BOARD OF HEALTH MINUTES
REGULAR MEETING
Wednesday, November 21, 2018

MEMBERS PRESENT: Don Dashiell, Steve Kiss, Elbert Koontz, Steve Parker, John Ridlington, Karen Skoog

MEMBERS PRESENT TELEPHONICALLY: Johnna Exner

MEMBERS ABSENT: Mike Blankenship, Shirley Sands

STAFF PRESENT: Sam Artzis, M.D., Dale House, Judy Hutton, Kelly LeCaire, Matt Schanz, Logan Worley

GUESTS: Ashley Brown, Resident; Pete Edminster, Resident; Andrew Engell; Leslie Waters, M.D.

CALL MEETING TO ORDER: Chair Karen Skoog called the meeting to order at 10:04 A.M. A quorum was present.

INTRODUCTIONS: Introductions were made by all.

CONSIDERATION OF MINUTES: Steve Parker moved, and Elbert Koontz seconded the motion to approve the minutes of September 19, 2018. Johnna Exner asked about a comment made during the discussion on the hub and spoke grant project on page 6, second sentence in the second paragraph. Kelly LeCaire will listen to the recording of the minutes and amend the minutes if necessary. Motion carried.

CONSIDERATION OF MINUTES: Johnna Exner moved, and Steve Parker seconded the motion to approve the minutes of October 19, 2018. Motion carried.

CORRESPONDENCE & INFORMATION: A news release from the Pend Oreille County Sheriff’s Office and the Newport Police Department stating that law enforcement officers will now have access to the overdose reversal drug (Naloxone) Narcan. The news release thanked Molly Corvino and Northeast Tri County Health District for securing funding for this project through the University of Washington Alcohol & Drug Abuse Institute Center for Opioid Overdose Education.

PUBLIC APPEARANCES: No public appearances were pre-registered.

ADDITIONS OR CHANGES TO AGENDA: Matt Schanz would like to discuss the Board’s desire for his presence on various boards. This will be new business # 7.

PUBLIC COMMENT: There was no public comment.
**OPIOID HUB AND SPOKE GRANT UPDATE:** Matt Schanz provided a copy of the signed contract for services between Providence Northeast Washington Medical Group (Hub) and Northeast Tri County Health District (Spoke) for Health Resources Related to Opioid Addiction and Recovery. We advertised and interviewed four (4) very good applicants for that position. We have been engaged with meetings with the court system in Ferry County to determine how the person would be integrated in the system.

Judy Hutton reported that our Stevens County office has given out 199 clean syringes. Judy said three (3) people have come in for the needle exchange and four (4) packages of Narcan have been given out in Stevens County. We have been told that one (1) life has been saved by the Narcan. Outreach is continuing in Ferry and Pend Oreille Counties. Elbert Koontz asked if diabetics can come in for needle exchange. Judy said they can get rid of the dirty needles, but we cannot give them clean ones. Elbert asked why. Judy said because we don’t have the grant for that. Matt said there is difficulty in getting rid of needles and it is expensive. We are also doing outreach to schools to let them know that we can get rid of their dirty needles. Ecology solid waste funds are being used to pay for the needle disposal. Judy said we will provide them with sharps containers and we will dispose of the needles. Matt noted that Dr. Caleb Holtzer put together a group of healthcare navigators.

**STATE AUDITOR’S OFFICE 2017 AUDIT REPORT:** Matt sent Board of Health (BOH) members an electronic copy of the 2017 audit report. The audit had no findings or recommendations, a considerable achievement. Matt thanked administrative staff, Kelly LeCaire, Jessie Roth, and especially Dale House.

