BOARD OF HEALTH MINUTES
REGULAR MEETING
Wednesday, October 29, 2014

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

STAFF PRESENT: Dale House, Kelly LeCaire, Allison McGrane, Sandy Owen, Kay Scamahorn, Matt Schanz, Dave Windom

GUESTS: Janine Koffel

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

INTRODUCTIONS: Introductions were made by all.

CONSIDERATION OF MINUTES: Leo Jenkins moved and Dorothy Bergin seconded the motion to approve the minutes of July 16, 2014, regular Board of Health meeting. Motion carried.

CORRESPONDENCE AND INFORMATION: A letter thanking staff for assistance with an onsite sewage permit.

PUBLIC APPEARANCES: Janine Koffel, Republic Reducing Alcohol and Drug (R-RAD) Use Coalition.

ADDITIONS OR CHANGES TO AGENDA: R-RAD will be added as the first item of new business, followed by new business #5.

CITIES FUNDING OF PUBLIC HEALTH: Dave Windom asked for Board opinion on a letter and agreement requesting $2.00 per person based on the latest official population count per calendar year of the following cities/towns: Chewelah, Colville, Cusick, Ione, Kettle Falls, Marcus, Metalcin, Metalcin Falls, Newport, Northport, Republic and Springdale. Leo Jenkins said Republic has no money. Steve Parker asked Shirley about the City of Newport. Shirley said she did not know, as Newport is working on their budget right now. Wes McCart talked about past funding of public health through the Motor Vehicle Excise Tax (MVET). Dave said MVET was replaced by flexible funding from Local Capacity Development Funds (LCDF). Sandy Owen said cities used to be part of the funding formulas. Once MVET funded public health, cities were then taken out of the formula. Dave said these conversations about funding are happening across the state.

Mike Blankenship arrived at the meeting at 10:20 A.M.
Board of Health Minutes
October 29, 2014
Page 2

Dave Windom asked the Board if the letter and agreement for cities/towns looked appropriate and if they wanted him to move forward with the request of $2.00 per person for funding. Steve Parker is in favor of sending the documents and would encourage follow up with city officials. Dave asked that a Board member from their community assist with the follow up meetings. Matt Schanz said there is no indication in the letter about the follow up meeting. Brad Miller agrees. Leo Jenkins asked about implications if Republic is unable to pay. Mike Manus asked why cities are allowed to vote on the Board of Health if they are not contributing. Shirley Sands said she agrees to a certain degree. Brad would like to approach this from the standpoint that it would be a continuing conversation without an ultimatum given. Leo said if you gave them an ultimatum then they would probably say that Republic is out. Republic has major infrastructure projects that they can’t pay for. Wes McCart said we are spiraling out of existence and asked what else could be cut. Wes said this is a very small piece and that’s the reason we are asking. Wes suggested that if you can’t do it this year, maybe you could think about it for next year. Shirley added that everyone is in tough times and may be a good time for Newport to start the dialogue. Mike M. noted that he has heard other Board Members talk about city membership and voting on the Board. Dave asked who is responsible for paying for public health as there are many citizens in cities/towns that are benefiting from the services. Mike Blankenship asked about the cities responsibilities versus counties. Dave provided the following information on requirements:

- **RCW 70.05.130**
- Expenses of state, health district, or county in enforcing health laws and rules – payment by county.
- All expenses incurred by the state, health district, or county in carrying out the provisions of chapters 70.05 and 70.46 RCW or any other public health law, or the rules of the department of health enacted under such laws, shall be paid by the county and such expenses shall constitute a claim against the general fund as provided in this section.
- **RCW 70.46.085**
- County to bear expense of providing public health services.
- The expense of providing public health services shall be borne by each county within the health district.

Wes McCart moved and Steve Parker seconded the motion to approve sending the letter and agreement requesting $2.00 per person based on the latest official population count of each city/town per calendar year to the following: Chewelah, Colville, Cusick, Ione, Kettle Falls, Marcus, Metzline, Metzline Falls, Newport, Northport, Republic and Springdale with the addition of notice about follow up meetings in the letter. Motion carried. Leo Jenkins opposed.

