



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda
April 15, 2024 at 3:00 pm at the Aging & Adult Care of
Central Washington building, 270 9th 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

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 March 18, 2024 Board Meeting Minutes
- b. Approval of March Payroll in the amount of \$330,012.45
- c. Approval of March Benefits in the amount of \$111,471.81
- d. Approval of Payment of 2024 Vouchers No. 20240190 – 20240246 in the amount of \$161,454.10
- e. Approval of the Contract Matrix

IV. New Business:

- a. DOH Bid Proposal for Remodel (Action Item)

V. Old Business:

- a. Administrator Hiring Update (Possible Action Item)
- b. Liz Walker Contract (Action Item)

VI. Reports:

- a. Health Officer Update – Dr. James Wallace
- b. Fiscal- Diane Forhan Page 23
- c. Community and Family Health- Cari Hammond Page 28
- d. Communicable Disease and Epidemiology- Peter Williams Page 32
- e. Health Communications- Kristen Hosey Page 36
- f. Environmental Health- Richmond Petty Page 39
- g. Emergency Preparedness and Response- Kent Sisson Page 43
- h. Administrator Report – Kristen Hosey Page 45

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 – March 18, 2024

Board Members Present (quorum):

Marc Straub, Chair (4)
Kevin Overbay (1)
Dan Sutton (3)
Marissa Smith (7)
Alma Chacon (9)
Joseph Hunter (11)

Jerrilea Crawford, Vice Chair (5)
Shon Smith (2)
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:

Kristen Hosey, Interim Health Administrator
Erin McCool, CDHD Attorney
Cari Hammond, Personal Health Director
Richmond Petty, Interim Environmental Health Director

Diane Forhan, Operations Director
Hollie Casey, Clerk of the Board
Peter Williams, CD/Epi Director
Kent Sisson, EPR Director

Public Present –

The meeting was held in person and via zoom and phone conferencing with members of the public attending and listening to the meeting.

Meeting –

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

Consent Agenda (1:06)-

- 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

Chair Crawford requested a motion to approve the Consent Agenda with a correction to the vehicle count under item 'f' of New Business in the February minutes to amend the vehicle count to 'two' vehicles instead of 'three'. Dan Sutton moved to approve the Consent Agenda with the correction of item 'f' of New Business in the February minutes. Kevin Overbay seconded the motion, and the motion passed unanimously.

After the vote, Sharon Waters noted that the year in the date on the first page of the February Minutes was incorrect, and Chair Crawford then requested an amended motion to correct item 'f' and the year of the date on page one of the February Minutes. Dan Sutton amended his motion to approve the Consent Agenda with corrections to item 'f' and the year of the date on page one of the February Minutes. Marc Straub seconded this amended motion, and motion passed unanimously.

Approval of Agenda (3:30)-

Chair Crawford realized she skipped the Approval of the Agenda after a brief Board discussion, and then asked for a vote to approve the March Agenda as presented.

Marc Straub moved to approve the March Agenda as provided. Kevin Overbay seconded the motion, and the motion passed unanimously.

Public Comment (3:53)-

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.

- There were no members of the public in person or on-line requesting to comment.

Executive Session: RCW 42.30.100(1)(i) Potential Litigation (4:46)-

At 3:09pm Chair Crawford requested a motion for the Board to go into Executive Session for seven minutes, until 3:16pm.

Dan Sutton moved to go into Executive Session for seven minutes, until 3:16pm. Joseph Hunter seconded the motion and the motion passed unanimously. The Board returned to the regular meeting at 3:16pm. No action was taken in Executive Session.

New Business (6:17)-

- a. Review of the Cintas Contract

Diane Forhan, Fiscal Director, explained that the District would like enter into a contract with Cintas at no more than \$6,900 over five years for consumables and fixtures. Diane also pointed out that this would cut about \$5,000 from the capital improvements for the remodel on bathroom fixtures for the District building remodel. Board discussion followed.

Kevin Overbay moved to approve the District to enter a 5 year \$34,500 contract with Cintas for consumables and fixtures. Marc Straub seconded the motion and the motion passed with 10 in favor, and one abstention (Sutton).

Bill Sullivan requested a motion to amend the agenda to allow a second period of Public Comment at this point in the meeting due to members of the public now being present. Kevin Overbay seconded the motion for the purpose of discussion. Bill Sullivan explained that he would like to give members of the public that are now present, and have been consistently, a chance to speak due to the change in

location. Kevin Overbay suggested public comment should occur at the end of Board business to allow a second period of public comment. After discussion, the motion passed unanimously.

Second Public Comment Period (18:27)–

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

Old Business (25:24)-

- a. The Chelan-Douglas Health District Employee Manual Review and Approval
Kristen Hosey, Interim Health Administrator, explained to the Board that the District’s Employee Manual hasn’t been updated since 2010 and the District has been working to bring it up to date with policies and language. Kristen requested the Board to approve the manual so the District can get the updated version out to staff. Erin McCool, CDHD Attorney, noted that she did not receive any questions from Board Members regarding the CDHD Employee Manual, and pointed out that even though the manual is outdated, the District was still in compliance with state laws. Erin suggested if the Board moves forward with an approval of the manual, that a review and updates occur every two years at the most. Erin also acknowledged that the manual has language pulled from both Federal and State employee protection laws. Board discussion followed.

Bindu Nayak moved to approve the Chela-Douglas Health District Employee Manual as presented to the Board. Alma Chacon seconded the motion, and the motion passed unanimously.

Reports (38:22)–

Emergency Preparedness Update – Kent Sisson, EPR Director (38:36)

Kent Sisson, EPR Director, walked the Board through the Emergency Preparedness Update presentation. Kent explained the District is currently working on the After Action Report (AAR) corrective action #1 by ensuring that all District staff receive the appropriate Incident Command System (ICS) levels of training. Kent also pointed out that the AAR corrective action #5 has been reworked into two plans: Isolation & Quarantine Plan, and Medical Counter Measures Plan and are ready to implement if needed. Last, Kent reviewed the MCM Plan Dispensing Modalities and explained each component. Board discussion followed.

Kristen Hosey, Interim Health Administrator (1:04:38)

Interim Health Administrator, Kristen Hosey, in interim Health Officer, Dr. James Wallace’s absence, gave a quick review of the last Pertussis Response Situation Report with the Board, and explained that the Situation Report will be done weekly as the outbreak continues and will be shared with the Board on a weekly basis. Kristen then reviewed her administrative report that was provided in the Board packet. Board discussion followed.

Board Discussion (1:24:05)-

Bill Sullivan noted that the CDHD has vaccine information and recommendations that he believes are inaccurate and asked legal counsel about the ramifications of the District having that language on the CDHD webpage. Chair Crawford suggested that this kind of question should be brought up to legal counsel in advance notice. CDHD Attorney, Erin McCool indicated it would be helpful to have advance notice if the Board would like a legal opinion on a subject to ensure adequate preparation.

Chair Jerrilea Crawford declared the meeting adjourned at 4:41PM.

Jerrilea Crawford, Board Chair

Hollie Casey, Clerk of the Board

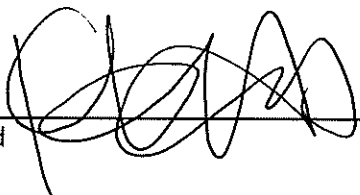
Chelan-Douglas Health District
Payroll 03-25-24 for pay period 03-01 to 03-15-24

Gross Pay	174,352.48
Benefits	57,179.59
Total Payroll Cost	<u>231,532.07</u>

Net Pay	126,230.16
Due to IRS	44,272.05
Due to ESD - SUTA	1,394.82
Due to ESD - WAFMLA	1,290.21
Due to ESD - WACares Fund	936.08
Due to L&I	1,706.56
Due to DRS for PERS	24,130.60
Due to DRS for DCP	696.74
Due to PEBB	29,283.06
Due to AFLAC	315.84
Due to Health Equity FSA	210.00
Due to Health Equity H.S.A	143.74
Due to Union	922.21

Total Payroll Expenses	<u>231,532.07</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 \$174,352.48 in salaries and the \$57,179.59 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 

3.20.24
Date

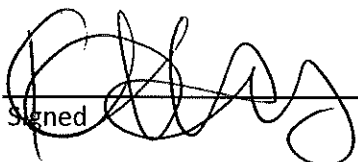
Chelan-Douglas Health District
Payroll 04-10-24 for pay period 03-16 to 03-31-24

Gross Pay	155,659.97
Benefits	54,292.22
Total Payroll Cost	<u>209,952.19</u>

Net Pay	113,517.51
Due to IRS	37,253.03
Due to ESD - SUTA	1,245.28
Due to ESD - WAFMLA	1,151.85
Due to ESD - WACares Fund	827.65
Due to L&I	1,727.74
Due to DRS for PERS	23,937.45
Due to DRS for DCP	696.74
Due to PEBB	27,964.96
Due to AFLAC	315.84
Due to Health Equity FSA	210.00
Due to Health Equity H.S.A	143.74
Due to Union	960.40

