Board of Health Meeting  
July 14, 2015

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

CALL TO ORDER AND INTRODUCTIONS
The meeting was called to order by Secretary of the Board Ella Robbins at 1:34 pm. following Robert’s Rules of Order. (The meeting was called to order by the Secretary because the Board had not elected a new Chairman or Vice Chairman to replace former Chairman Ralph Malone and Vice Chairman Lee Webster.)

ADDITIONS/APPROVAL OF THE AGENDA
Ella Robbins requested that the Board’s first order of business be to elect a new Chairman and Vice-Chairman. Dave Hilton requested that the Wellhead Inspection contract with the Dept. of Ecology be added to the Contracts section, and that Contracts be moved to first item on the agenda.

A motion was made by Sheilah Kennedy and seconded by Neysa Roley to approve the agenda as amended with the items requested. There was no further discussion and the motion carried. The agenda was approved as amended.

ELECTION OF OFFICERS – Chairman and Vice-Chairman
Secretary of the Board Ella Robbins opened the floor for nominations for the positions of Chairman and Vice Chairman of the Board. Sheilah Kennedy nominated Jim Detro for Chairman. The motion was seconded by Neysa Roley. No other nominations were made for Chairman, and there was no discussion. The motion carried and Jim Detro was elected Chairman. The meeting from that point on was conducted by Jim Detro as Chair.

Nominations were then taken for the position of Vice Chairman of the Board. Sheilah Kennedy nominated Neysa Roley for the Vice Chairman position. Ray Campbell seconded the motion. There were no other nominations and no further discussion. The motion carried and Neysa Roley was elected to the Vice Chairman position.

ADMINISTRATIVE ISSUES - CONTRACTS
Dept. of Ecology - Wellhead Inspection Contract
Dave Hilton presented the Board with a contract from the Dept. of Ecology that continues an existing contract, under which OCPH personnel inspect a percentage of new wells at or immediately after drilling, with public health staff present to inspect all well decommissioning’s. The Dept. of Ecology is required by law to perform these functions, and under the existing contract DOE has provided training and funding so that OCPH personnel can act as their agents to perform this duty. Sheilah Kennedy moved to accept the DOE contract, and authorizing the Chairman to sign the contract. Neysa Roley seconded the motion. There was no further discussion and the motion carried, and the contract was signed.

Interlocal Agreement with Juvenile
Ella Robbins presented information on the Interlocal Agreement with the County Juvenile Department. Ella
stated this is an ongoing agreement and outlined the changes in the new agreement. The quarterly payment has increased from $850/month to $1200/month with the contract period for 3 years. Ella stated that the agreement has been signed by Chairman Ralph Malone in June, and we are informing the Board of the changes and the signed contract.

**DSHS - Safe Care Program Contract # 1512-40330**
Ella Robbins presented a recap of information about the Safe Care Program contract with DSHS, which was presented for signature to Chairman Ralph Malone after the June 9th Board meeting. Ella stated that there were contract deadlines to meet and requested Chairman Malone to sign the contract. Neysa Roley made a motion to ratify the Chairman’s signature. Sheila Kennedy seconded the motion. There was no further discussion, and the motion carried.

**DSHS - Early Intervention Program contract # 1563-40351**
Ella Robbins presented a recap of information about the Early Intervention Program contract. The contract was received after the June 9th Board meeting and presented to Chairman Malone for signature on June 12th. Ella stated that there were contract deadlines to meet and requested Chairman Malone to sign the contract. Ray Campbell made a motion to ratify the Chairman’s signature. Sheila Kennedy seconded the motion. There was no further discussion, and the motion carried.

**OCPH Policy Manual – Section 3.4.1**
Ella Robbins presented a revision of this section of the Policy Manual to the Board. The revisions are necessary as they reflect the changes to our payroll processing, which changed when Okanogan County adopted a semi-monthly pay schedule. There was discussion among the group and the result of the discussion was to amend the section to read “payroll is processed twice per month.” Ray Campbell made a motion to approve the revised section as amended. Sheila Kennedy seconded the motion. There was no further discussion and the motion carried.