**GROUP B MEETING FOLLOW-UP:** A Group B summit was held on October 27, 2014 in Colville at the request of Shelly Short and Board of Health members. Counties in attendance were Benton-Franklin, Ferry, Lincoln, Okanogan, Pend Oreille and Stevens. Matt Schanz said some counties feel this is an unfunded mandate and it was requested that the Department of Health go back and address the issues in some manner, including the Growth Management Act (GMA). Steve Parker said this is not simply something that touches just water – it touches other parts including economic viability. Steve felt the process was flawed and failed to reach out in a broader way without input from the proper people.
Brad Miller asked if there is any potential for them to readdress the WAC. Wes McCart said Shelly Short indicated that she will follow-up with the Tumwater office surrounding the major issues. Apparently in 1992, Senator Morton had asked questions that addresses the GMA. Did they properly follow up with counties regarding quantity amounts in the rule? Dave Windom asked if we received a current read from the attorney general (AG). Wes said Shelly Short wanted the opinion of the assistant AG. Matt Schanz said in the rule development process, Jim Matsuyama had been involved in the outreach process. Matt said there was quite a bit of outreach done including stakeholders from counties. Wes said the Washington State Association of Counties (WSAC) is not county representation. Matt said we tried to include county building and planning departments during our local rule development process.

**SOLID WASTE ORDINANCE:** Matt talked about the draft ordinance presented to the Board at a previous meeting that included a statement referencing WAC 173-350 and 173-351 and ‘hereinafter’. He said the reason that statement was included was because periodically those rules go through a rule revision process. Matt went on to say that outreach efforts were done in each county with solid waste coordinators with the intention at this meeting to have an ordinance in place but this was delayed to allow more opportunity for input.

**LEGAL OPINION: “HEREINAFTER AMENDED”**: Alison McGrane talked about the issue of whether an ordinance/resolution/regulation that adopts a regulation, state law, etc. by reference be automatically amended when the referenced document is changed, i.e. is including “hereinafter amended” language acceptable practice. After legal research and opinion, Alison said this ends up being more of a policy decision than a legal one. She said legal opinions can and do differ on this matter. The Health District must decide if the benefit of using the “as now or hereafter amended” language in a regulation outweighs the potential risk of the language being challenged. She went on to say that for the solid waste regulation update purposes, an automatic amendment could likely be made without too much risk of challenge. You would have to weigh out what is more beneficial. It would save the Board expense and time and would allow the local regulation to be consistent with whatever document was referenced, as that document changes. Wes appreciates the legal opinion and said this is the reason he didn’t want it in there. WACs change all of the time and you have no idea that they have changed. Our citizens may not know of the changes. Steve said he is uncomfortable with that as well and does not want to give up local control. Steve added that the WAC needs to be looked at very carefully. In the example of the solid waste law, Matt said the RCW gives authority to LHJs to enforce the rules, so do we have the statutory obligation to follow the rules and as the primary regulatory authority do we open ourselves up for liability if we don’t follow the most current WAC. Mike Blankenship said by including the statement says you have to do whatever the state says. He doesn’t agree and isn’t willing to do that. Wes said if it’s convoluted such as Group B, he is not comfortable with it and the rule can be updated at a later date. Brad believes the WAC carries law and the WAC has to comply with the RCW. He suggests looking at the WACs during the revision process and see where we can push back. Mike Manus said if a WAC comes out that aren’t in the best interest of our people we need to know about it so we can try to change it. Karen Skoog said it’s difficult to do due diligence as the road is harder but more responsible for our constituents. Matt will remove that statement with possible adoption with public hearing. Wes requested more time to review the information. Mike B. asked for packets to be sent to him electronically. Matt will get the documents to Dave Windom and he can decide on distribution.
RECESS: There was a brief recess at 11:05 A.M.

RECONVENE: The meeting reconvened at 11:15 A.M.

REPUBLIC REDUCING ALCOHOL AND DRUG (R-RAD) USE COALITION: Janine Koffel said R-RAD is completing the first year of a five (5) year grant cycle. R-RAD’s vision is of a safe community where youth are encouraged and empowered to be drug and alcohol free. The coalition mainly focuses on alcohol, marijuana and tobacco to an extent. Janine said adolescence use of marijuana can permanently physically change your brain significantly by up to eight (8) points less of intelligence quotient (IQ).

Janine asked that the Health District become fiscal agent for the coalition. Dave said the mission of R-RAD mirrors that of the Health District. Dave noted that the accounting assistant was laid off a few years ago. Those duties were divided between Dale House and Kelly LeCaire. Janine said this is a partnership for a success and training block grant. Dave explained that indirect cost funds Dale and Kelly. Dave said this does put stress on our fiscal staff. Dave asked the Board what they want to do. Leo Jenkins asked if this would put current workload over the top. Dave said we are maxed out. Leo asked if the 8-10% supplement would be enough to hire another person. Dave said that would not add enough to the budget. Leo asked Dave even though it added to the workload would he be willing to do it anyway. Dave said it is important. Mike M. said in Pend Oreille County, this would fall more to mental health and chemical dependency instead of public health. He asked Janine if she has spoken to Dr. Nielsen at N.E.W. Alliance Counseling Services. Janine said they were the original applicant and pulled out. The school district stepped in, but are unable to continue and unfortunately Ferry County doesn’t have any large scale organization to operate under. Empire Health Foundation is helping them. Janine is asking for support for one year at the most but understands if the Health District is at capacity. Dave said he could figure on needing $60,000 per year for a full time employee with benefits. Dave noted that the District has had to walk away from grants and funding for this very reason. Leo said the Health District staff is at capacity. Leo suggested that she check with the Ferry County Hospital. Leo noted that he believes in the coalition and will help if he can. Brad Miller also supports the coalition, but as a member of the Health District Budget Committee, he has to concur that it’s not possible. Mike Blankenship suggested talking with Rural Resources Community Action. Janine thanked Dave Windom and Judy Hutton for their continued presence on the R-RAD Board.