**PEND OREILLE COUNTY OFFICE BUILDING LEASE:** Matt reported that in the mid 2000’s, Pend Oreille County began conversation about discontinuing renting office space to NETCHD in Newport. Pend Oreille County asked that NETCHD find another location because they needed the space and there were issues with the roof. NETCHD worked with contractor Leo Robinson to build an office building. The lease will end February of 2020. Some options would be to look at another building for us to rent or renegotiate with Leo Robinson. Matt evaluated what we currently pay in rent, approximately $4400 per month, and we also pay the property taxes and said that is on the high end of retail or commercial lease per square foot cost. He asked for Board direction. Steve Parker didn’t realize the building was built at our request and asked if the building has more square footage than what we need. Matt said there has been a reduction in staff in the last ten (10) years, with only three (3) positions currently. We no longer use exam rooms for the family planning program. They are used for the WIC program, environmental health and a few immunizations. Matt said the building is bigger than what we need. We have considered a sub-lease with some of that unused office space. Karen Skoog suggested creating a sub-committee to work with Pend Oreille County Commissioners. Karen said the next BOH meeting held in Newport in the spring, BOH members could go look at the building, since most haven’t seen the building. Karen said there are a lot of things that could happen with available office space in the Pend Oreille County office, but probably not by 2020, so we may want to explore other options. If a preliminary report could be done by the March 2019 BOH meeting held in Newport. Matt had wondered if things would change with office space available from Pend Oreille County. Past conversations with Leo Robinson indicated he is willing to negotiate. Steve P. asked for a packet of information including all expenses, etc. when we start looking at that.
RESOLUTION 05-2018: CANCELLING OUTSTANDING WARRANT: Dale House reported that an outstanding warrant was not redeemed, needs cancelled and funds transferred to the appropriate fund.

Elbert Koontz moved, and Steve Kiss seconded the motion to approve Resolution 08-2017: CANCELLING OUTSTANDING WARRANT as follows: Warrant #: 171118 – Date: 05/10/2017 – Amount $20.00. Motion carried.

RESOLUTION 06-2018: ADOPTING THE 2019 BUDGET: Matt Schanz reported that the 2019 proposed budget includes:
- 1.5% salary adjustment = $15,705
- Increase medical insurance cap from $700 to $750 = $12,600
- Reduce county contributions by 5% = ($39,413)
- Salary adjustment to Systems Manager position
- Fund balance usage = $241,901
- Estimated undesignated fund balance at December 31, 2019 = $116,874

Matt talked about concerns in using $241,901 in fund balance, leaving approximately $116,874 is unsustainable. With the reduction in environmental health field inspectors, they are very busy. The undesignated fund balance helps us if we need to fill a position. The Budget Committee met three (3) times, with some discussion about the need to look at the current policy on fee-for-service recovery. Matt asked the BOH if they would like this to be a topic of discussion at the January 2019 BOH meeting. Karen Skoog talked about how counties use their undesignated fund balance differently than NETCHD.

Dr. Artzi arrives at the meeting at 10:35 A.M.

Karen said the NETCHD budget is pretty much staying the same and in some ways is a lean budget. She asked if the two (2) month reserve in the operating budget, does the money need saved in that category. Matt said instead of a slush fund, in this operating capital fund, this is the minimum amount we need and designate what some money is for. Karen suggests moving some of the money out of the undesignated fund and putting it into specific line items. Karen noted that if there was a big problem or crisis, the counties are responsible. It is better to designate money for an emergency. You would need to find out what is acceptable with BARS and the state auditor. Matt asked if we need to be more specific as to why we need to maintain a ballpark figure of what we would need, instead of just having an undesignated fund balance. Karen said that is one option and should be discussed with the Budget Committee. Matt is hopeful that there will be funding for Foundational Public Health Services (FPHS). It is not in the budget because it is not definite. Karen asked if the budget could look more like what the counties use. Matt asked for a copy of county budgets for example to see if we could bring some consistency in format. He talked about the fiscal responsibility to fund the governmental public health system at the state level.
Karen Skoog appreciates work done by Dale House and the Budget Committee. She said NETCHD keeps a tight budget and understanding the struggles is important. Steve Parker noted that during the Budget Committee meetings, he appreciates the great deal of willingness of Matt Schanz and other staff to cooperate and discuss other options. It has been a good experience and the openness to hear and be flexible and appreciates that very much.

Steve Parker moved, and Elbert Koontz seconded the motion to approve Resolution 06-2018: Adopting the 2019 Budget in the amount of $2,097,880 to include the items described above. Motion carried.

HEALTH INSURANCE BENEFITS EVALUATION PROCESS: Matt talked about the importance of benefits in retaining staff and attracting new staff. Periodically we review benefits options. There have been fluctuations of premiums that were difficult for some. If NETCHD had a bad experience rating or the premiums became based on our age, we would be subject to those fluctuations. An Employee Advisory Committee has been formed with Kelly LeCaire as the chair along with four (4) other staff members. The committee is looking at the benefits packages offered by the Association of Washington Cities (AWC) and Public Employees Benefits Board (PEBB). Matt has met with staff and will meet with the Personnel Committee to see what the best option is, and then to bring the information to the BOH. Elbert asked what we have now. Matt said NETCHD is currently with the Washington Counties Insurance Fund (WCIF), as does Pend Oreille and Stevens Counties also. Ferry County has AETNA. Matt said $750 buys a middle of the road plan with $3000 - $5000 deductibles, and others have better offers.

