and DOH & Associates expects to go out to quote for that project in the next few weeks.

## **Essential Data:**

Through February 2024, with 16.7% of the year complete, the District is at 27.5% of budgeted revenue and 13.9% of budgeted expenses.



# Community and Family Health BOH Report

March 2023

## **Highlights:**

February was National Children's Dental Health Month; we celebrated with a radio ad that ran from Jan 30<sup>th</sup>-February 12<sup>th</sup> and presented 10 ABCD dental offices and 3 ABCD Champions with certificates of appreciation; the ABCD Coordinator attended the 2024 Western Forum for Migrant and Community Health February 22-24 in Seattle.

We are adding a new scope of work to our agreement with Chelan Douglas Head Start. Our PH Nutritionist will begin doing *nutritional* menu review and planning for them, beginning in March.

Julia Austin, BSN, joined NFP. She is currently completing the required NFP trainings and will begin enrolling clients in March. Julia brings a wealth of public health and maternal-child health knowledge and experience to her role as a NFP NHV. The NHV's continue to partner with ABCD to enroll new children in the ABCD program.

Christina McClelland, RN, joined our team as the Maternal Child Health Lead. Her focus will be our MCHBG activities, including CYSHCN care coordination. Christina is new to public health but has experience with patient care coordination and is passionate about prevention.

The WIC team worked with Cascade Medical Center to increase WIC referrals for our Leavenworth clinic site.

Mental Health and Substance Use Coordinator strengthened connections with local school districts to assess strengths and needs in school counseling services, as well as Behavioral Health-related policy issues. Schools are struggling with disposable vape pen storage and we are working with Environmental Health to find an efficient solution; presented findings on rural opioid response and overdose data to the Region 7 Healthcare Alliance; helped a local mental health provider (UVCares) target and reach a client base (Chelan High School) to meet funding requirements, while also connecting them with a larger organization (Thriving Together) to plan future expansion.

## **Essential Data:**

### **NFP:**

Served 52 families (including 45 children)

3 new referrals (7 referrals on waitlist)

Enrolled 1 new client

Lost 3 clients to attrition

Completed 76 family visits

Made 14 referrals to outside services

**Immunizations:**

Conducted 2 PEAR visits in Grant County

1 vaccine outreach clinic- administered 23 doses of vaccine at CCRJ (Hep A, flu, COVID vaccines offered)

Administered 1 dose of monkeypox vaccine to a member of the public (due to lack of community access to the vaccine at medical clinics and pharmacies)

**WIC:**

January-February data not available yet

**ABCD:**

Enrolled 16 children

Attended 1 outreach event- reached 50 people

Made 15 referrals to outside services

**CYSHCN:**

Total caseload- 23

Made 35 contacts with families

Made 3 referrals to outside services

**Definitions:**

NFP- Nurse-Family Partnership

NHV- Nurse Home Visitor

NSO- National Service Office

ABCD- Access to Baby and Child Dentistry

MCHBG- Maternal Child Health Block Grant

CYSHCN- Children & Youth with Special Health Care Needs

WIC- Women, Infants, Childre

CVP- Childhood Vaccine Program

IQIP- Immunization Quality Improvement for Providers

AVP- Adult Vaccine Program

PEAR- Provider Education Assessment and Reporting

CCRJ- Chelan County Regional Jail



## Unit Highlights

- Responded to an outbreak of Pertussis that was first identified at a Wenatchee school in early February. The CD-Epi team's response is ongoing.
- Held CDHD's first installment of the Notifiable Conditions Series on syphilis on February 8, 2024 at Wenatchee Valley College.
- Hosted an in-person NCW Epi Consortium Meeting at Grant County Health District in Moses Lake on February 23, 2024. Epidemiologists, assessment coordinators and health administrators representing all 5 counties identified a future vision and goals for the consortium.
- Supported long-term care facilities (LCTF) to contain outbreaks of COVID and RSV.