Janine Koffel left the meeting at 11:35 A.M.

RECESS: There was a break for lunch at 11:37 A.M.

RECONVENE: The meeting reconvened at 11:55 A.M.
RESOLUTION 08-2014: ADOPTING THE 2015 BUDGET: Dave Windom provided the Board with information on RCW 70.05.130 and RCW 70.46.085 that state that the county is to bear the expense of providing public health services (as detailed above in a previous discussion on public health funding).

The following are assumptions:
- Federal funding stays level
- The state reduces family planning by 45% (-$29,791)
- Fees stay level
- Savings in family planning begin to show
- No new grants
- Deliverables remain the same
- Electronic medical records conversion complete
- Enduris remains flat
- Health insurance increase 7%-11% (another 4 % reduction)
- COLA at 3% $36,930
- Inflation adds $67,000
- Retirement contributions increase 2% ($12,000)

Dave talked about inflation to NETCHD employee wages and the number of employees dating back to 1979 to present, past budgets, county contributions and the formula, population, etc. Dave said there will be a $93,090 fixed increase regardless from increases in inflation, retirement and insurance. The Budget Committee met three (3) times and had five (5) different scenarios that all included a fund balance use and dropping programs. Steve Parker asked Dave where funding for family planning comes from. Dave said family planning funding comes from state and federal dollars. Dave talked about the importance of family planning and the WIC program to our communities. The WIC program brings in a great deal of revenue to local stores and farmers market. Leo Jenkins added that the WIC Program is also very valuable in nutritional food for moms and children. Dave said if the cities/towns all agreed to contributing to funding public health, there would be an additional $27,794. In order to make the $200,000 difference would require three (3) FTE reductions and/or may require closing either the Republic or Newport offices. Health District staff has already been reduced by 50% in ten (10) years and are operating at minimum levels. Dave said the projected undesignated funds as of January 1, 2014 was $500,000; as of January 1, 2015 is $309,249; 40% use in one year. Reductions in undesignated funds would impact cash flow in 2015 with no ability to restock the fund balance. Dave talked about dropping programs and staff reductions, including family planning and WIC. The WIC program greatly contributes to local retailers and farmers markets. Dave noted that the WIC program is currently standing on its own financially. Cost savings possibilities options would be to only offer high deductible health insurance plans; reduce office hours; reduce Newport to 80% and Republic to 60% (currently 80%) $63,066; furlough days $4,300 each.
Dave Windom said the Budget Committee recommended a 1.5% cost of living increase for staff, no medical insurance cap increase, retirement increase, county contributions remain the same as 2014, and fund balance usage of $236,651. Dave said travel will be reduced to the administrator only and what is required for licensure. The final 2015 budget is $2,215,800. The last three (3) months of the year we will be using the fund balance as the Department of Health usually doesn’t pay until after the first of the year. Dave noted that the formula was reworked last year. Ferry and Pend Oreille Counties said they could do a little more and Stevens County said no. We stayed on formula with ratios staying the same for all three (3) counties. Brad Miller talked about changes with population and assessment that would have to be reworked. Dave said the bottom line is we will spend a lot of our fund balance. We have one year of grace but we don’t have the ability to move forward next year. Next year will be a crisis if conditions at the state don’t change. District staff levels are as low as they will go. Brad said as a member of the Budget Committee, he reiterates what Dave said. The above proposal is the recommendation to the Board. Brad said this was the toughest Budget Committee he has seen in his ten (10) years on the Board. Brad does not think it’s a good policy to use that much of the undesignated fund balance. He added that we can get through one more year but cannot do this again. We will have to step up the plate and bring the funding for this organization to get it back up to where it needs to be to operate. Dave said we will be spending out of the reserve if legislation fails to pass a budget. Brad was one that advocated and pushed for keeping a larger fund balance so we could maintain and continue to operate. Wes McCart said obviously Stevens County is the one that can’t pay any more money. Wes said it isn’t because we don’t want to, it’s because we can’t. Wes noted that the Stevens County insurance cap is $550. Steve Parker appreciates feedback from the Budget Committee. He said Stevens County is making some tough decisions regarding their budget. Shirley Sands asked what will happen next year. Dave said if we spend what we are authorized to, and we are $200,000 short next year, that is three (3) FTE’s or possibly reduce the Republic office to three (3) days per week and reduce staff time in the Newport office. He said we still have to have nurses and are still required by law to respond to outbreaks. Mike Manus asked about possibly partnering with other medical clinics for nurses. Dave said in Stevens County, we contract with N.E.W. Health Programs for nurse practitioners for family planning and with the hospitals in Ferry and Pend Oreille Counties. Dave noted that Providence Health Services did not want to contract with us. Except for Ferry County, we have pushed immunes to healthcare providers. Mike M. said Pend Oreille County is in a different situation than Stevens County with increasing revenues, due to a 20% staff reduction made by previous commissioners. He said they have been able to add part time staff very cautiously.

