Board of Health Meeting
April 28, 2015

Members: Ralph Malone - Chairman, Sheilah Kennedy, Ray Campbell, Jim Detro, Lee Webster
Staff: Ella Robbins, Dave Hilton, Lauri Jones, JJ Bellinger
Guests: See attached register

CALLED TO ORDER & INTRODUCTIONS
The meeting was called to order by Chairman Ralph Malone at 1:35 p.m.

ADDITIONS/APPROVAL OF THE AGENDA
Chairman Ralph Malone asked for changes or additions to the agenda. Ella requested adding 2 grants that had been received since the last Board meeting. Ella asked to add the DOH Consolidated Contract Am #2 and the Chelan-Douglas Health District Design grant to the agenda under Administrative Issues.

Ray Campbell made the motion to approve the agenda with the additional items as requested. Jim Detro seconded the motion and the motion carried. The agenda was approved.

PUBLIC COMMENT
Chairman Ralph Malone began by asking Mr. John Hubbard to address the Board regarding his questions and concerns regarding water adequacy requirements at Public Health. Mr. Hubbard stated that Public Health currently requires two water tests (coliform and nitrate), the water adequacy form and an attached copy of the well log that is filed with the Dept. of Ecology (DOE). Mr. Hubbard stated his belief that the well log (that has been filed with DOE) has all of the required information and that no additional information requested by Public Health (and the $75.00 fee) should be required or necessary. Mr. Hubbard shared a well log with the Board to show the information that was asked for on a well log. Mr. Hubbard also questioned the purpose of the water adequacy, why it was required, and how it was used.

Dave Hilton began by distributing the form used at Public Health for Water Adequacy. Dave also shared the document “Origin of Water Adequacy” that gives a history of why and how water adequacy came as a result of the Growth Management Act., applicable RCW’s and how local health jurisdictions took on the task of making determinations of water adequacy. Dave and JJ Bellinger also reviewed that Planning and Building Departments requested Public Health assistance as they had the necessary knowledge to interpret various proof of water capacity such as well logs and water rights.

The discussion also included the fact that not every drilled well has a water log that has been filed with DOE, some wells must be pumped to show adequate supply, historically establishing a water source, and the water adequacy requirement for Building permits, coliform and nitrate water tests, the 2 connection waiver, etc. Jim Campbell expressed his opinion to adhere to RCW’s that are fully funded and the frustrations with unfunded mandates. Ray Campbell offered his previous experience with using water adequacy information.

Chairman Malone and the Board expressed their appreciation to Mr. Hubbard of bringing his concerns to the Board.

ADMINISTRATIVE ISSUES
Board of Health position – City of Brewster
Sheilah Kennedy questioned the Board regarding the Board of Health position currently held by Lee Webster that represents the City of Brewster. The question was raised that because Lee Webster had not been confirmed in the BOH position, he should not be voting at the Board meeting. (ER note: Lee Webster is no longer elected
official/Mayor of Brewster. Lee is now Public Works Director for City of Brewster – see discussion later in the agenda.) There was agreement among the Board that Lee would be a non-voting participant at this Board meeting.

March 10th Board of Health Minutes
The next topic began with a review of the minutes of the March 10th Board of Health meeting. The minutes were distributed to the Board members earlier and there were no changes. Jim Detro made the motion to approve the minutes as presented, and Ray Campbell seconded the motion. The minutes were approved.

March Financial Reports
Ella began by reviewing with the Board the March Financial Reports which consisted of the March Cash on Hand Report & County Treasurer’s Financial Statement, the March Revenue and Expenditure Reports, and the current April Cash on Hand report. Ella also reviewed with the Board how the figures from the various County reports (Treasurer’s Statement and EDEN reports) are tied in and reconciled with the Public Health reports. Sheilah Kennedy asked if Ella had received questions from the Treasurer’s Office regarding the reports and Ella stated she had not received anything from the Treasurer’s Office. Ella further summarized that we are 24.52% for Expenditures so far this year, and at 34.74% of our Revenue. Ella also reviewed that as she reviewed the same time period in 2014, we are ahead in 2015 by approximately $41,000.00

Ella also reviewed that $5000.00 will be added to the Emergency Operating Account (#58) at the end of April, which will bring the Emergency Operating Account to $25,000.00. The Health Officer account (#59) remains at $15,000.00.

