Board of Health Meeting
October 13, 2014

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

CALLED TO ORDER & INTRODUCTIONS
The meeting was called to order by Chairman Ralph Malone at 1:30 p.m.

ADDITIONS/APPROVAL OF THE AGENDA
Chairman Ralph Malone inquired for changes or additions to the agenda. Ella requested adding authority to surplus under Administrative Issues.

Jim Detro made the motion to approve the agenda as amended. Sheilah Kennedy seconded the motion, and the motion carried.

PUBLIC COMMENT
Chairman Malone opened the meeting for public comment at 1:33 p.m. Ella Robbins requested that because Dave Hilton was delayed and not yet in attendance, the discussion with Darrell Rounds occur later in the meeting after Dave’s arrival. The Chairman asked Mr. Rounds if that was acceptable and there was agreement to have the discussion later in the meeting.

ADMINISTRATIVE ISSUES
Minutes of September 9, 2014
Ella stated the Board of Health minutes for September have been changed to reflect the corrections to the Board members who were in attendance. The corrected version was presented for review and signature.

Jim Detro made the motion to approve the Board of Health minutes as amended and presented. Sheilah Kennedy seconded the motion, and the motion carried.

Financial Reports – October 2014
Revenue Status Report
Ella began the discussion by presenting and reviewing the October Revenue Status report. The total revenue received in September was $49,113.00 and although the report shows 85.04% for the year to date figures, that includes the $50,000.00 Community Health pass through funds. (Ella’s note – with the $50,000.00 removed the percentage is 81% for the year).

Expenditure by Object Report
Ella’s next discussion was a review of the monthly expenditures for September 2014. The monthly expenditures are $91,251.97 with the year to date amount at $924,661.13 and this puts the year to date percentage at 76% with the $50,000.00 pass through funds in the total year to date amount. Ella also stated there would be more discussion regarding the 2014 budget under the agenda item for a 2014 budget supplemental.

Cash on Hand Report & Reserve Accounts
Ella shared the Cash on Hand Report for September and October 2014 that is updated from the earlier version sent to the Board members. Ella stated the ending balance for September was $14,086.29 and as of October
13th we are currently at $27,429.96. Ella stated that as she reviews the expected revenue to be received by the end of October we should be in the black, however the carryover into November will be minimal.

Ella next reviewed the Public Health Operating Reserve Fund (#58) continues to have a balance of $104,528.60. The Health Officer Emergency Account (#59) remains at $15,000.00 and both accounts have not changed from last month.

The motion was made by Neysa Roley to approve the September Financial Reports as presented and reviewed. Sheilah Kennedy seconded the motion and the motion carried.

September Vouchers and Payroll
Ella next reviewed the September Voucher and Payroll reports and stated that there were no unusual expenses.

Accounts payable vouchers #E139685-#E139697, #E140117-#E140124, #E140243 in the amount of $10,239.92 refunds/payments in the amount of $2,365.00 and Payroll warrants as received from the Treasurer’s Financial Statement for September, 2014 in the amount of $81,012.05 for an aggregate total of $93,616.97 for total issue for the month of September, 2014 were presented for review and approval.

The motion was made by Jim Detro to approve the September Voucher and Payroll reports as reviewed and presented. Ray Campbell seconded the motion and the motion carried.

2014 Budget & Draft Resolution #2014-XX
The next topic was a review of the 2014 budget and year to date figures. Ella reviewed with the Board that because of the additional pass through funds in the amount of $50,000.00 from Health Care Authority, we would be exceeding our approved budget. Ella shared copies of the draft resolution #2014-03 and received direction to advertise for a public hearing on November 12th to amend the 2014 budget.

Public Comment – Darrell Rounds
Chairman Ralph Malone directed the next discussion to Mr. Darrell Rounds and correspondence from Mr. Rounds (dated 9-22-14) that has been received by the Board members. Mr. Rounds addressed the Board and briefly reviewed the items in the letter. The group discussion with Mr. Rounds included a review of his appeal last month, the revised Public Health Policy for repairing or expanding on site sewage systems, the size/location/condition of the current tank, the size of the tank required on the application, lot size, location of the dug well, water table, cost of replacement, etc.

