NORTHEAST TRI COUNTY HEALTH DISTRICT
ANNUAL MEETING
BOARD OF HEALTH MINUTES
Wednesday, February 3, 2010

Board of Health

Present
Clancy Bauman
Malcolm Friedman
Larry Guenther
John Hankey

Bob Heath
Brad Miller
Shirley Sands

Absent
Valerie Hester
Diane Wear

Staff
Andy Braff
Joanie Christian
E. W. Gray, M.D.
Kelly LeCaire
Jim Matsuyama
Matt Schanz
Carol Villers

Guests
Jeff Hinton
Ray King
Dan McGuire
Sylvia Rathbun
Jeannie Ross
Robyn Westergard

CALL MEETING TO ORDER
Chairman Malcolm Friedman called the meeting to order at 10:00 A.M. A quorum was present.

INTRODUCTIONS
Introductions were made by all.

DESIGNATION OF 2009
BOARD OF HEALTH
Appointments to the Board of Health of Northeast Tri County Health District for 2010 were read into the record. Pend Oreille County has designated Commissioners John Hankey and Diane Wear; Stevens County Board of Commissioners have appointed Commissioners Malcolm Friedman and Larry Guenther; Mayor Clancy Bauman was appointed by the City of Chewelah; the City of Republic appointed City Council Member Valerie Hester. Carol Villers said she has not yet received an appointment letter from Ferry County. Brad Miller said a letter will be sent stating that he and Commissioner Bob Heath will represent Ferry County. The Town of Lone was next on the rotation and chose to pass to the City of Newport, the next city on the rotation. The City of Newport informed Carol that a letter will be sent appointing Mayor Shirley Sands to represent them.
REPORT FROM NOMINATING COMMITTEE AND ELECTION OF OFFICERS

Clancy Bauman reported that the Nominating Committee recommends retaining Malcolm Friedman as 2010 Board of Health Chairman. He stated that Diane Wear is interested in becoming the Vice Chairman. Brad Miller was the Vice Chairman for 2009. Nominations from the floor were called for Vice Chairman. None were made. Clancy Bauman moved and Larry Guenther seconded the motion to retain Commissioner Malcolm Friedman as Board of Health Chairman and Commissioner Brad Miller as Vice Chairman for 2010. Motion carried.

CONSIDERATION OF MINUTES

Larry Guenther moved and Brad Miller seconded the motion to approve the minutes of October 21, 2009, Regular Board of Health meeting. Motion carried.

CORRESPONDENCE AND INFORMATION

Thank you letters to staff. Malcolm Friedman read a letter from Carol Villers thanking the Board of Health. Carol will be retiring on April 2, 2010 after thirty (30) years.

PUBLIC APPEARANCES

No public appearances were pre-registered.

ADDITIONS OR CHANGES TO AGENDA

There were no changes to the agenda.

RESOLUTION 01-2010: CANCELLING OUTSTANDING WARRANT

The following outstanding warrant was not cashed and needs to be cancelled: warrant #: 5723 - date: 02/05/2009 - amount: $15.68. Bob Heath moved and Clancy Bauman seconded the motion to approve Resolution 01-2010: Cancelling Outstanding Warrant as described above. Motion carried.

RESOLUTION 02-2010: UPDATING FEE SCHEDULE FOR NORTHEAST TRI COUNTY HEALTH DISTRICT COMMUNITY HEALTH SERVICES

Carol Villers reported that we recently changed credit card companies and have new machines in each office that are compatible with the new Medicaid card-swipe system. The credit card transaction fee that is paid for by the customer has also changed. The transaction fee has been listed on each of our fee schedules. Rather than having to change the fee schedule each time the credit card transaction fee is changed, we modified the language on each of the Health District fee schedules as follows: "Our credit card transaction fees will be charged for use of credit or debit card as posted ". Brad Miller moved and Bob Heath seconded the motion to approve Resolution 02-2010: Updating Fee Schedule for Northeast Tri County Health District Community Health Services as stated above. Motion carried.

