BOARD OF HEALTH MINUTES
REGULAR MEETING
Wednesday, July 17, 2013

MEMBERS PRESENT: Dorothy Bergin, Mike Blankenship, Leo Jenkins, Wes McCart, Brad Miller, Steve Parker, Shirley Sands, Karen Skoog

ABSENT: Mike Manus

STAFF PRESENT: Samuel Artzis, M.D., Joanie Christian, Judy Hutton, Kelly LeCaire, Matt Schanz, Dave Windom

GUEST: Gary Robertson

CALL MEETING TO ORDER: Chairman Shirley Sands called the meeting to order at 10:12 A.M. A quorum was present.

INTRODUCTIONS: Introductions were made by all.

CONSIDERATION OF MINUTES: Brad Miller moved and Mike Blankenship seconded the motion to approve the minutes of April 17, 2013, regular Board of Health meeting. Motion carried.

Wes McCart moved and Leo Jenkins seconded the motion to approve the minutes of May 20, 2013, special Board of Health meeting. Motion carried.

Steve Parker arrived at 10:15 A.M.

CORRESPONDENCE AND INFORMATION: There was no correspondence to the Board.

PUBLIC APPEARANCES: No public appearances were pre-registered.

ADDITIONS OR CHANGES TO AGENDA: Wes McCart requested the addition of ‘coordinating business’ as a new business item.

ANNUAL REPORT: Dave Windom gave a brief overview of the NETCHD 2012 Annual Report.

Gary Robertson, Chief Executive Officer of the Ferry County Public Hospital District arrived at 10:20 A.M.

MEDICAID ADMINISTRATIVE MATCH: Dave talked about the Medicaid Administrative Match program and the ongoing issues for public health. If the program is discontinued, budget impact to the Health District is about $100,000 annually.
EXECUTIVE SESSION: The Board adjourned into executive session at 10:35 A.M. for fifteen (15) minutes per RCW 42.30.110 (f), (i). The executive session concluded at 10:50 A.M. Chairman Shirley Sands stated that no action was taken.

RESOLUTION 07-2013: ADOPTING A POSITION ON FIREARM VIOLENCE: Mike Blankenship moved and Wes McCart seconded the motion to approve Resolution 07-2013: Adopting a Position on Firearm Violence. Motion carried.

RESOLUTION 08-2013: ADOPTING PERSONNEL POLICY CHANGE: Mike Blankenship moved and Leo Jenkins seconded the motion to approve Resolution 08-2013: Adopting Personnel Policy Change – Employee Performance Evaluation – Chapter 6 – Performance Appraisal and Training. Motion carried.

STATE BUDGET: Dave Windom reported that money that came through three (3) separate funds through the Department of Health will now come as a block grant directly to public health. This change will allow us to develop our own strategic work plans and reduce duties and requirements.

JOANIE CHRISTIAN RESIGNATION: Joanie Christian informed the Board that her last day of employment with the Health District will be August 7, 2013. She has accepted a position at the Washington State University School of Nursing. Brad Miller and Shirley Sands thanked Joanie for her service to the Health District. Dave will put together a hiring committee to include a Board member for the interview process.

AUDITOR: The single Federal audit has been completed and the performance and accountability audit will be done this fall.

COORDINATING BUSINESS: Wes asked for improved communication from the Health District to the Stevens County Commissioners regarding potential issues and/or events taking place in the county, especially when another agency such as the Department of Ecology (DOE) is in the area. Wes talked about some recent incidents that occurred and the Commissioners had no prior knowledge. Specifically, these were issues about an Ecology study of heavy metals along the North Columbia and reports of failing sewer systems on Deep Lake. Wes is requesting that any significant actions that the Health District is taking or having knowledge of that they notify the appropriate agency (city and/or county). Matt Schanz thanked Wes for his concern and perspective and indicated that we do try to notify if it is a significant issue. However, it can be difficult as sometimes small issues can escalate. Matt said regarding the situation with DOE, we requested they coordinate with elected officials. Steve Parker said he hopes that Matt has notes on timelines because it was after the fact. Wes stated that if Matt would have notified us that a draft form was in the works, we would have known the action was happening and we could have possibly contacted DOE. Matt said our involvement is with health related concerns. Matt said he notifies Dave Windom of issues and Dave should be sending out the appropriate notification. Matt asked if this was an appropriate process of notification. Dave indicated he would be the one who notifies elected officials of these types of issues. Wes added that in six (6) months he has not been notified ahead of time of anything going on, that he is always learning after the fact. Wes said the same would be true with community health issues such as a disease outbreak. Mike Blankenship said he would want to be notified if a state agency was in Ferry County or even interested in the county. Brad Miller said he also agrees.
Board of Health Meeting
July 17, 2013
Page 3

RECESS: There was a break at 11:40 A.M.

