Board of Health Meeting
January 13th, 2015

Members: Ralph Malone - Chairman, Sheilah Kennedy, Ray Campbell, Jim Detro, Lee Webster, Neysa Roley
Staff: Ella Robbins, Dave Hilton, Lauri Jones, Dr. McCarthy
Guests: See attached register

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

ELECTION OF OFFICERS
Chairman Malone opened the discussion for nominations of officers. The motion was made for Ralph Malone to continue as Chairman of the Board, with Lee Webster as Co-Chairman. The motion carried.

ADDITIONS/APPROVAL OF THE AGENDA
Chairman Ralph Malone inquired for changes or additions to the agenda. Sheilah Kennedy requested adding an Executive Session to address personnel issues after the Environmental Health update. Chairman Malone added the Executive Session per RCW 42.30.110 (F) regarding complaints against a public employee.

Ray Campbell made the motion to approve the agenda, Jim Detro seconded the motion. The motion carried and the agenda was approved.

PUBLIC COMMENT
Chairman Malone opened the meeting for public comment at 1:35 p.m. Steve Lcrz stated his concerns regarding Public Health services, regulations, and funding issues. The public comment period ended at 1:38 p.m.

ADMINISTRATIVE ISSUES
Minutes of December 9th and December 19th, 2014
Ella presented the Board minutes of December 9th and December 19th for review and there were no changes made. Lee Webster made the motion to approve the December 9th and December 19th as presented. Neysa Roley seconded the motion and the motion carried.

Financial Reports – December 2014
Revenue Status Report & Expenditure By Object Report & Cash on Hand
Ella began the discussion by presenting and reviewing the December Revenue Status report. The total revenue received in December was $97,848.56 with the year to date amount at $1,205,645.83. The year to date amount does not reflect the additional $75,000.00 that was transferred from the reserve account in December. Ella stated that with the funds transferred from the reserve account, we were able to process the unpaid invoices and they have all been paid by the end of December. Ella also stated this will be noticed in the Voucher report as our expenditures were higher than usual this month.

Ella also shared that with her preliminary review of the 2014 year to date revenue and year to date expenditures, there will a beginning fund balance of approximately $68,000.00. Ella also stated that this higher beginning fund balance is primarily due to the $75,000.00 transfer from the operating reserve account (#58) in December.

Ella next reviewed the preliminary expenditures for December. Ella did not have the December expenditure report available for the Board so her estimates were based on the November report with projections for December expenses. Ella also did not have the final year to date data so her estimates were preliminary until
the final report was available. Ella reviewed that her estimates were that we would finish 2014 under budget by approximately $29,000.00.

Cash on Hand Report & Reserve Accounts
Ella shared the preliminary Cash on Hand Report for December and January. The ending balance for December is $70,203.43 and that will be the approximate beginning fund balance as we move into January 2015. Ella also reviewed that as of January 6th, the ending balance is $73,936.44. Ella also reviewed that the 2015 permit renewal notices continue to come in as reflected in the Cash on Hand report, and when considering the anticipated revenue to be received at the end of January – she does not anticipate problems covering the January expenses. Ella also stated that in considering the anticipated revenue for February, she does not anticipate any cash flow problems in February.

Ella next reviewed the reserve accounts #58 and #59 that are noted on the Cash on Hand reports. The Emergency Operating Reserve account (#58) balance is at $4528.60 which reflects the transfers of $75,000.00 in December. The Health Officer Account (#59) balance is at $15,000.00 and it has not been changed.

There was concern expressed by the Board regarding the transfers (total of $100,000.) that has depleted the Emergency Operating Reserve Account (#58). The group discussion involved a review of Public Health financing and sources of funding, mandated and un-mandated programs, various federal-state-local funding sources, permit fees, fee for service contracts, reduced staffing, etc.

There was agreement among the group that the Administrative Team needs to evaluate and review the Public Health programs that are mandated and un-mandated, how they are funded, necessary staffing adjustments or reductions that can be made, Public Health financing and sources of funding for 2015, etc. Ella stated that the Administrative Team has begun to discuss and review a variety of options that will be presented to the Board next month.

Jim Detro made the motion to approve the December Financial reports as presented and reviewed. Lee Webster seconded the motion and the motion carried.

December Vouchers and Payroll
Ella presented the December Voucher and Payroll report for discussion and review. Ella stated all of the invoices have been paid. Ella also stated that the December Voucher total is higher than usual due to previous unpaid vouchers that are now paid.

