Okanogan County Board of Health Meeting
April 11, 2017

Members: James DeTro, Andy Hover, Chris Branch, Mariann Williams, Steve Varrelman and Larry Zimmerlund
Staff: Lauri Jones, Dave Hilton, Carol Bagley and Jacqueline Bellinger
Guests: See attached Register

Note: The meeting was digitally recorded. A copy of the recording is available through a public records request.

CALL TO ORDER AND INTRODUCTIONS

Call to Order - The meeting was called to order by Chairman Jim DeTro. Those present introduced themselves for the benefit of any new attendees.

ADDITIONS/APPROVAL OF THE AGENDA

Lauri Jones requested that an item regarding concerning Section 2 of the OCPH Policy Manual be added after the financial reports. A motion was made by Andy Hover and seconded by Mariann Williams to approve the agenda as amended. The motion carried and the agenda as amended was approved.

PUBLIC COMMENT

Chairman DeTro opened the meeting to public comment. No members of the public present asked to speak, and Chairman DeTro then closed the meeting to public comment.

ADMINISTRATIVE ISSUES

Draft Board Minutes of March 14, 2017

Lauri Jones presented the draft minutes of the March 14, 2017 meeting. No one on the BOH requested any changes or corrections to the minutes. A motion was made by Mariann Williams and seconded by Andy Hover to approve the draft minutes as presented. The motion carried, and the March 14, 2017 Board of Health minutes were approved.

March 2017 Financial Reports

March Treasurer’s Report and OCPH Cash on Hand Report
Lauri Jones and Carol Bagley presented the Treasurer’s March 2017 Financial Report together with the March 2017 Cash on Hand report with notes to show that the figures matched. She also showed that the Treasurer’s report matches the Reserve accounts (#58 and #59). They reported that the balance in the Emergency Operating Reserve account is unchanged at $45,000. They also reported that the balance in the Health Officer Account (#59) is unchanged at $15,000. The beginning fund balance for March 2017 was $96,124.28; the ending fund balance was $106,837.89.

March Vouchers and Payroll
The next report for review was the March 2017 Vouchers and Payroll report. Lauri Jones presented this report at the meeting. The voucher report includes a breakdown of the VISA credit card charges for the Board members’ review. Marainn Williams asked about the various travel vouchers for staff during March 2017; Dave Hilton and Lauri Jones explained that staff had attended a variety of trainings to either get or keep certifications for various job duties performed by OCPH.
A motion was made by Mariann Williams and seconded by Chris Branch to approve the financial reports for March 2017. The motion carried, and the Treasurer’s report and Cash on Hand report for March 2017 and the March 2017 Voucher and Payroll report were approved.

Accounts payable vouchers #E164039-#E164047, #E403.36, #E164595 $12.00 #E164572-#E164594 in the amount of $15,955.65 refunds/payments in the amount of $3,193.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for March 2017 in the amount of $71,360.43 for an aggregate total of $90,509.08 for total issue for the month of March, 2017 are approved this Tuesday, April 11th, 2017.

Policy Manual Update

Lauri Jones reported to the Board that OCPH is in the process of updating the personnel manual to reflect small changes in policy as well as changes in the composition of the Board of Health. (The current manual still reflects the Board of Health as it was under the old charter.) She then presented the draft changes to Section 2 of the policy manual. The changes were minor, bringing the wording of some sections into agreement with the County policy manual. After reviewing the changes in section 2, Lauri Jones asked for Board approval of the changes in section 2. Andy Hover moved that the revised section 2 of the Okanogan County Public Health Personnel Manual be approved. Chris Branch seconded the motion. The motion carried and the changes to section 2 of the personnel manual were approved.

COMMUNITY HEALTH UPDATE

Lauri Jones reported on the combined Coalition for Health Improvement (CHI)/Community Opioid Summit meeting on March 24th at Okanogan County Behavioral Health Care and gave an outline of the main points of the meeting. She also discussed possible future activity, and reported that other counties are forming similar groups.

Lauri Jones also gave an update on the current status of the mumps outbreak in Washington State, including 3 isolated cases identified in Okanogan County.

She then reported that she and Patty Hendrickson had attended a mandatory training for vaccination tracking activities. She explained OCPH’s role as a central clearinghouse for distribution of children’s vaccine to the clinics, and Patty Hendrikson’s role in vaccine compliance tracking, including inspection work.

Following that, there was some discussion about how per diem reimbursement works in Okanogan County, and how personnel should handle the process when another agency is paying per diem for a training, and that agency’s per diem is at a higher rate than the county pays in reimbursement. Discussion followed, but no actions were taken on the subject.

ENVIRONMENTAL HEALTH UPDATE

There were no Environmental Health updates for the Board at this time.

ADJOURNMENT

There being no other business to address at this meeting, Chairman Jim DeTro adjourned the meeting.