CALL MEETING TO ORDER
Chairman Brad Miller called the meeting to order at 9:15 A.M. A quorum was present.

INTRODUCTIONS
Introductions were made by all.

CONSIDERATION OF MINUTES
Bob Heath moved and Larry Guenther seconded the motion to approve the minutes of July 20, 2011, Regular Board of Health meeting. Motion carried.

CORRESPONDENCE AND INFORMATION
Letter from Board of Health regarding Sacheen Lake Sewer and Water District.

PUBLIC APPEARANCES
Donna Lands will discuss a septic system issue.

ADDITIONS OR CHANGES TO AGENDA
Resolution 12-2011: Authorizing Entering Into Agreement With the Washington State Department of Ecology to Establish a Northeast Tri County Health District Sewage Disposal System Repair Program will be added to the agenda under new business.

Dave Windom informed the Board that a claim has been received from Jim Matsuyama in the amount of $13,750 for the early retirement issue that was previously discussed.

RESOLUTION 07-2011: ADOPTING THE NORTHEAST TRI COUNTY HEALTH DISTRICT PROCEDURE POLICY FOR NOTICES TO PROPERTY TITLE FOR NON-COMPLIANCE WITH PUBLIC HEALTH REGULATIONS
Matt Schanz talked about the procedure policy for notices to property title for non-compliance with public health regulations as previously discussed at the last Board of Health meeting. Matt explained that the environmental health staff is responsible for enforcing a multitude of public health rules and regulations. He said the primary means for gaining compliance is through education and voluntary cooperation. Matt noted that in some cases, property owners do not willingly comply with these standards, mostly on land use issues involving on-site sewage system violations and improper solid waste disposal. Matt presented a flowchart describing the entire process.
Malcolm Friedman moved and Bob Heath seconded the motion to approve Resolution 07-2011: Adopting the Northeast Tri County Health District Procedure Policy for Notices to Property Title for Non-Compliance with Public Health Regulations. Motion carried.

RESOLUTION 08-2011: UPDATING FEE SCHEDULE FOR NORTHEAST TRI COUNTY HEALTH DISTRICT ENVIRONMENTAL HEALTH SERVICES

Matt Schanz talked about comparisons with our fees to adjacent counties. He said we are still not close to the goal of 50% fee recovery in some instances, but the proposed fee increases would bring us closer. Matt said he would like us to make incremental increases more often rather than larger increases. Matt talked about a proposed increase for most food related fees. One addition is to give a 50% reduction for a temporary food permit for non-profit organizations. Larry Guenther said he understands the need for fee increases but is concerned about the current financial situation and adding stress for food establishments. Larry said it is not a good time to be doing this. He added that if you look at the comparisons with other counties, our fees are very low. Larry noted that we cannot compare ourselves to Spokane. Brad Miller said he agrees with Larry that it's not a good time to add fees to businesses but said it has to be done. Malcolm said he agrees with Larry and Brad, but also feels that this shouldn't be subsidized by tax payers to help support a business.

The following are proposed fee increases and/or new fees:

**Sewage Permits:**
Waiver Request & Processing Fee (Except Class A Waivers) – **New Fee** $120.00

**Platting:**
Additional Site Inspection – **New Fee** $175.00

**Operational Surveys:**
Water & Sewage if Applied at the Same Time – (Plus Lab Fee) $250.00
Follow-up Survey (Plus Lab Fee) – **New Fee** $75.00

**Sewage Installers & Pumpers:**
Installers – New $120.00
Installers – Renewal With Annual Meeting $50.00
Installers – Renewal Without Annual Meeting $100.00
Pumper – New $120.00
Pumper – Renewal $50.00
Pumper – New Truck Inspection – **New Fee** $60.00

**Water Recreation Facility Permit:**
New Permit $175.00
Permit Renewal $175.00
First Follow-up/Re-Inspection – **New Fee** $60.00
Second Follow-up/Re-Inspection – **New Fee** $90.00
Re-Inspection Following Closure – **New Fee** $150.00

**Miscellaneous Services:**
Certificate of Compliance Title Notice – **New Fee** $385.00
Food Establishments:

Plan Review – New Food Establishment (per hour - 1 hour minimum) $60.00
Pre-Opening Inspection – New Fee $70.00

New Permits
- Simple Menu $70.00
- Moderate Menu $105.00
- Complex Menu $150.00

Renewal
- Simple Menu $70.00
- Moderate Menu $105.00
- Complex Menu $150.00
- First Follow-up $60.00
- Second Follow-up $90.00
- Re-Inspection $150.00

Mobile Units
- Permit (cost per unit) $60.00
- Commissary – Unless Already Licensed $60.00

Temporary Food Establishment
- Low Risk Temporary $15.00
- Moderate Risk Temporary $45.00
- Reoccurring Low Risk $30.00
- Reoccurring Moderate Risk $60.00

Non-Profit/Service Organization Temporary – New Fee (not including late fees) 50% fee reduction

Food & Beverage Worker Permit
- Replacement Food & Beverage Worker Permit – New Fee $5.00

Food Regulation Variance – New Fee
(except for requests with pre-approved mitigation criteria) $120.00

Bob Heath moved and Diane Wear seconded the motion to approve Resolution 08-2011: Updating Fee Schedule for Northeast Tri County Health District Environmental Health Services. Motion carried.

