

NORTHEAST TRI COUNTY HEALTH DISTRICT
ANNUAL MEETING
BOARD OF HEALTH MINUTES
Wednesday, January 19, 2011

Board of Health

Present

Malcolm Friedman	Brad Miller
Larry Guenther	Diane Wear
Bob Heath	

Absent

Colville Representative	Laura Merrill
Valerie Hester	Shirley Sands

Staff

Sam Artzis, M.D.	Kelly LeCaire
Andy Braff	Jim Matsuyama
Joanie Christian	Matt Schanz
Dale House	Dave Windom

CALL MEETING TO ORDER Chairman Malcolm Friedman called the meeting to order at 10:17 A.M. A quorum was present.

INTRODUCTIONS Introductions were made by all.

DESIGNATION OF 2011 BOARD OF HEALTH Appointments to the Board of Health of Northeast Tri County Health District for 2011 were read into the record. Ferry County Board of Commissioners have appointed Commissioners Bob Heath and Brad Miller; Pend Oreille County has designated Commissioners Laura Merrill and Diane Wear; Stevens County Board of Commissioners have appointed Commissioners Malcolm Friedman and Larry Guenther; Mayor Shirley Sands was appointed by the City of Newport; the City of Republic appointed City Council Member Valerie Hester. The Town of Springdale was next on the rotation and has chosen not to appoint a representative. The next city/town on the rotation for Stevens County is Colville. The City of Colville will notify us as soon as they appoint a representative.

REPORT FROM NOMINATING COMMITTEE Malcolm Friedman reported that the Nominating Committee recommends Brad Miller as 2011 Board of Health Chairman and Diane Wear as Vice Chairman. Larry Guenther moved and Bob Heath seconded the motion to nominate Commissioner Brad Miller as 2011 Board of Health Chairman and Commissioner Diane Wear as Vice Chairman. Motion carried.

Malcolm Friedman made the following committee appointments:

Appeal Committee: Malcolm Friedman, Brad Miller, Diane Wear,
City of Colville Representative

Budget Committee: Laura Merrill, Brad Miller, Larry Guenther

Personnel Committee: Valerie Hester, Brad Miller, Shirley
Sands, Bob Heath

2011 Board Chairman Brad Miller took over the meeting.

CONSIDERATION OF
MINUTES

Diane Wear asked that a correction be made to the Board minutes of October 20, 2010. On page 4, paragraph 4, Diane was talking about the Sacheen Lake sewer project. She asked to strike out the following sentence: "*She said the ballots have been counted and it appears to have passed*" and replace it with: "*she said the LID process appears to have passed*". Bob Heath moved and Larry Guenther seconded the motion to approve the minutes of October 20, 2010, Regular Board of Health meeting with the above change. Motion carried.

CORRESPONDENCE AND
INFORMATION

There was no correspondence.

ADDITIONS OR CHANGES
TO AGENDA

There were no changes to the agenda.

BUILDING SIGNS AND
SIDING

Dave Windom reported that the siding project at the Dominion building has been completed including gutters to keep water away from the building. The exterior signs have been refurbished.

PERTUSSIS COSTS

Joanie Christian discussed the cost analysis for the pertussis outbreak. Joanie indicated that staff spent approximately 550 hours at an approximate cost of \$25,000, which is a conservative estimate. The cost was high in terms of staff time and dollars, but was also high in regards to impact on other programs while staff concentrated on the pertussis outbreak. Joanie explained that our nurses are involved in as many as ten (10) other programs. Dave said the total for indirect costs would bring the amount to approximately \$45,000.

Brad Miller asked about pertussis in Ferry County. Joanie Christian said Ferry County had one (1) case. There were fifty-six (56) lab-confirmed and epidemiologically linked cases in the three (3) counties. Brad asked how we would handle an outbreak that kept going. Dave Windom said we can request assistance from Spokane Regional Health District. Jim Matsuyama said we would also get assistance through the statewide interagency agreement that the Board previously approved. Joanie said that during one phase of the outbreak, new cases were coming in so frequently that staff had difficulty thoroughly investigating and following up on all of them. We consulted the Department of Health and they advised us to focus on releasing generic information to the public. We elected to continue with individual investigation and notification of exposed persons. We will be looking closely at the cost of the outbreak and how best to pass that information on to the state. Joanie noted that Health District staff worked really hard to keep the outbreak contained.