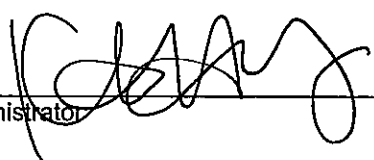
Total Payroll Expenses	<u>209,952.19</u>	-
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I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$155,659.97 in salaries and the \$54,292.22 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

Signed 

4-5-24
Date

The Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20240190 through No. 20240201 are approved for payment in the amount of \$16,002.15 this 15 day of April, 2024



 Administrator

 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20240190	4Imprint Inc.	15	Outreach Supplies	\$ 1,512.63
20240191	Amazon Capital Services	63/16	Office and Clinical Supplies	\$ 673.06
20240192	Bourton, Sharon Lynn	16	Investigation Services	\$ 3,850.00
20240193	Fletcher, Mariana	40	Travel Per Diem	\$ 292.00
20240194	In Print Printing	16	Business Cards	\$ 146.61
20240195	ODP Business Solutions, LLC	16	Office Supplies	\$ 174.34
20240196	Pitney Bowes Global Financial, LLC	16	Quarterly Postage Meter Lease Payment	\$ 469.32
20240197	Stericycle, Inc.	12-2\83	Hazardous Drug Disposal	\$ 52.50
20240198	Taylor Communications, Inc.	90	Certified Paper	\$ 351.26
20240199	Townsquare Media	15	Advertising Expense	\$ 1,440.00
20240200	Visa	Misc.	Training Registrations, Airfare, and Other Expenditures	\$ 6,761.62
20240201	Waste Management of Wenatchee	16	Monthly Garbage Disposal Services	\$ 278.81
				\$ 16,002.15

I, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20240202 through No. 20240221 are approved for payment in the amount of \$68,097.47 this 15 day of April, 2024.

Diana Forhan

Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20240202	ADP, Inc.	16 ADP Comprehensive services, Time, and Attendance	\$ 3,903.68
20240203	Anatek Labs Inc.	43 Water Testing Services	\$ 80.00
20240204	CI Information Management	16 Onsite Shredding Services	\$ 111.18
20240205	Confluence Health	16 Employee Test for Employment	\$ 481.47
20240206	Corporate Translation Services, LLC dba Language Link	23 Interpreting Services	\$ 53.94
20240207	East Wenatchee Water District	16 Utilities and Fire line Connection	\$ 194.80
20240208	Douglas County Sewer District	16 Sewer Utility Services	\$ 232.58
20240209	Empire Record Management, Inc.	16 Storage Lease Agreement for April	\$ 795.00
20240210	Kenoyer, Quinn	70 Field Supplies	\$ 43.06
20240211	Local-Tel Communications	16 Phone Expense	\$ 990.49
20240212	Nurse-Family Partnership	63 NP Program Support	\$ 15,583.60
20240213	Ogden, Murphy, Wallace	16 Legal Services February	\$ 12,242.80
20240214	Ricoh USA, Inc.	16 Copier Lease Contract Payment	\$ 631.57
20240215	Snittly, Stephanie	21 Travel Per Diem	\$ 110.00
20240216	Sound Telecom	12 Answering Services	\$ 189.71
20240217	The 100 Building LLC	16 Monthly Rent and Utilities for April	\$ 2,739.00
20240218	Tip Top Landscaping, LLC	16 Snow Removal and Deicing Services	\$ 525.74
20240219	Uline	16 Deluxe Stainless Steel Utility Stand	\$ 416.87
20240220	Village Reach	12/11/70 AAR/CHA/Mental Health Mapping/Okanogan TA Nov. Dec. and Jan.	\$ 23,562.57
20240221	Visa	Misc. Lodging, Outreach Supplies, and Other Expenditures	\$ 5,209.41
			\$ 68,097.47

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. 20240222 through No. 20240237 are approved for payment in the amount of \$61,182.05 this 15 day of April, 2024

Oran Forhan

 Administrator

 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20240222	Amazon Capital Services	41/16/63/12	Clinical Supplies, Office Supplies, and Hardware	\$ 3,375.49
20240223	Austin, Julia	60	Travel Per Diem, Uber, mileage and expense reimbursement.	\$ 607.91
20240224	Betancourt, Erika	41	Membership fees and Exam	\$ 470.00
20240225	Firefly	16	Technology Services Management	\$ 10,419.20
20240226	GEM Resourcing LLC	16	Recruiting Services	\$ 21,415.00
20240227	Health Equity	16	Healthcare Benefit March	\$ 149.00
20240228	InPrint Printing	12/16/29/44/81	Business Cards	\$ 260.64
20240229	Kenoyer, Quinn	70	Field Supplies Expense Reimbursement and Travel Per Diem Advance	\$ 334.15
20240230	Lozano, Yanet	62	Travel Per Diem Advancement	\$ 307.20
20240231	Macias, Ana Karen	62	Travel Per Diem Advancement	\$ 307.20
20240232	ODP Business Solutions, LLC	16	Office Supplies	\$ 55.44
20240233	The DOH Associates, PS	16	Office Renovations	\$ 15,953.50
20240234	Verizon Wireless	Misc.	Cell Phone Expense	\$ 2,153.39
20240235	Visa	Misc.	Conference Registration Fee, Office Supplies, and Other Expenditures	\$ 3,454.01
20240236	Wenatchee Valley College	16	Facility Use Nash Training	\$ 689.92
20240237	WSEHA	16	Conference Registration Fee	\$ 1,230.00
				\$ 61,182.05

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. 20240238** through **No. 20240246** are approved for payment in the amount of \$16,172.43 this 15 day of April, 2024

Diane Forhan

Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20240238	Ag Supply Co.	16	Gas Expense and Office Supplies	\$ 1,008.14
20240239	Alliance 2020, Inc.	16	Background Check Expense	\$ 108.25
20240240	Amazon Capital Services	81/16/70	Office and Janitorial Supplies	\$ 278.30
20240239	Douglas County PUD #1	16	Utilities	\$ 475.00
20240241	Firefly	16	March 2024- Charges Above the Monthly Contract	\$ 2,067.21
20240242	InPrint Printing	82	ABCD Brochures	\$ 591.87
20240240	Prothman	16	Sourcing and Screening Services	\$ 3,333.00
20240243	Pure Water Partners	16	Monthly Water Dispenser Expense for 100th Building	\$ 64.08
20240244	Shai Creates LLC	16	Website Accessibility	\$ 3,000.00
20240241	Two Chefs Catering	16	Catering Services for Champion of Public Health	\$ 2,717.50
20240245	Visa	Misc.	Lodging, Office Supplies, and Other Expenditures	\$ 1,279.08
20240246	Willhelm Consulting	16	Coaching Sessions for Kristen Hosey	\$ 1,250.00
				\$ 16,172.43

Contract Matrix
April 15, 2024
Prepared by Diane Forhan

	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
Interagency Agreement No 93-106779	WA State Department of Natural Resources	Increase smoke readiness in communities within Central Washington Initiative and to build air quality literacy at LHJ's across eastern Washington	New	01/01/24-06/30/25	\$532,669	+ \$532,669



INTERAGENCY AGREEMENT
DEPARTMENT OF NATURAL RESOURCES (DNR)
NO. 93-106779

PI: 28R

Funding Source: State

Grant Funded: Yes No

OMWBE: Not Applicable

Procurement method: Exempt, Department of Enterprise Services, Sole Source Contract Policy No. POL-DES-140-00, Section 5, Item 2, RCW 39.26.125(10)

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as DNR, and the below named firm, hereinafter referred to as Chelan Douglas Health District (CDHD).

DNR and Chelan Douglas Health District (CDHD) enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

Chelan Douglas Health District

PO Box 1441

Wenatchee, WA 98807

Phone: 509-886-6400

Email: diane.forhan@cdhd.wa.gov

UBI: 600-535-554

EIN: 911590156

Statewide Vendor # (SWV): SWV0031611

IT IS MUTUALLY AGREED THAT:

1.0 Purpose. The purpose of this Agreement is to increase smoke readiness in communities within the Central Washington Initiative and to build air quality literacy at local health jurisdictions across eastern Washington.

2.0 Scope of Work. The CDHD shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to performing work set forth in Exhibit A – Scope of Work.

3.0 Period of Performance. Subject to its other provisions, the period of performance of this Agreement shall commence on January 1, 2024 and be completed on June 30, 2025 unless terminated sooner as provided in this Agreement or extended through a properly executed amendment.

This Agreement is also intended to memorialize the oral agreement consistent with the terms and conditions of this Agreement, from January 1, 2024, to the date this Agreement becomes effective upon the signatures of all parties.

