

NORTHEAST TRI COUNTY HEALTH DISTRICT
REGULAR MEETING
BOARD OF HEALTH MINUTES
Wednesday, July 21, 2010

Board of Health

Present

Clancy Bauman	Bob Heath
Malcolm Friedman	Valerie Hester
Larry Guenther	Brad Miller
John Hankey	

Absent

Shirley Sands	Diane Wear
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Staff

Joanie Christian	Kelly LeCaire
E. W. Gray, M.D.	Matt Schanz
Judy Hutton	Dave Windom

Guest

Susan Chamberlin

CALL MEETING TO ORDER	Chairman Malcolm Friedman called the meeting to order at 10:15 A.M. A quorum was present.
INTRODUCTIONS	Introductions were made by all.
CONSIDERATION OF MINUTES	Brad Miller moved and Clancy Bauman seconded the motion to approve the minutes of April 21, 2010, Regular Board of Health meeting. Motion carried.
CORRESPONDENCE AND INFORMATION	A donation from Senior Assistance Fund of Eastern Washington for senior citizen vaccination clinics.
ADDITIONS OR CHANGES TO AGENDA	There were no changes to the agenda.
GRAVES CLAIM	Dave Windom initially told the Board that mitigation results from the Graves claim against the Health District was settled for \$16,000. After further negotiations by a moderator, the amount paid to the claimant was \$22,381. The Health District paid the \$1,000 deductible.
BUILDING SIDING	Dave informed the Board that Ed Huguenin of Huguenin Construction was awarded the contract to replace the exterior siding and gutters on the Dominion building in Colville. The project will begin right away with much of the construction taking place on weekends for the least amount of disruption. The roof will not be replaced at this time. The project should be completed by the end of August, 2010.

FOUR (4) DAY WORK WEEK Dave Windom said the four (4) day work week is going well. The Newport office still works a five (5) day week due to staffing. He noted that the different schedule is strictly voluntary. Fridays in the Colville community health office are staffed a bit light but they are generally quieter days. He said staff have the option of taking a half-hour lunch break rather than a full hour.

AUDIT Dave reported that the 2009 state audit is complete. We had no major findings or issues and should get a report in few weeks. The focus was on federal dollars and questions came up about how we execute federal contracts as some of our policies did not support the contract.

LABOR AND INDUSTRIES REPORT Dave talked about the Labor and Industries (L & I) Report of Findings. One of the main concerns is our outdated safety policies. We are in the process of revising the policies and will reestablish a safety committee. Our revised dress code policy was given to L & I for their approval. The only issue with our dress code was the attire worn by field staff while in the field. Dave said L & I will come back and review our policies to make sure we are compliant. Brad Miller asked if the recommendations also included the office staff. Dave said it includes everything from bloodborne pathogens to field staff and office ergonomics. We may have some training for field staff on proper lifting techniques. L & I is planning to come and look at test holes, etc. Matt Schanz said their requirements are very stringent. Brad said he thought that was already handled. Matt said that was previously reviewed by L & I years ago but doesn't meet their current requirements. Dave said L & I has different definitions of soil types than we do. Matt noted that it then becomes a practical issue so we can still do our job. Dave said it will be a long process and L & I realizes that things won't be done quickly.

**RESOLUTION 07-2010:
ADOPTING TITLE X
EMERGENCY POLICY** Dave reported that there were three (3) areas that did not have a policy in place, one of which was to keep family planning federal funds. The areas requiring a policy include: emergency preparedness, coercion and medical records review. Larry Guenther moved and John Hankey seconded the motion to approve Resolution 07-2010: Adopting Title X Emergency Policy. Motion carried.

**RESOLUTION 08-2010:
ADOPTING RECORDS
REVIEW POLICY** Joanie Christian indicated that we haven't had a formal process for the Health Officer to review charts. To be in compliance with new requirements, we have developed a policy, form that is completed after the chart review and a chart review checklist. For confidentiality reasons, there is no personal identification of the chart reviewed listed on the documentation. Clancy Bauman moved and Larry Guenther seconded the motion to approve Resolution 08-2010: Adopting Records Review Policy. Motion carried.