RESOLUTION 03-2010: UPDATING FEE SCHEDULE FOR NORTHEAST TRI COUNTY HEALTH DISTRICT REPRODUCTIVE HEALTH SERVICES

The change to the fee schedule is listed above. Brad Miller moved and Bob Heath seconded the motion to approve Resolution 03-2010: Updating Fee Schedule for Northeast Tri County Health District Reproductive Health Services as stated above. Motion carried.
RESOLUTION 04-2010: 
UPDATING FEE SCHEDULE 
FOR NORTHEAST TRI 
COUNTY HEALTH DISTRICT 
ENVIRONMENTAL HEALTH SERVICES

Jim Matsuyama discussed the addition of a soil evaluation on the fee schedule that includes three (3) test holes or one (1) hour on-site. The proposed fee will be $200 and is not part of the permit or plat application process. The temporary food establishment portion has been revised with the basic fee remaining the same. The revision will make it a lot easier to interpret.

Dan McGuire, representing the Northeast Washington Realtors Association, thanked Jim Matsuyama for the time he has spent with area Realtors. Dan said he was hoping the soil evaluation fee would be $150 and would be a two (2) step process. He noted that the process is acceptable for financing with the underwriters. Jim said that instead of splitting the permit process, we are proposing extending the application from one (1) year to two (2) years to address Realtors concerns about prospective buyers not wanting to build right away. Jim said the $200 fee is an average for staff time spent on driving and analysis, etc. Jim said our target is 50% fee recovery for a public health issue and the $200 fee is not at 50%. He noted that there isn’t a public health reason for doing a soil evaluation like there is with permitting a system. Jim stated that as we go through the process, we can track actual costs and if they are substantially less, we can come back to the Board and lower the fee. Larry Guenther said that depending on the area, the mileage could be substantial. Brad Miller asked if a soil evaluation would expire. Jim said that all we would be doing is looking at the soil and saying what type of soil it is. Dan said the reason that this similar fee was removed years ago was because it wasn’t used. Dan said the area Realtors are going to explain the process to prospective buyers so it will hopefully be utilized. Dan reiterated that he would have rather seen a two (2) step process to give the public more options such as allowing one (1) year to get this done, but if that will be a problem, the soil evaluation and extended application period would be okay. Jeff Hinton suggested that it be similar to operational surveys, water testing only, sewage only, etc. He asked if we could have two (2) fees depending on where the property was located. Jim said that all of our fees are set up on an average so that would not be an option. Brad agreed not to do a mileage difference and said we need to have a balance between covering our costs and providing the best service. He asked about the expiration of a soil evaluation. Jim said the regulations tell us how we determine the soil types which means that it could expire if that system changes.
Larry Guenther asked where it would fit in the fee structure if someone has property for sale and an interested person wants to know what type of septic system would work. Jim Matsuyama said if you are going to do this right away, we would tell you to get the permit. If you are just curious, then you would use the soil evaluation and wouldn’t have to do a design, etc. Dan McGuire asked if the actual type of system could be added. Matt Schanz said we go through land services, the planning department, etc., to see what setbacks would be applicable. The soil evaluation wouldn’t be included. He explained that when looking at soil, we can’t just say what type of system because there are many issues to consider. Jim reiterated that there are so many more options available now and it’s not that simple. Brad Miller asked how we are going to ensure what the customer is getting for their $200 fee. Jim said they will work with Realtors and it will be explained on the application. Bob Heath said the $200 fee is well worth the money for anyone considering buying a piece of property. Jeff Hinton said there are other costs involved such as a backhoe, etc. Jim reiterated that we have to look at what it will cost the Health District. Malcolm Friedman suggested reducing the fee to $150 because of the current economic situation. Larry asked how many requests we could expect per year. Dan said at least twenty (20) and also noted that the more property that sells will help the economy.

Jim Matsuyama said he needs to make a change in the revised temporary food establishment information by removing the word “location” from the section talking about similar conditions for applicants submitting a single application for multiple events.

Brad Miller said he would like to adopt the revision to the temporary food establishment portion of the fee schedule. Brad said he would like to change the soil evaluation fee from $200 to $150 and would ask staff to keep track of costs for one (1) year. Brad Miller moved and Larry Guenther seconded the motion to approve Resolution 04-2010: Updating Fee Schedule for Northeast Tri County Health District Environmental Health Services with the changes stated above. Motion carried. Bob Heath opposed the motion.

