Board of Health Meeting  
November 12, 2014

Members: Ralph Malone - Chairman, Jim Detro, Sheilah Kennedy, Ray Campbell,  
Lee Webster (phone)
Staff: Ella Robbins, Dave Hilton, Mike Harr, JJ Bellinger
Guests: See attached register

CALLED TO ORDER & INTRODUCTIONS
The meeting was called to order by Chairman Ralph Malone at 1:30 p.m.

ADDITIONS/APPROVAL OF THE AGENDA
Chairman Ralph Malone inquired for changes or additions to the agenda. Sheilah Kennedy requested a discussion regarding the Public Health Charter under Administration. Sheilah also requested a discussion regarding performance evaluations under the Administrative Section.

Ray Campbell made the motion to approve the agenda as amended. Sheilah Kennedy seconded the motion, and the motion carried.

PUBLIC COMMENT
Chairman Malone opened the meeting for public comment at 1:33 p.m. There was no public comment and the public comment period was closed at 1:34 p.m.

ADMINISTRATIVE ISSUES
Minutes of September 9, 2014
Ella stated the Board of Health minutes for October were sent to the members earlier and there have been no changes. Jim Detro made the motion to approve the Board of Health minutes as presented. Sheilah Kennedy seconded the motion, and the motion carried.

Financial Reports – October & November 2014
Revenue Status Report
Ella began the discussion by presenting and reviewing the October Revenue Status report. The total revenue received in October was $108,774.00 and although the report shows 94.86% for the year to date figures, that includes the $50,000.00 Community Health pass through funds. (Ella’s note – with the $50,000.00 removed the percentage is 91% for the year).

Expenditure by Object Report
Ella’s next discussion was a review of the monthly expenditures for October 2014. The monthly expenditures are $99054.42 with the year to date amount at $1,023,715.55 and this puts the year to date percentage at 80% with the $50,000.00 pass through funds removed from the total year to date amount.

Ella stated the difference of year to date expenditures ($1,023,715.) and the year to date revenue ($1,050,321.) leaves approximately $26,606. Ella expressed her concern that with the 2015 permit renewal notices being sent out late in December the impact to the cash flow for November and December would be detrimental. Ella stated she would know more later in the meeting as the 2015 budget and fee schedule was reviewed and discussed.
Cash on Hand Report & Reserve Accounts
Ella shared the Cash on Hand Report for October and November. The October ending balance of $23,806.00 was carried into November, but she was concerned because as of November 13th the Cash on Hand balance was $34,802.00. Ella also shared that with the projection of receiving additional revenue of $23,925.00 by the end of the month, she would need to transfer $25,000.00 from the Operating Reserve Account (#058).

Ella also informed the Board that with the transfer of the $25,000.00 from the operating reserve account, this would only meet the payroll expenses. Ella stated there were unpaid bills to the County for rent ($6600.00) and professional services ($12,000.00) for a total of $19,600.00 that would be an additional problem in December. The discussion involved a review of the professional services fees (2 qtrs. of 2013 services billed late in 2014) and the anticipated cash flow problems in December due to 2015 permit renewal notices being mailed in December rather than November. There was agreement among the Board that Ella would advertise for a public hearing at December’s Board meeting that would move $50,000.00 from the operating reserve account (#058) into the general fund (#051).

Ray Campbell made the motion to approve the October and November Financial reports as reviewed and presented. Jim Detro seconded the motion and the motion carried.

October Vouchers and Payroll
Accounts payable vouchers #E140441-#E140454, #E140772-#E140787, #E141011, #E141274-#E141379 in the amount of $18,042.37 refunds/payments in the amount of $3,488.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for October, 2014 in the amount of $81,012.05 for an aggregate total of $102,542.42 for total issue for the month of October, 2014 were presented for discussion and review.

Jim Detro made the motion to approve the October vouchers and payroll. Ray Campbell seconded the motion and the motion carried.

