



**BENTON-FRANKLIN HEALTH DISTRICT  
BOARD OF HEALTH**

**MEETING MINUTES**

**September 20, 2017**

## IN ATTENDANCE

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<b>Benton</b>	<input type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD Administrator & BOH Executive Secretary
	<input checked="" type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, BFHD Health Officer
	<input checked="" type="checkbox"/>	Commissioner Small	<input type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
<b>Franklin</b>	<input checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
	<input checked="" type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Rick Dawson, BFHD Sr. Surveillance and Investigation Manager
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Carla Prock, BFHD Sr. Healthy People and Communities Manager
			<input checked="" type="checkbox"/>	Carl Turpen, BFHD Information Sys Manager-Interim
			<input checked="" type="checkbox"/>	Melissa Lantz, Emergency Preparedness Response-ESP
			<input checked="" type="checkbox"/>	Staff – Jessica Garcia, VFC Program
			<input checked="" type="checkbox"/>	Diane Medick, Administrative Assistant
			<input type="checkbox"/>	Janae Parent, Admin Analyst/Executive Assistant
			<input type="checkbox"/>	

## CALL TO ORDER

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Chairman Bob Koch called the meeting to order at 1:34 p.m.

## APPROVALS MINUTES

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- a) Commissioner Small moved to approve the July 26, 2017 minutes, Commissioner Miller seconded. The motion carried unanimously.

## APPROVAL OF VOUCHERS

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- b) Commissioner Miller moved to approve payment voucher numbers 52-2017 through 66-2017 in the amount of \$2,036,409.01, Commissioner Small seconded. The motion carried unanimously.

## DISCUSSION ITEMS FROM THE PUBLIC/STAFF

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None

## UNFINISHED BUSINESS

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None

## NEW BUSINESS:

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### 1. Finance Committee Report Update – Jeff Jones

- a) J. Jones reported that the Finance committee (J. Jones, B. Koch, J. Zaccaria, J. Delvin), met on August 29, 2017 and our revenue through 2<sup>nd</sup> Quarter 2017 was approximately \$4.9 million, which represents 49% of the District's annual budget. This is \$192 thousand over for the same period in 2016.

Revenue listed by category:

- License & Permits - \$650 thousand, 52% of budget
- Intergovernmental - \$3.4 million, 50% of budget
- Fee for services - \$809 thousand, 45% of budget
- Misc. & Non Revenues - \$10 thousand, 80% of budget

- b) Expenditures through 2nd Quarter 2017 was approximately \$4.5 million which represents 46% of the District's annual budget. There was an increase of \$153 thousand over the 2nd Quarter of 2016, through June 30th.

Expenditures listed by category:

- Salaries - \$2.5 million, 47% of budget
- Benefits - \$908 thousand, 48% of budget
- Supplies & Equipment \$311 thousand, 48% of budget
- Services & Other Charges - \$754 thousand, 57% of budget
- Capital Items - \$60 thousand, 80% of budget

- c) Through June 30, 2017 the BFHD had a net gain of \$322 thousand, which is \$38 thousand higher than the second quarter of 2016, and the number of days' cash on hand was 104.

Commissioner Peck asked what the cash on hand in the General Fund amount was, J. Jones stated approximately 2 million. Commissioner Peck asked if it was in a reserve account. J. Jones stated not at this time. When the end of the year comes it can be put into a reserve account or earmarked for a Capital project.

J. Zaccaria stated towards the end of the year grant money runs out, programs such as the WIC needs these funds to carry them through to the end of the year.

Commissioner Peck stated if cash reserves continue to grow we might have to look at reducing the Fee structure. He also stated these figures look much better than when we first started with the Board.

## **2. State Auditor Office Audit Update – Jeff Jones**

- a) J. Jones reported that the State Auditors have completed their work which included the financial statement audit, federal single audit and the accountability audit. In regards to the financial statement audit, they reviewed the financial statements, notes, supplemental schedules, journal entries, unusual transactions and legal matters. The auditors found that there were no material misstatements that needed to be corrected, nor were there any findings or exit items.
- b) For the federal single audit, the auditors reviewed the WIC and Emergency Preparedness programs for federal compliance regarding allowable costs, procurement, suspension and debarment, cash management and eligibility. The auditors found that the Health District materially complied with federal requirements for these programs however they did find a material weakness regarding suspension and debarment in the Emergency Preparedness program which resulted in a finding.
- c) Essentially the Health District did not retain verification of eligibility of vendor for purchase over \$25,000. As a result, the District will be updating the purchasing policy and procedure, and training staff accordingly.
- d) Regarding the accountability audit, the auditors reviewed general disbursements, credit card disbursements, state grants and third party receipting. The auditors found that public funds were safeguarded and that the District complied with state laws and Health District policies and procedures.