## Pertussis Cluster-Outbreak 2024

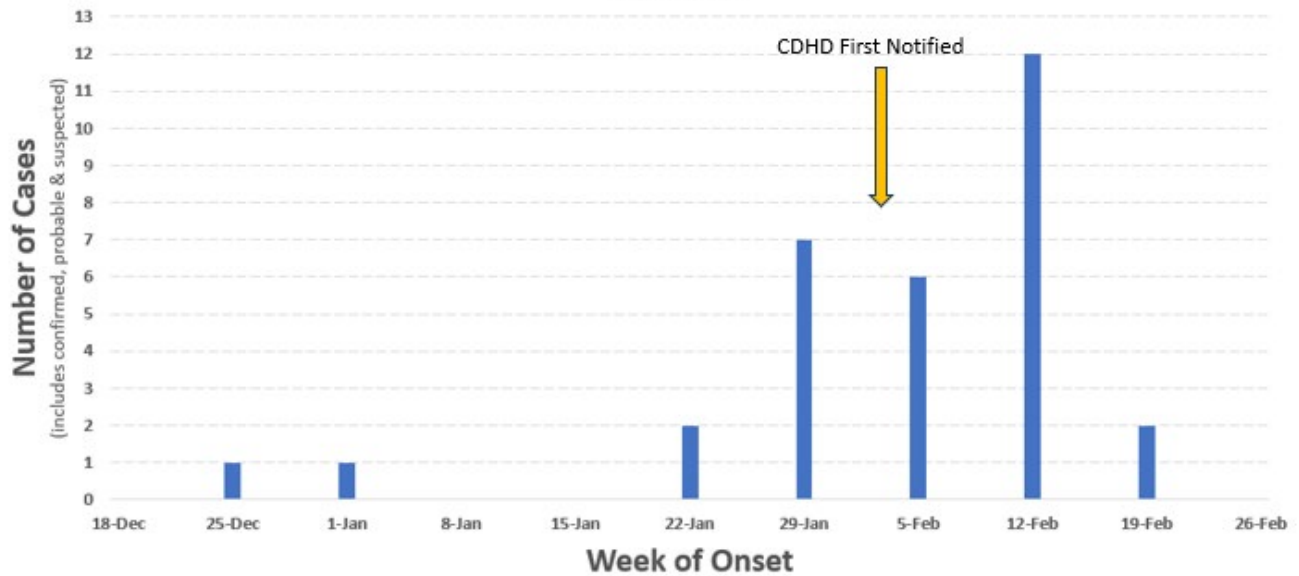
CDHD was notified of a child diagnosed with Pertussis on February 2, 2024. Investigations were done in collaboration with the school where the child attends. The first laboratory confirmed case was on February 9, 2024.

CDHD took the following actions:

- Case investigation by CDHD disease investigation team to identify, track, and mitigate the spread of pertussis (ongoing)
- Consulting pertussis experts at the Washington Department of Health
- Coordinating with area healthcare providers
- Communicating daily with impacted school
- Presented to the School Board on February 21 to provide an update on the investigations and progression of the cluster-outbreak
- Distributed a press release

As of March 1, 2024, the cluster-outbreak had progressed as shown in the figure below.

## Number of Pertussis Cases By Week of Cough Onset at School



The table below shows the number of cases and suspected cases of pertussis in schools and the community as of 3/1/2024.

	Cases	Suspected Cases	All Types
School	15	20	35
Community	1	29	30
<b>TOTAL</b>	<b>16</b>	<b>49</b>	<b>65</b>

