Call to Order

The meeting was called to order at 1:30 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

Lauri Jones requested that a Consolidated Contracts amendment be put on the agenda under Vouchers and Payroll. Sheilah Kennedy stated that two letters had been received by the Board of County Commissioners regarding ongoing enforcement actions; these were added to the agenda under Environmental Health Updates. A motion was made by Sheilah Kennedy and seconded by Larry Zimmerlund to approve the agenda as amended with the items requested. The Board voted, the motion carried and the amended agenda was approved.

Public Hearing – Overnight Transient Accommodations (OTA) Draft Regulations

Chairman Jim Detro opened the public hearing on the Overnight Transient Accommodations (OTA) draft regulation. It began with the staff report on the revised regulation, presented by Dave Hilton who summarized the main revisions and small changes to the wording since the last draft, and answered questions from the Board. Chairman Detro then opened the hearing to public comment. Kathleen Miller of Central Reservations spoke, saying that she encouraged OCPH to check on whether a potential OTA can be approved for location by HOA’s and agencies like the Planning Dept. before issuing a permit. Dave Hilton explained that OCPH cannot legally refuse a permit to an applicant if they meet all the applicable public health requirements. He also explained that all OCPH can do is notify the applicant that other permits such as the one from the Planning Dept. are required in addition to the Health District permit. Ray Campbell stated that OCPH needs to make sure the notice about needing other permits is made up front and bold so it will be seen by the applicant. He also requested that OCPH coordinate more closely with the Planning and Building Departments on nightly rentals. Kim Mele from the Methow Valley commented, saying that she didn’t believe OCPH should issue a permit to an OTA until the applicant had been granted a CUP or permit from the Planning Dept.

Dave Schindler spoke about housing for transient homeless people, the loss of a past voucher program to support this and the current funding needs for housing for transient homeless people. He asked if the OTA regulation had anything to do with the practice of putting homeless people up in hotels; Dave Hilton told him that hotels and motels are regulated by the state and this regulation does not apply in these cases.
No other members of the public asked to speak on the draft regulation. Chairman Jim Detro closed public comment and turned the discussion over to the Board members. Sheilah Kennedy asked several questions about some of the provisions in the regulation and how could OCPH be expected to enforce them. Dave Hilton and Mike Harr answered her questions. She also requested that adoption of the revised regulation be continued until OCPH could work with the Planning & Building Departments to create a policy and better coordination between departments. Dave Hilton stated that he would meet with the Planning & Building Departments before the next Board of Health meeting to discuss this matter. Ray Campbell moved that the adoption of the revised regulation be continued until the next Board of Health meeting on February 9, 2016 at 1:30. Mariann Williams seconded the motion. The Board voted and the motion carried.

PUBLIC COMMENT

Chairman Jim Detro opened the meeting for Public Comment. Apart from the earlier remarks by Dave Schindler, no one else asked to speak. Chairman Jim Detro closed the public comment period.

ELECTION OF BOARD OFFICERS

There is only one officer position on the Board of Health, that of Chairman. Neysa Roley nominated Jim Detro for Board of Health Chairman, Sheilah Kennedy seconded the nomination. Ray Campbell moved to close the nominations. Sheilah Kennedy seconded the motion. The Board voted in Jim Detro for the position of Chairman.

ADMINISTRATIVE ISSUES – Board Minutes of October 13, 2015 + Board Minutes of December 8, 2015

Lauri Jones presented the revised draft minutes of the October 13, 2015 meeting for the Board to consider approval. Sheilah Kennedy requested a correction of grammar under the “Clarification” section, changing “there had never discussed” to “they had never discussed”. She also asked for a change in wording under the same section, changing “All three county commissioners” to “All three county commissioners and the Board of Health”. These changes were made. Chairman Jim Detro called for any further corrections to the October 13, 2015 minutes; none were offered. Ray Campbell moved to approve the October 13, 2015 minutes as amended. Sheilah Kennedy seconded the motion. The Board voted and the motion carried.

