CALL TO ORDER AND INTRODUCTIONS

Call to Order - The meeting was called to order at 1:35 pm by Chairman Jim Detro.

ADDITIONS/APPROVAL OF THE AGENDA

Lauri Jones requested the addition of an item concerning a supplemental budget under Administrative Issues. Sheilah Kennedy moved to approve the agenda as amended. Ray Campbell seconded the motion. The motion carried and the agenda as amended 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.

ADMINISTRATIVE ISSUES

Supplemental Budget

Lauri Jones presented on the reason for requesting a supplemental budget. When the 2016 budget was originally set up and adopted, the reserve fund and Health Officer fund were not entered into the EDEN system as separate accounts. Instead, they were included in the general account that makes up the rest of the OCPH budget. The error was discovered when OCPH tried to deposit funds into the reserve account. The supplemental budget will separate these reserve accounts from the general account and set them up properly. There is no change to the overall bottom line in the supplemental budget. The supplemental budget must be advertised for comment before the Board can discuss it and adopt it. Lauri Jones asked for permission to advertise the supplemental budget, and include it for public hearing on the June 14, 2016 Board of Health agenda. Sheilah Kennedy moved to direct OCPH to advertise the supplemental budget; Ray Campbell seconded the motion. The Board voted and the motion carried.

OTA Regulation – Resolution #01-2016

At the April 12, 2016 meeting the Board had voted to adopt the revised OCPH Overnight Transient Accommodations regulation. The formal resolution (#01-2016) adopting the revised regulation was presented for signature.

NALBOH – National Association of Local Boards of Health - Membership

Lauri Jones presented the information she received by checking with other counties to see which Boards held membership and how they make use of it. The Board discussed what the county might gain by NALBOH membership, and decided that other organizations like NACCHO provided the same benefit or better. The Board decided not to renew membership in NALBOH.
Lauri Jones presented the draft minutes of the April 12, 2016 meeting. Mariann Williams moved that the minutes be approved as written; Sheilah Kennedy seconded the motion. The motion carried and the April 12, 2016 Board of Health minutes were approved.

**Correspondence Policy**

The Board had asked for a discussion on a Correspondence Policy that would differentiate correspondence that needed the Board’s review and possibly approval from correspondence that would not. Lauri Jones stated that in the past OCPH had never had such a policy; the administrators had always made the call, using their best professional judgement, on whether a particular piece of correspondence needed to be presented to the Board. After the Board discussed a range of potential policy proposals, Lauri Jones asked if the Board of Health would like OCPH staff to draft a formal Correspondence Policy. Sheilah Kennedy suggested that an understanding would serve better than a formal policy that parsed out every potential level of correspondence. After further discussion, the Board decided that any correspondence pertaining to controversial matters or matters that would affect the budget should be reviewed by the Board for comment before it was issued; otherwise, Administrators should continue to use their best professional public health judgement.

**April Financial Reports**

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

Lori 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 April 2016 was $90,206.11; the ending fund balance was $64,890.75. Carol Bagley reported as of May 9, 2016 cash on hand totaled $85,108.43.

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

*April Vouchers and Payroll*

The next report for review was the April 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 April 2016 Vouchers and Payroll; Sheilah Kennedy seconded the motion. The motion carried, and the April 2016 Voucher and Payroll report was approved.

Accounts payable vouchers #E155237-#E155248,#E155464,#E155741-#E155754 in the amount of $11,524.46 refunds/payments in the amount of $3,405.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for April, 2016 in the amount of $72,885.00 for an aggregate total of $87,814.46 for total issue for the month of April, 2016 are approved this Tuesday, May 10th, 2016.
Presentation on the State Board of Health

For the benefit of new Board members and anyone else present, Lauri Jones gave a brief presentation on the State Board of Health, including membership, responsibilities and operation of the Board. OCPH staff and various Board members also discussed some actions of the State Board of Health to further illustrate how they operate.

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. Work included a meeting with Okanogan County Emergency Management, Hospital CEO’s, Confluence Health, Family Health Centers, and Okanogan Behavioral Health CEO’s.

She also reported to the Board that she had attended Senator Cantwell’s round table meeting concerning legislature that includes, among other things, emergency response preparedness.

She also gave an update on our TB clients, stating that the clients’ status had been downgraded to a less serious level. They still need treatment and their cases need to be followed, but OCPH no longer needs to provide Directly Observed Therapy.

She also reported that we are currently tracking down a possible case of Rocky Mountain Spotted Fever.

Lauri Jones also reported that OCPH has hired Crisha Warnstaff, currently Interim Director at Head Start, as the replacement for Robin Acord, who left OCPH in May.

ENVIRONMENTAL HEALTH UPDATE

Dave Hilton presented the EH updates to the Board. He 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. Various parts like batteries have arrived, but so far the actual tablets have not.

He also reported on the status of a possible collaboration between OCPH and the Dept. of Ecology’s Air Quality Division on conducting an Air Quality Assessment. The DOE has an eye towards a possible wood-stove exchange program.

Sheilah Kennedy asked Dave Hilton about the employee who is retiring in September and about plans for transitioning the work. Dave Hilton stated that he intended to advertise the position in about another month, to see who might be available locally. In response to questions from the Board, Dave stated that while it would be beneficial to hire someone to start before the current employee retires so that they could receive training before taking over the job, that was not likely to happen for reasons of funding.

ADJOURNMENT

There being no other business to address at this meeting, Chairman Jim Detro adjourned the meeting at 2:45 pm.