## **3. Medical & Environmental Health Updates – Dr. Person**

- a) Dr. Person followed up on the Legionnaire outbreak we had in July, on the three cases and the contaminated hot tub, from Gold's Gym in Kennewick. No new cases have been reported and the establishment has reopened and is undergoing enhanced testing.

The cost of the investigation for the two weeks of staff hours to BFHD was approximately \$16,800. Commissioner Peck asked if any funds could be recovered. J. Zaccaria stated the fund would not be recoverable.

Dr. Person stated prevention is not mandated. We in turn are always reacting to outbreaks instead of preventing, which could also be considered our moral duty is to people. It's easier to regulate reporting to us after the fact, compared to trying to measure what didn't happen by doing what they could to prevent the incident in the first place.

- b) Commissioner Delvin asked if this was traceable through genotyping. Dr. Person stated it was traceable to the extent that we identified the common location for the people and

the area they all were in at the location was positive for contaminate. But no DNA testing was able to be done on the cases to match them with the environmental sample.

- c) Dr. Person stated that starting with this Flu season, we can track data as a result of the meaningful use requirement. Three of the four hospitals in our area will be able to track influenza-like illnesses this Flu season. This will also let them know earlier in the season when to implement their policies on when masks should be used in the hospitals to help protect the people working and visiting. She also stated the District's Flu vaccine is in stock, we have multiple vaccine types and invited the Commissioners to get a shot after the meeting. Commissioner Miller stated he got his before the meeting.

**4. Sewage & Waste Update – Rick Dawson, Sr. Manager, Surveillance & Investigation**

- a) The BFHD revised the rules for the Onsite Sewage (OSS) Program in 2007. The rules were reviewed in 2015 and the DOH had their review done in 2013. In 2017, DOH did a new review and will most likely perform a revision in the near future; this usually is a 2 to 3-year process.
- b) Current status shows that the number of new homes built have been rising steadily since 2014 at 30%, with 375 this year. Subdivision building lots have grown larger and construction inspections have increased from 504 in 2013 and in 2017 BFHD projects 875 inspections.
- c) In the 1980's the average square foot for a house was 1500; in 2017, that average has increased to 3000. BFHD has relied on gravity for sewage systems; people are now using enhanced technology and paying the additional fees and installing pumps to maximize their use of their property. Potential rule changes could address the need to be more consistent with the on-site sewage and water requests. Those requests resulted in increased work for staff - all are licensed to review and inspect OSS and fees are aligned to support the work performed.
- d) In 2014, the DOH created a new Group B rule that did allow treatment for drinking water, but allowed LHJ's to take on Group B water systems. If a local rule was created, the LHJ could allow treatment. The BFHD board moved forward to adopt rules specific to local area issues allowing treatment of drinking water. The DOH is now supporting local health districts and minimally funded \$20 thousand to those districts that had developed rules for treating drinking water. BFHD is using these funds to improve response and assistance to systems with water quality violations. Commissioner Peck asked if DOH would be changing the rule. Rick stated no because they don't want to monitor it, but if the local district wants to make a local rule, then that would be ok.
- e) Other activities include inspection/sanitary survey program. Solid waste rules are going to be published in the near future requiring some BFHD action.

Commission Small commented that he had good positive complements about Rick's department. He has farmers in south Kennewick that stated his department is great to work with.

