



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

MEETING MINUTES

February 17th, 2016

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IN ATTENDANCE

Benton	<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD Administrator & BOH Executive Secretary
	<input type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, BFHD Health Officer
	<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Nick Boukas, BFHD Operations Director
Franklin	<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"/>	Staff – Janae Parent, Admin Analyst/Executive Assistant
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Staff – Carl Turpen, Systems Analyst
			<input checked="" type="checkbox"/>	Staff – Shelley Little, Safe Babies, Safe Moms Supervisor
			<input checked="" type="checkbox"/>	Visitor – Jessica Davis, PTE Local 17 Union Rep
			<input checked="" type="checkbox"/>	Visitor – Keith Johnson, Franklin County Administrator
			<input checked="" type="checkbox"/>	Visitor – Wendy Culverwell, Tri-City Herald

CALL TO ORDER

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

APPROVAL OF MINUTES

Commissioner Peck moved to approve the December 16th, 2015 meeting minutes. Commissioner Small seconded. The motion carried unanimously.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

N/A

UNFINISHED BUSINESS

None to report

NEW BUSINESS:

1. Medical & Environmental Health Updates – Dr. Person

a. Zika Virus Update:

- The first case of Zika virus in Washington State was announced in Mason County and associated with a traveler. This has been a concern in the United States for the last month and was first identified as outbreak in Brazil last October. There have been over 80 cases in the US, and all have been travel related, not locally acquired. BFHD has formed an internal group of staff from the around the agency to help providers and manage questions from the community.



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- The Zika virus is transmitted by mosquito and is a different strain of mosquito than what is seen in our area. These mosquitos can also cause dengue and chikungunya. These types of mosquitos are primarily found in the southern parts of the United States.
 - The major concern of Zika virus has been its potential association with microcephaly, as identified in Brazil. Questions were raised regarding our elevated rates of anencephaly and the relationship to the microcephaly. Dr. Person stated that these are two different types of birth defects. As the region does not have these types of mosquitos and the lack of seasonality for our cases of anencephaly, does not create suspicion of anencephaly being caused by a mosquito born virus or infection.
 - Priorities for the Health District remain in getting accurate information out to providers regarding travel precautions and who needs to be tested. Currently there is no commercial test for Zika virus so all submissions for testing must be approved by public health before going to the CDC. A number of travelers have been tested in our areas, but none have been identified as positive for the Zika virus.
 - There are no vaccines available to prevent Zika virus or medication to treat the infection, so education is primarily focused on prevention, e.g. using mosquito repellent. The Zika virus disease is asymptomatic in 4 out of 5 people that get it.
 - Commissioner Peck asked if testing is done locally, to which Dr. Person responded that the blood draw is done locally and the test is then sent to the CDC.
- b. Influenza Update:
- Moving in to higher activity of influenza, with 15 deaths in the state, one of them being a pediatric one. Our area has not seen any death.
- c. Anencephaly Update:
- Currently providing prenatal vitamins through a grant received by Vitamin Angels which allows BFHD to give a year's supply of prenatal vitamins to any women of child bearing age. Since December the Health District has distributed 712 bottles.

2. FTE Request 1.0 FTE Social Worker & 0.2 FTE Dental Hygienist – Jeff Jones

- a. Requesting a 1.0 social worker for the HIV Case Management Program, this position would be covered with state funds, and will be dependent on continuation of state funding. Additionally requesting a 0.20 FTE dental hygienist that will be paid for with dental fees that are charged as a result of their work.
- b. Commissioner Peck asked how data is captured to know when someone is hired on a grant, the grant runs out and their time has concluded. Jason Zaccaria responded saying that BFHD has a Contracts and Billing department that monitors expenditures of those grants on an ongoing basis, as well as Senior Staff and various mid-level managers who oversee that process.
- c. Commissioner Peck then asked if the grant does run out and BFHD wants to bring that person in on local funds that it would in fact come back to the board for review and approval. J. Zaccaria responded saying yes that is correct if additional local funds were needed.



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- d. Commissioner Koch motioned for approval of both the 1.0 FTE Social Worker and 0.2 FTE Dental Hygienist requests, Commissioner Peck seconded, the motion carried unanimously.

