Board of Health Meeting
February 10th, 2015 - continued to February 24th

Members: Ralph Malone - Chairman, Sheilah Kennedy, Ray Campbell, Jim Detro, Lee Webster, Neysa Roley
Staff: Ella Robbins, Dave Hilton, Lauri Jones,
Guests: See attached register

CALLED TO ORDER & INTRODUCTIONS
The meeting was called to order by Chairman Ralph Malone at 1:32 p.m.

ADDITIONS/APPROVAL OF THE AGENDA
Chairman Ralph Malone inquired for changes or additions to the agenda. Lauri Jones requested that Dr. Harpster be placed on the agenda to present information to the Board members before the Environmental Health Update.

Jim Detro approve the additions to the agenda, Lee Webster seconded the motion. The motion carried and the agenda was approved.

Avian Flu Update – Dr. Daniel Harpster, DVM
Dr. Harpster (USDA Emergency Coordinator) addressed the Board members and updated them regarding the two cases confirmed case of Avian Flu in the County. He shared with the Board the methods and procedures done to identify the various infected birds (eagles, games birds, wild birds and domestic birds, etc.) and the surrounding infected areas. The discussion with the Board included depopulating and disinfecting the areas, the 21 days to repopulate, how the disease came into our county, concern for the fairgrounds area and migratory bird droppings, etc.

Dr. Harpster praised the involvement and cooperation of Public Health. Dr. Harpster also shared information about his background as a Board of Health member in Ohio. Lauri also expressed her appreciation of working together with USDA, WSDA, State Dept. of Health, the Colville Tribe, etc.

ENVIRONMENTAL HEALTH UPDATE – On Site Sewage Regulation & Pressure Systems
The discussion began with John Oakes addressing the Board with information and concerns regarding 10 lots in the Lake Ridge Estates development around the Crumbacher Lake area. Mr. Oakes shared a map of the lots and his discussion included concerns regarding the requirement for pressure systems, the distance of location of the community water system and well, the difficulty in selling the lots, the requirements of the State regulations not being adaptable for the East side, etc.

Dave Hilton next started the conversation with distributing a copy of page 39 of the State Regulation that defines type 1 soils. Dave also shared copies of page 41 that describes the various soil types. The conversation included information about the 10 test holes and soil types that were done previously, the size of the lots, density issues (east vs west) and Dave’s preliminary research of water well reports for reference of the soil types around the area, etc. The minimum 2 1/2 acres lot size requirements, possible boundary line adjustments, etc. were also reviewed. Dave stated that he needed more review of additional water well reports of the area before he could recommend options that may help meet the State regulations and also address the concerns. Support and direction was given by the Board to Dave to continue working with Mr. Oakes.

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ADMINISTRATIVE ISSUES
Minutes of January 13, 2014
Ella shared that the January 13th Board members were sent to the members earlier for review, and she was not aware of any changes to the minutes.

Leah McCormick, County Treasurer stated that the year to date amount in the minutes was incorrect and the amount was $1,205,645.83 and should be changed. Ella stated the year to date figure was from current information that was available at the time the report was generated. The Board minutes were changed to reflect the $1,205,643.83 amount from the County Treasurer.

Sheilah Kennedy next requested a review on page 3 regarding the description of the County Prosecuting letter. The sentence was changed to “The letter from the Prosecuting Attorney’s office to the County Commissioner’s (see letter dated 12-23-14) stated that the Health District was properly formed and was operating legally.”

The motion was made Sheilah Kennedy to approve the minutes as amended. Jim Detro seconded the motion and the minutes were approved.

Financial Reports – 2014 Year End Reports
Expenditure by Object Report & Revenue Status Report
Ella began the discussion by presenting and reviewing the Expenditure by Object Report for December. Ella stated the total expenditures for December was $194,885.37. The year to date amount was $1,235,442.40 when the reserve account funds were removed from the report as they were already included in the line items for salaries, benefits, operating supplies, etc.

Ella next reviewed the Revenue Status Report for December. The revenue received in December was $97,848.56. Ella stated that when the additional $75,000 that was transferred from the emergency operating fund (#58) was included (but not yet reflected in the report); the year to date amount was $1,305,645.83.

Ella stated the ending fund balance for 2014 was $65,189.02. (County Financial Statement printed 1-7-2015)

2014 Ending Fund Balance and 2015 Beginning Fund Balance
Ella also began to discuss a letter (dated 2-5-15) received by the County Treasurer regarding changes made to the 2015 County Financial Statements, however Leah McCormick (County Treasurer) stated to the group that the actual 2014 ending fund balance and 2015 beginning fund balance was $70,203.42. Ella agreed that the beginning fund balance for 2015 was $70,203.43 when the sub funds were combined into the original fund. Ella referred the Board members to the table on the December Expenditure by Object Report that shows the 2014 Actual Revenue ($1,305,645.83) and Expenditures ($1,235,442.40) with the total of $70,203.43. which also matches the County Treasurer’s Report for January 2015 (printed 2-5-2015).