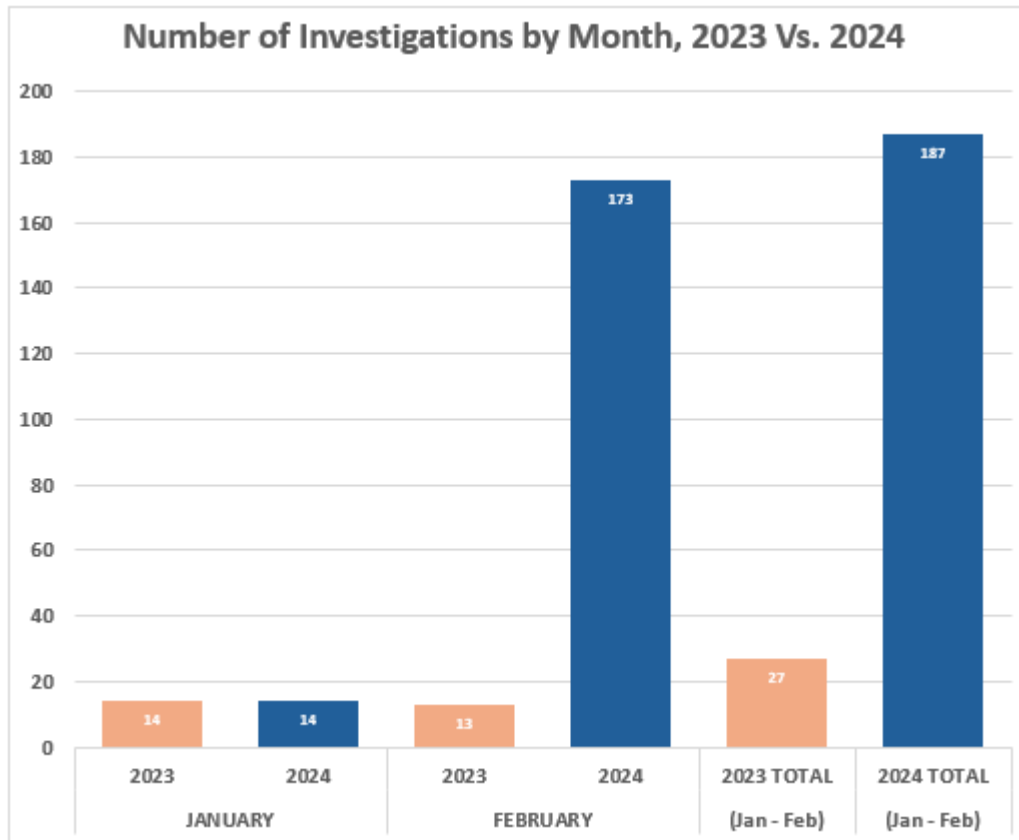
### Disease Investigations:

In February 2024, CDHD Completed **173** investigations including cases of the following:

- Pertussis (whooping cough)
- Cryptosporidiosis (Crypto)
- Salmonellosis (Salmonella)
- Vibriosis
- Campylobacteriosis
- Giardiasis (Giardia)

The figure below shows the number of investigations conducted this year, by month, as compared to the same period in 2023. In February, the CDHD team conducted **13X** more investigations than in 2023 due to the ongoing Pertussis outbreak.





### North Central Washington Epidemiology Consortium (NCW Epi Consortium)

- Met weekly to discuss the group’s progress on a regional Mental Health Mapping Assessment, a new health indicators dashboard, and the Regional Community Health Assessment Systematic Review.
- Hosted in-person NCW Epi Consortium Meeting at Grant County Health District in Moses Lake on February 23, 2024. Epidemiologists, assessment coordinators and health administrators representing all 5 counties attended. Peter Williams presented on the survey results from the consortium, identifying member expectations. Dr. Kristen Hosey and Julian Muro from CDHD led a ToP group facilitation and members identified future priorities, goals and direction for the consortium.

### Assessment Coordination & Epidemiology

- Completed the Regional Community Health Assessment Systematic Review in partnership with the Epi Consortium and vendor Village Reach. We are currently working with Epi Consortium partners to identify how we will share our key findings.
- Supported the Okanogan Emergency Preparedness Assessment by editing the draft interview guide. Interviewees were recruited and interviews conducted through the first week in March. Vendor Village Reach will be handling data analysis and drafting the report. Regional staff, including Jenny Ezpeleta and Peter Williams will continue to provide support to Okanogan in the completion of this assessment.