**PUBLIC COMMENT**
Administrative issues were temporarily halted and Chairman Jim Detro opened the meeting for Public Comment.

Ralph Malone, former Chairman of the Board of Health, spoke on his removal from the Board of Health because he is ineligible to serve under the rules, which state that Board members must be elected officials or city clerks, and there is no inclusion for City Administrators. Ralph spoke on the functions and responsibilities of Public Health, and urged the Board to remember the importance of the work done by Public Health.

Perry Huston, Director of the Okanogan County Dept. of Planning & development spoke next, in response to Ralph Malone’s remarks about his removal from the Board of Health. He made the distinction between “eligible under the charter” and “qualified”. He stated that while Ralph Malone would be qualified in terms of experience and knowledge of Public Health, he is not eligible to serve on the Board of Health under the charter because he is no longer an elected official, nor is he a city clerk.

Nora Sheridan asked the Board about potential job openings if the Public Health District were to be converted to a County Public Health Department. She inquired as to whether the qualifications for various positions at the Health Department would be reviewed.
The next public comment came from Andi Ervin, of the Okanogan County Community Coalition. Her remarks were directed towards the recent Okanogan County Commissioners’ Resolution 72-2015, in which the Board of County Commissioners (BOCC) amended sections of the current Health District charter, including restructuring of the membership & representation on the Board of Health. (The resolution has since been rescinded until August 17, 2015 in order to get more public involvement before the changes to the Okanogan County Public Health District charter is presented to the BOCC for consideration and possible adoption on August 17th.) Andi remarked that the Coalition is highly appreciative of current and past relationships with Okanogan County Public Health, and that she believes the two organizations have worked well together to produce good results in the community. She stated that she doesn’t agree with the revisions of the Charter as outlined, and the results that would come from OCC Resolution 72-2015. Andi also stated that she considered there was a lack of transparency about the original passage of OCC Resolution 72-2015, and that the amended charter would upset the balance on the Board of Health, essentially tipping all the power over to the three county commissioners.

No other members of the public present asked to speak. Chairman Detro closed the public comment period, and the Board of Health returned to consideration of the remaining Administrative Issues on the agenda.

**ADMINISTRATIVE ISSUES** (Resumed)

Public Health District Charter – Okanogan County Commissioners’ Resolution 72-2015.

Ella Robbins presented a proposal for gathering more public comment over the July 14th and August 11th Board of Health meetings on what the revised Okanogan County Public Health charter should include. Ray Campbell asked Planning Dept. Director Perry Huston to explain the process on how the resolution was originally passed on June 6th and why and how it was rescinded until August 17th.

Chairman Jim Detro discussed his opinion on the elimination of two of the three city elected official positions on the revised Board of Health membership and representation in the resolution. Commissioner Detro stated he felt that since the cities no longer pay annual assessments directly into the Health District funding, it would better serve the county’s public health needs to appoint an At-Large position from among private contractors or the medical community.

Ella Robbins then presented history on how Public Health funding sources have changed over approximately the last 25 years. She presented information on how the original City Assessments were eliminated in the early 1990’s and replaced with State Foundational Funds. The Foundational Funds were allocated by the Legislature and were intended to partially replenish the city assessment funds, and therefore the cities do continue to contribute to Public Health.

Perry Huston then presented some history on the existing Public Health District charter and what the current RCW’s say about the charter and the Board of Health. His research shows that people eligible to serve on the Board must be county commissioners or city elected officials, and that is why Lee Webster and Ralph Malone are no longer eligible to serve on the Board. He concluded by saying that by statute only the county commissioners may amend the charter and appoints Board of Health members. He clarified his remarks further by stating that the county commissioners are required by statute to serve on the Board of Health; they may constitute the entire Board of Health as a department, or they may set up the Okanogan County Public Health Charter to include additional Board members, who are appointed and approved by the county commissioners.
Ella Robbins then presented Okanogan County Public Health Administrative Team recommendations for the amended charter and the composition of the Board of Health. These included the following:

- Change the name of the agency to Okanogan County Public Health District.

- Amend the objective to match the OCPH mission statement (The mission of Okanogan County Public Health is to promote health, prevent conditions of disease and/or disability, and to protect the health of the residents of Okanogan County.)

