Board of Health Meeting
August 11, 2015

Members: Chairman Jim Detro, Sheila Kennedy, Ray Campbell, Neysa Roley
Staff: Ella Robbins, Dave Hilton,
Guests: See attached Register

CALL TO ORDER AND INTRODUCTIONS
The meeting was called to order by Chairman Jim Detro at 1:35 p.m.

ADDITIONS/APPROVAL OF THE AGENDA
Ella Robbins presented the preliminary agenda and Chairman Jim Detro asked for additions or changes. Ella Robbins requested that the agenda be amended to include a representative from WSALPHO (David Windom, NETCHD/WSALPHO) be added at the end of Administrative Issues. To address the Board regarding the Medicaid 1115 Waiver. There were no other additions to the agenda. A motion was made by Sheila Kennedy and seconded by Neysa Roley to approve the agenda as amended with the items requested. The motion carried and the agenda was approved as amended.

PUBLIC COMMENT
Chairman Jim Detro opened the meeting for Public Comment. Leesa Linck, MD (Country Clinic, Winthrop) spoke on the proposed changes to the Public Health Charter regarding the representation and Board of Health composition. She stated that she and several other health care providers in the Methow Valley had become aware of the proposed changes to the Health District charter and the composition of the Board of Health. She had read the discussions in the minutes of the July 14, 2015 Board of Health meeting, and she wanted to endorse the recommendations presented by OCPH at that meeting on amendments to the Health District charter and the composition of the Board of Health.

Chairman Jim Detro asked if there were any other members of the public who wished to comment at this time. The question was posed if comments could be presented later in the meeting, and Chairman Detro stated that additional public comment would not be available. There were no additional public comments given, and the Chairman closed the period for public comment.

ADMINISTRATIVE ISSUES
Board Minutes of July 14, 2015
Ella Robbins presented the minutes of the July 14, 2015 Board of Health meeting. The minutes were sent to the members of the Board earlier. Sheila Kennedy raised some concerns about the section (p. 3-5) detailing the OCPH Administrative Team’s recommendations regarding changes to the Health District charter and to the composition of the Board of Health, presented during the discussion of Okanogan County Commissioners’ Resolution 72-2015. She was concerned that if the minutes as written were signed off, it would imply that the Board of Health had accepted the administrative staff recommendations and would adopt them. The Board discussed this concern, and concluded that the minutes needed to be changed to make it clear that the OCPH Administrative Team’s recommendations were presented for review and consideration by the Board of Health and not for adoption - by either the Board of Health or the
County Commissioners. The minutes were changed to clarify this point by adding the line “The Administrative team’s recommendations will be considered and reviewed at a later date.” Sheilah Kennedy moved to approve the minutes of the July 14, 2015 Board meeting as amended. The motion was seconded by Neysa Roley; the motion carried and the minutes of the June 14, 2015 meeting were approved.

**Introductions**
Chairman Jim Detro started the next session with introductions of the Board of Health members, Public Health staff, and members of the public in attendance. Introductions were made and the next topic began with the July Financial reports.

**Financial Reports – July**
*July Treasurer’s Report - OCPH Cash on Hand Report – Reserve Accounts (#58 & #59)*
Ella Robbins had previously sent the Board members the July Cash on Hand report with notes to show how the figures tied in and matched the Treasurer’s July Financial Report, also included in the Board members’ packet.

Ella also showed that the Treasurer’s report also matches the Reserve accounts (#58 and #59) that are on the July Cash on Hand Report.

Ella next informed the Board that $5000 had been added to the Emergency Operating Reserve Account (#58) bringing the total to $40,000.00 at the end of July. She also reported that the balance in the Health Officer Account (#59) is unchanged at $15,000.

Ella Robbins reported to the Board that Cash on Hand at the end of July totaled $107,454.51.