Accounts payable vouchers #E142301-#E142309, #E142617, #E142965-#E142987 in the amount of $41,088.63 refunds/payments in the amount of $3,686.03 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for December, 2014 in the amount of $81,011.77 for an aggregate total of $125,786.43 for total issue for the month of December.

Lee Webster made the motion to approve the December Voucher and Payroll report. Neysa Roley seconded the motion and the motion carried.

Tort Claim
The next topic was a brief review of the Tort Claim that has been filed by Birens Pillow. Dave Hilton reviewed the history of the complaint, the timeline, and Public Health issues regarding his license. Ella and Dave also informed the Board the Tort Claim has been turned over to Enduris and they will be handling the claim for us.
Public Health Services Building & Lease Agreement
Ella next presented a draft of the 2 proposed amendments to the current rental agreement. The proposed amendments were prepared at the direction of the County Commissioner’s to reflect the smaller square footage being used by Public Health. Ella presented copies of the amendments and stated that she has discussed the changes with the Director of Public Works, and both Public Health and Public Works are in agreement with the proposed changes. The Board also agreed that we could continue with the current agreement as it is with no changes. The County Commissioners asked the discussion to be tabled until next month’s Board meeting, with the intent that the County Prosecutor will have the opportunity to review the proposed agreements.

History of Public Health District
The discussion shifted to the history of the formation of the Health District. The County Commissioners directed the County Prosecuting Attorney to review the process of how and when the Public Health Department became a Public Health District, the documents available to verify the procedure, etc. The letter from the Prosecuting Attorney’s office to the County Commissioner’s (see letter dated 12-23-14) stated that the Health District was properly formed and was operating legally. The letter also recommended the BOCC consider adopting a Resolution that acknowledges the language of the 8-13-85 draft resolution and the creation of the Health District.

This resulted in the discussion moving towards a review of the historical funding of Public Health, previous funding formulas used for city and county funding (populations vs property evaluations), MVET (motor vehicle excise tax) funding, federal-state-local funding, fee for services, permit fees, current Foundational Funds allocated to the counties, etc. The discussion also included a review that the intent of the Foundational Funds issued by the State to the local health jurisdictions (LHJ’s) was to replace city funds that were previously allocated to LHJ’s by the city assessment formula used in the past.

The discussion also involved a review of a county resident who has property inside the city limits and property in the county. The example was given how this resident currently pays for county taxes on the county property and then compared the city property for county taxes and services.

The group discussion also included a review of while the city representatives acknowledge they may represent a specific city or commissioner’s district (and not every city is represented on the Board) they are also representing all of the county constituents. Chairman Malone also stated that when a Public Health issue occurs in a city, it is also brought to Public Health.

COMMUNITY HEALTH UPDATE
Communicable Disease Update
The next discussion was an update by Lauri regarding a recent traveler to our area who was self-monitoring for the Ebola virus. Lauri reviewed how she/he came to our county, how we were notified, how and where she/he was exposed, the various steps Public Health had to consider (where & how to transport if she/he became infectious, requirements of self-reporting, daily contact with Public Health, length of stay in county, remote area of the county, discussions with local providers, etc.) Lauri also reviewed that while this is a significant and important part of Public Health, it is often invisible (and unfunded) as we fulfill our duty & responsibility to protect our residents from communicable and infectious disease(s).

Lauri also updated the Board on the recent number of flu cases that have been reported in our county, where the cases are occurring (nursing homes, schools, etc.) and the consistent contact with the medical providers, hospitals and schools.

ENVIRONMENTAL HEALTH UPDATE
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Dave gave a brief summary of the Environmental Health permits that are being processed.

Dave also informed and invited the Board to the yearly Installers Class that is being scheduled in March at the Commissioner’s Hearing Room.

**EXECUTIVE SESSION**
Chairman Malone announced the Board would be going into Executive Session for 10 minutes regarding RCW 42.30.110 (F) that concerns reviewing complaints against a public employee. The executive session began at 3:35 p.m.

The Board came out of Executive Session at 3:45 p.m. and reconvened. There were no decisions made and no action was taken.

**Adjourn**
Jim Detro made the motion to adjourn the meeting at 3:46 p.m. Sheilah Kennedy seconded the motion, the motion carried and the meeting was adjourned.

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Ralph Malone  
Chairman  
2-10-15

Ella Robbins  
Administrative Coordinator