2014 Budget & Resolution #2014-03
The next topic was a review of the 2014 budget and year to date figures. Ella reviewed with the Board that because of the additional pass through funds in the amount of $50,000.00 from Health Care Authority, we would be exceeding our approved budget. Ella advertised for public hearing at today’s meeting (Nov. 12th) but has not received any public comments. Ralph opened the public comment period and there was no public comments given. The public comment period was closed and the motion was made by Jim Detro to approve and sign Board of Health Resolution # 2014-03. Sheilah Kennedy seconded the motion and the motion carried.

Sheilah Kennedy inquired about the Health District’s intent and future involvement with the Health Care Authority (HCA) and the next step in grant application process. Sheilah reviewed with the Board the original intent of the HCA was to bring community members to the table for discussion regarding a variety of services (medical/clinic/hospitals/specialized provider and services, mental health, adult ageing, etc.) in our county and how to keep them in our county. The next grant cycle is for approximately $300,000.00 and there is concern about moving away from original intent of the grant. Sheilah also shared information about the Regional Service Network’s (RSN’s) and Regional Service Area’s (RSA’s). There were additional questions from the Board members and direction was given to place the item on the December agenda for further discussion.
2015 Budget
The topic began with Ella reviewing the preliminary 2015 budget. The 2015 revenue budget figures show an increase of approximately $57,000.00 from the 2014 budget. In addition, Ella stated that the 2015 County Fee is $125,000.00 (was $120,000.00 in 2014) and that was based on the direction from the BOH Finance committee that met last week. There was a review of the 2015 Revenue Summary report and the discussion moved to the 2015 Expenditures. Ella reviewed the proposed changes to the 2015 and 2014 Expenditures and the overall difference was an increase of $4,755.00

Ella next reviewed the gap of approximately $56,000.00 between revenue and expenditures for 2015. The discussion moved to a review of the 2015 Public Health Fee Schedules. The 2015 Community Health Fee Schedule was reviewed and the minor changes were discussed. The 2015 Environmental Health Fee Schedule was reviewed in detail with the proposed changes.

During the Environmental Health Fee discussion, Dave Hilton and Mike Harr reviewed the proposed changes in the food program categories. Dave and Mike reviewed historical problems with a variety of the categories (complex markets, deli’s, meat dept’s, temporary events, etc.) and reviewed how overall the new categories and endorsements would work to the benefit of the food establishments. Mike offered the example that in the past a food establishment that was permitted as a Complex Market, the entire store would be closed for a violation. Now with the new food program categories and endorsements it is feasible to close the area that was in violation (deli, meat dept, etc.) rather than closed the entire store. In addition, the new fees associated with the new categories were based on the amount time involved for the inspections so that a larger store that takes longer to inspect pays a higher fee than a similar smaller store. Dave and Mike reviewed examples of where some of the fees were reduced, some fees did not increase, while others were increased based on the new categories. The discussion also involved how the temporary events are now categorized as a low or high hazard temporary permits and the benefit this will be for the various non-profit and school events that are primarily fund raisers. Dave also shared that with the new categories and fee increases, the overall difference in revenue from 2014 was approximately $6,200.00

The group then reviewed the 2015 Expenditure Summary sheet and changes were made to various categories to reduce the overall expenditures. The major reductions resulted in removing the vehicle ($25,000.) and the 3 month part time position ($26,000.) with minor reductions in the additional categories. Ella was directed to advertise for a public hearing for the 2015 Fee Schedule and 2015 Public Health budget at the next Board meeting on December 9th.

The group discussion also involved the possibility of lowering the rent by moving (Virginia Grainger, Behavioral Health, negotiating with Public Works, etc.) and reducing the accounting services fee from the Auditor’s Office. The Board also encouraged generating new ideas and options on how to reduce our overall costs and/or increase revenue.

Community Health Update

Communicable Disease Update
There was no Communicable Disease update given.
Environmental Health Update
Dave briefly summarized the Group B summit meeting that was held in Colville. The Board members reviewed Dave's email dated 10-30-14 and there was consensus among the group to continue to table the Group B discussion.

Adjourn
Sheilah Kennedy made the motion to adjourn the meeting at 5:10 p.m. Ray Campbell seconded the motion, the motion carried and the meeting was adjourned.

Ralph Malone
Chairman

Date

Ella Robbins
Administrative Coordinator