Jim Matsuyama said he has also been working with Realtors on extending the application period from one (1) to two (2) years in Regulation No. 01-2007: Section 11: Permit Requirements: Section 4). John Hankey moved and Bob Heath seconded the motion to approve Resolution 05-2010: Amending Regulation No. 01-2007 as described above. Motion carried.

The Realtors left the meeting at 11:00 A.M.
DOMESTIC PARTNER POLICY

Carol Villers reported that during the last election, Referendum 71, the Everything but Marriage Act, was approved by voters. The Washington Counties Insurance Fund (WCIF) Washington Counties Insurance Pool (WCIP) currently allow for both same and opposite sex domestic partner coverage to employer groups who choose to offer it. WCIP informed us that compliance is mandatory and employers are required by law to extend coverage to domestic partners. Carol said this would be the Board setting policy, not an action. Brad Miller moved and Clancy Bauman seconded the motion to establish the following as policy for Northeast Tri County Health District: “Employers must extend coverage to same sex domestic partnerships. They may choose to extend coverage for opposite sex domestic partnership as well regardless of their age. Washington Counties Insurance Fund allows for domestic partners to either register with the State of Washington or sign an affidavit.” Motion carried. Larry Guenther opposed the motion.

EXECUTIVE SESSION

The Board of Health adjourned into executive session at 11:05 A.M. to discuss personnel matters.

The executive session concluded at 11:35 A.M.

HEALTH OFFICER IN TRAINING APPOINTMENT

Brad Miller moved and Clancy Bauman seconded the motion to offer the position of Health Officer in Training to Dr. Sam Arizin. Motion carried.

ADMINISTRATOR APPOINTMENT

Clancy Bauman moved and Bob Heath seconded the motion to offer David Windom the Administrator position effective March 1, 2010. Motion carried.

H1N1 UPDATE

Joanie Christian gave an update on H1N1. She said the Health District is continuing to immunize and recalling kids that haven’t yet received the second dose. Joanie talked about a new retail initiative that would direct ship vaccine to specific pharmacies. Clancy Bauman asked how many deaths occurred in the three (3) counties from H1N1. Carol Villers said there were two (2) from Pend Oreille County and one (1) from Stevens County. The cases also had other serious underlying health conditions. Joanie noted that people sixty-five (65) and older were originally not considered a high priority but are now experiencing an increase in H1N1 rates. Jim Matsuyama said the Department of Health is discussing guidelines for what we will do with the antivirals and the equipment we received.
FINANCIAL UPDATE

Carol Villers said the deficit at the State level is 2.6 billion. The Governor sent out a list in December indicating that Maternity Support Services (MSS) and a couple of DSHS programs may be eliminated. The Governor’s January proposed budget includes the programs but has a review of how they are implemented. Carol said realistically we don’t know what budgetary issues we will have to deal with. The income guidelines for children eligible for Medicaid were changed several times with the latest at 300% of poverty. Carol said the Health District budget came out fairly well. The anticipated fund balance was $400,000. The actual fund balance as of December 31, 2009 was $560,000 of which we committed to use $200,000 to balance the 2010 budget. There is money available to us from the Federal Government for H1N1 which was totally unanticipated. Carol said Health District staff put in countless hours and we have billed out $130,000 just for staff time.

NEWPORT BUILDING UPDATE

Carol Villers reported that the new building in Newport is complete and is opened for business today. Carol said the contractors did an excellent job on the building. There will be an open house for the public at a later date. Carol said in the lease agreement we are responsible for the building insurance. Our equipment is covered under Enduris but we will have to pay separate for the building. The Health District will pay the property taxes and the maintenance on the inside of the building. The owner of the building takes care of the outside maintenance.