Beginning Fund Balance & Cash on Hand Report & Reserve Accounts
Ella next started to review with the Board the Cash on Hand Report for January. The Cash on Hand Report shows the beginning fund balance of $70,203.43, total deposits of $121,833.20, and total expenditures of $97,843.39. Sheilah Kennedy questioned Leah McCormick regarding why the total deposit figures in the report did not match the County figures. Leah also questioned Ella regarding the difference in the reports. Ella directed the Board to the LGFA (Local Governmental Financial Assistance) payment of $84,941.00. Ella stated that previously the funds are received earlier in the year with the intent they are to last all year. In 2015, she had planned to only access 1/12 of the funds ($7078.42 as reflected in the report to monitor the funds and to avoid spending the entire funds before year end. Ella stated that she is monitoring all the funds closer to
avoid the revenue problems of last year. Leah McCormick and Ralph Malone stated that while they realize the intent, the Cash on Hand report should be changed to reflect the entire payment. Ella stated that would be changed. Sheilah, Leah and Ella also discussed that the Cash on Hand Report should match the bottom line of the County reports.

Ella next reviewed with the Board the Reserve Accounts, #58 and #59. At the end of January, $ 5471.40 was added to the Emergency Operating Account (#58) to bring the balance to $10,000.00 The Health Officer Account (#59) remains at $15,000.00. Leah inquired about the 2015 Finances and Ella state that discussion would occur later in the agenda.

The motion was made by Lee Webster to approve the financial reports as presented. Ray Campbell seconded the motion and the motion carried.

**Vouchers and Payroll Report**

Ella began discussing with the Board the January Voucher report that was sent to the members earlier. The total amount of the vouchers is $7,754.11. Sheilah Kennedy and Lauri Thomas stated to the group that the Public Health voucher report is different from the County Voucher report (an Eden Crystal Report); as the Public Health report does not break out in detail all of the charges that occur on the VISA credit cards.

Laurie Thomas also mentioned in the discussion to the group that there was miscoding that was done regarding a web camera, electric stapler and printer. The items were coded to operating supplies when they should have been coded to small tools & equipment. Ella responded that she understood that small tools & equipment pertained to items that had a value over $500.00. Laurie Thomas stated operating supplies were items such as paper, that small tools and equipment was for items with serial numbers and would last for more than a year. Laurie also questioned Ella regarding internal policies and Ella stated we generally follow the County guidelines. Ella also stated that Public Health has an Inventory Log.

The discussion also included Laurie Thomas (County Auditor) stating to the group that Public Health vouchers were entered under Ella’s name, and that vouchers were also approved by Ella which has the possibility of creating problems from an audit viewpoint. Ella agreed that vouchers were entered under her name by her staff and she does approve the vouchers. Ella stated her position that the vouchers were entered under one name (Ella’s) so that Eden reports would be easier to generate. Ella stated she understood the problems that could arise and the vouchers will now be entered under the name of her staff that is actually doing the data entry. Sheilah, Laurie Thomas and Ella reached an agreement that although the bottom line on the OCPH voucher report was the same as the County Voucher Report, Ella would review the County Voucher (Crystal EDEN) report so it could be presented to the Board and this would assist the Board members that are more familiar with the County reports.

The Public Health January Voucher and Payroll Report was distributed among the Board members for review. Accounts payable vouchers #E143205-#E143212, #E143467-#E143468, #E143711-#E143717 in the amount of $7,754.11 refunds/payments in the amount of $9,078.40 and Payroll warrants as received from the Treasurer’s Financial Statement for January, 2015 in the amount of $81,010.88 for an aggregate total of $97,843.39 for total issue for the month of January, 2015. The motion was made by Jim Detro to approve the January Voucher and Payroll report. Neysa Roley seconded the motion and the motion carried.

**Contracts – Health Care Authority #K1412 (Medicaid Match)**

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Lauri Jones began the next topic with a discussion and review of the Medicaid Match Contract. Our current contract ends in March, 2015 and this contract would continue Medicaid Match from April 2015 to March 2017.

