Board of Health Meeting
March 10, 2015

Members:  Ralph Malone - Chairman, Sheilah Kennedy, Ray Campbell, Jim Detro, Neysa Roley
Staff: Ella Robbins, Dave Hilton, Lauri Jones,
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 inquired for changes or additions to the agenda. Sheila Kennedy asked the Chairman to move the public comment up on the agenda before Administrative Issues.

Sheilah Kennedy made the motion to approve the agenda as presented. Neysa Roley seconded the motion and the motion carried. The agenda was approved.

PUBLIC COMMENT
Ralph began the discussion by asking for Public Comment. Tim Vallo approached the Board regarding the Okanogan Family Faire event that will be happening this spring. Mr. Vallo recently learned that vendors who were not issued temporary food permits 14 days before the event, would not be issued a temporary food permit at the event site. In the past, OCPH has issued temporary food permits at the event and his request to the Board was to re-consider refusing to issue permits after the 14 day event deadline. Mr. Vallo stated that vendors needed to be aware of the change and with the Spring Fair occurring May 1st to 3rd, he was concerned about getting the message out to the new and/or returning vendors. Dave Hilton also reviewed the previous 14 day discussion and policy with the Board members.

The group discussed the deadline, the notice on the OCPH website, and how the information was getting out to the vendors.

Ralph and the Board expressed their appreciation to Mr. Vallo for addressing the Board and stating his concerns.

ADMINISTRATIVE ISSUES – Okanogan County Auditor & Furlough Days
Okanogan County Auditor Laurie Thomas and Chief accountant Nita Weeks began the next discussion with the Board. Laurie Thomas expressed her opinion that the proposed furlough days would not be enough to replenish the Public Health Emergency Operating Account. Laurie Thomas also expressed that the Resolution did not have enough detail regarding the furloughs and should be amended.

Nita Weeks shared a spreadsheet she had prepared that shows the impact of the furlough days to salaries and benefits. Nita also stated that her figures were based on 2014 revenue data. Nita’s spreadsheet also showed that 1 furlough day per 12 employees for 10 months had an impact of $30,600.00 Nita’s spreadsheet also included data for payroll cuts resulting in 5-15% salary and benefit reductions, as well as 1 to 3 days of furloughs per employee per month.

Ella agreed that the furlough days would result in $30,600.00 as she reviewed her figures with the Board. She shared that her calculations came from the employee’s hourly rate x 10 hour day, 12 employees per month = $3067.00 each month for 10 months. Ella also reminded the group the agreement with the Board and stated in
the signed resolution was a goal of establishing a minimum of $50,000.00 for 2015. Ella (and the Administrative team) also reminded the Board members that they continue to believe the primary reason the reserve account was needed was due to the late adoption of the 2015 Fee Schedule in December.

Ella also showed that with the current balance of $15,000.00 in the reserve account, plus additional savings in the 2015 rent, and the furlough days her projection was that we would be at $54,571.00 at the end of the year.

Laurie Thomas next reviewed with the group Resolution # 2015-01 that authorizes the furlough days. Laurie requested more detail in the section pertaining to the employees. She requested that the section be changed to read “…may be achieved by employees through employees taking mandatory unpaid furlough days (based on 10 hour work day per month). The resolution was changed during the discussion and Am#1 was added.

Ray Campbell made the motion to ratify the amended resolution as presented. Neysa Roley seconded the motion and the motion carried. Sheilah Kennedy opposed.

CONTRACTS

Department of Health Consolidated Contract – Am #1
The next topic began with reviewing the Dept, of Health Consolidated Contract (C17120) Am #1. Lauri reviewed that amendment statement of work is for DOT that we are doing with a TB patient. The unbudgeted new money of $5000.00 is for work we are already doing. Ella stated we have already spent approximately $4000.00 this year. The motion was made by Ray Campbell to authorize the Chairman to sign the contract. Sheilah Kennedy seconded the motion and the motion carried.

Interagency Agreement – Grant County
The next contract presented to the Board was the Interagency Agreement with Grant County. Laurie reviewed the statement of work which basically involves working with a local food market, and Ella reviewed that this was new unbudgeted money for 2015. Neysa Roley made the motion to approve Lauri Jones signing the contract as presented. Sheilah Kennedy seconded the motion and the motion carried.

Health Care Authority – Medicaid Match K1412
Lauri began the discussion by reviewing the previous discussion with the Board last month regarding the Medicaid Match activities. Lauri has recently talked with Hansine Fisher and another Community Health Director and is now asking the Board to consider signing the contract. Lauri explained further there is more staff available to code matchable activities, the benefits of now being included in a cluster with 9 LHJ’s, the major difficulties from 2013 and 2014 have been corrected, and the ability to expand and enhance the coding and activities after the training on March 18th. Lauri also talked about how we are already doing the outreach and linkage activities and the Medicaid Match contract would allow us to receive flexible funds to support community health programs for work we are already doing. Lauri next reviewed the section in the contract where we can cancel the contract if it is determined the changes that have been put into place have not been effective.