STANDARDS

Dave said we are working on the public health standards. Smaller local health jurisdictions are able to do a downsized version. It will cost \$15,000-\$16,000 for anyone to do them. Dave talked about no longer having flexible funding sources that don't have strings attached.

RESOLUTION 01-2011:
CANCELLING
OUTSTANDING WARRANT

The following outstanding warrant was not cashed and needs cancelled: warrant #: 6692 - date: 07/02/2009 - amount: \$70.88. Malcolm Friedman moved and Bob Heath seconded the motion to approve Resolution 01-2011: Cancelling Outstanding Warrant as described above. Motion carried.

RESOLUTION 02-2011:
GRANTING AUTHORIZATION
FOR SURPLUS OF
NORTHEAST TRI COUNTY
HEALTH DISTRICT
PERSONAL PROPERTY

The following equipment has reached full depreciation and should be surplus:
2003 Subaru Forester **VIN # JF1SG63623H716465**
2004 Toyota Tacoma **VIN # 5TEWN72N44Z307755**
Computer Server **# USX52902E9**
Computer Server **# USX52902E5**

Bob Heath moved and Larry Guenther seconded the motion to approve Resolution 02-2011: Granting Authorization for Surplus of Northeast Tri County Health District Personal Property as listed above. Motion carried.

EARLY RETIREMENT

Dave Windom reported that the proposed Northeast Tri County Health District Voluntary Early Retirement Program has been reviewed by Andy Braff and the Washington State Employment Security Department (ESD). ESD gave us some recommendations regarding our wording when applying for unemployment benefits after taking the early retirement. ESD indicated that everyone has the right to apply for unemployment benefits. Dave explained that if it is done in conjunction with forced reduction/layoff, the retiring person would be eligible for unemployment benefits. If it is done strictly as a voluntary early retirement, they aren't eligible for unemployment benefits. Larry Guenther moved and Diane Wear seconded the motion to approve the Northeast Tri County Health District Voluntary Early Retirement Program. Motion carried.

RESOLUTION 03-2011:
ADOPTING NORTHEAST TRI
COUNTY HEALTH DISTRICT
2011-2015 STRATEGIC PLAN

Dave talked about the development process of the Northeast Tri County Health District 2011-2015 Strategic Plan. He said it contains our major goals and was intentionally left vague as it is a basis to develop an improvement plan for the agency. Diane said the document looks great and is a really good start. Dave plans on meeting with staff to talk about how the document will be used. Diane Wear moved and Bob Heath seconded the motion to approve Resolution 03-2011: Adopting Northeast Tri County Health District 2011-2015 Strategic Plan. Motion carried.

RESOLUTION 04-2011:
ADOPTING PERSONNEL
POLICY CHANGE

Dave reported that he is proposing to replace the current annual employee evaluation with a more quantifiable document. The proposed Performance Appraisal rates the employee performance on a numerical score. Matt Schanz reported that his staff seemed to be more focused on the numerical score than the contents. Joanie Christian said this method is pretty foreign to staff that were accustomed to the narrative style. Matt gave the document to his staff ahead of time and asked for feedback. They all agreed that in the introduction portion of the Employee Performance Appraisal Guidelines, the ten (10) goals listed do not address recognition for good and/or outstanding employee performance. Matt suggested adding a goal that refers to recognition of employee contribution to the District. Dave said that could be addressed at the quarterly counseling meeting. Brad Miller said sometimes it can feel like we focus on the negative. Diane recommended adding the following: *Recognize employee contributions to the organization*. Diane Wear moved and Larry Guenther seconded the motion to approve Resolution 04-2011: Adopting Personnel Policy Change that includes the Employee Performance Appraisal with the addition of the above statement to the Employee Performance Appraisal Guidelines. Motion carried.

RECESS

There was a break for lunch at 11:10 A.M.

RECONVENE

The meeting reconvened at 11:45 P.M.

BUDGET UPDATE

Dave Windom said we are doing okay at this time in regards to the 2011 budget. He talked about some of the latest proposed budget cuts but noted that they are constantly changing. Our WIC program is now almost self supporting. The Health District received a grant from Providence Health Services that will fund a three (3) year project for offsite immunization clinics. Dave talked about reducing the part time employee ratio. He said a Health District employee only has to work at least 60% to receive full time benefits. Brad Miller said Ferry County has addressed that as well. Brad said it is difficult to justify having part time people. He talked about cross-training staff and combining positions when possible. Dave said we are looking at those options as well.

