Board of Health Meeting
December 9, 2014

Members: Ralph Malone - Chairman, Sheilah Kennedy, Ray Campbell, Jim Detro (phone), Lee Webster, Neysa Roley
Staff: Ella Robbins, Dave Hilton, Lauri Jones, Mike Harr
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, there were none.
Lee Webster made the motion to approve the agenda as presented. Ray Campbell 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 November 12, 2014
Ella stated the Board of Health minutes for November were sent to the members earlier. It was noted during the review that the Board meeting date should be changed to November 12th. The correction was made and the corrected minutes were presented for signature. Lee Webster made the motion to approve the corrected Board of Health minutes for November, and Neysa seconded the motion. The motion carried.

Financial Reports – November 2014
Revenue Status Report & Expenditure By Object Report
Ella began the discussion by presenting and reviewing the November Revenue Status report. The total revenue received in November was $57,476.31 and the year-to-date amount is $1,132,797.27 with the year to date percentage at 95.73%. Ella also stated that as she reviewed the specific revenue categories (business licenses & permits, Federal & State funds, fee for service, etc.) there are areas where the revenue has not been received as projected. In addition, there are categories where the revenue funds have exceeded the budgeted expectations.

Ella’s next discussion was a review of the monthly expenditures for November. The monthly expenditures are $91,841.48 with the year to date amount at $1,115,557.03 and the year to date percentage at 88.07%. Ella stated that when the year to date expenditures ($1,115,557.03) are subtracted from the year to date revenue ($1,132,797.27) this only leaves approximately $17,240.00 which is not enough to process the unpaid invoices that total approximately $25,000. In addition, we have not yet made the December payroll and benefit costs of approximately $82,246.00.

Ella further explained that because the 2015 Environmental Health permit renewal notices were delayed due to the 2015 Fee Schedule not being approved by the Board earlier, this has contributed to the cash flow problem for December. Ella stated that historically the permit renewal notices are sent out mid-November and that revenue significantly contributes to the cash flow for November and December. Ella also stated the once the 2015 Environmental Health Fee Schedule is approved by the Board later in the meeting, it was her intent to get the 2015 renewal notices sent out by the end of this week.

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Page 1 of 5
Cash on Hand Report & Reserve Accounts
Ella shared the Cash on Hand Report for November and December. The November ending balance is $14,440.86. As of December 9th, the cash on hand balance is $14,417.00. Ella also stated that when she reviews the projected revenue that will be received by the end of December, there will not be enough to process the unpaid bills and payroll expenses.

Neysa Roley made the motion to approve the November and December Financial reports as reviewed and presented. Lee Webster seconded the motion and the motion carried.

November Vouchers and Payroll
Ella presented the November Voucher and payroll report for discussion and review. Ella stated that not all of the invoices had been processed because of the cash flow problem, so the November voucher amount was lower than usual. Lee Webster made the motion to approve the November vouchers and payroll. Ray Campbell seconded the motion and the motion carried.

Accounts payable vouchers #E141519-#E141530, #E141758, #E142070-#E142080 in the amount of $9,595.13 refunds/payments in the amount of $2,814.00 and Payroll warrants as attached & received from the Treasurer's Financial Statement for November, 2014 in the amount of $82,246.35 for an aggregate total of $102,542.42 for total issue for the month of November, 2014 were approved.

2014 Budget – Resolution # 2014-04
The next discussion began with reviewing Resolution #2014-04 which approves withdrawing $50,000.00 from the Operating Reserve Account (#58). Ella reviewed that with the current revenue flow she does not anticipate having sufficient funds for the monthly payroll ($82,000.00) and unpaid invoices ($25,000.00)

As Ella had mentioned earlier a portion of the cash flow problem is due to the 2015 Fee Schedule not being approved earlier as the 2015 permit renewal notices could not be sent out. In addition, there are projected revenue sources in the budget of approximately $75,000.00 that did not materialize. There was discussion and agreement among the group that there will need to be a close look at the monthly expenses in 2015 as the current trend cannot continue.