RESOLUTION 09-2011: AUTHORIZING THE GENERAL FUND BUDGET AMENDMENT

Budget Amendment Additional Revenue:
- WIC $50,000
- Early Support for Infants and Toddlers (ESIT) $18,000
- Medicaid Administrative Outreach $7,000

GRAND TOTAL REVENUE $75,000

Budget Amendment Expenditures:
- Salaries and Wages (early retirement, vacation/sick leave buy-out) $45,000
- Small Tools and Equipment (server, software upgrades) $20,000
- Professional Services (nutritionist/health educator project) $10,000

GRAND TOTAL EXPENDITURES $75,000

Larry Guenther moved and Shirley Sands seconded the motion to approve Resolution 09-2011: Authorizing the General Fund Budget Amendment. Motion carried.
RESOLUTION 10-2011:
ADOPTING THE 2012 BUDGET

Dave Windom talked about average years for onsite permits and said in 2006 we did almost 700. Dave said we may not have 200 this year. Dave reported that the undesignated reserve is currently just above $500,000. The Budget Committee asked that $400,000 is kept in the reserve for two (2) months of operating expenses. Dave said revenues are down across the board. Our budget is short $190,000 at this time and we are expecting to tap into the reserve fund for some of that. Dave noted that county contribution amounts will remain the same as they were in 2002. He said there will have to be some serious cuts made. Dave gave a brief overview of areas of the budget and expenses that will be cut and/or decreased including the elimination of oral health, HIV and tobacco programs. Children with Special Health Care Needs and Maternity Support Services may likely be eliminated as well. Dave said tobacco education is required but there is no funding to pay for it so we will have to use Healthy Communities monies for that. The Health District receives $12,000 annually from Providence Mt. Carmel to increase immunization rates. Dave noted that we would save $16,000-$18,000 annually by moving the environmental health staff to the Dominion building. Dave indicated that if we have decreases in staff it is not smart to have two (2) buildings operating in Colville. He talked about limited flexible funding such as Local Capacity Development Funds (LCDF) that used to be flexible but is now tied to public health standards. The Health District has spent over $20,000 for public health standards so far this year. Dave said the budget has changed many times and won’t be finalized until January, 2012. He said we will lose staff this coming year. Brad Miller said we need to adopt this budget and make necessary changes as needed. Larry Guenther said he appreciates the consideration to the counties regarding their contribution amounts. Larry Guenther moved and Bob Heath seconded the motion to approve Resolution 10-2011: Adopting the 2012 Budget. Motion carried.

RESOLUTION 11-2011:
ADOPTING UPDATED PERSONNEL POLICIES

Dave said the Health District currently gives full-time benefits if you work only half of the time. Dave is proposing that benefits for part-time employees be prorated based on their full time equivalent (FTE). He checked with other agencies and found that they do not provide full benefits to part-time staff. The cost savings is approximately $19,000, which would offset the health insurance increase. The current medical insurance premium paid for each eligible employee is $550 per month. Dave noted that all of the staff at the Republic office work part-time as the office is closed on Fridays. Brad said the Ferry County Commissioners received letters from the Republic staff. Brad said it is difficult for part-time people, but these are the kinds of cuts that we have to make. Dave said he would prefer to have fewer part-time people. Brad agreed that part-time people become more expensive than full-time employees. Dave said the Health District allows the employee to select from four (4) different medical insurance plans. Brad suggested giving benefits to employees that work at least 80% as they do in Ferry County. Brad noted that anyone working less than 80% in Ferry County is not eligible for benefits. Dave said if we have to reduce the Newport staff to 80% then that would take care of them. Diane Wear noted that Pend Oreille County employees working less than full-time have a reduction in benefits. Shirley Sands asked if there would be any monetary savings to change to paying full benefits for 80% FTE. Brad said it would still be a savings. Dave said we currently pay $98,000 per month for benefits. Dave added that it may come to only having two (2) staff in the Republic office. He said we may have to reduce every office by one (1) or two (2) people. Brad recommends that employees working 80% or more would qualify for full-time benefits. Diane suggested changing the word “shall” to “should” in section 7.2 – Disability Benefits (Workers Compensation).
Larry Guenther moved and Diane Wear seconded the motion to approve Resolution 11-2011: Adopting Updated Personnel Policies with the following changes: 7.2 DISABILITY BENEFITS (WORKERS COMPENSATION) — "All job-related accidents should be reported immediately to the supervisor and an incident report should be completed." 7.3 HEALTH INSURANCE PREMIUMS Regular Part-Time Employee The Health District contributes fifty-five percent (55%) toward the cost of premiums in the amounts authorized by the Board of Health for regular part-time salaried employees who work at least fifty-five percent (55%) of the time or twenty and one-half (20.5) hours per week. If the employee works more than fifty-five percent (55%) of the time, more than twenty and one-half (20.5) hours per week, the Health District pays a percentage of the premiums in proportion to the percentage of time worked and the employee pays the remainder of the premium through payroll deduction. An employee working eighty percent (80%) of the time or thirty (30) hours per week or more will qualify for the same benefits as a regular full-time employee. Motion carried.

