CALL TO ORDER AND INTRODUCTIONS

Call to Order - The meeting was called to order by Chairman Jim Detro. Those present introduced themselves for the benefit of any new attendees.

ADDITIONS/APPROVAL OF THE AGENDA

There were no requests for changes or additions to the Agenda. A motion was made by Mariann Williams and seconded by Larry Zimmerlund to approve the agenda as amended. The motion carried and the agenda as amended was approved.

PUBLIC COMMENT

Chairman Jim Detro opened the meeting for general Public Comment. Mr. Matt Welles had requested a place on the agenda for public comment. He introduced himself, stating that he is the Manager of the Tonasket Farmers Market and that he was speaking on behalf of two women, Ms. Lila Henderson and Ms. Donna Creveling Alma. They wished to complain to the Board of Health about an incident that took place at the Tonasket Farmers’ Market in June 2016. OCPH staffer Michael Harr had been conducting food service inspections at the Farmers’ Market on that day, and had to close the two women’s booths because they were selling food made and processed without the necessary permits/licenses. Mr. Welles stated that the two women felt that Mr. Harr had been unprofessional in the way he spoke, and they felt he had been rough with them. Mr. Harr and Dave Hilton then gave the OCPH report on the incident in question, describing the actions taken by Mr. Harr and the reason for those actions. Mr. Harr told the two women that he had not intended to be rough or disrespectful to them in the course of doing their job and apologized for causing them to feel offended. The Board then had some discussion of the incident with both OCPH staff and Mr. Wells and the women he was speaking for. Mr. Welles did not ask the Board to take any specific actions, so no action was proposed or voted on. Chairman Jim Detro thanked Mr. Welles for coming and speaking.

Another person, Mr. Davidson, had requested that he be added to the agenda so that he could address the Board. Mr. Davidson did not attend the meeting. No other members of the public asked to speak. Chairman Jim Detro closed the public comment period.

ADMINISTRATIVE ISSUES

Draft Board Minutes of September 13, 2016

Lauri Jones presented the draft minutes of the September 13, 2016 meeting. The Board members did not have any corrections or amendments to propose. A motion was made by Mariann Williams and seconded by Ray Campbell to approve the draft minutes as amended. The motion carried, and the September 13, 2016 Board of Health minutes were approved.
September Financial Reports

September Treasurer’s Report and OCPH Cash on Hand Report
Lauri Jones and Carol Bagley presented the Treasurer’s September Financial Report. Lori Jones presented this report to the Board, together with the September Cash on Hand report with notes to show that the figures matched. She also showed that the Treasurer’s report 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 September 2016 was $112,219.26; the ending fund balance was $82,650.38.

September Vouchers and Payroll
The next report for review was the September 2016 Vouchers and Payroll report. Lauri Jones presented this report at the meeting. The voucher report includes a breakdown of the VISA credit card charges for the Board members’ review.

A motion was made by Mariann Williams and seconded by Ray Campbell to approve the financial reports for September 2016. The motion carried, and the Treasurer’s report and Cash on Hand report for September 2016 and the September 2016 Voucher and Payroll report were approved.

Accounts payable vouchers #E159442-#E159450,#E159645,#E159943-#E159956 in the amount of $9,392.87 refunds/payments in the amount of $3,041.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for September, 2016 in the amount of $73,943.78 for an aggregate total of $86,377.65 for total issue for the month of September, 2016 are approved this Tuesday, October 11th, 2016.

EH Fee Schedule Discussion
The discussion was specifically about the new fee for public records requests. Kory Heindselman, a local realtor, attended the meeting for this agenda item. He has been working with OCPH personnel on a way to make the environmental health records more accessible in order to render part of the large number of formal requests for public information unnecessary. Dave Hilton outlined the proposal that was developed. After looking into process and cost, he informed the Board that we could get all of our records on septic systems and water adequacy scanned into a searchable database for about $40,000. Once the database was developed and loaded with existing records, OCPH personnel would scan each permit or water adequacy into the database as it was completed. The database would be publicly available online so that people could search for the information they wanted, and would only need to submit a request for public records if they could not find what they needed. Dave Hilton requested permission from the Board to include a request in the 2017 OCPH budget for $40,000 to fund this project. The two county commissioners emphasized that the amount could be requested, but there were no guarantees that the request would or could be funded. With this caution made clear, Ray Campbell moved to permit OCPH to include the $40,000 request in the 2017 OCPH budget proposal. Steve Varrelman seconded the motion. The Board voted and the motion carried. Lauri Jones then requested permission from the Board to suspend the new records request fee until we see how the database proposal works out. Ray Campbell made a motion that the records request fee be suspended until the proposal for the database could be settled. Mariann Williams seconded the motion. The Board voted and the motion carried.

Local Group B Regulation Committee Report
Dave Hilton presented the recommendations of the Local Group B Regulations to the Board. The committee recommended adopting the draft OCPH Group B Regulation that was tabled in 2014. The committee also recommended developing a local Group B program as outlined and supported by the draft regulation, with annual operating permits and regular sanitary surveys of each system. The Board discussed the recommendations. Dave Hilton requested that the Board direct OCPH to set a public hearing date for the draft regulation and to place the required legal notices in the papers of record. Larry Zimmerlund moved that the Board direct OCPH to set the date and advertised the hearing. Mariann Williams seconded the motion. The Board voted and the motion carried.
2017 BUDGET DISCUSSION

Lauri Jones, Dave Hilton and Carol Bagley presented the preliminary 2017 OCPH budget to the Board. The Board then discussed various specifics of the proposed budget with OCPH staff. Dave Hilton presented on the current revenue report, contrasting it with the revenue projections developed for the previous budget, and the revenue projections for 2017. He broke it down by program/revenue code, explaining differences in anticipated revenue. Lauri Jones then presented on the anticipated expenditures, explaining changes from the 2016 budget. Lauri Jones stated that she and Carol Bagley had been working hard on the budget, using hard numbers with no “fluff” built in to the proposed budget. Lauri Jones asked the Board if they would authorize a budget committee like the ones formed in previous years at budget time. The Board felt that OCPH was already there, and was no further discussion of forming a budget committee.

COMMUNITY HEALTH UPDATE

Lauri Jones gave a report to the Board about an ongoing outbreak of Norovirus at a Tonasket nursing home. The week before, the North Valley Nursing Home had 20 patients and 13 to 16 staff sick with Norovirus. She informed the Board that OCPH had worked with North Valley Nursing Home on the outbreak, and had put out notification of the outbreak and information on how to control and contain the virus.

She also informed the Board that there would be a county substance abuse summit meeting held on October 26th at Behavioral Health in Omak. The scope of the meeting has been expanded from the previous meeting on the drug overdose problem in Okanogan County and attendees from a wider area were expected.

ENVIRONMENTAL HEALTH UPDATE

There were no Environmental Health updates for the Board at this meeting.

ADJOURNMENT

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