The discussion also included a review of the unpaid invoices. Ella reviewed the anticipated revenue to be received by the end of December and could not assure the Board there would be enough funds to process the unpaid invoices by the County voucher deadline of December 23rd. Ella also stated her opinion that the revenue expectations for January & February would be encouraging due to the State funds ($84,000.00) we will be receiving in the first quarter and the revenue from the 2015 permit renewals.

There was agreement among the group that an additional $25,000.00 would be needed to process the unpaid invoices to get current by the end of December. A special meeting will need to be held to authorize an additional $25,000.00 from the Operating Reserve Account. The meeting date of Friday, December 19th at 1:30 was scheduled and Ella was directed to advertise the special meeting.

The motion as made by Lee Webster to approve Resolution # 2014-04 that authorizes moving $50,000.00 from the operating reserve account (#58) into the general fund (#051). Neysa Roley seconded the motion and the motion carried.
2015 Budget - Resolution #2014-05
2015 Public Health Fee Schedule
The next discussion began with a review of the 2015 Fee Schedule. Ella and Lauri began with a review of the 2015 Community Health Fee Schedule. The changes were reviewed and questions were asked and answered regarding the fee schedule.

2015 Environmental Health Fee Schedule
The topic of the Environmental Health Fees began with a review of the revisions made in the Food Program Policy. Dave Hilton and Mike Harr reviewed the current Food Program permit categories and permitting process in comparison with the revised categories. The revisions in the Food Program Policy now allow us to generate one permit with endorsements for specific sections in a food establishment. The example was given that previously a market would generate one permit, and if there was a violation we would be required to close the entire market. Dave and Mike further explained that with the endorsement(s) now being generated under the market permit, we would be able to close one section (i.e. deli, bakery, meat dept., etc.) and the food establishment/market would still be open and able to operate. Dave and Mike also discussed that the review of the Food Program Policy resulted in a more equitable fee being charged for the permits as the time involved with the inspections was also reviewed. The questions from the Board involved the amount of 2015 revenue generated from the changes in the Food Program Policy, the impact on various establishments (i.e. fees now higher or lower for FE), the number of establishments, etc.

The Board next questioned the Late Fee charge for temporary food permits in the Food Program. Mike and Dave reviewed the Temporary Food Permit requires vendors to submit their Temporary Food Permit Application to Public Health 14 days before the Temporary Event (i.e. Family Fair, Rhythm & Blues, Omak Stampede, County Fair, etc.) In the past, temporary permits would be charged a double fee ($85 x 2 = $170) and the proposed $45.00 late fee would be a reduced fee to the food vendors that are late. The additional questions and comments included vendors who are chronically late, vendors who are non-profits and doing community or school fund raising activities, was Public Health paying late fees on their bills, etc. The statement was also made that a deadline of 14 days is still a deadline and deadlines should be enforced. Ella asked for clarification and offered the example of a high school fund raising group was not permitted; we should not permit them and remove them from the temporary event. The direction from the Board was that when a food vendor is found at a temporary event, they should not be permitted and they are to be removed from the event. The motion was made by Sheilah Kennedy to remove the late fee from the Environmental Health Fee Schedule, and Ray Campbell seconded the motion. The motion carried.

2015 Public Health Fee Schedule
The next topic was a review of Resolution #2014-05 which adopts the 2015 Public Health Fee Schedule. Neysa Roley moved to adopt Resolution # 2014-05 with the changes as discussed. Lee Webster seconded the motion, and the motion carried.

2015 Public Health Budget – Resolution #2014-06
The discussion shifted to the proposed 2015 Public Health Budget with a total of $1,160,155. Ella began by reviewing the 2015 Expenditures in comparison with the 2014 Expenditures. The 50% part time position for Community Health/Administration was removed as well as the vehicle which resulted in an overall reduction of approximately $56,000.00.