RESOLUTION 09-2010:
ADOPTING PERSONNEL
POLICY ADDITION

Dave Windom discussed the Title X law dealing with anti-coercion and agencies that receive federal dollars for family planning services. It says you can inform individuals of their options but must not be subjected to coercion. The policy has been reviewed by Andy Braff. Family planning staff have already signed the policy since the Title X requirements were back in May, 2010. Dave said there is some training coming up that supports this and also talks about other options. Susan Chamberlin asked what options are provided to a pregnant woman. Judy Hutton said that depending on the situation, we would provide information about all options, such as adoption, possible foster care for an under age mom, staying in the home with help to name a few. Judy said we would also make referrals to the WIC program in our office and other agencies such as DSHS for medical coupons to pay for pregnancy care. She added that if the pregnancy is unplanned, we give them clear options. Dave said the Health District offers many services including family planning, WIC and maternity support services. Joanie Christian said in addition to enrolling clients in our programs, we help in coordination and referrals to other agencies. Dave said it is important to have this policy in place. Brad Miller moved and Bob Heath seconded the motion to approve Resolution 09-2010: Adopting Personnel Policy Addition – Non-Coercion Policy. Motion carried.

RESOLUTION 10-2010:
ADOPTING UPDATED
PERSONNEL POLICIES

Dave added a new section to chapter 9 of the personnel policies dealing with core values on communication and mutual respect. The information was obtained from the human resources department at the Association of Washington Cities. This section gives some definitions of gossip and talks about the impact that gossip and negativity have on the workplace. It addresses other forms of electronic communication. Bob Heath said it conflicts with freedom of speech and asked what would happen if this had to be presented in court. Valerie Hester said if you don't have a policy in place, then you can't enforce the behavior. Valerie said it can also help in dealing with negativity. Dave explained that we need a tool to deal with problems. He said some of the issues are with staff going to other staff talking about things instead of going to their supervisor. The appropriate path should be to talk with your supervisor and if the situation can't be resolved, then come to the administrator. Larry Guenther agreed that it should be that way. Valerie added that when you get away from the issues and deal with personalities, things can spiral out of control. She said this policy stops that from happening. Dave informs the staff of what will be presented to the Board at the meeting and will let them know the outcome. Bob noted that he isn't against the policy but is concerned about trying to enforce it if things escalated.

Dave Windom reported that the dress and grooming policy has been completely revised. It has been the practice of some field staff to wear shorts and sandals. Dave said Labor and Industries will fine the Health District if it continues. He said flip-flops are unacceptable and not safe for any staff. We are a regulatory agency and should look that way. Valerie Hester suggested adding the following statement to the sandals description on #2. F. of the dress policy: *"sandals must have a back strap and must be secured to the foot."* Dave said we will add that statement. Matt Schanz questioned #6. of the dress policy regarding construction sites. Larry Guenther asked who will determine what defines a hazardous site. Dave said he already got feedback from a staff person regarding an inspector wearing shorts and sandals. Matt said he would like for staff the ability to wear shorts on a rare occasion if he was at an event at the park checking food booths in very hot weather. Dave said we could do a case by case policy. John Hankey agrees that we are a regulatory agency and should look the part.

Matt said he had a problem with #4. of the communications and mutual respect policy regarding what an employee can and can't say to another coworker while off the job. Matt feels that when an employee is off the job, it is their own time. Joanie Christian talked about how to handle a situation with negativity in the workplace, and not wanting people to take sides. Larry said you can't control what happens with employees out of the workplace. Valerie said that is true unless it's taking place in a public venue and that is a different situation. Brad Miller suggested rewording that particular section. Larry said staff may see this policy as a positive thing. Malcolm Friedman said you could also increase the negativity by telling people what they can and can't say. Matt reiterated that when you are not on the job, it's your own time. Bob Heath said he doesn't know if we want to get involved with that. Larry stated that for the betterment of the agency, if this is the kind of atmosphere that you want to create and image that you want to build, you need to go for it. Brad Miller suggested getting feedback from staff on the new policies before they are adopted. Dave said he would like to get the new policies in place because of issues with particular employees.