Lauri Jones then presented the draft minutes of the December 8, 2015 meeting. Sheilah Kennedy requested a change under “Selection of Temporary Chairman”. She asked that the wording be changed to reflect the fact that there is no Vice-Chairman position under the Board of Health charter, instead of saying that the Board currently has no Vice-Chairman. Sheilah Kennedy and Ray Campbell requested that the minutes under “Public Comment” cover more fully remarks made by Marlene Rawley and include the fact that OCPH personnel followed up on them. Sheilah Kennedy suggested that these and future minutes include a note at the top that the meetings are recorded, and the recording is available by public records request. The suggested changes were made to the minutes. Board members had no other questions or requests for changes. Neysa Roley moved that the minutes be approved as presented; Sheilah Kennedy seconded the motion. The motion carried and the December 8, 2015 Board of Health minutes were approved.
December Financial Reports

December Treasurer’s Report and OCPH Cash on Hand Report
Lori Jones and Carol Bagley had sent the Board members the Treasurer’s December Financial Report. Lori Jones presented this report to the Board, together with the December 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 December 2015 was $41,584; the ending fund balance was $33,543.20.

Carol Bagley reported that we started 2016 with a $33,543 carry-over, and OCPH did not have to draw any funds from the reserve account. She also reported that all bills/vouchers for December 2016 had been paid in full. She also reported that as of January 11, 2016 cash on hand totaled $43,110 and that was with beginning of the month vouchers and VISA bill paid. She then reported that OCPH has sufficient funds on hand to cover payroll and that we anticipate receiving approximately $84,000 in 59/30 funding before the end of the month. She then reported that OCPH now has a signed and activated contract with DOE for the Solid Waste Enforcement Grant; she is submitting the billing for July through December 2015 for approximately $14,000, which we expect to receive in February.

Lori Jones and Carol Bagley presented the December cash on hand report, which they handed out at the meeting. They showed that the figures balanced with the Treasurer’s report as presented above. The Board members had no questions.

Neysa Roley moved to approve the financial reports for December 2015; Sheilah Kennedy seconded the motion. The motion carried, and the Treasurer’s report and Cash on Hand report for November 2015 were approved.

December Vouchers and Payroll
The next report for review was the December 2015 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.

Neysa Roley moved to approve the voucher report for December 2015; Sheilah Kennedy seconded the motion. The motion carried, and the Treasurer’s report and Cash on Hand report for November 2015 were approved.

Accounts payable vouchers #152118-#E152127, #E152406-#E152720, #E152737 in the amount of $11,611.20 refunds/payments in the amount of $4,419.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for December, 2015 in the amount of $72,923.41 for an aggregate total of $88,953.61 for total issue for the month of December, 2015 are approved this Tuesday, January 12th, 2016.

Consolidated Contract Amendment
Lauri Jones presented an amendment to the Consolidated Contract with DOH. This amendment continues the current childhood vaccination program, which includes vaccine distribution to the county’s various clinics. Neysa Roley moved to approve the Consolidated Contract amendment and authorize the Chairman to sign the contract. Sheilah Kennedy seconded the motion. The Board voted and the motion carried.
COMMUNITY HEALTH UPDATE

Lauri Jones presented an End of the Year summary of OCPH activities in 2015. It included Community Health activities, Environmental Health activities and Vital Records activities by Support Services.

ENVIRONMENTAL HEALTH UPDATE

Dave Hilton reported on three letters recently received at OCPH. The letters are in regard to several enforcement actions OCPH is currently engaged in. (Two of the letters were received by both the Okanogan County board of Commissioners and OCPH.) Dave Hilton gave a summary of each case in turn along with the current status of the enforcement action, and there was discussion of each case between the Board members and OCPH staff.

Dave Hilton then asked the Board for direction concerning a proposal from one of the parties who wrote concerning his enforcement action. The party in question has a recreational cabin. He has drilled a well but does not have a permitted septic system. He offered to have OCPH personnel inspect the property annually at his expense to ensure that the cabin is still dry and has not hooked up to the well. Dave Hilton reported that OCPH would be willing to do this, basing the cost on the hourly rate; If the annual charge is not paid or the cabin is found to have water under pressure, then the matter would go straight back into enforcement action. Since this would be a major change to the current policy, he wanted Board approval of adopting this policy for this and other properties. After discussion, Sheilah Kennedy moved to direct OCPH to make this change of policy; Larry Zimmerlund seconded the motion. The Board voted and the motion carried.

ADJOURNMENT

There being no other business to address at this meeting, Jim Detro adjourned the meeting at 3:47 pm.