4.0 Payment. Pay for the work provided is established under RCW 39.34.130. The parties estimate that the cost of accomplishing the work will not exceed three hundred seventy-three thousand eight hundred thirty-two dollars (\$373,832). Pay for services shall be based on the rates and terms described in Exhibit A – Scope of Work.

5.0 Billing Procedures. CDHD shall submit invoices monthly. Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year.

Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

- A. Agreement number 93-106779
- B. Invoicing to match deliverables included in Exhibit A.
- D. The total amount of taxes (if any)
- E. Any other relevant information.
- F. The total invoice charge.

6.0 Records Maintenance. CDHD shall maintain books, records, documents and other evidence, to sufficiently document all direct and indirect costs incurred by CDHD in providing the services. These records shall be available for inspection, review, or audit by personnel of the DNR, other personnel authorized by the DNR, the Office of the State Auditor, and federal officials as authorized by law. CDHD shall keep all books, records, documents, and other material relevant to this Agreement for six years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

7.0 Rights to Data. Unless otherwise agreed, data originating from this Agreement shall be ‘works for hire’ as defined by as defined by Title 17 U.S.C., Section 101 and shall be owned equally. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

8.0 Independent Capacity. The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

9.0 Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

10.0 Termination for Convenience. Either party may terminate this Agreement upon 30 calendar days’ prior written (including email) notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

11.0 Termination for Cause. If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing (including email).

12.0 Disputes. If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third party dispute resolution as the parties mutually agree to in writing.

13.0 Governance. This contract is entered into by the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules;
- (2) State of Washington statutes and regulations

- (3) Scope of Work; and
- (4) Any other provisions of the agreement, including materials incorporated by reference.

14.0 Assignment. The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

15.0 Waiver. A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party’s rights may only be waived through a written amendment to this agreement.

16.0 Harassment. Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-052 Sexual Harassment:
https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf

17.0 Severability. The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

18.0 Responsibilities of the Parties/Indemnification. Each party to this Agreement hereby assumes responsibility for claims and/or damages to person and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act or omission of any person, agency, firm or corporation not a party to this Agreement.

19.0 Insurance. The parties to this Agreement are self-insured government entities. Each party shall be responsible for losses, claims, injuries, and other damages for which it is found liable.

20.0 Complete Agreement in Writing. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

21.0 Contract Management.

CONTRACTOR Contract Manager	DNR Contract Manager
Diane Forhan 200 Valley Mall Pkwy East Wenatchee, WA 98802 <i>Phone:</i> 509-886-6400 <i>Email address:</i> diane.forhan@cdhd.wa.gov	Matthew Dehr Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone:</i> 360-529-6541 <i>Email address:</i> matthew.dehr@dnr.wa.gov

CONTRACTOR Project Manager	DNR Project Manager
Kristen Hosey 200 Valley Mall Pkwy East Wenatchee, WA 98802 <i>Phone:</i> 509-886-6400 <i>Email address:</i> Kristen.Hosey@cdhd.wa.gov	Matthew Dehr Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 <i>Phone:</i> 360-529-6541 <i>Email address:</i> matthew.dehr@dnr.wa.gov

23.0 Subcontracts. Subcontractor means not in the employment of the Agency, who is performing all, or part of the activities related to this Agreement under a separate contract with the Agency responsible for the scope of work as identified within. If utilizing subcontractors to perform the scope of work, the Agency is required to obtain subcontractors in compliance with RCW 39.26. Agency must provide both proof of competitive solicitation and that the solicitation was posted in WEBS, sole source filing and DES approval, or a documented exemption per DES policy, whichever the case may be.

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

CHELAN DOUGLAS HEALTH DISTRICT

**STATE OF WASHINGTON
DEPARTMENT OF NATURAL RESOURCES**

Signature	Date
_____ Kristen Hosey	_____
Name	
Deputy Administrator	
Title	
200 Valley Mall Pkwy	
East Wenatchee, WA 98802	
Address	
509-886-6400	
Telephone	

Signature	Date
_____ George Geissler	_____
Name	
State Forester and Deputy Supervisor	
Title	
1111 Washington St SE	
Olympia, WA 98504	
Address	
360- 902-1684	
Telephone	

EXHIBIT A

SCOPE OF WORK

Activity 1. Empower local health jurisdictions to conduct community smoke-readiness activities and outreach

Task	Deliverable	Rate	Activity Duration	Estimated Cost
<p>1) Build “air quality literacy” to support smoke-readiness in local health jurisdictions including training on air quality and health; sources of smoke; smoke and AQ regulation; accessing air quality data; community based low-cost sensor networks; indoor AQ monitoring; public health emergency preparedness and response planning; and exposure reduction strategies.</p>	<ul style="list-style-type: none"> • Two regional workshop sessions for staff from local health jurisdictions including Okanogan, NE Tri-Counties, Lincoln, Chelan/Douglas, Grant and Kittitas. 	<ul style="list-style-type: none"> • Two @ \$3000/training to cover facility rental, catering, materials, A/V and travel support for HD staff 	1/1/2024-6/30/2024	\$6,000
	<ul style="list-style-type: none"> • Training and support at local health districts on smoke-readiness focused on each jurisdiction’s specific needs. 	<ul style="list-style-type: none"> • 2 months’ salary or contracting for CDHD support for training and support to health districts 		\$26,412
		<ul style="list-style-type: none"> • \$6000 regional travel to conduct, report and refine trainings (see detailed list) 		\$6,000
	<ul style="list-style-type: none"> • Design update for existing training materials; printing and digital hosting of materials 	<ul style="list-style-type: none"> • \$15,000 subcontracted 		\$15,000
Activity 1 Total				\$53,412

Activity 2: Build smoke-readiness through input to Community Wildfire Protection Plans (CWPP)

Task	Deliverable	Rate	Activity Duration	Estimated Cost
<p>2) Provide input to Okanogan and Cascadia conservation districts to include “smoke-readiness” language in each of these CWPPs. Explore potential to include standard language in templates shared by the Ember Alliance.</p>	<p>Two CWPPs that integrate definitions, visions, and strategies to achieve smoke-ready communities.</p>	<p>Subcontracted Work</p>	1/1/2024-6/30/2024	\$24,000
Activity 2 Total				\$24,000

Activity 3. Support community clean-air spaces and promote protection of vulnerable populations across NCW

Task	Deliverable	Rate	Activity Duration	Estimated Cost
<p>3A) Support smoke-readiness in Lincoln Co Health District.</p>	<ul style="list-style-type: none"> • Purchase of Portable Air Cleaners; Commercial grade HEPA air cleaners, hand-held sensors for measuring indoor PM2.5, and education materials. • Defined PAC distribution program to vulnerable households and community resiliency spaces. 	<ul style="list-style-type: none"> • 250 PACs @ \$60/ea. = \$15,000 • 8 Commercial grade HEPA units @\$2000/ea=\$16,000 • 8 indoor air quality monitors@\$200/ea .=\$1600 • 3 hand-held PM2.5 monitors@\$200/ea . = \$600 • \$1200 for outreach activities and materials • Storage rental for PACs for 3 months@\$200/mo = \$600 	<p>1/1/2024-6/30/2024</p>	<p>\$35,000</p>
<p>3B) Support smoke-readiness in NE Tri-Counties health district</p>	<ul style="list-style-type: none"> • Purchase of Portable Air Cleaners; Commercial grade HEPA air cleaners, hand-held sensors for measuring indoor PM2.5, and education materials. • Defined PAC distribution program to vulnerable households and community resiliency spaces. 	<ul style="list-style-type: none"> • 250 PACs @ \$60/ea = \$15,000 • 8 Commercial grade HEPA units @\$2000/ea=\$16,000 • 8 indoor air quality monitors@\$200/ea =\$1600 • 3 hand-held PM2.5 monitors@\$200/ea = \$600 • \$1200 for outreach activities and materials • Storage rental for PACs for 3 months@\$200/mo = \$600 	<p>1/1/2024-6/30/2024</p>	<p>\$35,000</p>

Task	Deliverable	Rate	Activity Duration	Estimated Cost
3C) Support smoke-readiness in Grant Co health district	<ul style="list-style-type: none"> • Purchase of Portable Air Cleaners; Commercial grade HEPA air cleaners, hand-held sensors for measuring indoor PM2.5, and education materials. • Defined PAC distribution program to vulnerable households and community resiliency spaces. 	<ul style="list-style-type: none"> • 250 PACs @ \$60/ea = \$15,000 • 8 Commercial grade HEPA units @\$2000/ea=\$16,000 • 8 indoor air quality monitors@\$200/ea = \$1600 • 3 hand-held PM2.5 monitors@\$200/ea = \$600 • \$1200 for outreach activities and materials • Storage rental for PACs for 3 months@\$200/mo = \$600 	1/1/2024-6/30/2024	\$35,000
3D) Support smoke-readiness in Kittitas Co health district	<ul style="list-style-type: none"> • Purchase of Portable Air Cleaners; Commercial grade HEPA air cleaners, hand-held sensors for measuring indoor PM2.5, and education materials. • Defined PAC distribution program to vulnerable households and community resiliency spaces. 	<ul style="list-style-type: none"> • 250 PACs @ \$60/ea = \$15,000 • 8 Commercial grade HEPA units @\$2000/ea=\$16,000 • 8 indoor air quality monitors@\$200/ea = \$1600 • 3 hand-held PM2.5 monitors@\$200/ea = \$600 • \$1200 for outreach activities and materials • Storage rental for PACs for 3 months@\$200/mo = \$600 	1/1/2024-6/30/2024	\$35,000