- Add a section that states PURPOSE & FUNCTION of the Board of Health are to:
  a.) Protect and promote the public health within Okanogan County;
  b.) Adopt, amend and enforce reasonable regulations consistent with law in the areas outlined in RCW Chapters and all other statutes providing authority to adopt, amend and enforce regulations consistent with law;
  c.) Adopt a schedule of reasonable fees to be collected for providing public health services, including but not limited to issuing or renewing any health permit or license required to be obtained from the Health District pursuant to applicable law, with such permit or license fees being collected for the sole purpose of defraying the cost and expense of the procedures for issuing licenses and permits, and investigation related thereto, and not for the purpose of general revenue.

MEMBERSHIP (on the Board) – continue with 3 county commissioners and 3 city representatives in order to maximize the representation of residents of Okanogan County. The 3 City representatives (elected or non-elected but appointed by the City) – one from each commissioner’s district to ensure equal representation in each district.

- If/when the city representative position changes (for any reason) while on the BOH – the represented City may submit a letter appointing/designating another city representative to continue on the BOH.

- IF the City opts to remove their representation from the BOH, the Council of Governments will nominate/designate another city representative from within the Commissioner’s district.

- IF the member at large position is chosen by the Board of County Commissioners (as stated in their version from OCC Resolution 72-2015) Public Health highly recommends the member at large position be from the medical community. The medical community representative would contribute, expand and enhance our existing relationships with medical community (including CCT) in the event of Public Health Emergencies.

Ella next reviewed the revisions and/or references to applicable RCWs.

- TERMS OF OFFICE – Board of County Commissioners shall serve on the Board of Health during ex-officio (during their terms of office).

- City representation positions and medical community position will be for 4 years from date of appointment – to allow for consistency to Board of Health.

- Election of officers (Chairman and Vice-Chairman) – will occur in January and will be for a 4-year term.
LEGISLATIVE POWERS, DUTIES AND FUNCTIONS – Follow applicable RCWs and local regulations.

OFFICERS AND DUTIES
EXECUTIVE SECRETARY & ADMINISTRATIVE TEAM MEMBERS - The BOH shall appoint an executive secretary who shall act as its secretary and administrative officer. The appointment as Secretary to the BOH continues until such time as position becomes vacant.

ATTORNEY – Okanogan County Prosecuting Attorney may not serve as an attorney for Public Health District.

Sheilah Kennedy asked Ella Robbins where the recommendations came from. Ella Robbins reported that OCPH Administrative team has been researching changes to the Health District charter after Lee Webster’s BOH representation for the City of Brewster had changed from an elected position to a non-elected position. The recommendations presented were arrived at after reviewing several Charters from other Health Districts and conferring with OCPH’s attorney Scott Detro. Mr. Detro recommended revising the outdated Health District Charter and had been in contact with Karl Sloan, County Prosecuting Attorney.

Sheilah Kennedy stated her opinion that the County Commissioners had two areas to consider, the first being how to reorganize the membership positions on the Board of Health, and second being how to save what we’ve got (OCPH) and build on it (the question of Health District vs. Health Dept.)

She stated that her preference is to revise the Charter and reorganize the BOH first. She also pointed out that the existing charter has a section (Article 5) addressing the election of a chairman. Planning Director Perry Huston clarified that BOCC resolution 72-2015 amended specific sections of the Charter; any sections not amended in the Resolution would remain the same. Jim Detro asked the Board members if he should step down as Chairman of the Board of Health because his brother (Scott Detro) is OCPH’s attorney. There was agreement among the group that this was not a concern but appreciated the discussion.

Chairman Jim Detro temporarily halted further discussion of OCC Resolution 72-2015 and its impacts in order to address the agenda items needing approval by the Board, due to the time constraints of the County Commissioner’s having another meeting scheduled at 3:00 p.m.

Board of Health Minutes – May 12th and June 16th
Ella Robbins presented the minutes of the May 12, 2015 Board of Health meeting. The minutes were sent to the members of the Board earlier, and there were no requests for changes. Ray Campbell moved to approve the minutes of the May 12, 2015 Board meeting as presented. The motion was seconded by Neysa Roley; the motion carried and the minutes of the May 12, 2015 meeting were approved.

