

**BOARD OF HEALTH**  
**Meeting Minutes**  
**November 17, 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: Max Benitz Jr., James Beaver, Leo Bowman, Bob Koch, Rick Miller, and Executive Secretary Larry Jecha, M.D.

Excused: Brad Peck

Staff Present: Cody Lewis, IT Manager; Amy Serven and Becky Mellinger, Administrative Services; Lisa Wight, Human Resources Manager; Sandy Owen, Preventive Health Director; Bruce Perkins, Environmental Health Director; Shelley Little, Annie Goodwin, Heather Hill, and Carla Prock, Preventive Health Supervisors; Rick Dawson and Susan Shelton, Environmental Health Supervisors; Jim Coleman, Representing IFPTE Local 17; Robin Albrandt, Emergency Preparedness; Rebecca Sutherland, Assessment Coordinator; Gretchen Patrick, Representing WSNA; Dave Miller, Laboratory Services.

Visitors: Keith Mercer, Benton County Finance Manger; Fred Bowen, Franklin County Administrator; Brooke Dubois, Health Alliance; Michelle Dupler, Tri City Herald.

**Approval of Agenda**

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

**Approval of September 22, 2010 Minutes**

Commissioner Benitz moved, seconded by Commissioner Beaver to approve the minutes of the September 22, 2010 meeting. Motion carried unanimously.

**Approval of October 29, 2010 Minutes**

Commissioner Benitz moved, seconded by Commissioner Beaver to approve the minutes of the October 29, 2010 Special Meeting. Motion carried unanimously.

**Flu Clinic Report – Informational**

Sandy Owen gave an update on the flu vaccine. During our flu week, which was at the end of October, we gave just under 2000 doses of flu vaccine in our clinics which were either in our Benton County building, the Pasco Senior Center or the Richland Community Center. In the entire time we have been giving flu shots, we have given just

under 3400 here in our office. We are also in charge of seeing that the providers and physicians in the area that are part of the vaccines for children program receive their vaccine through the state. We have been responsible for the distribution of 20,740 doses of flu vaccine. We have also given 110 doses of pneumonia. She reminded people who have not yet received or choose not to receive a flu shot that covering your cough and washing your hands will cut down your risk of getting sick. She also discussed a campaign that has started through Washington State Dept. of Health called “Wash Your Handsington” to promote hand washing.

#### **2009 Audit Report – Informational**

Dr. Jecha reported on our recent audit. We went through both a regular and an accountability audit. There were no findings. We haven’t had a finding in an accountability audit for nine years.

#### **Finance Committee Report**

Dr. Jecha reported that the Budget Committee met in November. The first thing that was discussed was the budget policy. This was started back in 2008 and was tabled until this year. The Budget Committee reviewed the policy and process that was drafted and made recommendations (see attached policy). The Budget Committee recommends approval of the policy. Commissioner Bowman moved, seconded by Commissioner Beaver to approve the proposed budget policy and procedures. Motion carried unanimously.

Dr. Jecha stated that every year it is brought to the Board whether or not there should be fee increases. The Budget Committee feels that at this time there should be no fee increases and unless there is an objection by the board it will just be noted in the minutes that the board agreed to no fee increases.

The third item discussed during the Budget Committee meeting was a budget update. The Health District senior management (human resources and finance) started with a deficit going into 2011 of approximately \$996,000. There were both negative and positive impacts. After numerous meetings, the committee was able to reduce the deficit to approximately \$78,000 by utilizing 2010 cash carryover funds and eliminating 5.5 FTE positions. The 2011 budget also establishes a \$500,000 reserve. The preliminary budget was given to the Board of Budget Committee for review and, after going through the expenses line by line, they agreed with the final adjustments made. See attached budget proposal. Commissioner Bowman moved, seconded by Commissioner Benitz, to approve the proposed budget as amended. Motion carried unanimously.

#### **“Winnable Battles” Presentation**

Dr. Jecha gave an informational presentation based on findings from the Centers for Disease Control. Dr. Friedman, the head of the CDC, had his staff look at things that are important and can be “winnable” (such as health care associated infections, nutrition and physical activity/obesity and food safety, HIV/Aids, Teen Pregnancy, Motor Vehicle Injury Prevention and Tobacco).

### **Chairman Updates – Informational**

- **Administrator Position**  
Interviews have been set up for two of the top three applicants for the Administrator position on December 6<sup>th</sup> at 1:00 p.m. and at 3:00 p.m. The third applicant declined.
- **Canal Building**  
There is no new information to report on the Canal Street building.
- **Okanogan Building**  
A resolution is being passed around to the Board of Health to approve the move of Human Services into the Okanogan building.

### **Announcements**

Commissioner Bowman announced that he and Chairman Koch had attended a meeting in Spokane regarding a previous invitation from their Board of Health inviting our board to join a statewide Association of Boards. This is not to be confused with WSALPHO, which is health professionals, not boards.

Dr. Jecha announced that he will be attending a WSALPHO meeting on December 8, 2010.

Dr. Jecha announced that the Health District is currently going through a standards review by Washington State. We have gone through two of them in the past. This year National Accreditation is in with the standards. A couple of Health Departments said they were not going to do standards due to a lack of time and/or manpower. They were told they would lose their local capacity dollars if they didn't. It was originally supposed to be elective but it is becoming mandatory. Dr. Jecha stated that it is not performing the standards that is difficult; it is all the documentation that goes along with it. Commissioner Bowman questioned whether or not this is an issue that could be addressed by the Association of Counties and if there is any way we can push back against these standards. Dr. Jecha stated this is also being done at the federal level and federal funding will be tied to the state funding. This leaves us little recourse. Bruce Perkins stated he feels it is a good idea to file objections.

Under public comment, Brooke Dubois with the Benton Franklin County Health Alliance stated that the Oral Health Coordinator's position is funded by a contract that is going to be eliminated. She asked if that means Benton and Franklin Counties will no longer have an oral health coordinator. Dr. Jecha stated that position was figured into the 2011 budget.

Ms. Dubois also commented on the "Winnable Battles" presentation given by Dr. Jecha. The Health Alliance supports public health by trying to fill in a lot of the places where public health does not have funding to meet some of their standards. The Health Alliance documents and gives the data to our Rebecca Sutherland, Assessment Coordinator for Benton Franklin Health District, so that Benton and Franklin Public Health can take advantage of the work the Health Alliance does on behalf of public health. With regard to the physical activity and obesity issue that Dr. Jecha spoke of in the "Winnable

Battles” presentation, the Food and Fitness Coalition, along with the Health Alliance, is very involved in trying to implement changes at the policy level.

**Approval of Vouchers**

Commissioner Miller moved, seconded by Commissioner Benitz to approve payment of voucher numbers 92 to 99 for September, October and November 2010 in the amount of \$1,139,154.64. Motion carried unanimously.

There will be no meeting in December unless needed so the date of the next meeting will be January 19, 2011.

Meeting adjourned at 2:08 p.m.

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

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Bob Koch  
Chairman of the Board

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Larry Jecha, M.D.  
Executive Secretary