Task	Deliverable	Rate	Activity Duration	Estimated Cost
3E) Support smoke-readiness in Chelan/Douglas health district and provide regional support to other health districts as needed in setting up distribution programs; providing or training in indoor air monitoring; help with outreach and communications.	<ul style="list-style-type: none"> • Purchase of materials to support community resiliency spaces region-wide including commercial grade HEPA air cleaners appropriately sized for space to be placed (such as libraries, schools, long-term care facilities, etc.); indoor air quality sensors; or other materials. • Update smoke-readiness language on health district websites 	<ul style="list-style-type: none"> • 21 Commercial grade HEPA air cleaners @average cost of \$4000/ea • 20 indoor air monitors@ \$200/ea • \$2000 for web design 	1/1/2024-6/30/2024	\$84,000
				\$4,000
				\$2,000
Activity 3 Total				\$230,000
Total Activities 1-3				\$307,412
Indirect rate@27.21% on allowable costs				\$65,688
2023-2024 FY Total Project Cost				\$373,100

Activity 4. NEW FOR FY 2024-2025. Conduct a health-vulnerability analysis from smoke for lands and communities surrounding the Central Washington Initiative and Colville NF (subcontracted to Cascadia Consulting)

Task	Deliverable	Rate	Activity Duration	Estimated Cost
1A) Engagement of stakeholders to identify and review relevant documents and datasets.	Documentation and contact list of stakeholders. List of reports, datasets, and databases to be utilized for vulnerability analysis.	Subcontract for Competitive bid	7/1/2024-6/30/2025	\$25,000
1B) Vulnerability analysis. Define terms; identify exposure, sensitivity, and adaptive capacity indicators; conduct social and medical vulnerability analysis scoring.	Draft summary report and spatial analysis (i.e., map) showing locations of vulnerability and risk of wildfire smoke impacts.	Subcontract for Competitive bid	7/1/2024-6/30/2025	\$75,000
Activity 4 Total				\$100,000

Activity 1. Continued from FY 2023-2024. Empower local health jurisdictions to conduct community smoke-readiness activities and outreach				
Task	Deliverable	Rate	Activity Duration	Estimated Cost
1) Build “air quality literacy” to support smoke-readiness in local health jurisdictions including training on air quality and health; sources of smoke; smoke and AQ regulation; accessing air quality data; community based low-cost sensor networks; indoor AQ monitoring; public health emergency preparedness and response planning; and exposure reduction strategies.	<ul style="list-style-type: none"> • Two regional workshop sessions for staff from local health jurisdictions including Okanogan, NE Tri-Counties, Lincoln, Chelan/Douglas, Grant and Kittitas. 	<ul style="list-style-type: none"> • Two @ \$3000/training to cover facility rental, catering, materials, A/V and travel support for HD staff 	7/1/2024-6/30/2025	\$6,000
	<ul style="list-style-type: none"> • Training and support at local health districts on smoke-readiness focused on each jurisdiction’s specific needs. 	<ul style="list-style-type: none"> • Partial salary or contracting support for training and support to health districts 		\$37,500
		<ul style="list-style-type: none"> • \$6000 regional travel to conduct, report and refine trainings (see detailed list) 		\$6,000
Activity 1 Total				\$49,500
Total Activities				\$149,500
Indirect rate@27.21% on allowable costs				\$10,068
2024-2025 FY Total Project Cost				\$159,568
Total Value of Scope of Work for 2023 to 2025				\$532,669

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

	Total		% of Budget
	Actual	Approved Budget	
Income			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	46,061.50	634,904.00	7.25%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	106,497.50	436,276.00	24.41%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	51,841.23	191,420.00	27.08%
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	52,669.97	218,000.00	24.16%
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	28,388.06	244,504.00	11.61%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	172,847.68	99,866.00	173.08%
640.001.33393.35.000 PUBLIC HEALTH WORKFORCE DEVELOPMENT	149,122.67	485,524.00	30.71%
640.001.33393.77.000 MEDICAID MATCH	86,080.15	171,872.00	50.08%
640.001.33393.96.000 PH INFRASTRUCTURE GRANT	9,814.40	200,000.00	4.91%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	14,201.81	125,160.00	11.35%
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	37,753.02	155,000.00	24.36%
640.001.33404.10.000 STATE GRANT DCYF	85,405.17	407,454.00	20.96%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	13,950.33	24,732.00	56.41%
640.001.33405.10.000 DEPT OF NATURAL RESOURCES	0.00	400,000.00	0.00%
640.001.33406.90.000 HCA GENERAL FUNDS	8,618.00	31,872.00	27.04%
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	114,454.65	532,819.00	21.48%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	1,289.02	57,540.00	2.24%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	89,139.50	360,680.00	24.71%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	31,155.00	105,000.00	29.67%
640.001.35000.00.000 FINES AND FORFEITS	-1,600.00	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%
Total Income	\$ 2,707,273.76	\$ 8,399,535.00	32.23%

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

Expenses	Total		% of Budget
	Actual	Approved Budget	
640.001.56200.10.000 SALARIES & WAGES	960,912.17	4,541,069.00	21.16%
640.001.56200.20.000 PERSONNEL BENEFITS	336,911.90	1,534,011.00	21.96%
640.001.56200.30.000 SUPPLIES	25,542.98	238,831.00	10.70%
640.001.56200.35.200 SOFTWARE	58,937.25	172,100.00	34.25%
640.001.56200.35.300 HARDWARE	7,260.29	53,905.00	13.47%
640.001.56200.41.100 SERVICES - LEGAL	34,887.20	133,500.00	26.13%
640.001.56200.41.200 SERVICES - AUDIT	0.00	23,000.00	0.00%
640.001.56200.41.300 SERVICES - INTERPRETING	428.94	20,104.00	2.13%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	568.85	2,400.00	23.70%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	2,275.00	10,000.00	22.75%
640.001.56200.41.600 SERVICES - COMPUTER	51,398.51	140,000.00	36.71%
640.001.26200.41.800 SERVICES - OUTSIDE LABORATORIES	20.00	0.00	
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	104,624.54	618,442.00	16.92%
640.001.56200.41.920 SERVICES - LANDSCAPING	0.00	3,000.00	0.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	809.99	10,000.00	8.10%
640.001.56200.42.010 TELEPHONE	9,073.21	48,340.30	18.77%
640.001.56200.42.020 POSTAGE	4,469.32	12,000.00	37.24%
640.001.56200.43.000 TRAVEL/TRAINING	47,707.00	244,034.00	19.55%
640.001.56200.40.000 ADVERTISING	8,514.70	40,760.00	20.89%
640.001.56200.45.000 OPERATING RENTALS & LEASES	9,918.00	41,520.00	23.89%
640.001.56200.46.000 INSURANCE	626.00	130,000.00	0.48%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	5,295.31	18,000.00	29.42%
640.001.56200.48.000 REPAIRS	15,457.09	29,650.00	52.13%
640.001.56200.49.000 PRINTING - OFFICE	0.00	3,246.00	0.00%
640.001.56200.49.001 PRINTING - COPIER	4,415.13	21,256.00	20.77%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	510.20	11,030.00	4.63%
640.001.56200.49.300 DUES & MEMBERSHIPS	7,963.97	16,401.50	48.56%
640.001.56200.49.400 SUBSCRIPTIONS	1,178.86	5,000.00	23.58%
640.001.56200.49.500 OTHER EXPENDITURES	42,041.81	104,180.00	40.35%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	20,500.00	0.00%
Total Expenses	\$ 1,741,748.22	\$ 8,246,279.80	21.12%

CHELAN-DOUGLAS HEALTH DISTRICT
Cash/Investments
3/31/2024

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	67,924.44	
Payroll Clearing Account - Key Bank	41,581.11	
Investment Account - Chelan County Treasurer	4,827,899.64	
<i>Investment broken out as follows:</i>		
<i>Reserves</i>		2,000,000.00
<i>ARPA Building Remodel Reserves</i>		978,952.69
<i>General Investment</i>		1,848,946.95
 Total Cash/Investments	 4,937,905.19	