RECONVENE: The meeting reconvened at 12:03 P.M.

HEALTH OFFICER REPORT: Dr. Artzis informed the Board of a latent tuberculosis (TB) case that was taken care of. Joanie Christian said we have TB funding if need be but direct observe of a patient can be very expensive. Latent TB means they have tested positive but are not symptomatic or contagious.

Dr. Artzis left the meeting at 12:05 P.M.

CHAIRMAN REPORT: Chairman Shirley Sands said the water splash park in Newport is a success.

BOARD OF HEALTH MEMBERS REPORT: Brad Miller reported that a couple of kids jumping off the bridge in Orient were injured and one very seriously. Brad said there are safety issues in that area with traffic and people parking on the road.

Leo Jenkins reported that the City of Republic is under mandate from DOE to have a study done to expand and modernize their water facility as it is currently at capacity.

Mike Blankenship asked about licensing and inspection of tattoo shops. Matt Schanz said registration is done with the Department of Health.

ENVIRONMENTAL HEALTH REPORT: Matt provided information on the Upper Columbia River/Lake Roosevelt Fish Advisory recently revised in May, 2013.

DOE is releasing results from two (2) studies conducted near the Canadian border along the Upper Columbia to further evaluate metals contamination from Teck Cominco. Findings from both studies confirm elevated levels of metals in surface soils found in the Upper Columbia River Valley, and sediments in associated lakes, and wetlands. There was discussion on blood-lead testing of residents in the Northport area done in the past and if it is necessary at this time.

As a follow up to concerns expressed at the April, 2013 Board meeting, Matt provided information about authority to assess environmental health violation fees. Late fees, re-inspection fees, and violation fees are utilized throughout the state by local health jurisdictions to allow recovery of a portion of the cost from individuals who require additional time and resources beyond normal processes. Such fees are allowed so long as the fee isn’t more than the cost of doing the work or providing the service.

Matt said that setting fees for services such as a food establishment or septic we try to recoup 50%. If the benefit is solely to the proprietor we should try to recoup 100%. This has been the practice but has never been formalized. Matt asked for Board guidance in the form of a document on setting fees. The fees have fallen behind. Currently with food service establishments we would need to make adjustments of 22% just to recoup 50%. Brad, Mike and Shirley agreed that they want to continue to keep the fee for non-profit organizations affordable. Wes McCart asked Matt to provide a cost analysis for the Budget Committee to review at their meeting in September, 2013.
Matt Schanz reported that recommendations from the Group B Public Drinking Water Advisory Group would go to the Board of Health and be instrumental in developing a response to regulation changes that will become effective January 1, 2014. Brad Miller agrees that this needs to be passed and asked if it can be done in tiers. Matt presented several options and said he recommends option #4: local rule with focus on initial system approval and on-going monitoring of community systems with greater than five (5) residential connections, non-community systems (businesses), transient systems (campgrounds, RV parks, youth camps, churches, bed & breakfasts). We would see about seven (7) new systems per year and would have ninety-two (92) systems that would fall under some form of operating permit. Matt said this seems like a good threshold. A big change and topic for discussion and consideration is with one (1) and two (2) connection systems would be excluded no matter what you serve, such as a church unless otherwise required. Steve Parker asked how Matt would like to receive feedback. Matt suggests asking for feedback in the next two (2) weeks to summarize consensus and then holding a larger community discussion in each of three (3) counties. Brad said he is prepared right now for his recommendation but understands if others may want to think about it. Steve said he would like time to read through the information. Wes McCart said he thinks that we need our own local program with fees and is also prepared to do that now. Wes agreed that we should have community outreach first. Matt said he would be very interested to know what option the Board wants now and didn’t want to invest the time if this was something that we didn’t want to do. Wes said we will want to do a cost analysis yearly and look at the fee structure and since it is new, we may want to look at it again in six (6) months. Matt said we will have some significant program development costs initially.