*August Revenue Status Report*
Ella Robbins also presented a summary of the Revenues and Expenditures through August 10, 2015; the beginning fund balance for August was $107,454.51 and as of August 10, the balance was $119,405.02. Revenues for August 10th totaled $42,872.14 and expenditures for this period totaled $30,921.63. Ella again reminded the Board the year-to-date (ytd) figures also needed to be considered, with ytd revenue at 64.8% and ytd expenditures at 55.1% for Jan through July 2015.

*July Vouchers and Payroll*
The July Voucher and Payroll report was presented for discussion. Ella reviewed the Payroll and Voucher Approval sheet containing notes showing the source of the figures and how they tied into the County and Board of Health reports. The voucher report also includes a VISA credit card report of the VISA credit card charges for the Board members’ review.

Vouchers #E147743-#E147761, #E148045-#E148053 and #E148607-#E148617 in the amount of $15,684.63, Refunds/Payments in the amount of $9,008.00 and Payroll warrants as attached and received from the Treasurer’s Financial Statement for July 2015 in the amount of $77,116.83 for an aggregate total of $101,809.46 for total issue in the month of July 2015 were approved as presented and discussed.
Sheilah Kennedy asked whether there was a internal policy limiting how much money staff could expend without Board of Health approval. Ella Robbins explained that the policy calls for any expenditure of $5000 or more to be approved by the Board of Health before the purchase is made.

Sheilah Kennedy then asked if there were an OCPH policy regarding OCPH seeking legal advice. Ella Robbins explained that there is an OCPH policy on obtaining advice and using outside resources, and referred to the OCPH policy manual (Section 1 – General). She also explained that we have an attorney available to OCPH on an as-needed basis.

There were no further questions from the Board of Health members, and Neysa Roley moved to accept the July Cash on Hand Reports and voucher and payroll reports. The motion was seconded by Ray Campbell, the motion carried and the financial reports were approved.

2014 State Audit Report
Earlier this year, Ella and the Admin team made the request to the Washington State Auditor’s Office to conduct a Financial Audit of the OCPH 2014 finances. Ella (and the Admin team) had asked for the audit to review the variety of issues that led to the necessity of withdrawing $100,000.00 from the Emergency Operating Account. Ella expressed appreciation to the State Auditor representative, Steve Gadd for his research and thoroughness of the 2014 finances. The 2014 State Audit Report had been presented to Board members at the exit conference, and is again presented to the additional Board members who did not attend the Exit Conference. Chairman Jim Detro asked if there were any questions on the final report. There were no questions.

Public Health District Charter
History and Review
Ella Robbins opened the discussion by giving a recap of the discussions held during the July 14, 2015 meeting. She also recapped the appointment of the Charter Committee members from the July Board of Health meeting, to develop and present recommendations to the Board of Health on proposed changes to the OCPH charter and the structure of the Board of Health.

Charter Committee Recommendations
Andi Ervin (Community Coalition) who served on the Charter Committee making the recommended changes to the OCPH Charter, presented a summary (see Interoffice Memo & attached dated 8-11-15) of the committee’s methodology and process to arrive at the recommendations they developed.

The Charter Committee developed their recommendations (see Okanogan County Public Health District Charter) and they are presented to the Board of Health today for review. Ella further stated she anticipated the next step would be to present the Charter Recommendations to the Board of County Commissioners for their review and discussion that is scheduled for August 17th.

The committee recommended that the Board of Health should consist of seven members. Three members would be the Okanogan County Commissioners, who are required by law to serve on the Board of Health. The additional three members would be city representatives, one
from each Commissioner's District. The committee also recommended that the position of City Administrator be added to the list of city positions that are eligible to serve on the Board. (Andi Ervin pointed out that the RCWs allowed for the inclusion of non-elected persons on a Board of Health provided that unelected positions do not outnumber elected positions.)