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

March Vouchers and Payroll
Ella next reviewed the March Voucher and Payroll. The Voucher Report was sent to the Board members earlier with a copy of the March Treasurer’s Financial report showing the reconciliation and connection between the reports. The Board members reviewed the March reports and the motion was made by Sheilah to approve the March Voucher and Payroll reports. Jim Detro seconded the motion and the motion carried.

Board of Health Position – City of Brewster
The next topic began with a review of the letter received from the City of Brewster (dated 4-7-15) confirming the appointment of Lee Webster as City Representative for the Board of Health.

Sheilah Kennedy stated that because the position was now vacant, that the County Commissioners should be having this discussion and making the final decision. Sheilah also questioned if the position should be advertised and Ella was directed to send the letter from the City of Brewster to the Clerk of the Board for the County Commissioner’s so that it would be placed on the Commissioner’s agenda.

County & Public Health Payroll Changes – Resolution # 2014- 02
Ella shared copies of the proposed Resolution for the Board to review. Ella stated that the County will be moving to a 2 cycle pay period. Public Health receives payroll services from the County and we need to implement the payroll changes for our employees to be consistent with the County payroll process. Ella also shared copies of the County Commissioner’s Resolution (40-2015) for the Board members to review.
The discussion included a review of the resolution and changes were made during the Board’s members review. The motion was made by Jim Detro to accept Resolution # 2014-02 as amended. Sheilah Kennedy seconded the motion and the motion carried.

County & Public Health Authorizing Limited Use of Annual Leave & Additional Floating Holiday – Resolution 2014-03
The next topic began with a review of the draft Resolution #2014-03. Ella stated that the County has granted to employees the one-time option of using a limited portion of their annual leave plus an additional floating holiday to help alleviate some of the financial hardship that may occur during the payroll conversion. Public Health would also like to offer this to Public Health employees. Ella also shared copies of the County Commissioner’s Resolution (42-2015) for review.

The discussion included a review of the draft Resolution and proposed changes were made during the discussion. Jim Detro made the motion to approve Resolution #2015-03 as amended. Ray Campbell seconded the motion and the motion carried.

Sheilah Kenned also directed Ella to review and prepare changes for the Board to review next month in the Public Health Policy Manual (section 3.42) that will reflect the payroll changes the Board adopted.

Department of Health Consolidated Contract – Am #2
The next topic began with Lauri and Ella reviewing the Dept., of Health Consolidated Contract (C17120) Am #2 with the Board. Lauri reviewed the programs and the changes. The motion was made by Sheilah to authorize the Chairman to sign the contract. Ray Campbell seconded the motion, the motion carried and the contract was signed by the Chairman.

Chelan-Douglas Health District – HCA Design Grant (HCA-K1437)
Lauri reviewed with the Board the purpose and goal of the HCA Design Grant that we have received to continue our collaboration with Chelan-Douglas Health District and also in our community. The discussion among the Board involved experiences with access to care, use and abuse of residents using ambulances and emergency rooms, un-reimbursable costs incurred, members & representation of the local agencies involved discussing access to care and other issues, etc.

Sheilah Kennedy made the motion to authorize the Chairman to sign the HCA Design Grant with Chelan-Douglas Health District. Ray Campbell seconded the motion and the grant was signed.

COMMUNITY HEALTH UPDATE
Lauri briefly shared that the data presentation she had prepared earlier this year to share with the Board has changed. Lauri will update the data in the presentation and have it available for next month’s Board meeting if time allows.

ENVIRONMENTAL HEALTH UPDATE
Dave updated the Board on the proposed legislative cuts to the CPG grant we have with DOE. This grant funds our Solid Waste Program (as well as the County Landfill) which enables us to identify illegal dumping sites. The CPG funding also assists Public Health with the coordination for the Tire Recycling and Disposal events in the County. Dave requested that the Board members contact their legislative representatives & friends to continue support for the CPG funding.
ADJOURN
The motion was made by Ray Campbell to adjourn the meeting at 3:00 p.m. Sheilah Kennedy seconded the motion and the meeting was adjourned.

Ralph Malone  5-12-15  Ella Robbins
Chairman  Date  Administrative Coordinator