Dave Windom said he recently held a goal setting meeting with senior staff to clearly and better define our goals as an agency. In the process, we are developing specific goals for community and environmental health and administration. Dave is meeting with each employee and asking them the following questions: what they would like to see as one (1) and three (3) year goals for the agency; what three (3) things do you think we need to change; what would make this an ideal job. The goal for the Health District is to decide where we want to go and how do we get there. Dave said he could discuss the new policies with staff and get some feedback from employees. Brad Miller told Dave that conceptually he has the support of the Board when talking with the staff about the policies. Larry said we have a responsibility if we see something better to go through the proper channels. He added that for staff to go to other employees and create a mob mentality is not good. Bob said there is always another side to every story. Dave said that some employees have unrealistic expectations. Larry said sometimes employees just want a chance to give input.

NORTHEAST TRI COUNTY
HEALTH DISTRICT LOGO

Dave said he has had several requests to update the logo for the Health District. Staff were given several options to vote on the one they liked best. Valerie Hester suggested adding our website. Brad Miller moved and Clancy Bauman seconded the motion to approve the new logo for Northeast Tri County Health District. Motion carried.

RECESS

There was a break for lunch at 11:45 A.M.

RECONVENE

The meeting reconvened at 12:20 P.M.

CHAIRMAN REPORT

Malcolm Friedman reported that Stevens County is preparing for their budget and are assuming that they can hold their own. He said that even if you don't change benefits and salaries, it will still cost you more. Martin Hall Juvenile Detention Center is losing money every month and is currently running on its reserve. They receive money on a per-kid basis and right now the numbers are down.

BOARD OF HEALTH
MEMBERS REPORT

Brad said Ferry County is also hoping to hold their own and is staying under budget so far. He said they have no idea what revenues will be next year and there won't be any pay or budget increases.

Larry said there are several positions within the Stevens County Sheriff's Office that are on mostly federal grants. Approximately \$500,000 in those grants will be gone in two (2) years. It will be a real challenge to come up with a way to backfill that.

Larry Guenther talked about the thousands of dead carp in Long Lake. The Department of Ecology, Department of Fish and Wildlife and the Health District were all contacted. It was decided to set up dumpsters along the lake and ask volunteers to fill them with the dead fish. The Department of Fish and Wildlife thought it was caused by a temperature shock. Apparently Avista released water from Coeur d' Alene and that cold water came just as the fish were spawning.

John Hankey said the budget for Pend Oreille County is not looking good. Even though expenditures are right on track, John said they may be facing a 15% budget deficit. Pend Oreille County is still negotiating with Seattle City Light over payments. Legislation forced Seattle City Light to make a yearly payment for Boundary Dam on the Pend Oreille River.

Bob Heath reported that the Keller Ferry is up and running. He said the Colville Tribe has been talking about cutting services by eliminating staff and by shortening the hours of operation. Bob said he recently went on the Upper Columbia tour to the fish hatchery as part of the white sturgeon recovery.

*For the
Inchelium
Ferry.*

Valerie Hester said the water system expansion in Pine Grove is going well and is ahead of schedule. She said all of the site inspections have went well.

HEALTH OFFICER REPORT

Dr. Gray talked about a suspected pertussis case on a child that attends a daycare center in Cusick. The patient was hospitalized in Spokane for something not related to pertussis. The test was negative for pertussis even though they had the clinical symptoms. It was decided to treat the children at the daycare. Because of some issues with confusion and contracts, the only place we could get the necessary medication was from the Kettle Falls Pharmacy. The issue raises potential problems with communication, especially in rural areas with cooperation from pharmacies. Due to state budget reductions, the Department of Health will be closed on several dates during the coming year for temporary layoffs. Even though they have emergency coverage, this could create communication issues.

ENVIRONMENTAL HEALTH REPORT

Matt Schanz talked about the Group B water systems rule revision. Group B water systems serve fewer than fifteen (15) connections and fewer than twenty-five (25) people per day. In 2009, the Governor and the Legislature set a new direction for regulating the Group B public water systems by eliminating all state funding for this program and providing regulatory flexibility. They did this because Group B systems serve a small population, and the cost to provide regulatory oversight is fairly high. Matt said we may want to consider some regulatory oversight or periodic monitoring of the sites that serve campgrounds, etc. They have to be tested for bacteriological once a year and nitrates every three (3) years.