Leo Jenkins moved and Brad Miller seconded the motion to approve Resolution 08-2014: Adopting the 2015 Budget in the amount of $2,215,800 to include the following:

- 1.5% cost of living increase for staff = $17,357
- No medical insurance premium cap increase
- Retirement increase = $11,940
- County contributions remain the same as 2014
- Fund balance usage = $236,651

Motion carried. Mike Blankenship and Mike Manus opposed.
ENVIRONMENTAL PUBLIC HEALTH FEE SCHEDULE: Matt Schanz presented information on proposed fee increases in food establishments and sewage permits, fee comparisons and fee schedule calculations based on expenditures and revenues. He talked about the fee guidance policy and what adjustments would need to be made to reach the 50% fee recovery rate. Matt said realistically knowing what financial position we are in has him concerned about how environmental health will operate without raising fees appropriately. Leo Jenkins said having the lowest fees according to the fee comparison is damaging to the District. The Health District fees need to be at least equivalent to other entities in eastern Washington. Matt said NETCHD has substantially lower fees particularly in food establishments. He is looking for direction from this Board as to how we go forward. Leo said inflation is for real and fees need to be increased properly and the rest of our budgetary problems might fix themselves. Mike Blankenship said you have to look at salaries of our citizens. We are asking people to pay increased fees and/or taxes with the working salary that is 1/3 of what it should be. Though he understands the situation, he asked if we can do business in a smaller degree and possibly we have to do less provision of services and scale it back to where it fits with what we have. Wes McCart talked about performing services and with that comes regulations. Dave Windom said we are protecting the homeowner. Mike B. asked if it is the job of the government to protect the homeowner. Leo said the purpose of this agency is to protect you from your neighbors. Leo added that it is essential and very important. Leo said we are on a crash course right now to lose it. He added that it is essential that we create the revenue and reiterated that our fees are substantially lower than others in eastern Washington. Brad Miller said this discussion is necessary and we need to take a hard look at these fees. Brad said he would still be a ‘hold-out’ for raising fees for non-profit organizations. He went on to say that if you look at the fee comparison chart, even if we increase to 75% fee recovery, it doesn’t seem like an unreasonable amount. Brad said we can’t continue on this path, it is not going to work.

Dave talked about Foundational Public Health that would be funded fully by the state. The funds are directed to the Department of Health (DOH) to be given to local health jurisdictions LHJs). Dave explained that fee recovery would have to be 100% or the county would have to pay the difference. The secretary of health would have total control over LHJs. Since Dave did not agree with the proposal, he has to come up with an alternative plan to fund public health. Dave noted that our county contribution is approximately 30%. Karen Skoog talked about restaurants in rural areas such as Lone that wouldn’t be able to recoup costs. She is concerned with stifling economic development. Wes agrees with Mike B. that if we increase the fee it’s a tax increase and you cannot tax your way out of trouble. Brad said this Board discussion is basically about whether we are we going to keep the agency afloat.

Wes left the meeting at 1:00 P.M.