Ella Robbins presented the Board of Health minutes of the June 16, 2015 Special Board of Health meeting were the Board of Health addressed the temporary food permits and food vendors. The draft minutes were given to the members for review. The Board members requested several corrections and changes, and Ella made the changes to the minutes during the discussion.
Ray Campbell moved that the minutes be approved as amended. Neysa Roley seconded the motion. The motion carried, and the minutes of the June 16, 2015 Special Board of Health meeting were approved as amended.

**Financial Reports – May & June Treasurer’s Report and OCPH Cash on Hand Report**
Ella Robbins had sent the Board members the May Cash on Hand report with notes to show how the figures tie in with the Treasurer’s May Financial Report which was also included in the Board members’ packet.

Ella also reviewed the May & June Treasurer’s report which ties in with the Reserve accounts (#58 and #59). Ella Robbins reported to the Board that Cash on Hand at the end of May totaled $97,978.76 and the June Cash on Hand Report shows an ending balance of $78,565.66 which matches the June County Treasurer’s report. Ella also reported that in June we again added $5000 to the Emergency Operating Reserve Account (#58) bringing the total in that account to $35,000. She also reported that the balance in the Health Officer Account (#59) is unchanged at $15,000.

**June Revenue & Expenditure Reports**
Ella Robbins also presented a summary of the Revenues and Expenditures for the month of June. The total June revenue was $59,080.04 with June Expenditures at $81,334.14. The beginning amount for the carry over into July is $78,565.66.

**May Vouchers and Payroll**
Ella next reviewed with the Board the May Voucher and Payroll report. Ella reviewed the Payroll and Voucher Approval sheet that contains her notes to show how the figures tie into the County reports.

Vouchers #E146373-#E146381, #E146589, #E146873-#E146873 in the amount of $8,166.78, Refunds/Payments in the amount of $8,941.00 and Payroll warrants as received from the Treasurer’s Financial Statement for May 2015 in the amount of $77,009.16 for an aggregate total of $94,116.94 for total issue in the month of May 2015 are approved this Tuesday, July 14, 2015.

**June Vouchers and Payroll**
Ella reviewed with the Board the June Payroll and Voucher Approval sheet containing notes that showed the source of the figures and how they tied into the County reports.

Vouchers #E147134-#E147148, #E147442 in the amount of $6,621.83, Refunds/Payments in the amount of $7,841.00 and Payroll warrants as received from the Treasurer’s Financial Statement for June 2015 in the amount of $66,872.31 for an aggregate total of $81,334.14 for total issue in the month of June 2015 are presented for approval.

The Board members had no questions. Neysa Roley moved to accept the May and June Cash on Hand Reports and May and June Voucher and Payroll reports as presented. The motion was seconded by Ray Campbell and the motion carried to approve the reports.

**COMMUNITY HEALTH UPDATE & ENVIRONMENTAL HEALTH UPDATE**
No updates were presented for Community Health or Environmental Health.

**Public Health District Charter – Okanogan County Commissioners’ Resolution 72-2015. (Resumed)**
Sheilah Kennedy recommended that the Board set up a Public Health Charter advisory committee to create recommendations on the Charter for the County Commissioners to consider at their August 17th meeting when they will again to address BOCC Resolution 72-2015 (which is currently rescinded until that date.) The other Board members agreed with the suggestion, and a Charter committee was appointed. The committee members include Ella Robbins as representative of the OCPH administrative team, Nora Sheridan (volunteer), Andi Ervin (volunteer, Okanogan County Coalition) Neysa Roley (City representative on the BOH) and Health Officer Dr. McCarthy. The committee will review and present their recommendations at the August 11, 2015 Board of Health meeting.

The Administrative Team recommendations will be considered and reviewed at a later date.

ADJOURNMENT
Chairman Jim Detro asked if there was any further business before the Board, and there was none. Ray Campbell moved to adjourn the meeting. Chairman Jim Detro adjourned the meeting at 2:55 pm.

Jim Detro
Chairman, Board of Health

Date
8-11-15

Ella Robbins
Admin. Coordinator