Matt Schanz talked about the soil evaluation that was added to the fee schedule at the request of area Realtors. Matt reported that so far this year, we have only received two (2) requests for the soil evaluation. Lenders have made some changes in what they require for home loans. Jim Matsuyama plans to meet with Realtors to find out exactly what lenders are wanting. We used to do loan evaluations but had to discontinue because of budget constraints. Matt explained that there were concerns about what liability we want to assume. If we need to reevaluate possibly doing the evaluations again, we would certainly use a lot of caution with disclaimers. Matt noted that the fee would be set at total cost recovery.

Matt reported that the Governor dropped the state Solid Waste Advisory Committee (SWAC) due to budget reductions. The Department of Ecology (DOE) has taken it over and may rename the committee. Travel costs to attend the meetings will no longer be paid for. Since Jim Matsuyama is a member, he is asking the Board if they want him to continue attending the monthly meetings in Olympia. Dave Windom noted that we now have the equipment to allow us to do video conferencing which may reduce travel. Brad Miller talked about the pool of money given to the state for SWAC and said we may get some funding back by keeping Jim involved, at least for the time being. Dave talked about the importance of maintaining representation, especially in rural counties where we are under represented in a lot of ways. Dave noted that we are currently under budget on travel. Malcolm Friedman and Clancy Bauman both agreed that Jim should continue to attend the meetings. Brad Miller moved and Clancy Bauman seconded the motion to retain Jim Matsuyama as a member of the state Solid Waste Advisory Committee and continue his attendance at the meetings in Olympia. Motion carried.

Matt said we have received complaints from Jamie Paparich regarding Lake Roosevelt and health concerns from Teck Cominco and Celgar. The Department of Ecology and Centers for Disease Control are also involved with this ongoing issue. Apparently she feels that she isn't getting the answers she wants. Dave said the Department of Health is looking at the way data is collected so that there isn't self reporting.

COMMUNITY HEALTH REPORT

Joanie Christian reported that after a debrief of process on the recent pertussis case, the outcome was good and there are no additional cases. Joanie said we learned some things that we can improve on.

Joanie Christian said the Health District is sponsoring a Life Sports Activity Series. The activity series is made possible by a grant through Providence Mount Carmel Hospital and the Washington Health Foundation. We held a nature walk along Sherman Creek on July 17, 2010. There will be a different activity each month through February, 2011 that will hopefully provide community members with something they enjoy and will incorporate into their life long-term.

The Health District will have a booth at the upcoming Northeast Washington Fair. We will provide information and educational materials.

Joanie reported that we are making plans for flu clinics. We are ordering 1,200 doses of flu vaccine. H1N1 will be incorporated in this year's flu vaccine.

Joanie said Head Start and Early Head Start contracted with us to do lead screenings in the three (3) counties.

Joanie gave the Board information from the CHILD Profile Immunization Program on vaccination rates for our three (3) counties. She talked about exemption rates and how they have increased over the years. Even though this seems to be a statewide trend, our increase was faster than most others in the state. She noted that tribal areas tend to be better immunized. Joanie talked about focusing on the low immunization rates in our counties that makes us vulnerable to an outbreak.

Clancy Bauman left the meeting at 1:15 P.M.

ADMINISTRATION REPORT

Dave Windom reported that an environmental health staff person in the Newport office was let go in May, 2010. Dave said he tried to come to a resolution but it didn't work out. He noted that we are still paying unemployment for several staff from the past.

Dave Windom said the budget is currently on track. He is having Dale House change the way he does reports to include profit and loss. The expenditures are looking pretty good. The only large expenditure is the siding project. He talked about the Early Support for Infants and Toddlers (ESIT) formerly Infant Toddler Early Intervention Program for kids birth to three (3). Last year we budgeted \$53,000 in the program and had to do a budget amendment for another \$19,500. This is for a total of forty (40) children. This program is extremely time consuming for staff, and that's just the time that is accounted for. The regulatory requirements have increased and we may drop it. The federal program is now under the Washington State Department of Learning (DEL). Last year there were two (2) attachments to continue work and this year there are fourteen (14). Our role is to provide coordination of services. There is no extra money for a child that comes into the program. Joanie Christian said we started off with twenty (20) kids last year. Some changes were recently made to require schools to take the program. In the summer when school is out, it is up to the Health District to take over. Joanie noted that it wouldn't mean that the kids wouldn't receive services, it would mean that someone else would do the coordination of services. The long term goal is to prepare the child for learning by taking those ESIT referrals and providing an assessment of their delay and coordinate appropriate services to improve delays. Dave talked about what public health should be doing. He said if a doctor, clinic or hospital can bill for a service, then we should not be doing that service. Dave noted that there is \$100,000 in private grants pending. He said we are okay this year, but next year we will be short \$250,000 because the 5930 funding will be gone. Tobacco settlement funds will also be gone in July, 2011. Dave said we are always looking for funding sources and different ways to budget. Dave said the aging report has shifted from ninety (90) days and over to current and thirty (30) days. The dollar amount is the same but we are starting to catch up. We are now tracking mileage and usage of vehicles. We will be surplusing two (2) vehicles with maintenance problems and have sat for quite some time. We recently purchased a used vehicle.

