Board of Health Meeting  
March 11, 2014

Members:  Ralph Malone - Chairman, Sheila Kennedy, Ray Campbell, Jim Detro, Neysa Roley,  
Staff:    Ella Robbins, Dave Hilton Lauri Jones,  
Guests:   Skip Rosenthal, Behavioral Health

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 if there were any changes or additions to the agenda. Ella requested a discussion under Administrative Issues regarding the Lease Agreement for the Public Services Building. Ella also requested a discussion regarding the Community Assessment Data under Community Health Update.

Sheilah Kennedy made the motion to approve the agenda as presented; the motion was seconded by Ray Campbell. The motion carried.

PUBLIC COMMENT
Chairman Malone opened the meeting for public comment at 1:40 p.m. Skip Rosenthal, CEO from Behavioral HealthCare was introduced as the new Administrator at Behavioral Health. There was no further public comment offered and the public comment period was closed at 1:45 p.m.

ADMINISTRATIVE ISSUES
Minutes of February 11, 2014
The minutes of the February 11, 2014 meeting were presented and reviewed. The motion was made by Ray Campbell to approve the minutes. Sheila Kennedy seconded the motion and the motion carried.

Financial Reports – February 2014
Revenue Status Report
Ella began the discussion by presenting and reviewing the February Revenue Status report. The total revenue received in February is $158,264.36 and the largest part of the revenue was $84,941.00 Public Health Assistance funds. This has placed us at 26.61% of revenue for the first two months of 2014.

Expenditure by Object Report
Ella’s next discussion was a review of the monthly expenditures for February, 2014. The monthly expenditures are $95,760.00 Ella shared that only expense that was out of the ordinary would be the reduced fuel bill due to fewer on-site inspections done in January.

Cash on Hand Report
Ella shared the Cash on Hand Report for February and March, 2014. Ella stated the final February balance was $97,770.37 that carried over to March 1, 2014. The current Cash on Hand total for March 10, 2014 is $126,786.29.

Reserve Accounts
Ella next reported that with the March beginning fund balance at $97,000.00 she moved $5,000.00 into the Public Health Operating Reserve Fund (#58). This brings the balance of fund #58 to $104,528.60 that the Board members see reflected in the March Cash on Hand Report. The #59 Account (Health Office) balance remains at $15,000.00.
The motion was made by Neysa Roley to accept the March Financial Reports as presented and reviewed. Sheilah Kennedy seconded the motion and the motion carried.

*February Vouchers and Payroll*

Ella next presented the February Voucher and Payroll reports. Ella reviewed the February vouchers and stated there were no unusual expenses. The motion was made by Sheilah Kennedy to approve the February Voucher and Payroll reports as reviewed and presented. Neysa Roley seconded the motion and the motion carried.

*WA State Department of Health (DOH) – Consolidated Contract Am #13*

Ella and Lauri next presented Am #13 of the DOH Consolidated Contract. Ella and Lauri reviewed the changes in the Statement of Work and the changes in revenue reimbursements. The Board members asked questions about the various programs and their activities; number of HIV clients, Immunization activities, Group A Water Systems, etc.

The motion was made by Ray Campbell to authorize the Chairman to sign Am #13 of the DOH Consolidated Contract (# C16895) as presented and reviewed. Sheilah Kennedy seconded the motion and the motion carried.

*Public Services Building Lease Agreement*

Ella next began the discussion of a review of the Lease Agreement with Public Health and Okanogan County for office space in the Public Services Building. The current agreement expires in May 2014 and the early discussion with the Administrative team involves lowering the rent, as the current amount of office space was based on the 24 FTE’s from 5 years ago. Ella stated that with the current staffing (13 FTE’s) we may not need as much space and with reduced square footage that would effectively lower the monthly lease payment. Ella also stated that the current lease agreement is with Okanogan County, with the monthly invoice and payment involving Public Works.

The Administrative team has considered moving all of the Public Health staff to the east side of the second floor. This would allow additional tenants for the west side of the building and there was expressed interest from the County Commissioner’s with the concept. The Board members reviewed the west side of the building and questions were asked regarding lockable offices, storage space, bathroom and break room access, separate entrances, etc. The direction was given for the Administrative Team to present their proposal at the April Board meeting.

*Community Health Update*

*Community Assessment Data*

Lauri began the next topic with presenting the Community Assessment data that she has been gathering over the past few months. She summarized the 12 questions on the survey, the areas where the survey was done (community health fairs, county fair, local markets, OCPH webpage, areas of Okanogan County, etc.) and the participants who gathered the results (nursing students, bilingual Public Health staff, etc.). The next step in the process will be to develop a report with the data which is already showing to be very interesting. The discussion among the group included how the data is similar to what is being discussed with staff at Behavioral Health, increased heroin and drug use in the county, treatment options and availability, etc. Lauri will present more information at the April Board meeting.

*Environmental Health Update*

Dave Hilton talked with the Board regarding the Group B regulation that is being developed. Dave briefly defined the differences between Group A and Group B water systems, the past role of the State Department of Health, the number of Group A systems in the county, the proposed fee structure and compliance schedule, design and approval of the water systems, historical problems, etc.
Dave asked the Board members on how to proceed on gathering public comment for the proposed regulation. There was agreement among the Board members that they would like to review the regulation before it is presented for public comment. Dave will be sending the draft Group A Regulation to the Board members for their review and comments before the April Board meeting.

**Adjourn**
Ray Campbell made the motion to adjourn the meeting at 2:45 p.m. Sheilah Kennedy seconded the motion, the motion carried and the meeting was adjourned.

\[Signature\]
Ralph Malone  4-8-14
Chairman

\[Signature\]
Ella Robbins
Administrative Coordinator