

**BOARD OF HEALTH  
MEETING MINUTES  
October 19, 2011**

**Call to Order**

Chairman James Beaver called the meeting to order at 1:30 p.m.

**Roll Call**

Present: Chairman James Beaver, Board Members Leo Bowman, Rick Miller, Brad Peck, Shon Small, Bob Koch and Executive Secretary Jason Zaccaria

Staff Present: Dr. Jecha, Health Officer; Dr. Person, Health Officer; Cody Lewis, IT Manager; Amy Serven, Administrative Services; Sandy Owen, Preventive Health Director; Lisa Wight, Human Resources; Bruce Perkins, Environmental Health Director; Dan Howard, Finance Manager; Jim Coleman, Representing Local 17

Visitors: Fred Bowen, Franklin County Administrator; Carol Moser, Health Alliance; Michelle Dupler, Tri City Herald

**Approval of Agenda**

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

**Approval of September 21, 2011 Minutes**

Commissioner Bowman moved, seconded by Commissioner Peck to approve the minutes of September 21, 2011. Motion carried unanimously.

**Unfinished Business**

**Canal Building Update**

Jason reported that at the last Board of Health meeting it had been agreed to determine the funding availability of the Health District to pay off Benton County on the currently agreed upon schedule of a set amount per year plus interest, remove the Canal Street property from its current status of "for sale", and enter into an agreement with Grace Clinic where the key details would include a lease in the amount of approximately one dollar per year and that Grace Clinic would agree to work with the Health District to identify service provisions of in kind services in nature. A subcommittee was to be appointed from the Board to work through the details of the lease agreement as well as the in kind service provisions. The details were to be concluded not later than 45 days from the last Board of Health meeting in September. He stated that in response to

the first item, the Health District does have the necessary funding to continue to pay Benton County on the annual set amount plus interest. In response to the second item, the Health District is no longer entertaining any offers as the building is no longer in a for sale mode. In response to the third item, the Health District and the subcommittee of the Board have been meeting with Grace Clinic to identify the in kind service provisions and the details of the lease. In addition the Health District's legal council has rendered an opinion on the feasibility of the proposed path forward, along with the Washington State Auditor's Office and they are both in agreement to the following: the proposal is allowable as discussed last month, the Auditor's Office wants to see that the property was properly surplus by the Board of Health, which has been completed, that the services in lieu of full lease payments should agree to the general mission of the District, which is currently being worked on, and finally the services should be measurable as to their value and monitored to ensure the adequate service provision is actually taking place. If there were any deficit in terms of those services to include capital improvements, that would require proper compensation from Grace Clinic to the Health District. Jason stated that the Health District's legal council is preparing the terms of the lease and obtaining the dollar amount for what should be determined for fair market value of the lease. The Health District and Grace Clinic are continuing to work out the specifics of the in kind service provision. Jason recommended that a special meeting prior to the 45 day time frame agreed upon at the last Board of Health meeting be held to look at the specifics of the lease agreement once they are available along with the details of the in kind service provisions once they are ironed out. Chairman Beaver reiterated that in order to adhere to the 45 day time frame, he anticipates calling a special meeting. He stated that the Health District attorney was at the subcommittee meeting to make sure that things went smoothly. There was a boiler plate lease agreement that was provided that the Health District attorney would like to make some modifications to. Commissioner Peck added a point of clarification that in the initial discussion when the lease amount of one dollar per year was discussed, he believes that will be a significant change whereas the lease amount would actually be fair market value and the offsets against that would be the value of qualifying, completed and documented services by Grace Clinic in support of the Health Department mission. Those offsets could include not only services but also the value of capital improvements to the building, if the improvements were done in the form of a documented bid or quote from an independent third party. Those improvements could be offset against lease costs over several years. Secondly, if there were excess contributions that were not equal to the annual rent, Grace Clinic would make up the difference. If the offsets and contributions exceed the annual fair market rent, then some portion of those could be carryover to future years. Those details would be contained in a draft lease agreement that he anticipates will be provided to all the Board Members in advance of the special meeting. Commissioner Peck questioned whether there was a sense of a date of when the special meeting would be. Jason replied that he would check the calendar and make sure it would be within the 45 day time frame and would let the Board know. Chairman Beaver stated that also included in the details to be worked out would be discussion on the length of the lease. Commissioner Bowman stated that it had been previously

mentioned about Grace Clinic making capital improvements and he questioned their definition of capital improvements. Chairman Beaver stated that one of the first things Grace Clinic mentioned is upgrading the HVAC system and that would be a capital improvement because it raises the value of the building. They also mentioned electrical upgrades to bring the building up to code. Commissioner Bowman also stated that it was mentioned that Grace Clinic would provide services that mirror or assist the mission of the Health District and then try to find a fiscal value to those services. He questioned how you find a value for a service. Jason responded that it would include any supply costs, labor costs, etc. Chairman Beaver stated that those would be defined specifically because the State Auditor's office would like this to be done.