PROCESS TO UPDATE AND REVIEW PAID TIME OFF PERSONNEL POLICY: Matt discussed the changes to the Washington State paid sick leave law made by the Legislature. Matt talked about a new paid family medical leave law funded through employer and employee contributions totaling 0.4% of wages through a payroll tax. Employers pay 37% of premiums and employees pay 63% of the premiums. Employers with fifty (50) or fewer employees are exempt from paying the employer share. A qualified employee receives 90% of their weekly wages, up to $1,000 per week. NETCHD personnel policies need to be modified to reflect the provisions within the state law. The revised policies will go to the Employee Advisory Committee and to the Personnel Committee, before bringing to the BOH for approval by resolution. Don Dashill said the initial premiums paid by the employee and employer may increase once people begin using it. Matt said the premium is set for two (2) years and then will be evaluated. The payroll deduction begins January 1, 2019 but the paid leave can’t be used by employees until January 1, 2020. Don talked about the difficulty in tracking sick leave for part time staff and asked how NETCHD keeps track. Matt said full time staff receive one (1) working day (7.5 hours) of sick leave per month and is pro-rated for part time employees. With the new law, we will have to change our current practice and begin providing sick leave for seasonal or temporary employees.

NETCHD STRATEGIC PLAN DEVELOPMENT PROCESS: Matt reported that the end of time is near with the three (3) year NETCHD strategic plan. The Task Force would like the plan to be realistic and tie back to the NETCHD budget with BOH input. Matt noted that there is no mandate that we have a strategic plan. He feels it is more important that we spend the time to make it functional. Karen said it is more than a policy and considers projected changes and how you would act on those changes. She liked the process we went through on the Task Force but can be a decision of the new 2019 BOH chair.
Johnna Exner arrive at the meeting at 11:11 A.M.

**APPOINTMENT OF NOMINATING COMMITTEE:** Board Chair Karen Skoog appointed Johnna Exner, Steve Kiss and Steve Parker as members of the nominating committee to bring nominations for the 2019 Chair and Vice-Chair of the Board of Health to the annual meeting of the Northeast Tri County Health District Board of Health. Karen suggested that the nominating committee review the bylaws.

**EXECUTIVE SESSION IN ACCORDANCE WITH RCW 42.30.110(i):** The Board adjourned into executive session at 11:18 A.M. for ten (10) minutes in accordance with RCW 42.30.110 (i). An additional five (5) minutes was requested at 11:29 A.M. An additional two (2) minutes was requested at 11:34 A.M. The executive session concluded at 11:36 A.M. Karen Skoog and the BOH recommends the approval for Matt Schanz to accept the nomination of the Chair of Rural Resources and a position on the Board of Endurls.

**CHAIR REPORT:** Karen attended a training session at the Washington State Association of Counties (WSAC) on media to make talking points and will share that information with Matt.

**BOARD OF HEALTH MEMBERS REPORTS:** There were no Board of Health members reports.

**HEALTH OFFICER REPORT:** Dr. Arztis reported that he will be leaving Northeast Washington Health Programs as of December 27, 2018 and will be seeking other employment. He will still be the NETCHD health officer and will work in area hospitals.

Dr. Arztis said we are already receiving calls from schools, this could be an active season in outbreaks.

**ADMINISTRATION REPORT:** Matt Schanz submitted the administration report as follows:

- NETCHD employee participation in the WCIF wellness program for 2018 was 69%. With this, we earned a 4% reduction in insurance premiums.

- On October 30, 2018 the District held its semi-annual all-staff meeting. Agenda items included a presentation about diffusing difficult conversations, IT issues (including security safeguards), information about changes to leave laws, input on health insurance plans, and reports from established committees.

- Through our internal review, the District has identified areas of improvement for our website. In the forthcoming months, we will be working to identify specific needs and request bids for those improvements.

Matt provided a list from Washington State Association of Local Public Health Officials (WSALPHO) of funding priorities for local public health for the 2019 legislative session. Matt would like to have a discussion at the January BOH meeting about what our funding priorities should be.
Matt Schanz provided a draft document outlining what FPHS in our three (3) counties looks like. This was discussed with the Budget Committee. Matt asked for feedback as soon as possible, as he would like to have it finalized before the meeting with legislators on December 7, 2018.