Andy Braff left the meeting at 10:38 A.M.

Matt Schanz talked about entering into agreement with the Department of Ecology (DOE) to establish a sewage disposal system repair program. He explained that Rural Resources Community Action will be the processor of loans including verifying income eligibility. Money will build in an account to maintain the loan program. The Health District will keep 10% of the grant money ($34,000) in a loan loss reserve account in case of default. The loan payments will go back into the account. Dale Wilson said Rural Resources ran a similar program for home repairs for nine (9) years and noted that the default rate for that program was very low. He noted that not everyone will qualify and some of the loans will need modified. John Hill explained that if a property is sold, changes into a rental or if the homeowner passes away, the loan money is paid in full. Matt said this has been common practice on the west side of the state and we would be the first on the east side. Matt said partnering with Rural Resources is a good thing. Brad Miller asked about second mortgages. Doreen Hogan said second mortgages are very common. Brad asked if the Health District would still be making payments to DOE and not getting any money. Matt said we would have to start repayment to DOE essentially at year six (6). Dave Windom said grant money will be used first before we use loan money. Matt noted that the documents still must be reviewed and approved by legal counsel for the Health District. Brad asked if there is a time crunch on this. Matt said it needs to be signed by January 15, 2012. Brad said he is reluctant to sign something before legal counsel has reviewed it. Matt said he recently received the draft. Brad said he does not want to sign until legal counsel has reviewed it. Diane Wear moved and Malcolm Friedman seconded the motion to approve Resolution 12-2011: Authorizing Entering Into Agreement With the Washington State Department of Ecology to Establish a Northeast Tri County Health District Sewage Disposal System Repair Program contingent on approval by Northeast Tri County Health District legal counsel. Motion carried.

Brad said he would like a guarantee that the Health District isn’t entering into a situation of risk. Brad did not sign the resolution.
CHAIRMAN REPORTS

Brad Miller indicated that Donna Lands asked to address the Board of Health about issues regarding septic systems. Matt Schanz said she is the owner of an R.V. park located next to Sacheen Lake. The issue is regarding a developer that took a residential short plat and has converted it into an R.V. development and did not go through the proper process for an R.V. park. Matt said it was represented to the Health District that it was intended to be residential. Matt said the two (2) R.V. parks that are located very closely to each other are competing. Diane Wear talked about changing the language on conditional use permits. Matt noted that initially in June, 2011 the Health District did not document any visible violation at that time. Brad said he will call Donna Lands to discuss the situation.

Brad expressed his appreciation to Dave and the Health District staff.

BOARD OF HEALTH
MEMBERS REPORT

Bob Heath reiterated that the Board needs to support Dave and his efforts. He said it’s hard to support cutting staff in the Republic office.

Diane thanked Matt for coming to the Sacheen Lake tour. Diane said the letter of support from the Health District and Board of Health was appreciated. She said this has brought to light with opponents of the sewer system and in the middle of the Local Improvement District (LID) process they voted to dissolve the Sacheen Lake Sewer and Water District. It would have dissolved the LID if the District would have been dissolved.

Diane thanked Health District staff for giving shots at the health fair.

HEALTH OFFICER REPORT

Dr. Gray talked about a recent controversy over a commission assigned to advising government directly and insurance companies to cover the Gardasil vaccine. Gardasil is a vaccine for use in prevention of certain types of human papillomavirus (HPV) that cause a majority of cervical cancers. The vaccine is generally given to 10-11 year old girls. It is now being recommended that boys also receive the vaccination because HPV is also connected to anal and penile cancer in men and genital warts. The issue becomes whether to urge the vaccination that may also force parents to talk with young boys before they would perhaps be talking to them. Joanie Christian stated that many parents are concerned or offended about the recommendation to give Gardasil at 10-11 years of age, as it implies that they are sexually active. It is important to emphasize to parents that the recommendation of receiving the vaccine at 10-11 years of age is based on the research that shows they develop better immunity when the vaccine is administered at this age. Brad said the problem and controversy is caused by the vaccine being required and the decision is then being taken away from the parent.