CLOSED PROGRAMS

Dave said we are no longer providing tobacco intervention services, oral health and HIV/AIDS. The Needle Exchange Program is getting funded by the State but we aren't included in that. We are waiting to see what funds will be generated from Medicaid Administrative Match (MAM). The federal Medicaid agency reimburses public agencies for part of the costs of activities. The tobacco cessation program has been eliminated and there is a statewide reduction to the family planning program. Brad suggested identifying the basic programs that we have to fund and just do the best that we can.

REVIEW OF 2011 MEETING SCHEDULE

The Board of Health 2011 meeting schedule was reviewed and approved as follows:

Wednesday, April 20, 2011	Pend Oreille County
Wednesday, July 20, 2011	Ferry County
Wednesday, October 19, 2011	Stevens County

CHAIRMAN REPORT

Chairman Brad Miller had no report.

BOARD OF HEALTH MEMBERS REPORT

There were no reports from Board of Health members.

HEALTH OFFICER REPORT

Dr. Sam Artzis reported that we haven't been seeing influenza numbers in our area.

ENVIRONMENTAL HEALTH REPORT

Jim Matsuyama discussed the solid waste grant from the Department of Ecology that is included in the Governor's budget for \$28 million. The counties and local health jurisdictions have been surveyed and it appears that there is enough money left over from projects to fund the current grant through June, 2011.

Jim reminded the Board that it is important to keep funding for the Coordinated Prevention Grant (CPG) from the Model Toxics Control Account.

Jim Matsuyama reported that the Washington State Labor and Industries (L & I) came and did a safety consult with our environmental health staff to see how we look at test holes. Jim said there has been past discussion about how far we can go in the test hole. Current regulations state the maximum is four (4) feet and we went in six (6) feet. Jim said apparently L & I regulations have changed. We have been working with and have reached an agreement with an L & I staff person from Spokane for test holes in stable soils. We still have a problem in stable soils. Jim is continuing to work with L & I. The agreement was presented to the Department of Health and will hopefully be an acceptable solution. Jim noted that this is a statewide issue. Some health departments don't allow their staff to go into the hole but most of them do what we are doing. Jim explained that with stable soil, we will go to a four (4) foot shelf, the installer will dig down two (2) more feet but we won't go into it up to six (6) feet. From a technical standpoint, we have to be able to evaluate soil while keeping within regulations. We will first meet with installers and designers, then we will have L & I do some training for us.

Jim talked about an article in a local newspaper written by the Stevens County Prosecutor regarding enforcement of on-site sewage regulations. Jim noted that this came from the office that does our enforcement. He talked about the good working relationship we have with the prosecutors and building and planning departments in Ferry and Pend Oreille Counties. Jim said this article presents a problem. Brad Miller noted that the opinion of a county prosecutor is a legal standing document. Jim asked the Board if they wanted him to organize a meeting with the Stevens County Prosecutor, Dr. Gray, Dave Windom and possibly Malcolm Friedman. Dr. Artzis said sometimes the more attention we pay to something the bigger it becomes and maybe we should let it go. Andy Braff said we have a case if he refuses to prosecute a case that we take him.

COMMUNITY HEALTH REPORT

Joanie Christian reported that the Health District received 200 free doses of tetanus, diphtheria and pertussis (Tdap) vaccine from the manufacturer. We decided that WIC, Head Start and Early Head Start parents will be targeted first to receive the vaccine. She talked about the grant from Providence Health Services for off-site immunizations. The three (3) year grant is directed at increasing the immunization rates by doing school based immune clinics that address financial and transportation barriers. We are hoping to increase education in the community and schools as well. Joanie said we will be educating schools on the State CHILD Profile immunization registry system so they can access immunization data and have more accurate immunization rates.

ADMINISTRATION REPORT

Dave Windom said the Health District office in Newport is now closed on Fridays. Diane Wear asked if we have received any complaints. Dave said no we have not. He said we are thinking of doing that in Colville as well. Dave said that we may be changing our public health nurses to exempt status. The Health District will be conducting an inventory of the entire agency in February, 2011. Dave said we are still thinking about moving the environmental health division to the Dominion building.