Shirley Sands asked why we aren’t attracting more business if our fees are low. Obviously there is something else wrong. Shirley said she is not excited about closing our doors at the expense of our safety, such as restaurant food safety. We are at a crossroads where we have to define what we are going to do.Leo talked about why things don’t seem to be coming back on our side of the state. The reality is that logging isn’t going to come back as it did once or mining in Ferry County. Leo feels that the economy is changing and it’s essential that we raise these fees until we find another way.
Dorothy Bergin said fees need to be raised but the fine has to be higher than the fee. There would be no incentive to pay the fee if the fine is lower than the fee. Matt Schanz talked about the fee schedule calculations based on 2013 year end expenditures and revenues that show the fee based on 50%, 60% and 75% fee support. The decision needs to be made by the Board at the January, 2015 meeting. Leo Jenkins asked what increase is needed to assist with the budget to adequately sustain the District but is not too much of an increase. Steve Parker said the guidance document was at 50% and asked if that rationale is still sound. Steve suggests looking at the fundamentals involved and then decide if our guidance is good or not. Matt said that is a good approach. The guidance policy was what we have been doing. Mike Blankenship noted that whatever percentage of fee recovery, each year will be 100% plus inflation and he is not sure that we should use percentages as it is inevitable that you will be out of whack and have to change. Steve asked if we follow the state guidance, how much burden we take. Matt said he deals with the brutal reality with every phone call discussing fees. Dave Windom is concerned that if we don’t take care of ourselves with fee increases, the state will come in and could bill the counties. Mike Manus said he is against fee and tax increases, but realizes that we are in a position that we have to do something. He would rather have a fee for service increase than a tax increase.

Mike Manus moved and Brad Miller seconded the motion to approve of a 60% fee recovery.

Mike B. asked for budget impact with a 60% fee recovery. Matt said if the increase is based on 60% fee recovery, the increase for on-site sewage permitting would be $33,138 and $22,413 from food establishments, including food worker training. Dorothy reiterated that the penalty should be greater than the fee and increase the penalty in each infraction. Matt explained the penalty process. Leo feels that 60% is adequate for now, but next year he may call for 100%. Leo calls the question. Brad wants to make it clear that the 60% is only for food establishments and on-site sewage. Leo said the motion died. Leo thinks that the 60% fee recovery should be for every fee that is currently below the 60% threshold to keep the District from closing in two (2) years. Matt said in that case, he recommends leaving the water recreation fee as is because those fees were recently increased.

Brad Miller amended the motion to instruct Matt to bring back a proposal for the January, 2015 meeting to include 60% fee recovery for food establishments and on-site sewage permits. There was discussion about the motion and that it had died. Shirley Sands would like to see each line item and what it will bring to the budget. Leo asked what we could raise the fees to with still keeping below the average. Matt said 60% would make them on par. Mike M. asked why not change the amount of a sewage permit to $690 if the average is $693. Matt reiterated that he was trying to follow the guidance document. Mike M. agrees with Dorothy that penalties need to be greater than the fee.

Karen asked Matt if there would be time for food renewals, etc. if this is passed in January, 2015. There is a lot of information/data in these documents to look at and study. Karen said commissioners need to talk with their county boards. Matt said if there is any additional information they might want to please let him know.
RESOLUTION 06-2014: CANCELLING OUTSTANDING WARRANT: The following outstanding warrant was not cashed and needs cancelled: warrant#: 107818 – date: 04/10/2013 – amount $2.70.

Brad Miller moved and Leo Jenkins seconded the motion to approve Resolution 06-2014: Cancelling Outstanding Warrant as described above. Motion carried.

RESOLUTION 07-2014: ADOPTING A WORKPLACE BREASTFEEDING POLICY: As a leader in health education, a good example to our communities could be for the Health District to be the first employer to have a “workplace breastfeeding policy”. Another example for educating employers would be to use “infant-friendly designation” in advertising, promotional and public education materials. The Health District can lead by example for other employers, facilitate planning for staffing coverage, and avoid misunderstandings/hard feelings between coworkers. We can show local businesses where to begin with policy development and planning for coverage.

Dorothy Bergin wanted to change the wording from “breastfeeding employees” to “employees who breastfeed”. Steve Parker asked if we are talking about approving this as policy and asked specifically what would go in the personnel policy manual. Steve does not agree with putting this in the policy manual. He understands the health benefits that have been known for generations. Steve would prefer an informal statement of support, rather than setting policy. Steve also didn’t agree with encouraging other businesses and he has concerns about possible litigation due to violation of rights. Karen Skoog feels that the breastfeeding and working plan was too much. Steve does not think it should be in the form of a resolution and would prefer the shorter version that is available as an option if a formal policy was not the desire of the Board. He feels the formal policy has so much detail in what each party is responsible for and is in favor of using the simpler approach. Dave Windom said it requires management to look at each case by case. Sandy Owen said management would be consultants, not enforcers. Brad Miller asked if it could be changed if it becomes problematic.

Mike Blankenship moved and Brad Miller seconded the motion to approve Resolution 07-2014: Adopting a Workplace Breastfeeding Policy. Motion carried. Steve Parker opposed.

FAMILY PLANNING PROGRAM POLICY AND PROCEDURE – FEE ASSESSMENT AND COLLECTION: The Health District hired a consultant to review its family planning practices and to assess where we could streamline and collect more fees while keeping in compliance with Medicaid laws and eligibility requirements as well as sliding fee schedules. This policy and procedure on fee assessment and collection outlines procedures for setting fees, assessing income and fees with clients, determination of client charges and third-party payment for family planning services, collecting fees, and asking clients for donations.