- Supported the Mental Health Mapping assessment and provided feedback on dashboard development. Three CDHD staff members are conducting mental health provider interviews in coordination with vendor Village Reach.
- Analyzed wildfire smoke data and created figures for a future presentation.
- During the in-person NCW Epi Consortium meeting, Regional Assessment Coordinator Jenny Ezpeleta built connections with epidemiologists and assessment coordinators in the region and set plans for future collaboration and a team building event in Wenatchee, to coincide with the 2024 Statewide Assessment Meeting (May 6th-8th, 2024).
- Regional Assessment Coordinator, Jenny Ezpeleta, was selected to present at the NW Rural Health Conference in Spokane on March 26<sup>th</sup>, 2024. She will be giving a poster presentation on how to quickly access and visualize regional wildfire smoke data.

#### Communicable Disease Control

- Monitored care and treatment of contagious and non-contagious tuberculosis cases with local infectious disease partners, the WA-DOH, and the CDC's Cure TB Program.
- Completed case investigation and contact tracing of case notifications from the CDC Electronic Disease Notification System, and the WA-Department of Corrections. Coordinated care for clients with local providers for follow up evaluation testing and treatment.
- Reported patient results and outcomes to WA-DOH and CDC.
- Investigated cases of high lead levels in children to ensure follow-up testing and treatment with healthcare providers.

#### Infection Prevention and Control at Long Term Care Facilities

- Supported long-term care facilities (LTCF) to contain outbreaks of COVID and RSV by sharing updated guidelines, creating Infection Control plans tailored to each facility and enforcing Infection Control protocols.
- Updated the COVID tracking system to include other notifiable conditions to track protocols and communications.
- Completed Infection Control Assessment and Response visits with 2 long-term care facilities to go over policies and protocols in infection control as well as follow up visits.
- Completed an Infection Control Educational Speaker visit at 1 LTCF covering standard and transmission precautions.
- Developed plan to update LTCF toolkits and website for Chelan-Douglas Health District.
- Created and distributed messaging on Fit Testing resources for LTCFs.
- Created and distributed Health Advisory for LTCFs to identify and prevent Candida auris spread.
- Tested REDCap as a designated outbreak reporting system for LTCF.



# Communications & Outreach Report

March, 2024

## Highlights:

- News Release 2024-04: *Chelan-Douglas Health District Administrator Luke Davies Steps Down from Health District*
- News Release 2024-05: *Community Medical Needs Vending Machine*
- News Release 2024-06: *Pertussis Outbreak*
- Radio ads to promote *Access to Baby and Children's Dentistry (ABCD)*
- Radio ads to promote *COVID-19 Test-kits*
- Radio ads to promote *Access to Baby and Children's Dentistry (ABCD)*
- Outreach team attended: 2024 Western Forum for Migrant and Community Health Conference in Seattle, WA
- Outreach team distributed condoms to local businesses/organizations for National Condom Week



*Western Forum for Migrant and Community Health, Seattle, WA*



*National Condom Week STI Prevention Materials that were placed at local businesses.*

## Essential Data:

- 2/7 – Weight-Loss Support Group
- 2/15- Head Start Resource Fair
- 2/21 –2/24 Western Forum for Migrant and Community Health



## 1) Food and Living Environment:

### Highlights:

- Currently SmartGov is going through a merger with Granicus – last week transition completed. Validating data is ongoing, and due to delays on Brightly/Granicus transition, the deadline has been extended. Late March at the earliest to go live.
- Food permit renewals were processed (all food establishments expired 1/31/24). Team actively pursued late renewals with site visits.
- Entire team completed Pool/Spa Operator Certification course in preparation of water recreation facility inspections for the summer season.
- Pre-pool season newsletter was developed and will go out with pool renewals in April.
- Food Safety & Living Environment Program Supervisor position is vacant. Position has been posted, but no viable candidates have applied.