Lauri reviewed with the Board members the difficulty in receiving the billed revenue for activities in 2013 & 2014, the changing of the billing requirements (throughout the State by all contracted LHJ’s) to follow the federal guidelines, thecluster billing method we are involved with, and the reduced staff that are now able to bill Medicaid Match. Ella and Lauri stated we have started to receive revenue for 2013 (2 qtrs for 2013 = approx. $23,000.00) and should be receiving additional 2013 payments this year. Ella stated that the 2015 budget for Medicaid Match was $30,000.00 and that should be achievable as the 2013 payments are received. Lauri and the Board reviewed the requirements of the contract, and the cost of the program. Lauri reviewed that Medicaid Match reimbursement has changed over the past years, and we are now billing at 50% reimbursement (was previously at 75%) and there is limited staff that can bill for their activities. Lauri and the Board reviewed that while we can bill for 50%, the remaining costs must come from local or state funding. There was agreement among the Board members and the Administrative Team that we must closely review and monitor programs such as Medicaid Match that require additional funds.

Lauri requested that because of the difficulties with Medicaid Match in the previous years and as items mentioned in the discussion, the Board delay approving the Medicaid Match contract at this time. There was support of Lauri’s recommendation and the contract was not signed.

2015 Finances & Reserve Accounts

Ella began the topic with a review of the Reserve Account Options. Ella summarized that we had to use $100,000.00 from the Reserve Account in 2014, and the Administrative Team had reviewed a variety of options to begin to return funds to the Reserve Account. The goal for 2015 was to return $30,000.00 to the Emergency Operating Reserve account, with approximately $30,000.00 over a 4 year period to reach the goal of $100,000.00.

The Administrative Team (Ella, Dave, Lauri) met with the Board of Health Finance Committee (Ralph, Lee, Jim) earlier in the month to review the various options in more detail. The option presented by the Administrative Team involved using furlough days. Ella stated this was based on following the County and Public Health policy that was established in 2009 for furlough days. Ella presented a draft resolution that defines the purpose of the furlough days, the restrictions & guidelines, and impact to the employees.

The discussion included beginning the furlough days in the March payroll cycle as the earlier we began, the earlier the funds would be returned to the Reserve Account. The draft resolution also states that a quarterly review will be done by the Administrative Team. Ella stated that the furlough day option was presented to the BOH Finance Committee and they have supported our recommendation. Ella, Dave and Lauri also stated that the problem of returning funds to the Reserve Account was a Public Health problem (not a County problem) and that historically we have taken care of our own problems and issues.

Sheilah Kennedy stated her preference was to return to the 2013 levels to reduce salaries. Ella stated while reduced salaries was considered as an option, the furlough days was a better option for employees. The furlough option does not impact leave accrual (annual & sick leave, holidays, etc.) or retirement. The furlough days would stop once the reserve account reaches the goal of $30,000.00.

The discussion shifted with Nita Weeks (Chief Accountant with Okanogan County) distributing copies of a document titled Public Health Trail Balance. The document included a review of 2014 revenue and expenses.
with a trial balance as well as 2015 revenue and expenses and trial balance. Nita acknowledged that the document had been prepared before the use of furlough days was known. Nita reviewed the document; the comments noted that shows the County payment requests to Public Health, and the withdrawals of the Reserve Account. The last page of the document shows the projection that Public Health would be in the hole by $32,599.00 by the end of 2015.

Leah McCormick added to the discussion that Public Health had requested the first quarterly payment ($30,000.00) earlier this year, and that Public Health should have waited until April after the County taxes have been received as money is also tight for the county at the beginning of the year. Ella acknowledged that the request was made earlier this year than in the past, but it was her opinion that the quarterly payments could be requested at any time with no restrictions.

Ray Campbell asked for a review of the withdrawals from the reserve account, and Ella presented the Reserve Account table. There was agreement that the Reserve Account withdrawals generally occurs late in the year.

The discussion returned to the furlough day proposal and the request to begin the furlough days with the March payroll cycle. Ella stated the furlough day recommendation had been approved by the finance committee and would like to begin the furlough days in March. Lee Webster and Neysa Roley approved the request with Sheilah Kennedy and Ray Campbell asking for more time to review the draft resolution.

Sheilah and Ray suggested scheduling a special Board of Health meeting to continue the furlough day discussion and the additional items on the February agenda. The preliminary date of February 24th was suggested and there was general agreement among the Board members that the date would work. Ella was directed to work with the County Commissioner’s office to schedule the date of February 24th at 1:30 p.m. Ella will confirm the date and send out information to the Board members and the media.

Adjourn
Jim Detro made the motion to adjourn the meeting at 3:46p.m. Sheilah Kennedy seconded the motion, the motion carried and the meeting was adjourned.

