Board of Health Meeting
April 12, 2016

Members: James Detro, Sheilah Kennedy, Ray Campbell, Neysa Roley, Larry Zimmerlund, and Mariann Williams
Staff: Dave Hilton, Lauri Jones, Jacqueline Bellinger, and Carol Bagley
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 - The meeting was called to order at 1:31 pm by Chairman Jim Detro.

Introductions – Going around the room, those present introduced themselves for the benefit of the Board members, OCPH staff and guests.

ADDITIONS/APPROVAL OF THE AGENDA

No one requested any additions to the agenda. Mariann Williams moved to approve the agenda as written; the motion was seconded by Sheilah Kennedy. The Board voted, the motion carried and the agenda was approved.

PUBLIC COMMENT

Chairman Jim Detro opened the meeting for Public Comment. No members of the public asked to speak. Chairman Jim Detro closed the public comment period.

Health Officer – Dr. John McCarthy

Dr. John McCarthy, Health Officer for Okanogan County, spoke to the Board on the requirements, duties and functions of his position.

ADMINISTRATIVE ISSUES – Board Minutes of March 8, 2016

Lauri Jones presented the draft minutes of the March 8, 2016 meeting. Sheilah Kennedy asked for clarification on the section titled Other. After some discussion on that section, the minutes were ultimately left unchanged. Sheilah Kennedy moved that the minutes be approved as written; Ray Campbell seconded the motion. The motion carried and the March 8, 2016 Board of Health minutes were approved.

March Financial Reports

March Treasurer’s Report and OCPH Cash on Hand Report
Lauri Jones and Carol Bagley presented the Treasurer’s March Financial Report. Lori Jones presented this report to the Board, together with the March Cash on Hand report with notes to show that the figures matched. She also showed that the Treasurer’s report also 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 March 2016 was $85,358.87; the ending fund balance was
Carol Bagley reported as of April 11, 2016 cash on hand totaled $110,525.65. She then reported that OCPH has sufficient funds on hand to cover payroll.

Marianne Williams moved to approve the financial reports for March 2016; Neysa Roley seconded the motion. The motion carried, and the Treasurer’s report and Cash on Hand report for March 2016 were approved.

March Vouchers and Payroll
The next report for review was the March 2016 Vouchers and Payroll report. Lauri Jones handed this report out at the meeting. The voucher report includes a breakdown of the VISA credit card charges for the Board members’ review.

Marianne Williams moved to accept the March 2016 Vouchers and Payroll; Neysa Roley seconded the motion. The motion carried, and the March 2016 Voucher and Payroll report for March 2016 was approved.

Accounts payable vouchers #E154273-#E154287, #E154529-#E154540, #E154769, #E154995-#E155003 in the amount of $17,196.53 refunds/payments in the amount of $2,484.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for March, 2016 in the amount of $72,885.00 for an aggregate total of $93,565.53 for total issue for the month of March, 2016 are approved this Tuesday, April 12th, 2016.

NALBOH – National Association of Local Boards of Health - Membership
Lauri Jones presented a notice for renewal of membership with the National Association of Local Boards of Health. She explained to the Board members what NALBOH does and how it works, and what potential benefits it may offer to the Okanogan County Board of Health. She suggested that the Board check out the NALBOH website and see what resources it offers before deciding whether to renew the Board’s past membership in NALBOH. She also stated that she would do some checking with other counties to see which Boards held membership and how they make use of it. The Board agreed to consider the matter at the May 2016 meeting.

OTA Draft Regulations
Dave Hilton presented a status report on the revision of the OCPH Overnight Transient Accommodation (OTA) regulation. The draft reflects the comments received from Board members since the March meeting. Dave Hilton stated that no further input from the industry or general public was received. He reviewed the small changes made in the draft regulation. Neysa Roley moved to approve the revised OTA regulation; Larry Zimmerlund seconded the motion. Board voted, and the motion carried. The Board expects to sign a formal resolution adopting the revised regulation at the May 2016 meeting. Dave Hilton also requested input from the Board on how to handle permit renewals under the new permitting system. He asked for the Board’s direction on whether to do a simple renewal on previously permitted OTAs, or whether to require them to get signatures from the Planning Dept. and Building Dept. the same way that first-time applicants now must do. The Board’s consensus was that all permits, first-time and renewals, should be sent through the Planning & Building Departments according to the new permit procedure and revised regulation.

COMMUNITY HEALTH UPDATE
Lauri Jones gave a report on the status of activities under the Emergency Management grant project. Under this grant OCPH will work with Emergency Management and with medical providers in Okanogan County to create a collaborative that will ensure medical services are available during emergencies like
the recent wildfires. So far she has contacted Hospital CEOs, clinic CEOs, the Colville tribe and Behavioral Health Care, all of whom have responded. Work will include the creation of a registry, including procedures to vet retired doctors and other healthcare providers who want to volunteer their services during emergencies. The vetting procedure would include checking on current licensure and insurance. She also stated that the grant will cover the cost of three new computers for personnel working on the project; these would replace some obsolete computers at OCPH. (Central Services has advised OCPH to remove these obsolete computers from service.)

She also gave an update on our TB clients, stating that OCPH is still providing Directly Observed Therapy, but that we hope to be finished with that soon.

She also reported that we have one confirmed case of Coccidioidomycosis in Okanogan County. This is a respiratory disease caused by a fungus, and the case does not pose a significant public health concern.

ENVIRONMENTAL HEALTH UPDATE

Dave Hilton presented the EH updates to the Board. He informed the Board that one of the full-time OCPH staff planned to retire this fall, and that there were no immediate plans to refill the position. He also updated the Board on the anticipated receipt of two tablets and possible new software that OCPH is to receive from Dept. of Health – Drinking water program.

He also gave the Board an update on OCPH actions connected to a Planning Dept. enforcement action concerning the No Paws Left Behind Animal Shelter (kennel). He informed the Board of what he found during his site visit to the kennel/shelter, and outlined probable OCPH actions to come on the case.

ADJOURNMENT

There being no other business to address at this meeting, Chairman Jim Detro adjourned the meeting at 2:56 pm.