Mr. Rounds requested that because the septic system has not failed, the system should be grandfathered in. Dave Hilton stated the reasons that this was not feasible due to the state regulations, and he reinforced the reasons for the requirements to replace the current tank.

After further discussion a compromise was reached and there was a review of the options available to Mr. Rounds. The options stated were:

*a lien will be placed on the property by OCPH that requires the entire system to be replaced prior to any transfer of ownership
*By May 30th, 2015 - have the tank pumped out and inspected by OCPH to validate the size and condition of the tank - and based on the results of the inspection Mr. Rounds may:
  *in the event that the tank is sealed and functioning adequately, be allowed to continue the use of the system until such time as there is a change in ownership
*in the event that the tank is inadequate (i.e. leaking, corroded, etc.) then obtain an OSS repair permit and replace the tank while still allowing use of drain field
*In the event the whole system is in a state of failure it will require that an OSS repair permit be obtained and the whole system be replaced to current
Or,
*obtain an OSS permit and replace the entire system as previously required

The direction to Dave from the Board was to follow up with a letter to Mr. Rounds stating the options available.

2015 Budget
The topic began with Ella reviewing the preliminary 2015 budget. The 2015 budget figures show an increase of approximately $50,000.00 over the 2014 budget. Ella also stated that she continues to believe that the County should match the Public Health State funding of $169,000.00. Ella acknowledged that while that may not be considered by the County, County funding should be restored to the previous funding level of 2103 which is 12.8% of the budget - which equals $158,000.00. Ella also stated that when she reviewed local funding with neighboring LHHJ’s (local health jurisdictions) and like LHJ’s with budgets/populations/fte’s the 12.8% remains significantly low in comparison.

Ella requested a finance committee to review the 2015 budget figures before the November Board meeting. Ella stated that in the past the Public Health Fee Schedule was adopted in November so permit renewal notices could be mailed out, and the Public Health budget was adopted. Ella stated that we may not be able to send renewal notices out in November (as the fee schedule may not be approved until December) which would have an impact on our November and December cash flow. The summary of the discussion identified the finance committee members would be Ralph Malone, Jim Detro, Lee Webster and the administrative team. The date of November 6th was set for the 2015 budget review.

Authority to Surplus- 2001 Jeep Cherokee
Ella and Dave reviewed the condition of the 2001 Jeep Cherokee (green). There continues to be issues with the electrical wiring components and the Jeep recently stranded an employee who was working out in the field. We do not consider the Jeep to be dependable or worth putting additional time and money into due to the high mileage and unreliability. Ella would like to surplus the Jeep and advertise it for sale in the local paper.

Sheilah Kennedy made the motion to surplus the 2001 Jeep Cherokee (green) and Jim seconded the motion. The motion carried.

Community Health Update
Communicable Disease Update
Lauri reviewed the 2 active cases of TB clients we are monitoring that require DOT (direct observed therapy).

Lauri stated we also have 4 cases of Lyme’s disease that we are investigating, the types of ticks that carry disease, types of ticks in the County, treatment and signs of the disease.

Lauri briefly reviewed the information on Ebola that DOH has been distributing and how we have been sharing the information with hospitals and providers.

The Board inquired about cases of Entero virus in the County and Lauri said that while we currently do not have any cases in our County, there are several cases in the State.
Lauri shared information regarding the arrangement we have with the Tribe to offer Hep B vaccinations to employees at the local Casino.

Lauri next updated the Board on a variety of meetings she has attended. The RSA (Regional Services Area) network meeting included a discussion of Chelan-Douglas, Grant and Okanogan County to be a subset of the Spokane RSN. At the CH meeting (Community Health Planning committee) there was continuing discussion regarding coordination of health care and services in Okanogan County.

Lauri informed the Board of the Region 7 Emergency Preparedness Exercise that will be on Thursday at the Agriplex.

**Environmental Health Update**
Dave quickly reviewed the on-site septic visits he completed today regarding the fire victims and the damaged septic systems in the south county area.

**Adjourn**
Jim Detro made the motion to adjourn the meeting at 3:15 p.m. Sheilah Kennedy seconded the motion, the motion carried and the meeting was adjourned.

\[Signature\]
Ralph Malone 11-12-14
Chairman

\[Signature\]
Ella Robbins
Administrative Coordinator