Members: Chairman Jim Detro, Sheilah Kennedy, Ray Campbell, Neysa Roley
Staff: Ella Robbins, Dave Hilton, Lauri Jones, Jacqueline Bellinger, Carol Bagley
Guests: See attached Register

CALL TO ORDER AND INTRODUCTIONS
The meeting was called to order by Chairman Jim Detro.

ADDITIONS/APPROVAL OF THE AGENDA
Chairman Detro asked if there were any additions or corrections to the agenda. Ella stated there were none.

A motion was made by Sheilah Kennedy and seconded by Neysa Roley to approve the agenda as presented. The agenda was approved.

PUBLIC COMMENT
Chairman Jim Detro opened the meeting for Public Comment. No members of the public were present who wished to comment, and the Chairman closed the public comment session.

ADMINISTRATIVE ISSUES – Board Minutes of April 28, 2015
Ella Robbins presented the draft minutes of the August 11, 2015 Board of Health meeting, and also the draft minutes of the special meeting held on August 25, 2015. The minutes were sent to the members of the Board for review prior to the Board meeting. Neysa Roley moved to approve both sets of minutes. The motion was not seconded as several Board members had questions concerning the minutes of the August 11, 2015 meeting. Ray Campbell asked that the minutes be revised to clarify some aspects of the memos that were discussed and prepared by Perry Huston, Planning Director, that were presented at the August 11th meeting. Ray Campbell stated that he wanted the minutes to reflect that the County Commissioners had requested Perry Huston to research the questions around Health District vs. Health Dept., and write the memos that were sent to the County Commissioners. He also requested that the minutes provide fuller coverage of remarks made by visitor David Windom, Director of Northeast Tri-County Health District, concerning how other Boards of Health were set up.

There were no questions or comments for the minutes of the special meeting held August 25, 2015. Neysa Roley then moved to approve the minutes of the August 25, 2015 meeting as presented, and to hold the approval of the August 11, 2015 meeting over until the next BOH meeting in order to give OCPH time to amend/revise the minutes as requested. Ray Campbell seconded the motion. The
motion carried; the minutes of the August 25, 2015 BOH special meeting were approved. The approval of the Board minutes of the August 11, 2015 meeting was tabled until the October Board of Health meeting.

**August Financial Reports**

*August Treasurer’s Report and OCPH Cash on Hand Report*

Ella Robbins had sent the Board members the August Cash on Hand report with notes to show that the figures matched the Treasurer’s April 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). Ella Robbins reported to the Board that cash on hand at the end of August totaled $70,631.43. She reported that $5000 had been added to the Emergency Operating Reserve Account (#58) bringing the total in that account to $45,000. She also reported that the balance in the Health Officer Account (#59) is unchanged at $15,000. The Board members had no questions.

*August Revenue Status Report*

Ella Robbins presented the Revenue Status Report for August. Revenue received in August totaled $81,103.54. Ella Robbins also presented the County’s Eden revenue Status Report to show more detail the various sources of revenue.

*August Expenditure by Object Report*

Ella next reviewed the August Expenditure by Object report, which comes from the County’s Eden Expenditure by Object Report. This report had been provided to the Board members in advance. The monthly expenditures for August totaled $121,315.62. (Total expenditures included the $5000.00 transfer into the Operating Reserve Account #58.)

Ella Robbins also reviewed the status of the Cash on Hand for September 1 through September 4, 2015; the beginning fund balance was $70,631.43. September revenues for this period totaled $34,434.00 and expenditures for this period totaled $4,904.90. for an ending balance of $100,160.

*August Vouchers and Payroll*

The next report for review was the August Vouchers and Payroll report. Ella Robbins had sent the Voucher Report out earlier to the Board members for review. Ella mentioned that the Payroll and Voucher Approval sheet contained notes that showed the source of the figures and how they tied into the County reports. The voucher report includes a breakdown of the VISA credit card charges for the Board members’ review.

Ella and the Board members reviewed several of the vouchers on the voucher report as the voucher expenses were more this month. Ella reviewed the voucher for Enduris (liability insurance/$20,286) and the voucher for Central Services (computer maintenance/$4,539) were increased expenses for September.
Neysa Roley made a motion to accept the financial reports as presented. The motion was seconded by Sheila Kennedy. There was no further discussion on the motion; the Board voted and the motion carried unanimously to accept and approve the August financial reports.

Vouchers #E1498873-#E148886, #E149083, #E149378-#E149382, #E149384-149387 in the amount of $35,747.17, Refunds/Payments in the amount of $3,389.00 and Payroll warrants as attached and received from the Treasurer’s Financial Statement for April 2015 in the amount of $77,179.45 for an aggregate total of $116,315.62 for total issue in the month of August 2015 are approved this Tuesday, September 8, 2015.

Contracts

Dept. of Health Consolidated Contract (#C17120) Amendment #3

Ella Robbins and Lauri Jones presented Dept. of Health Consolidated Contract Amendment #3.

A portion of this amendment funds our Emergency Preparedness and Response program. There were questions asked by the Board if this program assisted in funding public health activities during the recent fires in the County, and Lauri reviewed the Emergency Response Program and our public health activities with the recent fires. The amendment increases the amount of the contract for the Emergency Response Program by $50,000.00 and amends the Scope of Work to extend this program to June 30, 2016. The other part of the amendment concerns the Maternal & Child Health Block Grant. The amendment transfers unspent funds and increases the amount on this program by $65,733.00, and amends the scope of work to extend the contract to Sept. 30, 2016.

Lauri Jones reviewed the services that are provided under the Maternal & Child Health Block Grant. At least 30% of the money must be spent on children with special health care needs; OCPH personnel coordinate with the schools to make sure care plans are in place for these children. Another part of the scope of work involves accident and injury prevention for children and includes such programs as car seat safety checks, bike rodeos and education campaigns for injury prevention.