The Healthy Communities grant is underway with projects in each of the seven (7) northeastern Washington counties. Dave said the Health District has received funding in the last few months from private foundations.

Dave gave a presentation on The Year Ahead for Northeast Tri County Health District.

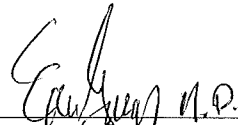
PAYROLL AND VOUCHERS

Attached to these minutes are payroll, benefit, voucher and revenue amounts through December, 2010.

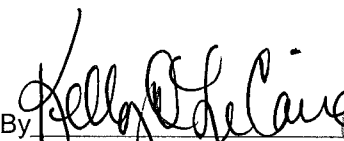
ADJOURNMENT

Chairman Brad Miller adjourned the meeting at 1:05 P.M. The next Regular Meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, April 20, 2011 in Pend Oreille County.

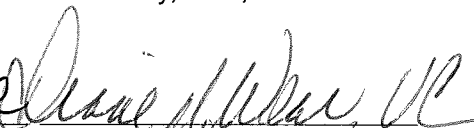
Respectfully submitted,




E. W. Gray, M.D., Health Officer

By 

Kelly D. LeCaire



~~Brad Miller, Chairman~~



Diane Wear, Vice Chairman

NORTHEAST TRI COUNTY HEALTH DISTRICT

**2010
Report of:
Payroll, Benefits, Vouchers, & Revenue**

Month	Payroll	Benefits	Vouchers	Total	
Budget:	1,334,300.00	430,400.00	804,600.00	2,569,300.00	
1/12th of the budget:	111,191.67	35,866.67	67,050.00	214,108.33	YTD
January	108,573.11	33,353.65	49,020.05	190,946.81	190,946.81
February	110,031.45	32,986.53	60,244.81	203,262.79	394,209.60
March	114,619.24	36,051.10	63,813.19	214,483.53	608,693.13
April	123,900.44	39,499.86	41,249.63	204,649.93	813,343.06
May	108,446.10	32,114.72	51,426.85	191,987.67	1,005,330.73
June	104,882.39	38,030.30	102,276.18	245,188.87	1,250,519.60
July	105,154.47	31,726.62	99,038.54	235,919.63	1,486,439.23
August	105,122.36	31,087.92	60,184.38	196,394.66	1,682,833.89
September	103,777.55	33,143.70	79,037.19	215,958.44	1,898,792.33
October	103,144.28	31,507.19	49,286.25	183,937.72	2,082,730.05
November	105,875.89	31,861.08	57,055.38	194,792.35	2,277,522.40
December	106,862.17	33,509.53	26,426.36	166,798.06	2,444,320.46
Total:	1,300,389.45	404,872.20	739,058.81	2,444,320.46	
Balance:	33,910.55	25,527.80	65,541.19	124,979.54	

Revenue	
Amount per/M	YTD
332,338.96	332,338.96
248,709.50	581,048.46
232,297.32	813,345.78
107,156.80	920,502.58
186,810.59	1,107,313.17
217,042.58	1,324,355.75
236,866.72	1,561,222.47
132,443.34	1,693,665.81
216,780.49	1,910,446.30
174,266.40	2,084,712.70
197,430.59	2,282,143.29
216,317.36	2,498,460.65

over/(under) budget	(33,910.55)	(25,527.80)	(65,541.19)	(124,979.54)
Percentage Spent	97.46%	94.07%	91.85%	95.14%

*Beginning Fund Balance (01/01/10):	956,480.20	
Designated Funds:		
Unemployment	13,700.00	
Communicable Disease	7,600.00	
One month of salaries/benefits	147,058.34	
One month of vouchers	61,133.33	
Emergency: equipment/building/computers	60,000.00	
Vehicles: appropriations from prior budget(s)	27,256.19	
Total of Designated Funds	<u>316,747.86</u>	
Undesignated Funds: (01/01/10)	<u>639,732.34</u>	
		*Ending Fund Balance of Undesignated Funds
		January 781,124.49
		February 826,571.20
		March 844,384.99
		April 746,891.86
		May 741,714.78
		June 713,568.49
		July 714,515.58
		August 650,564.26
		September 651,386.31
		October 641,714.99
		November 644,353.23
		December 693,872.53
*Unaudited, subject to change		