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 a Board of Health Discussion on the vacant Elected Official position and also a small change to the Board of Health Charter be added to the agenda after Consolidated Contracts Amendment #8. Dave Hilton requested that Group B Memorandum of Agreement be added under Consolidated Contracts Amendment #8. A motion was made by Mariann Williams and seconded by Chris Branch 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 wanted to make any comments. Chairman DeTro then closed the meeting to public comment.

ADMINISTRATIVE ISSUES

Draft Board Minutes of January 10, 2017

Lauri Jones presented the draft minutes of the January 10, 2017 meeting. Chairman Jim DeTro corrected the spelling of his name (with a capital T.) No other amendments or corrections were offered. A motion was made by Andy Hover and seconded by Chris Branch to approve the draft minutes as presented. The motion carried, and the January 10, 2017 Board of Health minutes were approved.

January 2017 Financial Reports

January Treasurer’s Report and OCPH Cash on Hand Report
Lauri Jones and Carol Bagley presented the Treasurer’s January Financial Report together with the January 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 January 2016 was $46,180.51; the ending fund balance was $131,932.86.

January Vouchers and Payroll
The next report for review was the January 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.
A motion was made by Mariann Williams and seconded by Andy Hover to approve the financial reports for January 2017. The motion carried, and the Treasurer’s report and Cash on Hand report for January 2017 and the January 2017 Voucher and Payroll report were approved.

Accounts payable vouchers #E162609-#E162617,#E163066,#E163054-#E163065 in the amount of $9,903.95 refunds/payments in the amount of $2,818.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for January 2017 in the amount of $70,427.68 for an aggregate total of $83,149.63 for total issue for the month of January 2017 are approved this Tuesday, February 14th, 2017.

Consolidated Contract Amendment No. 8

Lauri Jones presented Consolidated Contract Amendment 8 to the Board. The amendment amends the Statement of Work for the Dept. of Health Office of Drinking Water Group B Program, which provides start-up funding for OCPH to implement a program for more oversight of Group B public water systems. Amendment 8 also amends the Statement of Work for the DOH Office of Immunization and Child Profile and also for the Maternal Child Health block grant, extending the current programs and providing the additional funding for meeting the programs’ requirements. Amendment 8 also amends the Statement of Work for the DOH Office of Drinking Water Group A program and which covers the sanitary surveys of Group A water systems that are performed by OCPH for the state Dept. of Health, and setting the funding for that program as well.

After discussion, Andy Hover made a motion to approve Consolidated Contract Amendment #8. The motion was seconded by Mariann Williams. The motion carried, and Chairman Jim DeTro signed the contract amendment.

Group B Memorandum of Agreement

Dave Hilton informed the Board of an upcoming Memorandum of Agreement (MOA) between OCPH and the State Dept. of Health – Office of Drinking Water. Now that Okanogan County has adopted a local Group B regulation and the Office of Drinking Water has also approved it, they will be issuing an MOA to replace the old Joint Plan of Operation (JPO). Like the JPO, the MOA spells out what each agency takes responsibility for with respect to Group A and Group B public water systems. Among other things, it gives OCPH the authority to approve Group B systems with fewer than 10 connections and that do not require design by a licensed Professional Engineer. Once the MOA is signed by both agencies, the monies referenced above for the Group B program under the Consolidated Contract Amendment 8 will become available.

Vacant Elected Official Position on the Board of Health

Lauri Jones informed the Board that as of the date of the meeting, we had received only one official’s letter of interest in the vacant Elected Official Position. After discussion, the Board of Health decided to allow an additional 30 days to give interested parties ample opportunity to submit letters of interest, especially since inclement weather delayed some city councils from meeting. The Board directed the Executive Secretary to notify the official who already submitted a letter of the decision to allow an extra 30 days.

BOARD OF HEALTH CHARTER DISCUSSION

Lauri Jones reported to the Board that there was a small omission in the new Board of Health charter that needed to be corrected. The charter includes the position of “Vice-Chair” but omitted a description of the duties of the position. After discussion, the Board approved a short addition to the charter, stating
that the Vice-Chair shall stand in for the Chair and conduct meetings whenever the Chair cannot be present. Andy Hover made a motion to amend the charter with the change detailing the duties of the Vice Chair; Chris Branch seconded the motion. The motion carried and the amended charter was signed by the Board.

**SURPLUS VEHICLE – 2001 NISSAN**

Dave Hilton asked the Board for permission to surplus out and sell one of the office vehicles, a 2001 Nissan Sentra. He explained to the Board that the car has developed mechanical issues that would be expensive to fix, and far beyond the book value of the car. He also described our usual process for selling surplus vehicles. After discussion, Mariann Williams made a motion to permit OCPH to surplus and sell the 2001 Nissan Sentra. Andy Hover seconded the motion. The motion carried, and OCPH will surplus and sell the vehicle.

Dave Hilton also informed the Board that OCPH had purchased a new 4-wheel drive pickup truck, the purchase of which was authorized by the Board in 2015. He stated that OCPH had been putting the budgeted money aside for two years prior to the purchase.

**BOARD OF HEALTH ORIENTATION**

Lauri Jones and Dave Hilton each described the programs and services of Okanogan County Public Health. Both presented with figures on services and activities at Okanogan County Public Health in 2016. They also presented information on the source of funding for the various activities and services. Lauri Jones also handed out a starter binder to each of the Board members, with descriptions of OCPH duties and references to the applicable WACs and RCWs. There was also some discussion about the Health Officer position, its duties and powers and the process for filling that position when it becomes vacant.

**COMMUNITY HEALTH UPDATE**

Lauri Jones gave a report on the current status of the mumps outbreak in Washington State. She outlined the plan OCPH has in place for dealing with mumps should any cases be found in Okanogan County. She also informed the Board that OCPH has conferred with school nurses and described the letter prepared to go out to school staff and parents of students in the event a mumps case is found in that area of Okanogan County.

She also gave an update on the ongoing efforts of OCPH, clinics and community groups to deal with the rising opioid use in Okanogan County, and told them that she had been asked to talk to Family Health Centers about the opioid epidemic.

**ENVIRONMENTAL HEALTH UPDATE**

Dave Hilton gave the Board an update on the process of Overnight Transient Accommodation (OTA) permitting. He informed the Board about problems OCPH has encountered now that the applicable building and planning departments have to sign off on the applications for new or renewal permits. He also informed them that he has met with the county Planning and Building departments and the Board of County Commissioners about the process, and that Commissioner Andy Hover has been assisting by talking to the Mayors of Winthrop and Twisp, whose building and planning departments had expressed concerns about signing off on these OTA applications.

**ADJOURNMENT**

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