The final position would be an at-large position filled by someone from the medical community. This member would be recommended to the County Commissioners by the OCPH Administrative team for their review and appointment to the Board. The committee recommended that no term of appointment be set for the County Commissioners' positions, since they are required to serve on the Board as long as they are in office. The committee recommended asking for a term period of 4 years for the other positions, provided the members filling those positions remained eligible to serve on the Board of Health during that time.

**OCPH Response to Perry Huston Memo**

Before continuing the discussion of the committee's recommendation, Chairman Jim Detro directed the Board to first consider the agenda item concerning a memo written by Planning Director Perry Huston at the request of the County Commissioners regarding changes to the Charter and the OCPH Administrative Team's recommendations from the July 2015 Board of Health meeting. The subsequent response by the OCPH Leadership Team (dated 8-4-15) to the Board of County Commissioners regarding Perry Huston's memo was also reviewed during the discussion.

The discussion included a review of the discrepancies in the memo that were noted by the OCPH Leadership Team. OCPH had not received a response to this letter; however, Planning Director Perry Huston sent the Commissioners a second memo this morning (Aug. 11th) clarifying his points. The group discussion included home rule charter's (Okanogan County is not a home rule charter), RCW's, the Committee's recommendations, etc. The statement was made by Dr. McCarthy with supporting agreement among the group that while the Charter Committee's recommendations needed some minor changes, the overall recommendation was a Board of Health structure consisting of a 7 member Board that would include city and at-large representation. There was agreement among the group for the Charter Committee members to meet directly after the Board of Health meeting and revise the recommendations that will be presented to the Board of County Commissioners.

David Windom also shared his comments on how the NE Tri County Board of Health is constructed.

Lauri Jones (OCPH) expressed her opinion (and that of the Administrative Team) of the need for better direct communication between the Board of County Commissioners and OCPH/Board of Health.

**Charter Committee Recommendations (Resumed)**

The Board of Health then returned to discussion of the committee's recommendations on the OCPH charter and the composition of the Board of Health. Questions in the discussion included:

- Was the at-large position to be filled by a member of the medical community?
Was this meant the position would be filled by Health Officer Dr. John McCarthy (No) or if “medical community” meant that this position had to be filled by a doctor.

Ella Robbins and Lauri Jones explained the medical community position may be filled by a variety of types of people from the medical community, including doctors, nurses or other providers, and hospital administrative personnel, many of whom have public health degrees and/or training and/or experience, including environmental health.

Ella and Lauri also reviewed how the medical community position would be an asset to Public Health during a Public Health emergency.

Ella and Lauri also explained that Dr. McCarthy would remain the Public Health Health Officer, but would not be serving on the Board of Health.

- Why should the structure of the Board include City representation since county residents were already represented by County Commissioner’s serving on the Board?

Ella Robbins explained that the inclusion of three City Representatives was recommended to broaden and increase the diversity of representation for each County Commissioner's district, as each District has its unique set of issues and problems. She also clarified that the intention was for the City Representative positions to rotate among the towns and cities within each Commissioner's District.

- What are the pros and cons of including representation on the Board of Health from among contractors, such as septic system installers or people from the food service sector?

Dave Hilton pointed out that in the past it has been the practice at Public Health to include representatives from various groups (contractors, food establishment owners, installers, swimming pool operators, etc.) on working committees appointed by the Board of Health when Public Health is considering new or updated regulations that affected specific groups. We gather their input in this manner as it is not feasible to have one at-large representative to represent all areas (food, water, septic, etc.) of Environmental Health.

Ella also reminded the Board that previous city representatives that have served on the Board of Health have brought with them experience and knowledge in their employment background such as real estate and land development, EMT’s, etc.

Ella Robbins presented the written version of the committee’s recommendations and asked for the Board’s concurrence in presenting them to the County Commissioners for their consideration once the Charter Committee has made revisions after today’s Board meeting.