Ralph Malone
Chairman

Ella Robbins
Administrative Coordinator

February 10th Board of Health meeting continued – February 24th minutes
Board Members: Ralph Malone, Jim Detro, Ray Campbell, Sheilah Kennedy, Neysa Roley, Lee Webster (by phone)
Staff: Ella Robbins, Lauri Jones, Dave Hilton

Chairman Malone called the meeting to order at 1:35 and stated the meeting was a continuation of unfinished items from the February 10th meeting.

RESOLUTION 2015-01 Operating Reserve Account (#58) & Unpaid Furlough Days
The first item for discussion was a continuation of the furlough plan that had been earlier recommended by the Administrative Team and approved by the BOH Finance Committee.

The group discussion involved a review of the savings of one monthly unpaid furlough day by each employee would be a total salary savings of $3082 per month. The discussion also included the anticipated time frame needed to reach the goal of replenishing $30,000.00 to the Reserve Acct (#58) in 2015.

Lee Webster (attending the meeting by phone) requested approval to leave the meeting and approval was given by the Chairman. Lee left the meeting at 1:35 p.m.

The discussion included a review of the various revenue sources that may be increased in 2015 (i.e. Medicaid Match with 2013 & 2014 billings now being received) and lower expenditures (i.e. reduced rent) which may allow the furlough days to stop when the goal of $30,000.00 was reached.

Ray Campbell stated that he saw three options: 1) 10% salary reduction, 2) reduction in work force, 3) unpaid furlough days. Sheila Kennedy stated her position for returning to the 2013 salaries (i.e. 10% salary reduction) and Ella (and the Administrative Team) stated that the unpaid furlough days were a better option for the employees. Ray Campbell expressed his concern with the goal of $30,000.00 and adjusting the goal to $50,000.00 was discussed. The group also discussed changing the furlough period to the end of December 2015, with the potential that the furlough days could be stopped earlier.

Sheilah inquired about Public Health receiving cost of living increases when the County does, and Ella (and the Administrative Team) reminded her that it was because Public Health had not received COLA’s for 5-6 years that Public Health salaries were increased by 10% in 2013. The statement was also made that if we returned to 2013 salaries, we would be actually returning to 2008-2009 salaries when the last salary increase for Public Health was done. T

The group discussion included a review of when grant funding stops, the County eliminates the position funded by the grant. Ella, Dave and Lauri stated that all of our staff is cross-trained (with specific certifications and specialized trainings) so we do not have employees who work in one specific program or who are funded by one specific contract. The contracts we have allow us to have staff available for Public Health emergencies but as we continue to reduce our staff, our ability to adequately respond is also impacted and/or limited.

Ralph Malone next presented a letter (dated 2-12-15) from Dr. John McCarthy (OCPH Health Officer) expressing his comments and concern regarding the recent transitions and manifestations of the Board. Dr. McCarthy’s letter reminded the group that he relies on the Administrative team (and all of the Public Health staff) for their expertise and historical knowledge to guide him in his role as our Health Officer. Dr. McCarthy also reminded the Board to focus on the mission of Public Health and to be aware that “penny wise and pound foolish” is not an inspiring approach to personal health or Public Health.

Ella placed the draft resolution on the screen for review by the Board during the discussion. The Board members discussed changing the goal amount to $50,000.00 and adjusting the furlough time period to continue to December 2015. The Board Members completed a final review of the resolution with the proposed changes ($50,000.00 and time period to December 2015) that were entered into the resolution during the discussion.

Neyssa Roley made the motion adopt Resolution #2015-10 as amended. Jim Detro seconded the motion, and the motion carried.
LEASE AGREEMENT – Am #2B
The topic shifted to a review of the proposed Amendment #2B for rental space in the Public Services Building. Ella reviewed with the Board that as our staff has reduced; the proposed Lease Agreement will reduce the monthly rent to reflect the actual square footage of office space we are using. Ella has worked with Bob Parten (Public Works Director) and they have reached a mutual agreement. Ella was directed by the Board to obtain the necessary signatures and to present proposed Amendment #2B to the County Commissioners for review and approval.

PROGRAMS & SERVICES & FUNDING SOURCES
The next agenda item was a review of Public Health Programs, services and funding sources. Lauri suggested that due to the time needed for Community Health; this discussion could be done next month. Dave also stated his discussion would also require more time and it could be done next month.

ADJOURN
The motion was made by Neysa to adjourn the meeting at 3:15 p.m. Ray Campbell seconded the motion, the meeting was adjourned.

Ralph Malone
Chairman

3-10-15

Ella Robbins
Administrative Coordinator