COMMUNITY HEALTH REPORT: Judy Hutton submitted the community health report as follows:

The harm reduction and safe syringe services program is now being utilized by clients in Stevens County. Molly Corvino and Judy Hutton did outreach within south Stevens County and there are additional plans for further outreach in Ferry, Pend Oreille and Stevens Counties. The hepatitis C testing kits have been received and that service is now available to NETCHD clients.

Jan Steinbach and Molly Corvino collaborated on training Pend Oreille County law enforcement on the use of Narcan. The Pend Oreille law enforcement will now be receiving Narcan directly from the University of Washington grant. There is interest in other law enforcement agencies about receiving Narcan, and those trainings will be done when officers and trainers are able to schedule the dates.

We have received word that NETCHD will receive a small increase in the tobacco and vaping program funds. These funds will need to be spent by June 30, 2019. One of the ideas being discussed, is the possibility of supplementing nicotine replacement patches and gum for clients without insurance to cover these medications. We would like to concentrate on pregnant women, as the tri-counties have very high prenatal smoking rates, well above the state average. Currently, the State of Washington has a quit line, but are only able to supply two (2) weeks. Feedback from providers is that this is just not long enough. We have a phone call on Wednesday, November 15, 2019 to discuss this idea with our regional consultant.

Focus groups for Stevens County, as part of the community assessment, are being set up. My goal is to have them all scheduled by the end of November 2018, with a completion date by the end of January 2019.

The Rural Residency Training Track for vasectomy procedures has been well received by both the residents and several patients. This program is allowing the residents to perform necessary hours of service to complete their requirements. Dr. Patrick Shannon is the preceptor for the residency training. NETCHD is currently billing insurance for the procedure and provides a sliding fee schedule for those who meet the guidelines.

ENVIRONMENTAL HEALTH REPORT: Alyssa Spradley submitted the environmental health report as follows:

FDA Grant/Envision Connect: We are requesting an extension to complete implementation of our software for online applications for food permits, online payment options for applications and renewals, and online complaint submissions. This activity is funded by an FDA grant.
PacWest Smelter in Newport: The Department of Health has begun to assemble a steering committee made up of community representatives to assist with the Health Impact Assessment. They are still waiting for PacWest to sign and pay for the contract for their services. The first steering committee conference call is on hold until they have the signed contract with the company.

Local Agency Contacts:
- County Staff Contact – Greg Snow, Planning Director
- Northeast Tri-County Health District Contact – Alyssa Spradley, Environmental Health Director
- Newport City Staff Contact, Planning Commissioner or City Council Representative TBD

Steering Committee Representatives:
- Health Practitioner/Area Medical Community Representative: Dr. Renata Moon, Steering Committee Chair
- Additional Public Health Representative(s) or Peer Review Resources: TBD
- School – School District Representative: Principal Troy Whittle
- Local Union Representative: TBD
- Resident in the area of the proposed project: Mike Bays, Cattle Rancher
- Chamber of Commerce or Business Community Representative: Sean Maesner, Business Owner
- Fire and Rescue District Representative: Mike Nokes, Chief District 6
- Tribal Representative: Ken Merrill, Kalispel Tribal Nation
- Faith Community Representative: TBD Abby representative
- Local Fisheries - Hunting Organizations Representative: TBD Trout Unlimited/Rocky Mountain Elk Foundation

Interdepartmental Efforts: We are working on modifying our processes and forms used to communicate between building and planning departments and NETCHD, while maintaining the function and information already provided to property owners and designers. The goal is to eliminate time delays and to provide better customer service to the public during the permitting of onsite sewage systems.

PAYROLL AND VOUCHERS: Attached to these minutes are benefits and payroll amounts from October 5, 2018 through November 5, 2018; and voucher amounts from September 12, 2018 through November 5, 2018.

Dr. Waters invited the BOH to attend the American Association of University Women (AAUW) presentation on the opioid epidemic on February 12, 2019 at 6:00 P.M. Dr. Caleb Holtzer will be presenting. The event is open to the public.

ADJOURNMENT: Board Chair Karen Skoog adjourned the meeting at 11:48 A.M. The next annual meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, January 16, 2019 in Stevens County.
Respectfully submitted,

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

By Kelly D. LeCaire, Executive Secretary

Karen Skoog, Chair

Mike Blankenship, Acting as Chair
Northeast Tri County Health District

The following voucher/warrants are approved for payment:

2018

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Payroll  September  $ 87,367.70  10/5/2018 BoH 11/21/2018

Payroll  October  $ 87,950.86  11/5/2018 BoH 11/21/2018