Ella next reviewed the 2015 Revenue Status Report and revenue projections with the Board. Okanogan County is at $120,000.00 which is down from $125,000.00 for 2014. Ella and Lauri’s discussion with the Board included the request to maintain the 2014 funding at $125,000.00 but the response from the County
Commissioner’s was the additional $5000.00 was not available. Ella began reviewing the 2015 revenue budget in comparison with 2014. Ella showed where the changes are in each category for 2014 and 2015, the impact from the increased Environmental Health fees, the continued reductions in staffing, the continued reduction from the County, etc.

The discussion shifted towards the fee increases in the food program, the funding reduction from the County, and the increasing frustration to maintain services with reduced support from a variety of sources. Various members of the group expressed opinions regarding adequate funding for Public Health, program evaluations, the impact of reducing services to county residents (i.e. fewer septic inspections=building dept. sign offs, installer delays, water tests/certified water lab/water run, etc.)

The discussion also included a review of the reserve accounts (#58) and (#59). Questions were asked regarding when funds could be added back into the reserve account. Ella stated she would have a more information after the 2014 ending fund balance and the January revenue is received.

The motion was made by Ray Campbell to adopt Resolution #2014-06 which adopts the 2015 Public Health Budget. The motion was seconded by Neysa Roley, the motion carried.

Dr. John McCarthy expressed his appreciation for the efforts and challenges faced by the Board and the group. Dr. McCarthy also reminded the Board to stay focused on the mission of Public Health. He also reminded the Board that the work that is done by Public Health is often invisible. He also reminded the Board members that as we are cutting staff and funds, it is important to focus on how we can viably maintain Public Health and still stay focused on the mission for Public Health.

**Contracts – WA Dept. of Health 2015-2017 Cons. Contract # C17120**

Ella and Lauri reviewed the WA State Dept. of Health Consolidated Contract. The contract continues the programs and services that are currently in place for 2014 with no major changes. Ella also stated that the contract funds are included in the 2015 budget.

The motion was made by Sheilah Kennedy to authorize the Chairman to sign the WA Dept. of Health 2015-2017 Cons. Contract # C17120 as reviewed and presented. Ray Campbell seconded the motion and the motion carried.

**State Audit Update**

Ella shared information regarding the recent State Audit that has been completed. There were no findings and the recommendations that were made regarding the payroll and voucher certification being placed in the monthly Board minutes is already in place.

**Performance Evaluations**

Sheilah Kennedy inquired about the process for Performance Evaluations for members of the Administrative Team. Ella shared that in the past the evaluation process has been that 2 of the Administrative Team members (Ella, Dave, Lauri) evaluate the third member. The evaluations were then given to the Chairman of the Board.

Ella, Dave and Lauri also shared that during the last evaluation, with the understanding that they work under Dr. McCarthy’s license and direction as the Health Officer, the recent performance evaluations were given to him.

The discussion included various scenarios of how problems would be handled when a situation occurs with the management team. Ella, Dave and Lauri stated it was their understanding that if an issue could not be resolved...
by the Administrative Team, the issue would be brought to the Chairman of the Board. Ella also reviewed that the formation of the Administrative team began about 5 years ago when the previous Administrator resigned. At that time, the Administrative duties were allocated among the 3 Public Health supervisors as it was also apparent that there were not adequate funds in the budget to continue to fund the Administrator’s position. The re-distribution of the Administrative duties has worked for the past 5 years and there still are no funds available for an Administrator position (approx. $80,000.00 to $100,000.00). In addition, it would be difficult to find an individual with the combined Public Health knowledge and experience that the current Administrative Team members have.

The consensus of the Board was that while the current evaluation process for the Administrative Team works, there should be a formal performance evaluation procedure in writing for the Administrative Team.

Adjourn
Sheilah Kennedy made the motion to adjourn the meeting at 3:30 p.m. Ray Campbell seconded the motion, the motion carried and the meeting was adjourned.

Ralph Malone
Chairman

1-13-15
Date

Ella Robbins
Administrative Coordinator