Sheilah Kennedy moved to accept the contract as written. Ray Campbell seconded the motion. The Board voted, and the motion carried. The contract was signed by Chairman Jim Detro.

Public Health District Charter – Update

Ella Robbins reported that the Charter Committee to develop and present recommendations to the County Commissioners on the OCPH Charter and the restructuring of the Board of Health composition had met immediately after the August 11th Board of Health meeting. Committee members made revisions to the recommendations to the County Commissioners that reflected the comments and concerns raised during the August 11th BOH meeting. The revised recommendations have been submitted to the County Commissioners. The County Commissioners are scheduled to consider the recommendations of the Charter Committee regarding the OCPH charter and the Board of Health composition on September 14th, 2015.
Okanogan Complex Fire & Public Health Report

Ella Robbins and Lauri Jones reported on OCPH's activities during the ongoing Okanogan Complex Fire. She reported that Lauri Jones, Keila Gonzales and Orlando Gonzales had spent a large amount of time assisting at the Emergency Operations Center (EOC), with Keila and Orlando providing Spanish-language translation services. OCPH personnel provided information and air quality reports through the OCPH Twitter and Facebook pages. OCPH personnel attended community meetings on the fire situation, and OCPH personnel assisted public water systems that had been affected by the fire and power outages.

Lauri Jones reported on the role OCPH played in the N95 mask distribution program, which was aimed at making sure people could get a supply of masks that would protect them from the unhealthy levels of smoke particulates in the air during the worst of the fires. Activities included receiving large shipments of N95 masks and coordinating with partners like the National Guard to get them distributed to points where members of the public could obtain them free. Over 40,000 masks were distributed to various locations throughout the County within about a day and a half, and 10,000 masks were sent to Ferry County at their request.

2016 Public Health Budget

Ella Robbins introduced the topic of the 2016 Public Health budget. Sheilah Kennedy requested the preliminary 2016 Public Health budget be ready for review and discussion at the October Board of Health meeting. Ella agreed and stated the 2016 Budget would be available at next month’s meeting.

Rental Agreement

Ella Robbins reported that the current rental agreement for the Public Services Building expires in December 2015. Ella Robbins requested the Board’s permission to ask the County Commissioners to extend the rental agreement to December 2016. There was some discussion among Board members and OCPH staff members about the future of OCPH, including whether it would be a District or a Department, and the possibility that the County Commissioners may decide to move OCPH out of the current location in order to surplus the Public Services building. The discussion also involved a review of various factors involved with moving Public Health to another location (i.e. Virginia Grainger) and the potential costs and problems involved. The discussion involved the potential of losing the current certification of the water lab and previous comments by the Department of Ecology that are discouraging and ultimately result in eliminating the smaller water labs in rural areas. Dave, JJ and Ella also reviewed additional concerns with moving the water lab and the potential impact to Public Water Systems in the County.

The discussion then shifted to the possibility of renting the back unused portion of the OCPH offices to the Carlton Complex Long Term Recovery Organization, who are looking for space in the Omak-Okanogan area. No decision was made as the County Commissioners will be meeting later with the group to further discuss this option.
There was agreement among the Board for the discussion of the rental agreement to be held over until the October Board of Health meeting.

**COMMUNITY HEALTH UPDATE**

Lauri Jones presented the Community Health update. Lauri reported she has applied for a small grant in the amount of $20,000 to explore establishing a registry of volunteer health care professionals to assist in emergency situations. Lauri reported that during the ongoing wildfire emergency, several local health care personnel could not get to work due to road closures and evacuations, making it difficult or impossible for hospitals and clinics to function effectively. The grant would cover the expenses associated with a feasibility study on establishing a registry of retired or non-working health care professionals who still maintain valid credentials, and who may be available as volunteers to help out hospitals and clinics in future emergency situations. The Board expressed support for submitting and pursuing the grant application.

**Environmental Health Update**

Dave Hilton presented the Environmental Health Update. He reviewed the permitting procedures Public Health made last year in coordination with the Okanogan County Building Dept. for permitting on rebuilding residential structures destroyed by wildfire during the Carlton Complex. Dave also reported that we expected to continue with the same procedures for residential structures destroyed by this year’s Okanogan Complex fires. The Board of Health expressed their support for continuing with the same procedure for the 2014 Fire Storms and 2015 Fire Storms. He also reported that to date Environmental Health has encountered only one problem case under these procedures, so it appears to be working for everyone involved.

Jim Detro asked if OCPH responds to anonymous complaints. Dave Hilton informed him that we do not respond to anonymous complaints; OCPH requires that the complainant provide their name and phone number or address, and that the complainant’s name is kept confidential unless the matter comes to court and OCPH is required to reveal this information.

**OCPH Correspondence**

Ella Robbins reported on a letter received from Paul Waterstrat, former director of OCPH. In the letter, he strongly recommended to the County Commissioners to keep OCPH as a Health District instead of changing it to a county department, and the letter stated his reasons for the recommendation.

Ella Robbins also reported to the Board that she has set the date of her retirement as Administrative Coordinator. She will officially retire on November 1, 2015 and her letter of retirement has been submitted to the Public Health Administrative Team.
ADJOURNMENT

Chairman Jim Detro asked if there was any further business before the Board. There was none. Neysa Roley moved to adjourn the meeting; Ray Campbell seconded the motion. The Board voted, the motion carried unanimously and Chairman Jim Detro adjourned the meeting at 2:24 pm.

Jim Detro
Chairman, Board of Health

10-13-2015
Date

Ella Robbins
Admin. Coordinator