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs Actuals 2024 Revised Budget
YTD March 2024

	Actual	Revised Budget	
Permits	152,559.00	1,071,180.00	14.2%
Federal Grants	589,156.44	2,016,346.00	29.2%
State Grants	145,726.52	1,019,058.00	14.3%
State Entitlements	1,557,317.00	3,114,634.00	50.0%
County Assessments	114,454.65	532,819.00	21.5%
Fees	121,583.52	523,220.00	23.2%
Interest	27,914.64	120,000.00	23.3%
Other Revenue	(1,438.01)	2,278.00	-63.1%
Total Revenue	<hr/> 2,707,273.76	<hr/> 8,399,535.00	32.2%
 Wages	 960,912.17	 4,541,069.00	 21.2%
Benefits	336,911.90	1,534,011.00	22.0%
Supplies	91,740.52	464,836.00	19.7%
Services	352,183.63	1,706,363.80	20.6%
Total Expenses	<hr/> 1,741,748.22	<hr/> 8,246,279.80	21.1%

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

	Approved	Expended	%
640.001.56200.62.030 IMPROVEMENTS TO EXISTING BUILDING			
Bathroom Remodel	459,129.00	15,953.50	3.47%
Remodel /New Workstations	999,802.00	-	0.00%
Replace Window Gaskets	51,337.00	-	0.00%
General Office Improvements	108,265.00	-	0.00%
640.001.56200.64.100 VEHICLES	77,342.00	76,452.36	98.85%
Total	1,695,875.00	92,405.86	5.45%



Highlights:

The Department of Health completed fiscal monitoring for the District on March 26th. The Fiscal Monitor made a few suggestions to update policies and asked for more detailed information on our inventory lists. Beyond this, there were no issues, and she finished up a day early. She expects to present a written report within 45 days.

The District is finishing up the annual report submission to the State Auditor. The data has been entered and verified, and we are just finishing up on the notes to the Financial Statement. The District expended more than \$750,000 in federal funds in 2023, so will require a Single Audit to be completed by September 30, 2024.

The District will open bids for the bathroom remodel on Wednesday, April 17. DOH & Associates will need a few days to assess bids and then will make recommendations to the Board as to which bid to accept.

Once bids for the bathroom remodel are accepted, DOH & Associates will begin work on the office remodel project. Meanwhile, The Facilities Manager and I are working on gathering the various quotes needed to relocate server switches and get a mini-split unit installed in the basement server room.

Essential Data:

Through March 31st, with 25% of the year complete, the District is at 32.2% of budgeted revenue and 21.1% of budgeted expenses.



Community and Family Health Report

First Quarter 2024

Introduction:

Four positions were filled: PHN III- Maternal Child Health, Mental Health & Substance Use Coordinator, Health Educator, Health Systems Improvement Coordinator

Nurse-Family Partnership (NFP):

We plan to implement medical-dental service integration in April now that the team has completed training on oral health education and fluoride application. NFP nurse home visitors will provide family oral health education and apply fluoride varnish during their already scheduled home visits and seek reimbursement from Medicaid to generate revenue for the program. The NFP nurse home visitor hired in February has now completed initial onboarding training and began enrolling her first clients in March, which will likely allow the NFP program to offer enrollment to everyone on the referral waitlist in the next few months.

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
61	61	54	3	*3	3	195	52

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

Access to Baby & Child Dentistry (ABCD):

The Coordinator attended 2024 Western Forum for Migrant and Community Health February 22-24 in Seattle. Celebrated National Children’s Dental Health Month with a radio ad in February and presented certificates of appreciation to 10 local ABCD offices and 3 ABCD Champions.

Number of Children Enrolled	Number of Community Outreach Events / total # reached	Number of Dental office visits	Total Outgoing Referrals to Other Services
51	6/740	2	46

Women Infants & Children (WIC):

We are now offering 5 types of breast pumps for clients. The team is preparing for an audit of the Leavenworth site on May 16th.

Clinic Site	Total Women Enrolled	Total Infants Enrolled	Total Children Enrolled	Total Caseload
East Wenatchee	111	115	391	621
Leavenworth	1	2	3	6

This data only reflects January- caseload data for February and March is not available yet.

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

Attended 1 outreach event- reached 300 people

Number of Clients Served	New Referrals Received	New Clients Enrolled	Clients Closed	Total Completed Encounters for the period	Total Outgoing Referrals to Other Services
22	6	3	3	178	25

Public Health Nutrition:

- Completed a 6-week MyPlate Nutrition Education Course at Lewis and Clark Elementary School's Afterschool program (15-20 Students weekly)
- YWCA Cooking Classes
 - January - Spring Roll in a Bowl (8 attendees)
 - March - Greek Turkey Burgers (12 attendees)
- Westside Wellness Day - presentation on Nutrition and Wellness (~80 students)
- Presented at Eastmont Informed Parent Night - Healthy Mealtimes
- Weight Loss Support Group
 - Jan - 11 Attendees
 - Feb - 8 Attendees
 - Mar - 13 Attendees
- Attended Cascade Community Farmers Market Board meetings - became a member of the Board to advocate for farmer participation in the WIC Farmers Market Program and help address food security within the district
- Attended Wenatchee School District Family and Consumer Science Advisory Board Meeting. This board discusses and approves the curriculum they use for Wenatchee High



Community and Family Health Report

First Quarter 2024

School's Family and Consumer Science classes. These classes focus on nutrition/food science and child development.

Childcare Consultation:

- Completed 6 nurse consult visits for 2 licensed childcare facilities
- Provided updated guidance on COVID-19 per new recommendations from the CDC and DOH
- Shared information about pertussis (signs and symptoms).

Immunizations:

Vaccine for Children Program site visits	6
Unannounced Storage & Handling visits	2
IQIP (Immunization Quality Improvement Program) Visits	1

Chelan County Jail Clinic	
Total number of inmates vaccinated	11
Hepatitis A	9
COVID 2023-2024	5
Influenza	9

Mental Health & Substance Use:

- Joined regional Housing and Behavioral Health work groups and committees
- Presented local opioid and overdose data to Region 7 Healthcare Alliance
- Assisted with public information campaigns for Naloxone administration and use of state standing order
- Began planning options for vape pen disposal in schools; working with NCESD and Environmental Health on future legislative efforts regarding vape pen disposal.
- Helped our district's pharmacies reach 100% compliance with their Safe Medication Return Programs
- Started work on improving process to collect timely overdose data from EMS, hospital and coroner systems
- Outreach to school districts to assess telehealth infrastructure and opioid reversal programs; connected mental telehealth providers with school districts in need of services, and connected with community partners to help donate and assemble telehealth equipment for schools that required the infrastructure; contacted STEM and

Technology advancement non-profits to help create the programming necessary to implement school-based tele-health models

- Connected a youth-focused mental telehealth non-profit with Thriving Together to help connect them with better funding streams and a wider consumer base
- Presentation to NCESD on recent OD trends and Naloxone roll-out in schools
- Began meeting with local BH agencies to identify service gaps. Areas of concern are Rural Youth Mental Health options, Naloxone education and distribution, School-Based Suicide Aftercare plans, and home Opioid detox programs
- Worked with DOH to receive a Safe Medication Return station at the Health District office
- Worked with Public Parks Department to identify high-concentration homeless encampments to help direct local outreach services and identify unique barriers to services

Definitions:

NFP- Nurse-Family Partnership

NSO- National Service Office

ABCD- Access to Baby and Child Dentistry

WIC- Women, Infants, Children

CYSHCN- Children & Youth with Special Health Care Needs

NCESD- North Central Educational Service District



Q1 2024

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 in collaboration with other departments at CDHD.
- The new Regional Assessment Coordinator started in January.
- The Health Officer, Dir CD-Epi, and Health Coordinator participated in a Wound Botulism case review at Confluence Health Hospital to improve patient care and coordination and communication with CDHD in the future.
- 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.

March 2024

Unit Highlights

- Continued to investigate and work with community to control the spread of Pertussis.
- Investigated 103 cases of various communicable diseases.
- Regional Assessment Coordinator, Jenny Ezpeleta, presented on regional wildfire smoke data at the NW Rural Health Conference on 3/27/24. Ms. Ezpeleta won second place for her presentation.
- Created toolkits such as "CDHD outbreak guide in LCTF" and infection specific toolkits to investigate, manage and control outbreaks in LCTF.

Pertussis Update:

- CDHD continues to respond to the Pertussis outbreak in Wenatchee. CDHD worked to identify cases, implement control measures, and engage with the community, to limit the spread of the disease and protect public health.
- CDHD maintained effective communication with local healthcare providers, ensuring timely dissemination of information and guidance. Keeping providers informed about emerging infectious disease threats, updates on investigation protocols, and recommendations for patient management, fostered a collaborative environment conducive to effective disease control.
- CDHD is doing a data quality review to ensure accurate and timely data is reported to all partners.

