

BOARD OF HEALTH
Meeting Minutes
June 30, 2010

Call to Order

Chairman Bob Koch called the meeting to order at 1:30 p.m.

Roll Call

Dr. Jecha called the roll: The following were:

Present: Chairman Bob Koch, Board Members Leo Bowman, Max Benitz Jr., Brad Peck, James Beaver and Executive Secretary Larry Jecha, M.D.

Absent: Rick Miller

Staff Present: Cody Lewis, IT Manager; Amy Serven & Becky Mellinger, Administrative Services; Susan Shelton & Rick Dawson, Environmental Health Supervisors; Bruce Perkins, Director of Environmental Health; Sandy Owen, Director of Preventative Health; Robin Albrandt, Emergency Preparedness; Gretchen Patrick, Representing Washington State Nurses' Association; Carla Prock, Annie Goodwin & Shelley Little, Preventative Health Supervisors; Melissa Roberts, Safe Babies, Safe Moms; Bonnie Hall, Client Services Manager; Veronica Gutierrez, Assessment Coordinator; Jim Coleman, Representing Local 17

Visitors: Fred Bowen, Franklin County Administrator; Michelle Dupler, Tri City Herald; Michael Dietz, Local Physician

Approval of Agenda

Commissioner Peck moved, seconded by Commissioner Bowman to approve the agenda. The motion carried unanimously.

Approval of May 19, 2010 Minutes

Commissioner Beaver moved, seconded by Commissioner Benitz to approve the minutes of the May 19, 2010 meeting. Commissioner Peck asked for review of a statement he made. Minute approval is tabled until the next meeting so that the statement can be clarified.

Child Immunization Rate Presentation

Sandy Owen gave a slide presentation on the increased rate of childhood immunizations in our counties.

Budget Updates/Administrator Position

Chairman Koch announced that the finance committee had met the previous week and discussed the need for board approval to hire an FTE for the administrator position with a salary range of \$90,000 to \$110,000. Commissioner Benitz moved, seconded by Commissioner Bowman to approve the administrative position funding request as presented to the Health District Board. Commissioner Peck questioned how the salary range was obtained. He was informed it was

obtained from a comparison of like-size counties. Commissioner Peck stated he felt the salary range was high. Motion carried unanimously.

Commissioner Beaver moved, seconded by Commissioner Benitz to approve spending or obligating between August 1st and September 30th of this year, one-time WIC monies given us by the Department of Health in the amount of \$13,000 for data equipment, licensing and conference phone not to exceed \$8000 and measuring equipment upgrade not to exceed \$5000. Commissioner Bowman asked for future clarification between the local Health Department and the Washington State Department of Health. Commissioner Beaver amended his motion to reflect the Washington State Department of Health. Motion carried unanimously.

Human Resources

Dr. Jecha stated that our Human Resources person is leaving and we have been doing studies of other like-size health departments and their human resource divisions. We have found over the past six months that the .8 FTE has not been sufficient to perform the duties of the human resources division at Benton Franklin Health District. In the future quality assurance will be added to the position and it was determined that local capacity funding could be used to bring this position up to a full time position, based on the addition of the quality assurance role. Commissioner Benitz moved approval of shifting \$15,000 of the State Department of Health's previously granted Local Capacity Development Funds in the amount of \$272,592 to be spent between January and December 2010, from the Food Safety program to the Assessment and Accreditation program, which would be the equivalent of a .20 FTE. Commissioner Beaver seconded. Motion carried unanimously.

Canal Building

Fred Bowen reported that the Request for Proposal process has closed. David Sparks, Ed Thornbrugh and Mr. Bowen are in the process of going through the proposals for remodeling the building that have been submitted by various architectural firms. They have a deadline of the end of the week to have them compiled and will meet again in a week. Commissioner Peck questioned whether the administrative team had received advice from legal council on how to deal with surplus property. Chairman Koch stated that they had looked into the RCW's and they showed that there was no problem selling the building but it did not state how it was to be handled. He then checked with Chris Mertens, our legal counsel and after doing some research into the matter, Mr. Mertens stated we are better off selling the building ourselves instead of using a realtor.

Announcements

Chairman Koch announced that after having the budget meeting last week, he is looking for suggestions on how we can get a budget that everyone can read instead of just a few key people. Commissioner Peck stated that he was under the impression when we hire a professional administrator, one of his/her key tasks and responsibilities would be to provide clarity and improve the budget process.

Bruce Perkins announced that West Nile virus surveillance and testing has begun.

Bruce Perkins stated that while we recognize the need for an administrator, the staff feels that it is more important to take the time to find someone fully qualified instead of rushing through the process. He urged the board to make sure to spend enough time in the process to find someone who will be fully qualified.

Sandy stated that the life jacket program is under way through the Safe Kids Coalition. This is a project organized by Kadlec that is designed to distribute life jackets to all the parks in the area to help prevent drownings.

Approval of Vouchers

Commissioner Bowman moved, seconded by Commissioner Beaver, to approve payment of voucher numbers 75 to 79 for May and June, 2010 in the amount of \$821,711.80. Motion carried unanimously.

The date of the next meeting will be August 18, 2010.

The meeting adjourned at 2:04 p.m.

Prepared by:
Amy Serven, Administrative Assistant
Benton-Franklin Health District



Bob Koch
Chairman of the Board



Larry Jecha, M.D.
Executive Secretary