Mike Blankenship moved and Mike Manus seconded the motion to approve the Family Planning Program Policy and Procedure – Fee Assessment and Collection. Motion carried.
Board of Health Minutes
October 29, 2014
Page 10

APPOINTMENT OF NOMINATING COMMITTEE: Chairman Shirley Sands appointed Dorothy Bergin, Brad Miller, and Karen Skoog as members of the Nominating Committee. The Committee will bring nominations for the 2015 Chair and Vice-Chair of the Board of Health to the Annual Meeting of the Northeast Tri County Health District Board of Health in January, 2015.

EXECUTIVE SESSION: The Board adjourned into executive session at 1:57 P.M. for fifteen minutes per RCW 42.30.110 (i), (f). Chairman Shirley Sands said the executive session only needed ten (10) minutes. The executive session concluded at 2:07 P.M. Chairman Shirley Sands stated that no action was taken.

Alison McGrane left the meeting at 2:07 P.M.

CHAIRMAN REPORT: Chairman Shirley Sands said this is her last meeting serving as Board Chair. She has enjoyed the opportunity and appreciates the help she received. Shirley said this has been a good learning experience and hopes she has made a difference.

The City of Newport added sidewalks and lights along highway 2 as part of the Washington State Department of Transportation Pedestrian and Bicycle Safety Program.

BOARD OF HEALTH MEMBERS REPORTS: Steve Parker said its busy budget season in Stevens County.

Mike Blankenship talked about the difficulty in funding over the next several years.

Karen Skoog said Matt Schanz has been a great support for someone really concerned about bio solids in Pend Oreille County.

Mike Manus said he is on the leadership council for Better Health Together. He talked about the need to protect rural counties as thirty-eight (38) out of forty (40) attending were from Spokane. There are a lot of things he agrees with including integration of physical and mental health as this is a huge problem in our society.

Brad Miller asked Board members to get their ideas to Dave Windom on how to fund public health in the future as he needs to come up with a proposal. Brad said if the state funds it completely, they will also control it completely.

Leo Jenkins said the City of Republic is moving forward with the planning phase of grants to complete the sanitary sewage system to fix infiltration/inflow issues. He said the salary and population figures that agencies use are incorrect.

Steve Parker said the Stevens County Commissioners have been hosting a series of healthcare roundtables. The forth in the series will take place tomorrow and will focus on senior population and how they are treated through various systems. The goal is to bring more cohesion for senior citizens services.
Board of Health Minutes  
October 29, 2014  
Page 11

HEALTH OFFICER REPORT: There was no health officer report.

COMMUNITY HEALTH REPORT: Sandy Owen reported that school staff members have been checking immunization status of students. Before a parent can exempt their child from immunizations, they must consult a medical provider. This has helped reduce the number of immunization exemptions. To address concerns regarding pertussis (whooping cough) and chickenpox, we are working with schools on early identification of diseases in hopes of preventing further spread.

Entero D68 virus causes severe respiratory distress in children causing hospitalization and even death. We sent information to health care providers regarding this illness, including criteria for specialized testing that may be done by the Centers for Disease Control (CDC). This virus has been in the news and has been identified in Washington State.

We distributed information to health care providers, laboratories and hospitals on Ebola. We are working in conjunction with our public health emergency preparedness staff to work with hospitals and clinics to be prepared in the eventuality that someone could potentially arrive at their facility with an illness and travel history consistent with having been exposed to Ebola.

Sandy talked about the importance of the community health division and their ability to recoup as much of the reimbursement possible for the family planning and immunization programs (mostly travel immunizations offered in each office). We are implementing practices to ensure accuracy of medical documentation as well as submitting invoices to private insurance, Medicaid, Medicare and to clients who have remaining balances. The changeover to electronic medical records presented staff with new challenges in documentation and the subsequent revenue cycle activities that followed. Although this is not a new concept, we have been in the process of revising, updating and reassigning different staff members than previously. This has been a team effort and we are beginning to see more consistent reimbursement. Staff attended several trainings and will continue to improve their skills and practices to improve our system.