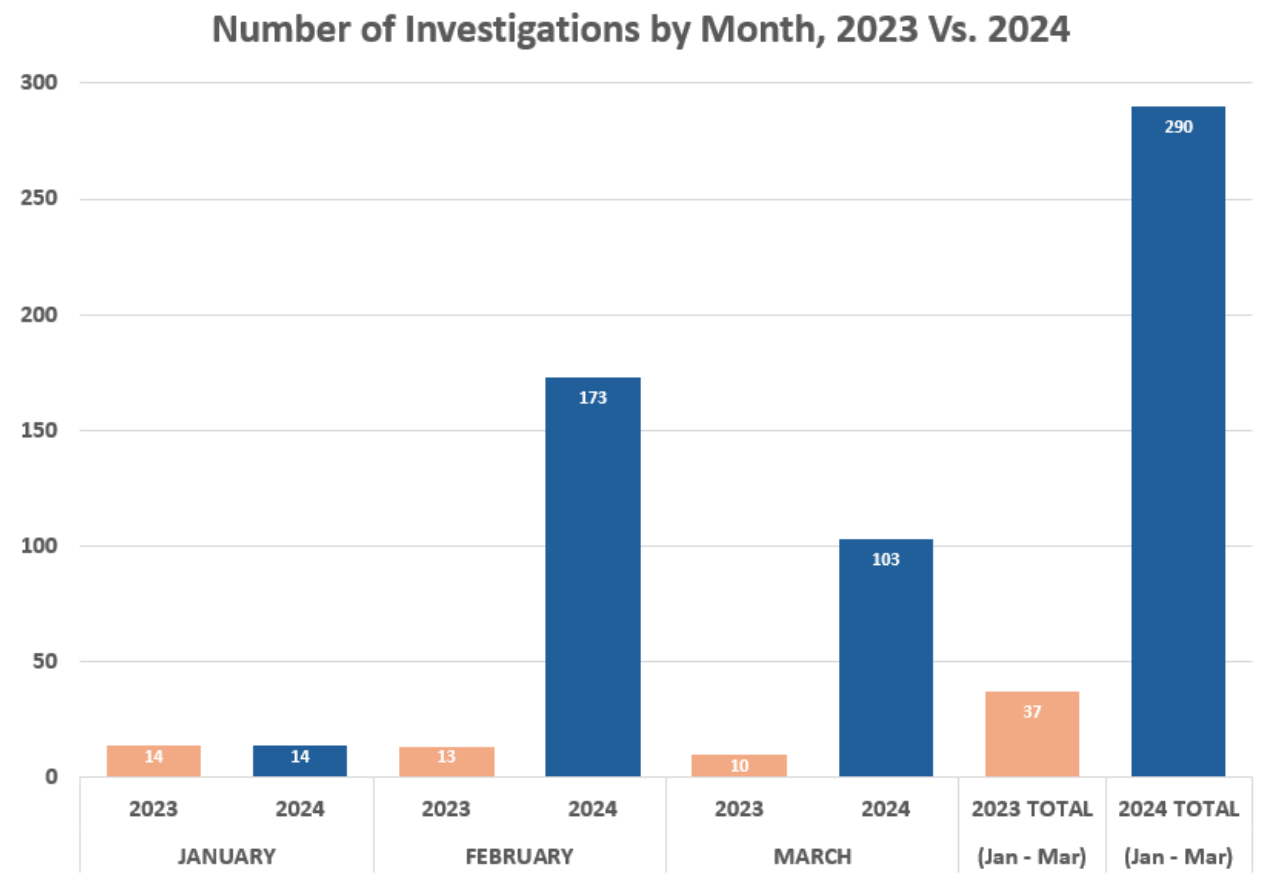
Communicable Disease Investigations

In the month of March, the Communicable Disease team investigated cases of the following diseases:

- Campylobacteriosis

- Chlamydia
- Gonorrhea
- Hepatitis C
- Legionellosis
- Pertussis
- Salmonellosis
- Shiga toxin-producing E. coli
- Syphilis

The figure below shows the number of investigations conducted this year, by month, as compared to the same period in 2023.



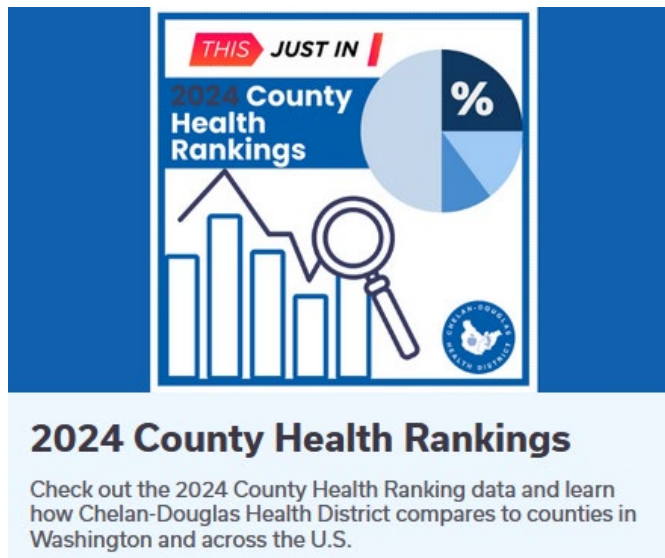
North Central Washington Epidemiology Consortium (NCW Epi Consortium)

- Met weekly to discuss the group’s progress on a regional Mental Health Mapping Assessment, a health indicators dashboard, and the Regional Community Health Assessment Systematic Review. Also the group planned projects for each LHJ to be supported by Student Epidemic Action Leaders (SEALs) from the University of Washington.

Assessment Coordination & Epidemiology



- **COMMUNITY HEALTH ASSESSMENTS:** Mental Health Mapping – worked with partner Thriving Together to clean data and beta test deliverables from vendor.
- **PERTUSSIS OUTBREAK:**
 - Coordinated with the Department of Health to improve CDHD's disease investigation & reporting workflow and planned a data quality assurance process.
 - Analyzed outbreak data and created figures for weekly sit reps and presentations.
- **SHARING DATA:** Promoted the release of the 2024 County Health Rankings data on the CDHD website and briefed administrator on findings.



- **WSALPHO:** Regional Assessment Coordinator, Jenny Ezpeleta, joined the Assessment Committee and attended her first meeting.
- **PRESENTATION:** Regional Assessment Coordinator, Jenny Ezpeleta, presented on regional wildfire smoke data at the NW Rural Health Conference on 3/27/24. Ms. Ezpeleta won second place for her presentation.

Communicable Disease and Tuberculosis 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) through COVID-19 outbreaks by sharing updated guidelines, creating Infection Control plans to help contain the outbreaks by enforcing Infection Control protocols tailored to each facility.
- Collaborated with nursing student and worked on communicable diseases website changes such as Pertussis.
- Completed Infection Control Assessment and Response visits with long-term care facilities to discuss existing policies and protocols and explain updates and changes to their infection control plan.
- Coordinated with long term care facilities to initiate Flu vaccine administration for fall 2024.
- Created toolkits such as “CDHD outbreak guide in LTCF” and infection specific toolkits to investigate, manage and control outbreaks in LTCF.
- Navigated Multi-Drug Resistant Organism in a LTCF with the Department of Health and facilitated screening of possible exposures to eliminate the spread of the organism.
- Assisted outreach in Public Health Champions event by helping to set up for the event and supporting Outreach Department needs.



Communications & Outreach Report

First Quarter 2024

Introduction:

In the first quarter, the communications team has been very busy. At this time, we are still seeking a Language Access and Communications Director to join our team! The outreach team participated in 12 outreach events in the first quarter and made over 1000 connections with community members.

Communications:

EH: The communications team has continued to support Environmental Health with:

- Food Permit reminders
- Website Updates



EPR: The communications team has continued to support Emergency Preparedness and Response with:

- MRC website development
- Community Access Needs Vending Machine graphics, flyers, etc.

