Okanogan County Board of Health Meeting  
November 14, 2017

Members: James DeTro, Andy Hover, Mariann Williams, Steve Varrelman and Larry Zimmerlund
Staff: Lauri Jones, Carol Bagley, and Mike Harr
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 – Vice-chair Mariann Williams called the meeting to order.

ADDITIONS/APPROVAL OF THE AGENDA

No one requested any changes or additions to the agenda. Lauri Jones requested that the Public hearing on resolution #2017-4 concerning the proposed 2018 PH fee schedule be moved to a spot on the agenda after the 2018 Budget discussion. A motion was made by Andy Hover and seconded by Larry Zimmerlund to approve the agenda as amended. The motion carried and the agenda as amended was approved.

PUBLIC COMMENT

Vice-Chair Mariann Williams opened the meeting to public comment. No members of the public asked to speak, and Chairman DeTro then closed the meeting to public comment.

ADMINISTRATIVE ISSUES

Draft Board Minutes of October 10, 2017

Lauri Jones presented the draft minutes of the October 10, 2017 meeting. No one on the Board requested any changes to the minutes. Andy Hover moved to approve the October 10, 2017 minutes as presented at the meeting. The motion was seconded by Steve Varrelman. The motion carried, and the October 10, 2017 Board of Health minutes were approved.

October 2017 Financial Reports

Note: At this point in the meeting, Chairman Jim DeTro arrived and took over as Chair of the meeting.

October 2017 Treasurer’s Reports and OCPH Cash on Hand Report
Lauri Jones and Carol Bagley presented the Treasurer’s October 2017 Financial Report together with the 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 October 2017 was; $86,059.34; the ending balance was $108,883.03

October 2017 Vouchers and Payroll
The next report for review was the October 2017 Vouchers and Payroll reports. Lauri Jones presented this report at the meeting. The voucher reports included a breakdown of the VISA credit card charges for the Board members’ review.

After discussion, a motion was made by Andy Hover and seconded by Mariann Williams to approve the financial reports for October 2017. The motion carried, and the Treasurer’s report and Cash on Hand reports for October 2017 and the October 2017 Voucher and Payroll report were approved.
Accounts payable vouchers #E169753-#E169756, #E170209-#170224 in the amount of $9,798.79 refunds/payments in the amount of $2,591.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for October 2017 in the amount of $70,470.34 for an aggregate total of $82,860.13 for total issue for the month of October, 2017 are approved this Tuesday, November 14th, 2017.

Consolidated Contract Amendment #12

Lauri Jones presented Consolidated Contract Amendment to the Board. The amendment includes an additional $13,000 for TB activities including management of the three active cases currently in the county; $16,000 for a 3-month contract extending the Maternal-Child Health block grant activities; and $42,000 from the State of Washington under the Foundational Public Health Funds. She reported to the Board that OCPH had submitted a work plan for this funding, and would be required to produce a report for the legislature on the use of the funds by June 1, 2018. She reported that the bulk of the funding would be used to upgrade the obsolete communications system OCPH currently uses, replace computers that have been determined to be obsolete and certain activities including updated job descriptions relating to replacement of staff members who will be retiring. Andy Hover moved that the Board approve and sign Consolidated Contract Amendment #12. Marianne Williams seconded the motion. The motion carried, and the Board approved and signed Consolidated Contract Amendment #12.

WA STATE AUDIT REPORT

OCPH received a Washington State Accountability audit in September. Lauri Jones and Carol Bagley presented a report to the Board on the results of the audit. The state Auditor had no findings, but made a recommendation that OCPH develop a policy on how bids are handled, such as when surplusing or purchasing a vehicle. They reported that overall the audit went very well.

2018 BUDGET/PH FEE SCHEDULE

Lauri Jones presented the 2018 PH fee schedule and budget. She told the Board that they need to consider the budget first, because the fee schedule was based on the anticipated revenues and expenditures outlined in the draft budget, including the requested revenue of $175,000 from the county. (The proposed fee schedule has no changes, but it may have to be adjusted if the revenues are to be less than anticipated.) She informed the Board that we had not yet been notified of the actual amount of the county contribution for 2018, making it difficult to finalize the draft budget. The county commissioners on the Board said that the commissioners would be having a meeting on the county budget on Monday, November 20th, to work on finalizing the county budget; they would then be able to give OCPH the actual amount of the county contribution so that the 2018 OCPH fee schedule and budget could be finalized. After discussion, the Board decided to hold a special session after the county commissioners had set the county budget. Andy Hover moved that the Board of Health hold a special meeting on November 29th, 8:00am at Okanogan County Public Health for public hearings and adoption of the 2018 PH fee schedule and 2018 PH budget. Larry Zimmerlund seconded the motion. The motion carried, and a special meeting of the Board was set for November 29, 2017 at 8:00 am at Okanogan County Public Health.

COMMUNITY HEALTH UPDATE

Lauri Jones reported to the Board that OCPH continues to monitor the three active TB cases in Okanogan County. This monitoring is expected to continue through the end of this year and possibly beyond, due to the length of the mandated treatment period for TB.

She then reported that the testing on the suspected case of West Nile Virus in Okanogan County was as yet inconclusive, so it has not yet been possible to confirm the case or the timeline of it. She also reported on the current status of a patient with a serious E. coli infection, stating that the patient is now in hospital in Vancouver B.C. (the patient having dual US-Canadian citizenship) and that OCPH was active in the continuing investigation of the case.
She then reported to the Board that clinics to give flu vaccinations to County employees have been held, and the turnout was high. She expressed thanks to the County Commissioners and County employees for their support of the flu clinics.

ENVIRONMENTAL HEALTH UPDATE

Mike Harr presented the Environmental Health update to the Board, starting with a report on the Fall Okanogan Family Faire in October. OCPH had shut down the festival for a period of time because the organizers were not shutting down vendors selling home-canned foods from their unlicensed kitchens, which is against the law. The festival was allowed to re-open after the organizers put a stop to the vending of home-canned foods. Mike Harr explained the laws and the public health reasons behind the prohibition of selling such canned goods and the reasons that OCPH took the actions they did.

He then gave the Board a report on problems associated with the revised application process for Overnight Transient Accommodation (OTAs). He reported that the requirement for documenting possession of a permit from the Okanogan County Planning department had caused a bottleneck for some of the applications, with some applications waiting for extended periods. He asked if anything could be done to streamline the process at the Planning Department’s end. Jim DeTro told him that the county Commissioners were currently working on a revision of the process for OTA permits from Planning that would help with this. Mike Harr then asked the Board for direction on handling renewal permits, specifically for those OTA’s that had already demonstrated permits from the Planning dept. in prior years. Discussion on this point followed.

OTHER BUSINESS

Lauri Jones pointed out that the term for the positions held by Larry Zimmerlund and Steve Varrelman (the industry positions) was up. She suggested to the Board that they could extend these terms through the end of 2017 to give time to consider any changes in the positions or those holding them. Mariann Williams made a motion to extend the terms of Larry Zimmerlund and Steve Varrelman through the end of 2017. Andy Hover seconded the motion. The motion carried, and the two terms were extended through Dec. 31, 2017.

Lauri Jones also informed the Board that she would be presenting a revised Board of Health charter at the December 2017 meeting. She reported that the major change would be to change the City Representative position so that the Mayor of a city could appoint a non-elected city official, such as a city manager, to the position. Chairman Jim DeTro reminded the Board that any change to the charter also had to be presented to the County Commissioners and approved by them before it can become effective.

ADJOURNMENT

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