ADMINISTRATION REPORT: Dave Windom reported that our 2013 audit consisted of a single audit as well as an accountability audit. Because the audits went very well with no findings, once again we have been listed as a low risk auditee. The auditors did have recommendations in the following areas:

- Fuel card use and policy
- Credit card use and policy
- Vehicle key use and policy
- Daily and weekly deposits

A fuel card was stolen from one of our District vehicles last spring which resulted in a loss and consequently our procedures changed. The auditor felt a more concrete policy in writing was appropriate. Staff received training on the newly developed and implemented policies.
Dave Windom reported that the State Health Care Innovation Plan (SCHIP) is moving forward with the formalized formation of Accountable Communities of Health (ACH). The ACH for our area is Better Health Together which is based in Spokane serving Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman Counties. The state applied for an innovation grant to fund ninety-two (92) million dollars to build the all-payer database, transition practices from fee for service to outcomes based payments, and establish ACH. There is no real expectation that the state will receive all of the money but some portion of it will likely be awarded to Washington.

Better Health Together (BHT) was formed by Empire Health Foundation as a non-profit community organizer for the Spokane area ACH. The chief executive officer of BHT is actively reaching out to Pend Oreille and Stevens Counties. Dave has been asked to join the leadership committee and has accepted. He noted that it is way too early to determine what ACH will look like once implemented.

The Foundational Public Health Policy Group developed a plan by which foundational elements such as epidemiology, communicable disease, etc. would be funded at 100% by the state. Those funds directed to DOH are to be given to local health jurisdictions (LHJs). Dave found the proposal to be unacceptable as it removes local control and direction. Dave doesn’t see a need to replace the system that remains in place. He would rather fund the gap between what is being done now and what is the minimum standard of foundational public health. Dave and Barry Kling have been asked to work together to develop alternative solutions and possible funding sources dedicated to public health. There are numerous considerations such as developing a mechanism by which counties that already do a better job of funding their LHJs are not penalized in favor of those who, in the past, have provided poorly and avoid a race to the bottom. Dave has thirty (30) days to convene as many administrators as possible and come up with alternative solutions. Some of the ideas that have been brought up are a medical transaction fee, marijuana tax, and e-cigarette taxes and licenses. In the next month, Dave will be sending emails to the Board asking for feedback as alternatives are developed. Karen Skoog said the medical transaction fee would be another tax. Mike Blankenship asked what that would do to insurance companies.

The following are pieces of legislation that the Washington State Public Health Association (WSPHA) intends to move forward in conjunction with the governor’s office:

- Change the legal age of smoking to age twenty-one (21)
- Institute a license fee and taxes on e-cigarettes. The tax would be lower than those on cigarettes and 35% of the funding would be dedicated to public health. The age proposed would also be twenty-one (21).
- The nurse dispensing bill is again moving forward which would define in statute what our nurses can and cannot dispense under the health officer’s license.

ENVIRONMENTAL HEALTH REPORT: Matt Schanz indicated that the Orient Water District has been on and off of boil water advisories because of a surface water source. There has been work done to identify a ground water source.
Matt Schanz reported that dating back to the early 1990’s, there have been ongoing discussions about Lane Mountain Silica and the Valley School. Periodically there are citizen complaints about the size of the sand piles and health concerns from an inhalation standpoint. These concerns become amplified due to the proximity of the school complex adjacent to Lane Mountain Silica. Mike Manus asked why the school was built in that location in the first place. Matt said there continues to be discussions between Ecology Air Quality and DOH regarding whether there is cause for concern. There have been recent efforts to review the data collected to help answer these concerns. In this review, there are information gaps and the Agency for Toxic Substances and Disease Registry (ATSDR) which is the federal public health agency of the United States Health and Human Services is assisting in looking at what additional data is needed. They are asking us at the local level for a letter of interest for an exposure investigation. Matt sent a request for a definitive response as to what is involved in an exposure investigation and what data gaps are missing but hasn’t received a response yet. Matt is in the information gathering phase and will be contacting the Valley School, Lane Mountain Silica and Commissioner Dashiell.

While we have had informal processes in place in the past, Matt is working to develop a formalized quality control/quality assurance (QC/QA) program with the goal of assuring that staff have a consistent approach to work task and that we seek out ways to improve our programs that includes:

- **On-site Sewage Systems (OSS) and Land Development Program**
  - 5-1% QA reviews for projects. This will include review of projects to ensure we have completed projects in an accurate and timely manner. I will also be doing spot check for our accuracy in soils determinations, completion of as-builts, etc.
  - An annual survey with OSS professionals as to how we are doing and what we can do to improve.
  - Conducting surveys with a sub-set of the public who have completed projects with us on how we are doing and what we can do to improve.
  - I am also going to try to conduct more ride-alongs with staff.

- **Complaints**
  - Audits of a sub-set of the complaints we receive and investigate to ensure we conducted a complete investigation, followed our protocols, and followed establish time frames.