Dave talked about goal setting with the main focus on immunizations, smoking, and chronic disease. He is working on quality improvement process through supervisor training. Dave began a quarterly counseling with staff rather than an annual review.

Dave reported that Mary Selecky put together a work group to establish An Agenda for Change – Reshaping Governmental Public Health in Washington State. Dave said ideally public health needs a predictable source of income that is flexible. Local health jurisdictions have to be sensitive to the needs of the Board rather than to the Department of Health (DOH). He talked about Legislation wanting to put a complete smoking ban in public housing and the DOH drug buyback that if passed, will drive up the cost of prescriptions.

Dave Windom reported that last year we had the State Liquor Control Board perform our Synar tobacco compliance checks. This year we decided to do them on our own. Matt Schanz, Susan Wellhausen and Sheri Sundheim, along with local kids completed seventy-one (71) compliance checks in the three (3) counties. Eleven (11) retailers were checked in Ferry County; fourteen (14) in Pend Oreille County; and twenty-four (24) in Stevens County. The amount of illegal tobacco sales to minors are as follows: one (1) in Ferry County; one (1) in Pend Oreille County; and two (2) in Stevens County. We also had to do an additional twenty-two (22) checks in Pend Oreille County because of the high amount of illegal sales there last year. Dave said the compliance checks went very well and the Health District saved about 2/3 of the total cost by doing them ourselves.

Dave said we changed copy machine contracts with a company that is a lot less expensive.

Dave reported that so far, all of the contracts he has signed have had no budget cuts. Budget preparation will begin in August. Budget Committee members are: Malcolm Friedman, Brad Miller and Diane Wear.

The audit exit will be on Wednesday, August 4, 2010 at 10:00 A.M. at the Dominion office.

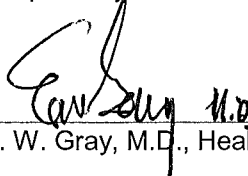
PAYROLL & VOUCHERS


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

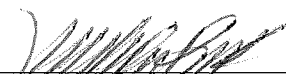
ADJOURNMENT

Chairman Malcolm Friedman adjourned the meeting at 1:55 P.M. The next Regular Meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, October 20, 2010 in Stevens County.

Respectfully submitted,


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

By 
Kelly D. LeCaire


Malcolm Friedman, 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	733,600.00	2,498,300.00	
1/12th of the budget:	111,191.67	35,866.67	61,133.33	208,191.67	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	33,363.42	69,947.01	208,192.82	1,213,523.55
July				-	1,213,523.55
August				-	1,213,523.55
September				-	1,213,523.55
October				-	1,213,523.55
November				-	1,213,523.55
December				-	1,213,523.55
Total:	670,452.73	207,369.28	335,701.54	1,213,523.55	
Balance:	663,847.27	223,030.72	397,898.46	1,284,776.45	

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
	1,324,355.75
	1,324,355.75
	1,324,355.75
	1,324,355.75
	1,324,355.75
	1,324,355.75

over/(under) budget	3,302.73	(7,830.72)	(31,098.46)	(35,626.45)
Percentage Spent	50.25%	48.18%	45.76%	48.57%

*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)	44,542.44	
Total of Designated Funds	<u>334,034.11</u>	
Undesignated Funds: (01/01/10)	<u>622,446.09</u>	
		*Ending Fund Balance of Undesignated Funds
		January 763,838.24
		February 809,284.95
		March 827,098.74
		April 729,605.61
		May 724,428.53
		June 733,278.29
		July
		August
		September
		October
		November
		December
*Unaudited, subject to change		