### Essential Data:

Routine	Pre-Open	Follow-up	Complaints	Temporary Events Food	Plan Reviews
9	1	41	1	9	7

## 2) Onsite/Land-Use/Drinking Water Program:

### Highlights:

- Staff completed Pool/Spa Operator Certification Course in preparation of water recreation pool/spa inspections for the summer season.
- Juanita Garibay-Ortiz has joined our team as a new EHS Inspector. She recently graduated from Washington St. University.
- Richard Volpe recently passed the Registered Environmental Health Specialist/Registered Sanitarian License. The REHS/RS License is the primary credential for all EH Inspectors.
- Re-implemented Soil Evaluation Verification process. Licensed Designers and Engineers notifying Environmental Health of soil evaluation sites and obtaining owner permission for our access to these sites.
- Continue to train and develop the Configuration Mode of CDHD SmartGov program.
- Began work on proposal to develop process of implementing new Onsite Septic Program WAC 246-272A Revision. In connection with new revision, a Technical Advisory Group will be established enlisting the help and feedback from industry professionals.
- Washington State Onsite Sewage Association (WOSSA) annual conference in Tacoma. This was a two day septic system industry conference with nearly a thousand attendees.

- **Essential February Data:**

2024 Total Applications: 56

**Septic System Reviews**

OSS Permit – New: 15  
 Repair Permit: 4  
 Connection Permit: 6  
 Project Review: 3  
 Reactivation: 3  
 Redesign: 1

**Drinking Water Reviews**

Private Water Review: 1  
 Public Water System: 1  
 Public Well Site: 1

**Land Use Reviews**

Blue Line: 3  
 Other Land Use Review: 6  
 Short Plat Referral: 3  
 Long Plat Referral: 0  
 Mylar: 6

Complaints: 3

OSS Permit = New Construction Septic systems

Land Use = Blue Line, Long Plat (Major Plat), Other Land use referral, Short Plat, Mylar

Drinking Water Program = Sanitary Survey, public well site, public water system, private water

Total Land use reviews in February: 18

Total Drinking Water Reviews in February: 3

Field Inspections completed in February: 19

	<b>January</b>	<b>February</b>		<b>Total</b>
<b>Field Inspections</b>	19	21		40
<b>Occupancy Approvals</b>	7	13		20
<b>Onsite applications Received</b>	39	35		74
<b>Land-Use Referrals</b>	11	18		29
<b>Complaints</b>	3	3		6



### 3) Solid Waste Program:

**Highlights:**

- Solid Waste records archival grant. Applying for up to \$20,000 grant to process, organize, and store nearly 100 banker boxes (3500 pounds) of solid waste files spanning over 50 years. Grant application due March 1st.
- Re-certification as a Certified Pool Operator. This is a five year national certification and exam covering all aspects of public pools for water quality, safety, inspections, chemistry, etc.
- Continued with the meth/fentanyl workshop with state Dept. of Health and statewide local health departments. At the end of the workshops, we should have policy's and guidance documents on cleanup for "heavy smoking use" in apartments and homes.
- Washington State Onsite Sewage Association (WOSSA) annual conference in Tacoma. This was a two day septic system industry conference with nearly a thousand attendees.
- Bridgeport Bar Landfill groundwater contamination. Review of long term water quality lab results and consultation with Ecology's hydrogeologist on potential contamination of groundwater under the old closed Bridgeport Bar's landfill.
- Pollution Prevention Associate (PPA) training for small business and how they store and dispose of hazardous wastes. Free on-site technical assistance to our local businesses. Ecology grant funded. Field visits to begin this week.
- SmartGov training.
- Meth/Fentanyl Property Contamination Workgroup-developing a guide to address cleanup projects.

**Essential Data:**

Solid Waste Complaints Received	6
Solid Waste Complaints Closed	2
Solid Waste Complaints follow-ups	11
Facility Inspections	7
Public Records Request	7
Technical assistance with Rats	2
Technical assistance with Mold	3
Technical assistance with mosquitoes	0
Technical assistance with Landlord/Tenant	3
Technical assistance with pigeons	0
Technical assistance with cockroaches	1
Technical assistance with bedbugs	2
Technical assistance with smoking in front of a building	1

**Other Projects/Meetings:**

- Chelan County SWAC Meeting
- Douglas County SWAC Meeting
- Monthly Environmental Health Meetings

- Weekly On-site/Solid Waste Meetings
- Weekly Smartgov Meetings
- CDHD and DOE Meetings
- Managing/retention Solid Waste Files
- Managing/retention Solid Waste Files Meetings
- Getting Renewal Applications and Annual Reports ready for the Solid Waste Facilities



## **Medical Reserve Corps:**

The Medical Reserve Corps continues to press forward. We are excited to announce we have two certified Stop the Bleed instructors. On April 16<sup>th</sup> our LERC, Lexy Lieruance will attend the Washington State MRC in-person meeting in Lacey, WA. Our volunteer tracking software, Volgistics is in the final stages of set up and testing and we are in the final development stages of building out our website and developing our orientation outline.