- **Food Program**
  - Work with DOH to have program staff go through the standardization process to ensure consistency in food inspections.
  - Conduct periodic surveys of transient food establishments and food establishments owner/operators as to how we are doing and what we can do to improve.
  - I am also going to try to do more ride-alongs with staff.
Environmental Public Health Related Proposed Legislation by Agencies:

- **Ecology**
  - E-cycle: Standards adopted in 2009 requiring manufactures to fund take back and recycling of e-waste. Proposal to expand products in the rule to include keyboards, DVD players, and printers.
  - Governors Fish Consumption Standards: Ecology is developing a draft rule to develop a toxics reduction program aimed at identifying the most toxic burden and developing actions plans to reduce those toxins from use, which includes looking at safer options.

- **Health**
  - OSS Management Program: Proposing state fee to be imposed of a minimum of $30 annually for septic systems ONLY within the Puget Sound counties. The fee would be used to fund operation and maintenance efforts by local public health.
  - Drinking Water State Revolving Fund: Proposed bill would consolidate administration of the drinking water state revolving fund under just DOH rather than both DOH and Commerce. This would result in administrative savings that would increase the funds available for helping water systems fund improvements.
  - School Rule: Several years ago a new school health and safety rule was passed by the state legislature that put a hold on implementing the rule until funding was identified to help schools comply with the new requirements. If the state fully funds education as a result of the McCleary decision, will the legislature remove their hold on the rule?

Northeast Tri County Health District is actively engaged in relating to Ebola readiness. From a public health perspective, our current goals are to:

- Provide information and updates quickly to our health care facilities through health alerts and information from DOH and CDC.
- Support, provide guidance, and assist in the coordination of health care readiness.
- Remain vigilant in passive, active, and syndromic surveillance with healthcare providers, labs, hospitals, emergency medical services, etc.
- Provide information to the general public regarding the Ebola virus disease (EVD).
- Provide information and consultation (with the assistance of our health officer and DOH epidemiology staff) as requested to the healthcare community.
- Have our own staff ready to assist with case/contact investigation and any necessary health monitoring or isolation as needed.
Board of Health Minutes
October 29, 2014
Page 15

Matt Schanz reported that given these overall goals, here is what we have been doing so far:

- A CDC advisory was sent to area health care providers and facilities about Ebola with recommendations for health care settings, infection prevention control, and guidelines for safe management of patients. Included with this advisory was the case definition for persons under investigation, probable cases, confirmed cases, as well as classification of exposure risk levels.
- A news release sent to media in the three (3) counties to advise the public on EVD.
- Information has been included on the NETCHD webpage regarding EVD.
- Keeping NETCHD staff informed about EVD and its case definition.
- Initiated the process to work with some staff members to know how to monitor persons who have been in areas with EVD or had exposure to EVD.
- Reviewed procedures and legal authority for isolation of suspected cases and quarantine of contacts.
- Met with the following to discuss EVD readiness:
  - Ferry County medical and response staff
  - Newport Hospital and Health Systems
  - Pend Oreille County staff
  - Providence Health and Services
- Sent out updated information and links to key health care facility points of contact.
- Researched disposal options for medically contaminated products.

In both Ferry and Stevens County, the summer of 2014 was exceptionally bad year for mosquitos due mainly to water levels. It is anticipated that we will have abundant numbers of mosquitos in upcoming years as adjustments to water levels similar to this year are projected in the future. To begin preparation, Matt is gathering more information about the types of mosquitos, peak periods of activity, if West Nile Virus (WNV) exists in the local population of mosquitos, etc. He met with National Park Service staff and discussed the possibility of sampling for next mosquito season at three (3) different locations on a weekly basis along Lake Roosevelt. This will include working with DOH to provide the sampling equipment, species identification, counts, and also has the ability to determine if WNV is present in those mosquitos collected.

Matt said current state law gives regulatory powers to DOH for transient accommodations (hotels, motels, bed and breakfasts). There are discussions at the state level with DOH as to if this is the most effective means to administer the program. There will be discussions about either:

- Maintain status quo.
- Forming inter-local agreements between DOH and LHJ under current general legislative authority.
- Developing JPR’s with LHJ to administer the rule governing transient accommodations (would require legislative and rule changes).
- Full local health jurisdiction administration would mean a complete regulatory shift of authority from DOH to LHJ’s and would require legislative and rule change.
PAYROLL & VOUCHERS: Attached to these minutes are benefits and payroll amounts from July 3, 2014 through October 3, 2014; and voucher amounts from July 2, 2014 through October 22, 2014.

ADJOURNMENT: Chairman Shirley Sands adjourned the meeting at 2:50 P.M. The next annual meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, January 21, 2015 in Stevens County.

Respectfully submitted,

Samuel A. Artzis, M.D., Health Officer

By Kelly D. LeCaire, Executive Secretary

Shirley Sands, Chairman

Mike Mancuso
Northeast Tri County Health District

The following voucher/warrants are approved for payment:

2014

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