Dr. Gray said the same commission is concluding that prostate-specific antigen (PSA) testing doesn’t have as much value. PSA is a substance produced by the prostate gland. Elevated PSA levels may indicate prostate cancer or non-cancerous condition or enlarged prostate. The commission determined that an increase in care that may or may not be useful, or could be harmful or cause complications. Dr. Gray said a more proper approach would be not to do away with the test but rather learn how to use it correctly and not abuse it. Dr. Gray noted that the PSA test can be life-saving.
ENVIRONMENTAL HEALTH REPORT

Matt Schanz reported that there continues to be more sampling done on private water supplies that shows elevated levels of naturally occurring uranium. In 2010, the Health District contacted all three (3) county building officials to provide our strong recommendation that uranium be added to the list of sampling requirements to show water adequacy during the building permit process. To date, adding uranium to the requirement has not happened in all three (3) counties. Matt said he would be working with the building officials again on this and evaluating what sampling should be done. Currently in the counties, the required testing is for bacteriological contaminates, nitrate, arsenic, and lead. It is still advisable that testing be done for bacteria, nitrate and arsenic, but lead may not be necessary as it is not common in source water supplies. It has more to do with older plumbing systems. Matt indicated that using the current maximum contaminate level for arsenic, about 5.5% of private water supplies exceed the level, at least in Stevens County. Diane Wear asked about the health effects of uranium in water. Matt said uranium in quantities found in drinking water in our area has less to do with elevating a person’s risk of cancer and more to do with tissue damage in the kidneys. Matt said he would talk to the building officials again and said if it would be beneficial he would also meet with the county commissioners.

RECESS

There was a break for lunch at 11:39 A.M.

RECONVENE

The meeting reconvened at 12:00 P.M.

COMMUNITY HEALTH REPORT

Joanie Christian indicated that the Medicaid Administrative Match program is being modified due to audit findings. The system is being redesigned to clump agencies into specific groups. Joanie said this could mean an increase of $18,000 per year for the Health District.

Joanie reported that we had a new pertussis (whooping cough) case in Springdale. She noted that fortunately the parents kept the child at home while ill, so there have been no other exposures in the community that we are aware of.

Joanie said flu clinics at the Health District are underway. We are currently working with the Wolfe Project in conjunction with Providence Mount Carmel Hospital that is aimed at increasing influenza vaccination rates.

Joanie reported that some Health District staff recently attended WIC training where the Health District was recognized as the most improved agency in the State and best increase in client caseload. The Health District is currently serving 1,230 women and children under age five (5).

ADMINISTRATION REPORT

Dave Windom reported that our audit went very well. It was recommended that we have a contract for Russian interpreter services. We have decided to cancel that service all together. Dave said there are some issues with accounts receivable. We were over paid last year and now they are holding our checks. Once we pay that amount, they will release our money.

Dave said we are having out website redone. The restructure will be done in phases. There will be lookups for restaurant inspection and septic systems. Brad Miller asked if it will be updated by our staff. Dave said he and Vicki Eveland will be trained on how to update it.
Dave Windom reported that the Access to Baby and Child Dentistry (ABCD) program grant went to Rural Resources Community Action. Dave indicated that most of the things in the budget forecast for the State won’t directly impact us and the other things we have already cut.

Dave said two (2) community health employees from the Colville office are on medical leave that will leave us shorthanded for a while. Public Health Nurse Kay Scamahorn will be retiring at the end of 2012. Dave noted that all of our nurses are at the maximum of what they can do. There are some things that don’t necessarily have to be done by a nurse. We will likely be forced to identify what is required by R.C.W. and let some other things go. The 5930 funding helps to offset some of the pay for nurses but those funds were cut in half across the state.

Dave indicated that we are switching to electronic health records. There will be a computer station in each exam room and may cut down on clerical need.

EXECUTIVE SESSION

The Board of Health adjourned into executive session at 12:21 P.M.

The executive session concluded at 12:32 P.M. There was no action taken.

PAYROLL & VOUCHERS

Attached to these minutes are payroll, benefit, voucher and revenue amounts through September, 2011.

ADJOURNMENT

Chairman Brad Miller adjourned the meeting at 12:35 P.M. The next Annual meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, January 18, 2012 in Stevens County.

Respectfully submitted,

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

By

Kelly D. LeCaire

Brad Miller, Chairman