**Direction of Public Health**
Department or District
Ella Robbins opened the discussion of the future direction of OCPH in terms of whether it should be a department or a district. She pointed out that one of the Commissioners’ big concerns was the financial condition of OCPH going forward. Sheilah Kennedy gave a recap of the District’s 2014 financial problems, how they have been addressed to date (lower rent and unpaid furlough days, etc.) and expressed concerns about future expencitures vs. revenues. Her primary concern was to keep what we already have as we move forward. Ella stated the reduced rent was also due to reduced staff and there was no longer the need to rent the complete second floor of the Public Services Building.

Some discussion ensued between Board members and OCPH staff on the procedure involved in converting the district to a department. The discussion with Sheilah Kennedy reviewed the potential savings in rent, professional services and attorney fees if/when we became a Health Department.

Sheilah Kennedy remarked that they have no plans for staff layoffs and that while discussions need to be held concerning the pros and cons of district vs. department, the mechanics of converting a district to a department, such discussions needed to wait until the OCPH charter and the composition of the Board of Health was settled. Ella Robbins stated the future direction of OCPH under discussion would impact the 2016 Public Health budget, and that was a reason to begin the discussions.

Planning Director Perry Huston pointed out that any conversion from district to department could not go into effect until January 1, 2017, and he did not think it would substantively impact the 2016 budget. Lauri Jones stated that there was concern among OCPH Leadership and staff that their jobs would be gone permanently if the conversion to a department was made; and Ella stated this seem to be the method used when the County Fair Department was re-structured. Sheilah Kennedy said again that was not the case, that this discussion was yet to be held, but it should be held after the revised Board was finalized. The consensus among the Board members all matters connected with department vs. district, including the mechanics of the conversion, are discussions that need to be held but they need to wait until the revised structure of the Board of Health is finalized.

2016 Budget and Finances
After the above discussion, the consensus among Board members was the discussion of the 2016 budget should also be put over into next month’s Board meeting, after the OCPH Charter was updated and the composition of the Board of Health was settled so that any additional members appointed to the Board would be present and involved for such discussion.

1115 Medicare Waiver - Guest Speaker
David Windom (Director Northeast Tri-County Health District/Region 1 WSALPHO Representative) gave a presentation to the Board on a federal proposal for Medicaid reform called the 1115 Medicare Waiver proposal. A summary of the proposal and his remarks appears at the end of these minutes as an addendum.

COMMUNITY HEALTH UPDATE
Lauri Jones gave the Community Health update. In recent weeks, Okanogan County has had a couple of cases of Campylobacter cases reported and a couple of cases of Giardia reported. Public Health is also currently in the process of investigating and trying to rule out a possible active TB case.

ENVIRONMENTAL HEALTH UPDATE
Dave Hilton presented the Environmental Health update. Dave informed the Board about a family that complained of catching pinkeye (Conjunctivitis) by swimming in Lake Osoyoos. No similar complaints have been received to date, and since pinkeye is caused by so many different bacteria and viruses, it is easily caught from numerous types of contact and usually spreads rapidly within a household, it was impossible for us to investigate the complaint or Lake Osoyoos.

Dave also advised the Board about a couple of current variance applications, including one that has been denied. He wanted the Board to be aware of the possibility that they would be hearing an appeal on one or both of the variances.

Sheilah Kennedy asked Dave Hilton about some recent total coliform positive water samples from the County Fairgrounds water system. She said she thought they might be due to problems with sampling techniques and asked if OCPH could provide technical assistance. Dave Hilton said that OCPH would contact the County Fair contact and offer assistance.

ADJOURNMENT
Chairman Jim Detro asked if there was any further business before the Board for this meeting. There was none. Ray Campbell moved to adjourn the meeting. Chairman Jim Detro adjourned the meeting. The meeting was adjourned at 3:15 p.m.

Jim Detro
Chairman, Board of Health

10-17-2015

Ella Robbins
Admin. Coordinator

ADDENDUM/Attachments
Medicaid 1115 Waiver summary and notes
Healthier Washington EXECUTIVE SUMMARY