Okanogan County Board of Health Meeting
May 8, 2018

Board Members Present: James DeTro, Andy Hover, Chris Branch, Janice May and Jim Wright

Excused: Larry Zimmerlund, Mariann Williams

Staff Present: Lauri Jones, Dave Hilton, Carol Bagley and Jill Gates

Guests: See attached Register (Exhibit A)

CALL TO ORDER AND INTRODUCTIONS

Call to Order – The meeting was called to order at 1:33 PM.

ADDITIONS/APPROVAL OF THE AGENDA

Lauri requested to add a section for a contract Amendment with the Department of Health after the voucher & payroll section.

PUBLIC COMMENT

Chairman Jim DeTro opened the meeting to public comment on any other topic. There was one member of the public present at the meeting who declined to comment, and Chairman DeTro then closed the meeting to public comment.

ADMINISTRATIVE REPORTS / ACTIONS

Draft Board Minutes of April 10, 2018

Lauri Jones presented the draft minutes of the April 10, 2018 meeting. Lauri stated that she did not see any changes that needed to be made. After review by the Board, no changes were made. Janice May moved to approve the April 10, 2018 meeting minutes as presented. The motion was seconded by Andy Hover. The motion carried with all in favor, and the April 10, 2018 Board of Health meeting minutes were approved as presented. (Exhibit B)

Vehicle Status

Dave Hilton reported that one of the agency vehicles has been totaled after a run in with a deer. He also stated that we have another vehicle that requires repairs that will almost match the value of the vehicle. He asked for the Boards approval to move forward with purchasing a new vehicle for the agency. Andy Hover suggested that the agency check into financing with the possibility of getting two newer vehicles since we are in desperate need. Janice May made a motion to investigate financing options to acquire a newer vehicle with the possibility of financing two vehicles. The motion was seconded Chris Burch. The motion carried with all in favor. The Board stated we could hold a special meeting for further discussion once the agency has more information. The Board requested to have detailed information on our revenue coming in for this special meeting.

April 2018 Financial Reports

April 2018 Treasurer’s Reports and OCPH Cash on Hand Report

Lauri Jones and Jill Gates presented the Treasurer’s April 2018 Financial Report together with the April 2018 Cash on Hand report to show that the figures matched. Jill Gates 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 (#58) 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 2018 was $163,373.93; the ending balance was $173,496.82.

BOH MEETING MINUTES MAY 8, 2018
April 2018 Vouchers and Payroll

The next report for review was the April 2018 Payroll and Voucher report. Jill Gates presented this report to the Board. The voucher reports included a breakdown of the VISA credit card charges for the Board members’ review.

There was some discussion on the cost of electricity for the building. Lauri reported that the cost of the phone bill has significantly went down with the new phone system. After discussion, a motion was made by Andy Hover to approve the Treasurer’s Report and Cash on Hand Report, Voucher and Payroll (as listed below) for April 2018, Janice May seconded the motion and the motion carried with all in favor.

Accounts payable vouchers #E174176 - #E174179, #E174619 - #E174637, in the amount of $14,304.17 refunds/payments in the amount of $2,780.00 and Payroll warrants as attached & received from the Treasurer’s Financial Statement for April, 2018 in the amount of $77,976.16 for an aggregate total of $95,060.33 for total issue for the month of April, 2018 are approved this Tuesday, May 8th, 2018. (Group Exhibit C)

Contract Amendment

Lauri presented the Board with a contract amendment for the 2018-2020 Consolidated Contract with the Department of Health which shows an increase of $1,145 for the Maternal & Child Health Block Grant portion of the contract. Andy Hover made a motion to accept the contract amendment as presented, Chis Branch seconded the motion and the motion carried with all in favor. (Exhibit D)

NEW BOARD MEMBER ORIENTATION

Lauri Jones presented material to the Board Members. There was discussion on the duties of some of the staff members. There has been some reorganization within the department due to programs ending and staff retiring.

Lauri took this time to recognize Carol Bagley and her many year of service with the agency and stated that she will be missed.

COMMUNITY HEALTH UPDATE

Lauri Jones presented the Community Health update. She reported that there are a lot of ticks this year already. One individual has been reported to have tick paralysis, but is on the road to recovery. She is still gathering information for a report on this situation.

Lauri is conducting a training session on the Intranasal Narcan product and how to properly use/dispense it. She has individuals coming from Twisp Police, Winthrop Marshalls and Fish & Wildlife. Okanogan County Sheriff’s Office still does not want to participate in the program.

Lauri reported that she will be applying for a grant to bring speaker Kevin McCauley back to the community. The last time he was here in 2011, we had judges, attorneys, medical providers, law enforcement, community leaders and lay persons attend his seminar. He provides training on understanding and addressing addiction.

Lauri also reported that WA State Dept. of Health will be visiting next week to review our emergency response communication capabilities. We can use an app called Zello which acts as a walkie talkie type of system. This app was used heavily during the Hurricanes in Texas and Florida. Lauri demonstrated the app on her phone for the Board. She also reported that staff has loaded Everbridge on their phones as well. This system is used by Okanogan County Emergency Management as a citizen notification/warning system.

ENVIRONMENTAL HEALTH UPDATE

Dave Hilton reported that he and his staff are very busy. They have a lot of septic applications coming in and it seems to be more than in the past couple of years.
Dave also discussed how he handles phone messages. He reported that a lot of the questions he gets can actually be answered on the first page of the application and he is focusing his time out in the field due to the high number of applications they have. He reported in one day’s time he had 180 voice messages.

**ADJOURNMENT**

With there being no other business to address at this meeting, Chairman Jim DeTro adjourned the meeting at 2:34 PM.

**OKANOGAN COUNTY BOARD OF HEALTH**

\[Signature\]

Jim DeTro, Chairman

\[Signature\]

Jill Gates, Executive Secretary, Fiscal Coordinator/HR