COLVILLE OFFICE DISCUSSION

Carol Villers said we have recently discussed the possibility of the Environmental Health (EH) staff moving to the Colville Dominion office with Community Health and Administration. The EH office is currently located at the Stevens County Courthouse Annex building and is leased for $10,000 per year. She said with recent layoffs, we have more space in the Dominion building. The Health District as a whole is a public health agency and the EH division is often thought of as a permitting agency. There is enough space, it would be cost effective and functionally we would like to have all staff together. The only issue is phone usage because EH field staff use phones in the morning and there wouldn’t be enough lines to accommodate that. That problem could be alleviated if we invested $14,000 into telephones and we changed our phone usage. Other costs for building modification and moving company expenses would be about $15,000-$20,000.
Carol Villers talked about the deteriorating siding on the south and west sides of the Dominion building. A few years ago the Board approved replacing the siding on the entire building but because of the financial situation we chose to not have that done. Carol proposed replacing the siding only on those sides at a cost of approximately $30,000. Carol said we have noticed nails sticking up on the metal roof that need to be taken care of. Carol reiterated that she strongly believes that moving EH to the Dominion building is a sound and good thing to do for the agency. She noted that since we don’t know what will happen with the budget, and if there is any more downsizing with staff, that would work even better. Brad Miller asked if the building would be too cramped if the economy bounced back. Carol said there is room on the south side of the parking lot to build a small building for administration with a breezeway. Malcolm Friedman said there is a benefit to the public to have EH in the same building as County Planning and Building Departments. Malcolm explained that Stevens County needs the current EH area at the annex because they want all offices on the main floor.

RECESS

There was a break for lunch at 12:15 P.M.

RECONVENE

Malcolm Friedman asked if anyone had an opinion about moving EH. Larry Guenther asked what Jim Matsuyama thought about it. Jim said it is convenient to have Building and Planning right there but also acknowledges a long standing problem with the public realizing that EH is part of public health and not just a permitting agency. Jim said it is very important that all of our employees work together. Larry said it doesn’t make sense to launch a big building project to make offices when there are already some available. Jim said there seems to be a separation between Community Health and Environmental Health that shouldn’t be there. Carol Villers added that this move would require minimal construction and said there is no room for EH to expand at the annex. Brad Miller proposed continuing this as an agenda item. Malcolm suggested that we continue with the repair of the roof and siding. Carol suggested using someone from the Public Works roster without a formal bid. Larry said we should put on the best siding we can afford but doesn’t recommend metal or vinyl. Carol said hardy board is on our storage building. Malcolm said we would have to do a request for proposal (RFP) and to work off of the Stevens County work roster. Carol said our policy states that $15,000 - $75,000 requires three (3) quotes. Malcolm suggested getting a proposal for replacing the two (2) problem sides and another one for residing the entire building. Larry Guenther moved and Clancy Bauman seconded the motion to get proposals for the siding on the Colville Dominion building. Motion carried.
COMMITTEE APPOINTMENTS:
APPEAL – BUDGET – PERSONNEL
Chairman Malcolm Friedman made the following committee appointments:

Appeal Committee: Malcolm Friedman, John Hankey, Bob Heath, Valerie Hester

Budget Committee: Malcolm Friedman, Brad Miller, Diane Wear

Personnel Committee: Malcolm Friedman, Clancy Bauman, Larry Guenther, Shirley Sands

CHAIRMAN REPORT
Chairman Malcolm Friedman had no report.

BOARD OF HEALTH MEMBERS REPORT
Larry Guenther asked about the process for someone requesting an appeal. Carol said the appeal policy is for any kind of appeal. Onsite appeals would go to Jim Matsuyama and then to the Board. Larry asked if the appealing person ever meets with the Appeal Committee. Jim said the person sends a written request and if we agree with the request we send out written notice to the Committee members. If we don’t agree with the request then we contact the Committee members and have a hearing. Jim said we have never had a health officer hearing but the Appeal Board has met with the appealing person.

HEALTH OFFICER
Dr. Gray talked about a combination of health care organizations and the Health Officer of Thurston County that will underwrite childhood vaccines. The system will operate the way it did when it was funded by the State. Carol Villers said currently about 70% of vaccines purchased by Washington are paid for with federal funds and 30% are paid for with State funds. This will likely discontinue so we have been preparing providers.