COMMUNITY HEALTH: Joanie Christian reported the Republic office had to close for three (3) days due to one staff person being on vacation and the other one became ill. We put a sign on the door with phone numbers for emergencies and we were able to retrieve voice mails remotely to assist callers.

A new clerical assistant in the Colville community health division has helped a great deal to catch us up on data entry.

Joanie reported that we recently had a WIC monitor by the Department of Health by the same person who did the monitor two (2) years ago. The monitor included review of all WIC, Breastfeeding Peer Counseling and Farmers Market Nutrition program activities. He stated that he was very impressed with the level of service provided to the clients by WIC staff. He also stated that there was a significant improvement in clinic atmosphere and customer service from the previous monitor, and that he rarely sees that level of service. He was very complimentary of the staff’s ‘above and beyond’ attitude in providing services to clients, the relationships and the level of trust staff develop with the client. He was aware of the many transitions, changes and challenging times the agency has experienced, but said that the changes have made the NETCHD WIC program much stronger and it is an amazing resource for clients.

There had been some hepatitis A cases associated with frozen berries from Costco. Though there have been no reported cases in Washington State, the recalled berries were purchased by a local coffee shop to make smoothies. The coffee shop owner was very quick to respond by putting signs up to notify customers.
ADMINISTRATION REPORT: Dave Windom reported that each county is doing a community needs assessment with hospitals. The assessment for Stevens County is complete. Jan Steinbach and Judy Hutton are working on the assessments for Pend Oreille and Ferry Counties. The topics that have been discussed at every meeting are economic development and mental health. Working with County Extension offices will allow communities to choose their own needs.

Secretary of Health John Wiesman, DrPH, MPH visited all three (3) Health District offices and got to see how very diverse we are. Dave stressed to Secretary Wiesman that regionalization does not work and that we are not in support of preemption or gun control.

Dave reported that four (4) of our older vehicles were traded in on a Subaru Forester for Matt Schanz.

Dave provided the Board with a financial update. Last year the Budget Committee decided that the family planning (FP) and WIC programs must stand on their own financially. Dave reported that staff has made that happen in the WIC program and by going to a clerk-less model has helped a lot. He added that this has not yet happened in the FP program. The FP program is very costly partly due to protocol requirements that need to be done. Joanie Christian noted that when we did the public health standards, rural districts could choose the reduced standards. Title X requirements were exactly the same for us as larger districts and there were no adjustments on man hours to work on them.

Dave said he has concerns about cell phones, accessing emails, and all of the information data that is discoverable (such as in a law suit). A cell phone can be split in half for business and personnel use. Dave is working on an electronic device policy for Board approval. There was discussion about appropriateness of information on Facebook. Dave monitors the NETCHD Facebook page. The NETCHD Facebook page has been used in positive ways such as the storm in Ferry County. Karen Skoog talked about potential issues with archiving and past postings. Leo Jenkins noted that we have to be careful of first amendments rights.

Dave reported that fiber optic has been dropped into the Colville office. Apparently they are having trouble in Pend Oreille County. We were told last year that we would be an anchor agency and have recently been informed that for us to hook up will be very expensive. Ferry County will be coming on soon. We are having issues with Internet Xpress because their technician left without completing work that was supposed to be done. We have entered into an intergovernmental agreement with Rural Resources to use their information technology (IT) employee for ten (10) hours per month.

Wes McCart asked that Budget Committee members be given calendar options ahead of time to schedule meetings.

PAYROLL & VOUCHERS: Attached to these minutes are benefits and payroll amounts from May 3, 2013 through July 5, 2013; and voucher amounts from April 17, 2013 through July 10, 2013.
ADJOURNMENT: Chairman Shirley Sands adjourned the meeting at 2:20 P.M. The next regular meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, October 16, 2013 in Stevens County.

Respectfully submitted,

[Signature]
Samuel A. Artzis, M.D., Health Officer

By [Signature]
Kelly D. LeCaire, Executive Secretary

[Signature]
Shirley Sands, Chairman
Northeast Tri County Health District

The following voucher/warrants are approved for payment:

2013

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BOH 7/17/13