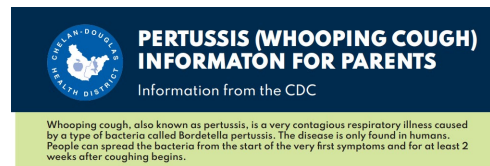
Chelan-Douglas Medical Reserve Corps



Volunteers Building Strong, Healthy, and Prepared Communities

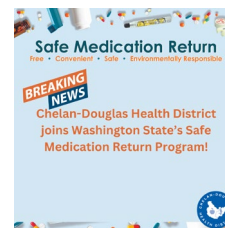
CD/EPI: Communications continues to support our Communicable Disease and Epi teams with:

- Pertussis Support
- Website Updates
- Graphics



Community & Family Health: Community and Family Health have a variety new exciting things going on in their department. Communications has helped with:

- Naloxone information
- Safe Medication Return



The Team:



Miriam Pamatz
Outreach Coordinator



Adelaida Caballero
Outreach Worker



Kaila Brownlee
Communications Coordinator

Facebook Analytics (5,297 Followers)
Instagram Followers (903 Followers)
Twitter (703 Followers)

Gender:

80.8% are women
19.2% are men

Age:

18.6% are ages 18 – 34
54% are ages 35 – 54
27.4% are ages 55 – 65+

City:

30.4% are from Wenatchee
13.8% are from East Wenatchee
4.1% are from Chelan
3.7% are from Leavenworth
3.6% are from Cashmere
1.9% are from Manson
1.3% are from Malaga
42.6% are from outside Chelan & Douglas counties (To include, but not limited to: Moses Lake, Seattle, Tri-Cities)



CDHD's Instagram Page



Communications & Outreach Report

First Quarter 2024

Outreach:

Point in Time Homeless Count

Miriam, Adela, Devin (Nurse Volunteer), and Garth (our new Substance Abuse Coordinator) participated in the Point in Time Count Homeless Event that took place at the Lighthouse in Wenatchee. The educational material we provided were; Agency brochure, Respiratory flyer, Greater Wenatchee Resource Guide, and What is Hyperthermia postcards. Giveaways were; covid test kits, blankets, hand sanitizers, mini first aid kit, emergency blanket, hand warmers, water bottles, and a snack (granola bar).



Manson's Family Fit & Fun Night (March 7th)

Lupita and Miriam participated in the Manson's Family Fun & Fit Night on March 7 from 5:30-7:30pm in the high school gym; the event was hosted by the Manson school district. Handouts provided were the agency brochure and family health brochures (WIC & NFP). Lupita provided brochures for ABCD and CYSHCN. Giveaways were; coloring books, hand sanitizers, covid test kits, and tote bags. The event was well attended with many resource tables and Zumba activity. There was approximately **100** individuals attend the event including children, parents, and volunteers.



KPQ Home Expos Show (March 8-10)

CDHD participated in the annual KPQ Home Expo Show on March 8-10th. The programs we promoted were; Environmental Health and Emergency Preparedness. We provided the agency brochure, EH handouts (septic systems, food establishment permits, and more as well as the 2 weeks ready brochure for Emergency Preparedness). We also displayed a fan box this year as a demo for clean indoor air during wildfire smoke season and had the spin the wheel for individuals to win one of the following emergency preparedness items: whistle, flashlight, face shield mask, and personal first aid kit. For the kids we had coloring pages with crayons.





Environmental Health BOH Report

1st Quarter 2024

1) Food and Living Environment:

Highlights:

- SmartGov validating data is ongoing, goal is to complete by April 8. Once validation complete, we can proceed to Go Live. Go Live process will take up to two weeks following validation, maybe as early as April 19th.
- Erika Betancourt successfully passed the Registered Environmental Health Specialist/Registered Sanitarian License through NEHA (National Environmental Health Association). The REHS/RS License is the primary credential for all EH Inspectors.
- Collaborating with county and city agencies to verify Food Establishment proposals and mobile unit operations are properly zoned and permitted prior to health district approval.
- Water Recreation permit renewal process begins this month, permits are set to expire May 31st.
- Commenced Pool & Spa Inspections for the season.
- WA DOH – Water Recreation Program has received approval by the State Board of Health to begin a revision of the current codes WAC 246-260 & WAC 246-262.
- Food Safety & Living Environment Program Supervisor position is vacant, position has been open for 3 months.

Essential Data:

Food Program	Routine	Pre-Open	Follow-up	Complaints	Temporary Events Food	Plan Reviews
January	43	2	1	1	2	5
February	9	1	41	1	9	7
March	86	4	4	2	18	2
Total:	183	7	46	4	29	14
Water Rec Program	Routine	Pre-Open	Follow-up	Complaints		
January	4	0	0	0	NA	NA
February	0	0	0	0	NA	NA
March	25	0	0	1	NA	NA
Total:	29	0	0	1	NA	NA

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

Highlights:

- Began participating in the Lead Exposure Program. EHS Inspectors will conduct follow up calls and/or site visits to identify any lead contamination potential hazards.
- Collaborating with county agencies to ensure land use proposals are zoned and properly approved prior to health district approvals.
- Received Sanitary Survey Inspection List from DOH-Drinking Water. 13 total water systems located in Chelan and Douglas Counties. Surveys completed are invoiced to the state, rates are \$400 or \$800 depending on the water system.
- Continue to make progress in assessing Douglas County Group B Water Systems. Funding provided by DOH Drinking Water Grant Program (Alternate Drinking Water Program). Goal is to complete 54 Group B water assessments by July 1st. Currently we have completed 12 assessments and have contacted 20 additional water systems for inspections.
- Received training on Orenco Control Panels commonly used for pressurized systems and Advantex Treatment Systems.
- Completed data migration validation for SmartGov program.
- Completed Technical Advisory Group (TAG) application process and submitted over 100 requests to the community – realtor group, builder’s group, service providers and industry professionals. Hope to have TAG formed by mid-April. Meetings will be held once per month for the rest of the year. Policy issues will be discussed including the WAC 246-272A Revision and proposals will be submitted to the board on a quarterly basis.
- Created new section in the Environmental Health area on the CDHD website “Service Providers and Licensed Designers”
- Hosted WOSSA Training and Testing for potential new Septic System Installers.
- Select EH Onsite staff completed GIS Training at Wenatchee Valley College, it consisted of 4 (4-hour) sessions over four Saturdays.

Essential **March** Data:

2024 Total Applications: 102

Septic System Reviews

OSS Permit – New: 51
Repair Permit: 11
Connection Permit: 1
Project Review: 7
Reactivation: 1
Redesign: 1

Drinking Water Reviews

Private Water Review: 21
Public Water System: 1
Public Well Site: 1

Land Use Reviews

Blue Line: 1



Environmental Health BOH Report

1st Quarter 2024

Other Land Use Review: 3
 Short Plat Referral: 1
 Long Plat Referral: 0
 Mylar: 2
 Complaints: 0

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 March: 12
 Total Drinking Water Reviews in March: 23
 Field Inspections completed in March: 34

	January	February	March	Total
Field Inspections	19	21	34	74
Occupancy Approvals	7	13	24	44
Onsite applications Received	39	35	72	146
Land-Use Referrals	11	18	12	41
Complaints	3	3	0	6
Septic System Records Request				524

3) Solid Waste Program:

Highlights:

- Submitted Solid Waste records archival grant offered by the WA State Archives. \$7,000 is slated towards processing, organizing, and storing nearly 100 banker boxes (3500 pounds) of solid waste files spanning over 50 years. The end goal of the grant is to prepare all these records for record retention destruction and/or digital scanning next year.
- Began organizing the Solid Waste Program electronic files which date back to the late 1990's. There is an estimated 300,000+ digital files but there was no standard file naming convention and many early files are old Microsoft Word documents that may not open correctly (or at all). Each

digital file will need to be opened and examined to determine its identification and retention requirements.

- Created a solid waste Records Decision Tree. Both paper records and digital records are subject to Public Records requirements and retention schedules. Many of these records we need to keep for 50+ years after the facility closes. CDHD will need to purchase an Enterprise Content Management (ECM) software for these digital records. State Archives has up to \$30,000 grant for a scanner and ECM program.
- Spent two days with Ecology’s hydrogeologist reviewing records and site visits of several closed landfills in Chelan and Douglas counties.
- Continued with the meth/fentanyl workshop with state Dept. of Health and other Health Districts in the state.
- Alcoa has agreed to that an onsite Inert Waste Landfill Permit is best course of action to handle the concrete demo waste.
- Completed GIS Training at Wenatchee Valley College. The training consisted of 4 (4-hour) sessions over four Saturdays.

Essential Data:

	Jan.	Feb.	March	Total
Solid Waste Complaints Received	14	6	7	27
Solid Waste Complaints Closed	10	2	6	18
Solid Waste Complaints follow-ups	7	11	7	25
Facility Inspections	5	7	12	24
Public Records Request	6	7	6	19
Technical assistance with Rats	2	2	3	7
Technical assistance with Mold	8	3	5	16
Technical assistance with mosquitoes	0	0	0	0
Technical assistance with Landlord/Tenant	10	3	5	18
Technical assistance with pigeons	0	0	0	0
Technical assistance with cockroaches	1	1	1	3
Technical assistance with bedbugs	4	2	5	11
Technical assistance with smoking in front of a building	0	1	0	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
- Updating SOP’s for Solid Waste Program
- Discussing plans for Alcoa Plant Demolition
- Receiving Renewal Applications and Annual Reports for Permitted Solid Waste Facilities
- Onsite/Solid Waste Programs will assist in case management of children with elevated lead blood levels
- Meeting/training with DOH regarding elevated lead blood levels through Teams.
- PPA (Prevention Pollution Associate) Training with Dept of Ecology through Teams.
- GIS Training at Wenatchee Valley College.