### **Resolution 11-01: Travel Authorization**

Jason stated that at the last meeting Commissioner Bowman had inquired about authorization for the Administrator to travel versus the Health Officer. Jason stated he did some research and now proposes that the Board pass resolution 11-01 which gives the Administrator instead of the Health Officer the ability to travel within the United States and British Columbia for business purposes. It also provides that the Administrator can approve travel requests for district employees within the budget. Commissioner Bowman moved, seconded by Commissioner Miller to approve Resolution 11-01. Motion carried unanimously.

## **New Business**

### **FY11 Budget Revision**

Jason stated he is pleased that the Health District has been on track fundamentally in terms of the budget. Commissioner Bowman stated on the section for intergovernmental payments the budget shows we are 100 percent down and he questioned what had not been paid that was previously paid. Jason stated that there had been an error in the accounting process whereby the \$100,000 is actually offset in space rent. It is just a matter of where it's accounted for in the spread sheet. See attached budget revisions.

### **Appointment of New Health Officer**

Jason introduced Dr. Amy Person who joins the Health District this week as the new part time Health Officer, replacing Dr. Jecha. He stated that Dr. Jecha will remain in an official capacity as Health Officer until November 18<sup>th</sup> and will provide some mentoring and training to Dr. Person. Commissioner Bowman moved, seconded by Commissioner Koch to appoint Dr. Person as the new Health Officer for Benton Franklin Health District with an official start date of November 18<sup>th</sup>. Motion carried unanimously.

## **Community Health Assessment**

Carol Moser, Executive Director of the Benton Franklin Community Health Alliance gave a presentation on what a community health assessment actually is, who is involved and why we do it. See attached.

## **Announcements**

Dr. Jecha gave an update on recent diseases in the area. He stated it has been a busy month for diseases, with the most important being Pertussis (whooping cough). There have been four cases in the last month, with two of those being in infants. Since Pertussis is in our area and surrounding areas, we put out a health advisory on it. We have also had five cases of Ecoli 0157, which is the more serious strain. There was no common source between the five cases. He also reported an update that the Listeriosis case we had back in July did come from cantaloupe. Dr. Jecha stated that we are also seeing a rise in cases of Chlamydia and Gonorrhea, not only here but in the rest of Washington State also.

## **Approval of Vouchers**

Commissioner Small moved, seconded by Commissioner Koch to approve payment of vouchers number 145 to 146 in the amount of \$473,154.60. Motion carried unanimously.

The date of the next Board Meeting is scheduled for November 16, 2011 and the special meeting date would be determined. Commissioner Koch stated that November 16<sup>th</sup> is WSAC's annual meeting and he will be gone. Commissioner Peck stated that he will also be gone on that date. Chairman Beaver stated we would have the date of the next meeting as November 9, 2011. Commissioner Peck suggested that if the special meeting should happen to run up to November, perhaps we could hold the special meeting and dispense with the regular November meeting given the Thanksgiving holiday and travel. Commissioner Peck proposed we wait until the special meeting is scheduled and at that time the Administrator could determine if there is enough business to require two meetings in that 40 day window. Chairman Beaver announced that the date of the original meeting would be postponed. We will try to adhere to the special meeting prior to the 45 days, and in the event that we have enough business or a situation, the Administrator will contact the Board either by email or by phone to let them know when the next regular scheduled meeting will be.

Commissioner Bowman made a comment that during the meeting, it was mentioned about closing the door to block the outside noise. He stated that Benton County's habit is to always keep the door open. However, at city council meetings he has attended where they have glass doors such as ours, they close them. He questioned whether our legal staff could look into whether the door must remain open, as long as people can see in through the glass if they are closed. Chairman Beaver stated we will have legal look into the matter.

Commissioner Bowman also announced that he and Commissioner Koch attended the last WSAC meeting in Ellensburg last week. He stated that it is clear that there are potential cuts to our agency and that we need to be cognizant about what is going on in Olympia.

The meeting adjourned at 2:15 p.m.

Prepared by:

Amy Serven, Administrative Assistant  
Benton-Franklin Health District

Approved in Regular Session November 4, 2011