## **Training:**

The Emergency Preparedness and Response Department sent four (4) staff to Ellensburg at the end of February to take the Type 3 All-Hazard Incident Management Team (IMT) Course. Kent Sisson, Lexy Lieruance, Kaila Brownlee and Anthony Stone all attended the intense 5 day course. A large portion of this course was spent working in different teams developing skills needed for the Command and General staff on the Type 3 IMT teams. Incident Management Teams can be brought in to help with any incident that succeeds the responding agencies ability to handle alone. Just for reference, during the COVID-19 Pandemic a type 3 Incident Management Team was assigned to the Health District to respond to the incident.

## **Community Medical Needs Vending Machine:**

Chelan-Douglas Health District has installed a Community Medical Needs Vending Machine. This FREE, low barrier vending machine is located in our main entryway at the Health District. Currently the vending machine is stocked with COVID-19 test kits, Naloxone (Narcan), and STI Prevention.



*Distribution:*  
*Naloxone: 40*  
*COVID-19 tests: 102*  
*STI Prevention: 20*





## Staffing Updates:

### New Staff in February:

- On February 5<sup>th</sup> we welcomed our new Environmental Health I Generalist who is joining the EH team. As part of her job she will determine compliance with the appropriate state and local regulations in permitting and inspecting onsite septic systems, food establishments and water recreation facilities.
- On February 12<sup>th</sup> we welcomed our new Clerk III who has been cross trained to support the receptions upstairs and down, as well as with Vital Records and Environmental Health requests.
- On February 20<sup>th</sup> we welcomed an experienced RN who filled the open MCH Block Grant RN position at CDHD. Her focus is on maternal child health and will include work on Children and Youth with Special Care Needs (CYSHCN), childcare consultation, and WorkFirst consultation.

### Current Open Positions:

1. Health Administrator
2. Fiscal Director
3. Communications and Language Access Director
4. Environmental Health Director
5. Regional Epidemiologist/Biostatistician
6. Environmental Health Generalist III – Food Safety and Living Environments Program Supervisor
7. Health Educator

## Infrastructure Support:

Our February Data Sharing Meeting included review of all our informatics programs. Administrators and staff compiled a list of all resources, such as DOH data like RHINO, or other services like Smartgov, and began assessing who utilized each resource, what sort of access was needed, and who utilizes the data. This is a follow-up of the PHII Assessment last year which identified this as a need.

Department of Health came to CDHD for three days to meet with the CD-Epi Director with the goal of supporting mapping our disease notification systems but instead supported the pertussis investigations. We plan to do another meeting with disease detectives at the DOH in the near future.

## Workforce Development (AAR Deliverable):

We partnered with the Wenatchee Valley College Continuing Education and the Department of Geography on a 4-day Geographic Information Systems (GIS) introduction to staff on how to display, store, edit and analyze special information, which began in February and will continue through March.

## Contract Updates:

Contracts between \$10,000 and \$25,000: None

Executive Team Contracts between \$25,001-\$65,000: None

**Other Updates:**

We facilitated an in-person Consensus Workshop in Moses Lake with the NCW Epi Consortium on Friday, February 23<sup>rd</sup> to plan activities for the year.

We hosted our first Notifiable Conditions Series training on Thursday, February 8<sup>th</sup> in collaboration with the Central Washington Area Health Education Center (CW-AHEC). This will be a quarterly series open to providers, infection perfectionists and others on notifiable conditions – our first one was on Syphilis and included attendance by the DOH. Over 35 participants either attended in-person or via zoom. These events will occur quarterly.