## 5. Team Rubicon – Melissa Lantz, Emergency Preparedness Response Specialist

- a) Team Rubicon is team of military veterans who are Emergency Responders, along with Medical professionals and Technology solutions, who are providing relief to those affected by natural disasters, either domestic or international. They are a Veteran led 501 (C)(3) Non-Profit/Non Government Organization, relying on donations, of which 30% come from individuals. Also, when a group is deployed all Airline Travel cost is donated airlines mileage. They have 65 full-time employees, 250 volunteer Regional Leaders and 50,000+ members distributed across 10 geographical regions.
- b) The local responders in Team Rubicon do not self-deploy; they would be asked to become part of a larger group. Tasks performed include mucking and piling to the curb; heavy equipment operators to pick up large piles of debris and to take to disposal areas. Team Rubicon also performs incident management, damage and impact assessment, disaster mapping, and debris removal. Medical personnel are utilized for international deployment when needed.
- c) The basic training includes a few online courses and a background check, but additional training can be done online and in a classroom on various subjects, along with covering FEMA. Crews can work with chain saws, knocking down trees, shrubs, and bushes and piling the debris up to be hauled away. Each Team Rubicon deployment benefits three parties: Disaster Survivors; Communities; and Veterans. First Responders work side by side helping to bridge the gap between civilian and military worlds.
- d) During non-disaster times, crews do service projects, such as what was done in our own state in Twisp, called “Operation High Frequency.” They went in and removed the undergrowth around trees in the forest. This helps in case of fires, if there is nothing to burn it’s easier to control the fires and they can be put out faster.
- e) During the disaster from Hurricane Harvey in Texas it was determined they needed boats, because of all the rain, to get people out of their homes and neighborhoods. So the call went out and numerous agency sent boats to them. In the case of Hurricane Irma in Florida, “Operation Sawgrass” some areas were hard to get through, they needed flat bottom boats, again the word spread and the need was met.
- f) Each operation provides volunteers with direct field experience and real world insight into disaster response operations. Volunteers will: observe first hand successes and failures; interact with disaster survivors and get to understand the survivor perspective; collaborate with local, state, federal and non-governmental agencies and learn about the services of various organizations.
- g) To become Team Rubicon member there are some requirements that need to be met: must pass Module I; Incident Command System 100; Incident Command System 700; and pass a background check. Additional information can be found at: [www.teamrubiconusa.org](http://www.teamrubiconusa.org)

## ANNOUNCEMENTS

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- a) J. Zaccaria provided an update on the 2018 Budget they have been working on for 4-6 weeks now. BFHD is following the same process that the organization has used now for several years. Milestones completed or in-process include:
- Developed a calendar of significant milestones for the budget process.
  - Almost done with the program reviews with managers to understand anticipated changes in volumes, revenues and expenditures, along with any new programs that will likely be proposed, along with FTE and equipment needs.
  - Almost done with developing the Position Budget.
  - Offering 1:1 meetings with Finance for specific departmental budgeting questions.
  - Plan to have a multiple review process of the draft budget with managers and Senior Staff.
  - Presentation of the draft budget with the BOH Finance committee in early November.
  - Review and approval of the draft budget at the full BOH in either November or December.
- b) J. Zaccaria gave an update on the Foundational Public Health Services Funding. BFHD has had many discussions around the topic of Foundational Public Health Services in the past with the Board. In fact, the Board passed a resolution last year in support of FPHS encouraging the WA State Legislature to provide a critical down payment to support core PH services. With BFHD's support, along with other Boards of Health and health departments across the state, and in conjunction with the Department of Health, LHJs have been successful in acquiring FPHS funding. Some of the specifics include:
- \$10M of state general funds has been appropriated for the current biennium (or \$5M for each state fiscal year).
  - \$500,000 of the \$5 million each year is reserved for shared service projects and will be allocated to selected projects separately.
  - From the larger chunk of money, BFHD will receive approximately \$158K each year.
  - The \$158K is to be used for delivering FPHS communicable disease (CD) services, including Assessment capability, Business Competency capabilities, or Immunizations.
  - So for example, BFHD may elect to work on the availability of partner notification services for newly diagnosed cases of STDs and HIV according to CDC guidelines.
  - One of the goals across the state for each health department is to select CD activities that are measureable and will be successful, so when it is time again to approach the legislature, LHJs will be in an even better position to ask for additional funding.
  - BFHD is in the process of determining best use for this money at this time and can bring more information forward to the Board when it is available.

**EXECUTIVE SESSION**

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Not needed.

**DATE OF NEXT MEETING**

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Date of next meeting will be October 18, 2017.

**ADJOURNMENT**

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Chairman Bob Koch adjourned the meeting at 2:33 p.m

*Signature on File*

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Robert Koch  
Chairman of the Board

*Signature on File*

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Jason Zaccaria  
Executive Secretary