Dr. Gray said the H1N1 episode is winding down. The Department of Health will be looking at what worked and what didn’t. The Centers for Disease Control (CDC) established the priority groups. Dr. Gray said the vaccine should be given to the people that are spreading the disease not necessarily who will get sick from it. We ended up not accepting 6,000-7,000 doses of vaccine which were available for our district. Dr. Gray talked about accuracy of the data because some of the numbers are for influenza of unknown type that they don’t have a test for. This resulted in some of the data being based on an assumption that it was H1N1 not laboratory tested. We need to increase capabilities of the labs at the State level as well as CDC.
ENVIROMENTAL HEALTH REPORT

Jim Matsuyama updated the Board on the elevated uranium levels found in wells outside of Colville. The Health District will be sending out a formal letter to the Building Department in each of the three (3) counties recommending the addition of uranium testing to parameters for a building permit.

Jim Matsuyama is creating an operation and maintenance advisory committee for the District as a proactive stance to increase homeowner maintenance of their onsite sewage system. The west side of the State was mandated to require periodic inspections. We are trying to get an idea from installers, designers, engineers and realtors as to what else we can do to improve maintenance. Jim said we have received good response from participants for our first meeting that will be on February 12, 2010.

Jim Matsuyama reported that he is getting inquiries from some concerned citizens in Northport regarding Crohn's disease, and other bowel related illnesses/diseases. There have been numerous studies on water sediment, fish, etc. Jim said the Management Team will be meeting to discuss what we need to do in conjunction with the Department of Health.

COMMUNITY HEALTH REPORT

Larry Guenther reported that a study will be done this year on the phosphorous levels in Lake Spokane from septic systems along the lake. A study done in 1993-1994 concluded that the entire southern Stevens County area was not contributing to the phosphorous level. Larry asked if we have a septic management system. Matt Schanz said when we talk about maintenance and operation we may identify problem areas and try to increase education to residents in those identified areas.

Joanie Christian talked about our helping school districts with their recent mandate to provide services for the birth to three (3) population. Yvonne Bichieri, Kay Scarnahorn, Judy Hutton and Jan Steinbach visited all of the schools and we will continue to work with them to help clarify their roles. We have sent out agreements to each school district.

Joanie Christian reported that the State of Washington Liquor Control Board completed the 2009 Synar tobacco compliance checks for the three (3) counties. The number of checks and illegal sales are as follows: eleven (11) checks with one (1) sale in Ferry County; twelve (12) checks with three (3) sales in Pend Oreille County; and twenty-four (24) checks with one (1) sale in Stevens County.
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Joanie Christian talked about the smoking rates for the tri-county population. According to the data, Ferry County has the highest smoking rate in the State. Pend Oreille and Stevens Counties are also high. We will be working to improve those numbers through education. Carol Villers noted that statistics can be deceiving when rates come from small numbers.

ADMINISTRATOR REPORT
Carol Villers said she has seen many different Board of Health members in her thirty (30) years of employment and has appreciated the discussion always carried out in a respectful manner. She expressed her appreciation for the opportunity to serve and thanked the Board for their support for Health District staff and their mission.

PAYROLL & VOUCHERS
Attached to these minutes are payroll, benefit, voucher and revenue amounts through December, 2009.

ADJOURNMENT
Chairman Malcolm Friedman adjourned the meeting at 1:25 P.M. The next Regular Meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, April 21, 2010 in Pend Oreille County.

Respectfully submitted,

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

By
Kelly D. LeCaire
Malcolm Friedman, Chairman
# NORTHEAST TRI COUNTY HEALTH DISTRICT

## 2009 Report of:
Payroll, Benefits, Vouchers, & Revenue

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<th>Vouchers</th>
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**Total:** 1,396,144.95  467,465.08  620,172.78  2,483,782.81

**Balance:** 58,055.05  70,534.92  100,257.22  228,847.19

**over/(under) budget:** (58,055.05) (70,534.92) (100,257.22) (228,847.19)

**Percentage Spent:** 96.01%  86.89%  86.08%  91.56%

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**Beginning Fund Balance (01/01/09):** 911,181.00

### Designated Funds:
- **Unemployment:** 13,700.00
- **Communicable Disease:** 7,800.00
- **One month of salaries/benefits:** 166,017.00
- **One month of vouchers:** 60,036.00
- **Emergency: equipment/building/computers:** 50,000.00
- **Vehicles: appropriations from prior budget(s):** 44,542.44

**Total of Designated Funds:** 351,955.44

### Undesignated Funds: (01/01/09)
559,285.56

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"Unaudited, subject to change"