Emergency Preparedness and Response

First Quarter 2024

Emergency Preparedness and Response:

Chelan-Douglas Health District's Emergency Preparedness and Response team has hit the ground running this first quarter. Our department is fully staffed and we are looking forward to continuing to support other departments in the agency!



Kent Sisson
Regional Emergency
Response Coordinator



Lexy Lieurance
Local Emergency
Response Coordinator



Kaila Brownlee
EPR
Communications Coordinator

Medical Reserve Corps:

Lexy Lieurance, Local Emergency Response Coordinator attended the NACCO conference in Cleveland, Ohio. Here she was able to network with other Medical Reserve Corps agencies and came back with a wealth of ideas and knowledge. The MRC website has officially launched and is rolling out a soft start for volunteer recruitment, allowing the program to work through any issues and provide a seamless transition before the large-scale announcement. The MRC has two certified Stop the Bleed Instructors and continues to work on the licensure that will allow the program to qualify for grants that provide the training kits. When this process is complete, the Stop the Bleed program will be able to educate community members, local schools, businesses and civic organizations as a project.

Wildfire Smoke Workshop:

Kent Sisson, Regional Emergency Response Coordinator (RERC) and Kaila Brownlee, EPR program assistant, joined Elizabeth Walker (Wildfire Smoke Resiliency Consultant) in Okanogan County on March 26th for a Wildfire Smoke Preparedness review and workshop. Presentations were given to the group by Julie Fox, Sean Hopkins and Matt Dehr.

Pertussis Response:

The readiness group, in collaboration with the Communicable Disease and EPI team, decided to launch our internal Incident Management Team to support the Pertussis outbreak response. Kent Sisson, as



Emergency Preparedness and Response

First Quarter 2024

Incident Commander established objectives for the group and was able to help with leadership and guidance. This was a great opportunity for the Incident Management Team to come together and help support one of our departments. Initially the team was hosting daily strategy and tactics meetings and then scaled down to three (3) times weekly.

Girl Scout Presentation:

Kent Sisson, Emergency Preparedness and Response Coordinator and Kaila Brownlee, EPR Program Assistant presented to a local girl scout troop on March 11th on the Incident Command System (ICS) and National Incident Management System (NIMS). This young group of individuals were seeking to earn their Emergency Preparedness Merit badge. This was a great opportunity to engage with young students in our area and encourage a passion for Emergency Preparedness. The power point presentation was followed by a brief game that allowed the scouts to match specific job functions to those in the ICS positions.

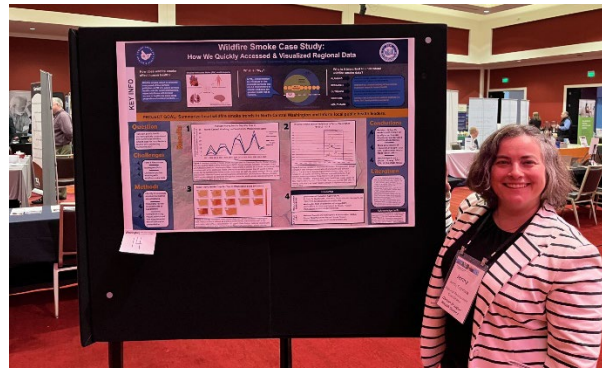
Region 7 Healthcare Alliance:

- Next Meeting: Wednesday, April 15 @ 11:00 am
- Aging and Adult Care (270 9th Street, E. Wenatchee, WA 98802)
- Topic: TBD



Introduction:

This quarter we had some celebrations! We had two staff attend the PNW Rural Health Conference in Spokane in March. Our Mental Health and Substance Use Coordinator Garth Donald presented a poster on, "Overdose-Related Toxic Brain Injury" and our Regional Assessment Coordinator Jenny Ezpeleta presented, "Wildfire Smoke Case Study: How We Quickly Assessed and Visualized Regional Data." We are proud to say they won first and second place for their presentations respectively!



We also had two of our environmental health staff complete the Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) by the National Environmental Health Association.

Finally, this quarter we were able to celebrate our CDHD staff and some of our partners at the Inaugural Champions of Public Health event that I hope we will be able to host annually. This year we had it as a kick-off event to National Public Health Week, and all staff were celebrated, as well as a few partners.

Staffing:

Over the last three months we have **hired** multiple positions, including:

1. Mental Health and Substance Use Coordinator (January 2, 2024)
2. Regional Assessment Coordinator (January 18, 2024)
3. PHN II - Nurse Family Partnership (February 1, 2024)
4. EHS I – Generalist (February 5, 2024)
5. Clerk III (February 12, 2024)
6. PHN III – Maternal Child Health Nurse (February 20, 2024)

At fully staffed we have roughly 57 positions. This quarter we had three positions turnover (Clerk III in January, and in March the Health Administrator and Environmental Health Director). We currently have the following open positions:

1. Health Administrator



2. Finance Director
3. Communications and Language Access Director
4. Environmental Health Director
5. Regional Epidemiologist/Biostatistician
6. PHPS II - Lead Disease Investigator
7. EHS III – Food/Schools Supervisor
8. Communicable Disease and Epidemiology (CD-Epi) Director

We are utilizing Workforce Development Funds to help with recruitment of open positions, as well as continuing education for current staff. A new performance evaluation template has been developed based on each job description, and will be piloted this quarter with new staff. The new staff onboarding checklists have been reviewed updated for week 1, and the management team is also reviewing best practices to include 30, 60 and 90 days orientation benchmarks into this checklist. The new Employee Manual was approved at the March Board of Health meeting, and reviewed by all staff at the quarterly All-Staff Meeting in March.

After Action Report (AAR) Progress Summary: The AAR for COVID-19 included 10 areas for improvement, and progress in those areas are captured in the below table.

	Corrective Action in AAR	Progress Update
1	Training on Incident Command System (ICS) for all staff.	This is an ongoing process with new hires, but this quarter all but 2 staff were trained in ICS. More information on this item can be found in the packet for March, 2024 as our RERC presented on this at the last meeting.
2	Hire an equity position.	The Communications and Language Access Director has a strong equity component in the job description. We are still accepting applications for this position.
3	Invest in communications resources and standards to ensure that all information provided by CDHD is evidence-based and presented in a way the public can understand it.	<p>This quarter we contracted with Jennifer Korfiatis Marketing to complete a SWOT analysis and develop a communications plan for CDHD while we work on filling the communications director position. So far she has completed interviews of staff from various departments, and a few board members. She has three more interviews to complete. She has also completed a sentiment scan and a social media feed and profile search. The SWOT and market analysis are in process, and next steps will be to analyze the SWOT and make recommendations for the Communications Plan.</p> <p>Additionally, staff have started training in Language Access with Seattle-King County Public Health Department. More staff will be able to complete this training over the coming months, but initially staff were identified in communications and outreach for the first cohort.</p>
4	Create a continuity of operations plan (COOP).	This quarter our LERC has met with the CD-Epi Director to begin planning the COOP for this department. She has also reviewed the Environmental Health draft COOP and will be working with this department next quarter.



Administrator's Report

First Quarter 2024

5	Create "ready to go" preparedness plans.	Our RERC presented on our progress at the last meeting, and new ready to go plans are underway.
6	Create a reserve fund that can be used by CDHD to respond to public health emergency.	Completed.
7	Build and sustain strong relationships with schools, healthcare providers, faith-based organizations, businesses, and community organizations.	This quarter we completed a stakeholder audit that included each department meeting with staff to understand which meetings/groups they attended regularly as well as which stakeholders they worked with the most. They also identified groups they wished that they had more partnership with. This information was collected in an excel and analysis of gaps will inform our Strategic Plan.
8	Invest in professional development for leaders and managers, including training in management and supervision, 360 reviews, and succession planning.	<p>Professional development has been at the forefront for our staff.</p> <p>Starting in April all supervisors and managers will start their 6-day training with Nash Consulting on leadership. These principles will be taught to all staff, with the goal of a shared language and integration of the concepts in daily operations.</p> <p>Additionally, performance evaluations were updated this quarter by the management team and training will occur with supervisors this upcoming quarter as a pilot. Succession planning is part of the performance evaluation updates. We will pilot this process with new staff, and evaluate the format over the next quarter for process improvement opportunities.</p>
9	Put in place the relationships and agreements needed for a "unified command."	In Progress. This quarter we have been working on contracts for this.
10	Build a strong relationship between the Board of Health and CDHD staff.	This quarter staff were invited to share at monthly Board of Health meetings the work they do, including this quarter On Site (January), Solid Waste (February) and Emergency Planning and Response (March).