Okanogan County Board of Health Meeting  
February 11, 2020

Board Members Present: Chris Branch, Andy Hover, Jim DeTro, Mariann Williams, Kris Erlandsen, Jim Wright, Patricia Stanton

Staff Present: Lauri Jones, Dave Hilton, Jill Gates

Guests: See attached Register (Exhibit A)

CALL TO ORDER AND INTRODUCTIONS
Call to Order – The meeting was called to order at 1:32 PM

ADDITIONS/APPROVAL OF THE AGENDA
Lauri requested to remove the 2019 Yearend Review from the agenda and add Resolution #2020-02. Mariann made a motion to approve the revised agenda for February 11, 2020, Andy seconded and the motion carried with all in favor. (Exhibit B)

Public Comment
No public comments were made. Chairman Jim DeTro closed the meeting to public comment.

ADMINISTRATIVE REPORTS / ACTIONS

Board Minutes of January 14, 2020
Jill presented the draft minutes of the January 14, 2020 meeting. After review by the Board, Andy made a motion to approve the minutes as presented, Mariann seconded and the motion carried with all in favor. (Exhibit C)

January 2020 Financial Reports

January 2020 Treasurer’s Reports and OCPH Cash on Hand Report
Jill presented the Treasurer’s January 2020 Financial Report (Exhibit D) together with the January 2020 Cash on Hand report (Exhibit E) to show that the figures matched. Jill Gates also showed that the Treasurer’s report matches the Reserve accounts (#58 and #59). She reported that the balance in the Emergency Operating Reserve account (#58) remains the same at $70,000 and the balance in the Health Officer Account (#59) remains the same at $15,000. The beginning fund balance for January 2020 was $126,305.49; the ending balance was $253,795.94.

January 2020 Vouchers and Payroll
Jill presented the January 2020 Voucher Report/Approval (Exhibit F). There was discussion on the vehicle theft that resulted in a radio and fuel being stolen. The voucher report/approval included a breakdown of the VISA credit card charges for the Board members’ review. Mariann made a motion to approve the vouchers and payroll for January 2020 (as listed below), Andy seconded and the motion carried with all in favor.

Accounts payable vouchers #E190705 - #E190723, #E190813, #E1913707 – #E191317 in the amount of $27,253.58 and refunds/payments/transfers in the amount of $3,783.00 as attached & received from the Treasurer’s Financial Statement for January, 2020 Payroll warrants in the amount of $78,296.33 for an aggregate total of $109,332.91 for total issue for the month of January, 2020 are approved this Tuesday, February 11th, 2020.

Resolution #2020-01 Personal Vehicle Mileage Rate for Business Use
Lauri explained that we are adjusting our mileage rate for personally owned vehicles used for business use to be the same as the Office of Financial Management and Okanogan County. Andy made a motion to approve Resolution #2020-01, Mariann seconded and the motion carried with all in favor. (Ex. G)
Resolution #2020-02
Lauri & Dave explained that they would like to consolidate the pay classification of working in a higher class with the current pay grade 30 for the administrative Team. This would not increase their salary, but rather just make the calculation for payroll easier by combining them. Andy would like to meet with the Administrative Team to better understand the pay classification and grades. He will come by on Friday February 14, 2020 to meet with them. This resolution is tabled for now.

Community Health Update
Lauri reported that there are eight confirmed cases of Hepatitis A in Okanogan County. Okanogan County Public Health has administered 28 shots to individuals in close contact with confirmed Hepatitis A persons. Lauri gave high praise for Okanogan County Emergency Management for helping get information out during this outbreak.

Lauri discussed the Coronavirus. She had one individual who thought he had symptoms of the Coronavirus after flying home on a commercial plane. It was discovered that he was not exposed to the virus.

Lauri discussed the possibility of advertising on a billboard with the funds we have for our Opioid Crisis Grant.

Lauri reported that she obtained a grant for $7,000 for Hepatitis A vaccine.

Okanogan County Public Health has two long term employees retiring this year. The Administrative Team is currently working on job descriptions before they move forward with hiring.

Environmental Health Update
Dave reported that Public Health is having a septic installer class on March 26, 2020 form 1:00PM to 5:00PM. This class is required for installer to renew their licenses. He invited Board members to attend.

ADJOURNMENT
The meeting adjourned at 2:37 PM.

OKANOGAN COUNTY BOARD OF HEALTH

Jim DeTro, Chairman

Jill Gates, Executive Secretary/Fiscal Coordinator/HR