Ella stated that the 2015 budget included $30,000.00 as a revenue projection and we have already received $19,000.00  In addition, all of the billing for 2013 and 2014 must be completed and turned in by August 2015. Ella and Lauri stated that any revenue received over $30,000.00 would be extra revenue but it was difficult to project an amount.

There was agreement among the Board to proceed cautiously and to closely monitor the billing and activities.
The motion was made by Sheilah Kennedy to authorize the Chairman to sign the contract as presented and reviewed. Ray Campbell seconded the motion and the motion carried.

**Board Member Position**
The next topic began with Ralph reviewing the change of the position for Board Member Lee Webster. Lee was the mayor of Brewster and recently resigned to become the Public Works Director for Brewster. The discussion included the Health District Charter, the process for the appointment of a replacement to the BOH position, and what was the interest or intent for the position from the City of Brewster. There was agreement among the Board to continue the discussion next month after there is more information available from the City of Brewster.

**Board Minutes of February 10th, 2015**
Ella presented for review the Board of Health minutes from February 10th. The minutes were sent to the Board members earlier and she was not aware of any changes. The motion was made by Jim Detro to approve the minutes, Neysa Roley seconded the motion. The motion carried.

**February Financial Reports**
Ella began with sharing with the Board that more information had been sent to the members so they were aware of how the various reports from the County and Public Health are tied into together. Ella further stated that although the supporting documents are always available at the meetings, the entire set of documents and source of the documents have not been included in the financial discussions. Ella is now including more documents for the members to review before the Board meeting.

*February Treasurer’s Report and OCPH Cash on Hand Report*
Ella had sent the Board members the February Cash on Hand report with notes to show the figures matched the Treasurer’s February Financial statement that was included with the report. Ella also showed the Treasurer’s Report also matches the Reserve accounts (#58 and #59). Ella also reviewed the Emergency Operating Reserve Account (#58) where $5000.00 has been added resulting in a total balance of $15,000.00. The Health Officer Account (#59) has not changed and remains at $15,000.00.

*February Revenue Status Report*
Ella shared the Revenue Status Report for February. The February Revenue received was $67,468.99 and Ella also shared with the Board the February County Eden Revenue Status report to document where the figures come from.

*February Expenditure by Object Report*
Ella next reviewed the February Expenditures by Object Report. This report also comes from the County Eden Expenditure by Object report that was shared with the Board for documentation. The monthly expenditures were $87,184.98. The discussion among the group was concern that February revenue did not cover the February expenses. Ella reminded with the Board that is why you also look at the year-to-date amounts and considering that review for revenue and expenditures, we are doing okay.

Neysa Roley made the motion to approve the February Financial Reports as reviewed and presented. Jim Detro seconded the motion and the motion carried.

*February Vouchers and Payroll*
The next report for review was the February Voucher and Payroll reports. Ella stated this report was also sent out earlier for their review and with more supporting documents. Ella also shared that on the Payroll and

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Voucher Approval sheet, notes were made that showed the source of the figures and how they tied into the reports. Ella also stated that the voucher report also has a breakdown of the VISA charges for their review. The payroll reports are also attached and ready for review.

Neysa Roley made the motion to approve the February Vouchers and payroll as presented. Sheilah Kennedy seconded the motion, the motion carried.

Accounts payable vouchers #E143985-#E143995, #E144129, #E144399-#E144407 in the amount of $6,344.12 refunds/payments in the amount of $88,159.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for February, 2015 in the amount of $81,010.88 for an aggregate total of $95,514.00 for total issue for the month of February, 2015 are approved this Tuesday, March 10th, 2015.

COMMUNITY HEALTH UPDATE
Lauri briefly shared the cases of pertussis that continue in Grant County. Lauri also talked about the Rural Health Conference that will be in Spokane. Lauri been invited to be a guest speaker on the panel to discuss Public Health Response to the Carlton Wildfire.

ENVIRONMENTAL HEALTH UPDATE
Dave updated the Board on events in Environmental Health. He also invited the Board members to attend the annual Installer Class on March 19th. Dave stated there are approximately 75 installers and pumpers will also be attending the class.

ADJOURN
The motion was made by Ray Campbell to adjourn the meeting at 2:45 p.m. Neysa Roley seconded the motion and the motion carried.

Ralph Malone
Chairman

4-28-15

Date

Ella Robbins
Administrative Coordinator