3. Financial Update –Jeff Jones

- a. J. Jones provided a summary handout of the budget status for 2015. Overall for the 4th quarter revenue came in at \$9.2 million which represents 97% of the annual budget. Licenses and permits came in at 111% of budget, noting that sewage and land permits were big contributors with a 128% increase.
- b. Intergovernmental revenue came in below budget at 92%. This is broken out into three categories, state and federal grants, state and local discretionary funding, and Medicaid contracted services. The state and federal grants came in at 96% of budget, some DSHS grants were held up at the state office due to a delay in billing. The state and local discretionary fund was at 87%, but the Benton County Nurse-Family Partnership program was not started, therefore no funding was received or expenditures incurred.
- c. Charges for goods and services came in at 102% of budget. Under miscellaneous revenue, BFHD received an additional \$56,000.00 due to a grant received from a local non-governmental source for diabetes self-management work. Non-revenue received \$51,000.00 for refunded expenses for credit vouchers and vaccine that was returned.
- d. Expenditures through the 4th quarter were \$8.9 million, coming in at 94% of budget. Salaries and benefits were under budget at 95%, partially due to the Benton County Nurse-Family Partnership program that was not started. Supplies and equipment came in under budget at 86%. Other services and charges came in at 96%, with no capital items in 2015.
- e. Overall at the end of December there was a net gain of \$291,000.00. Commissioner Peck asked if there were adequate reserves to cover drops in revenue, to which J. Jones responded yes noting that the Board approved a budget policy last June to set a 45 day minimum cash on hand, with a 90 day goal.
- f. Commissioner Peck asked what the approximate break out was of state versus other revenue. J. Jones stated that the state is 12% and federal is 38%, noting most of it comes from indirect federal grants, with remaining revenues being county contributions and fees.
- g. Commissioner Small asked about the current 74 days cash on hand, and whether or not it included the \$291,000.00. J. Jones responded that it does include this amount.
- h. Commissioner Beaver asked if the state put any stipulations grants, i.e., waiting to see if federal funding comes through. J. Jones responded stating that most of the grants come through departmental, and typically last several years.
- i. Commissioner Peck asked about the Health District coming in under budget and why there was a need for the recent fee increases. J. Zaccaria responded stating that looking back at the analysis and methodology, the Health District was coming in line with other sized LHJs as well as the Health District's goal for days of cash on hand. Noting that once this goal is achieved BFHD will evaluate best practice at that time and make additional decisions based on the fact at the time. J. Zaccaria also noted that the Health



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District is also looking at replacing its electronic patient and medical records system in the future.

- j. The board thanked J. Zaccaria and the team for their fiscal management and growth over the last several years.

4. Safe Babies, Safe Moms Program (SBSM) Update – Shelley Little

- a. In 1999 the Safe Babies, Safe Moms program was a pilot project given to the Health District by the state. When the research finished it became a solid state program and has continued it since then. There are two other sites in the state one in Whatcom County and the other in Snohomish County.
- b. This program serves substance using women who are pregnant or parenting and are using drugs or alcohol. They are high utilizers of the Medicaid system Temporary Assistance for Needy Families. These women have high risk factors such as mental health, low education, domestic violence, employment issues, and criminal histories.
- c. The program is an intensive case management program that lasts until the child is 3 years old. The case manager works up to 6 hours per month, per client. One way they increase protective factors is supporting their goals such as improving education, finding stable housing, regular daycare, access to providers, and use of discretionary funds for bus passes, rent, and books for college.
- d. The program has established several partnerships within the community including with University of Washington who helps track over 1200 data points that are captured through the program. SBSM also works with the Prosser Coalition and Pasco Discovery Coalition to help prevent substance abuse within the community. These partnerships help provide systemic protective factors, by building resilience and changing the trajectory of their lives.
- e. Commissioner Beaver asked if there was any follow up after year 3, to which S. Little responded that information is not available yet, but will be available at the next presentation.

5. Election of New Officers – Jim Beaver

- a. Commissioner Small motioned to nominate Bob Koch for Chair. Commissioner Miller seconded. The motion passed unanimously.
- b. Commissioner Small motioned to nominate Jerome Delvin as Vice Chair. Commissioner Beaver seconded. The motion passed unanimously.

ANNOUNCEMENTS

J. Zaccaria reminded the Board that as of the last meeting the Health District had submitted all of the required documentation to the Public Health Accreditation Board (PHAB) and the next step would be announcement by PHAB of the on-site review dates. Evaluators will be onsite May 25th and 26th of this year. PHAB will be sending four individuals, including an Accreditation Manager, Team Chair, and two team members. One of the team members is a County Commissioner from California.



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J. Zaccaria continued by stating that in anticipation of this visit, BFHD has established preparation teams as well as a core accreditation team to oversee preparations for the onsite visit. These teams include a Community Partner Prep team that will help prep 10-12 partners for a 60-90 minute visit. There will be a Board of Health Prep team working with a couple of the board members to prepare for a 60-90 minute visit. There is also a Staff Prep team that is continuing to work on education for internal staff with what to expect and protocols. Two other teams are a Logistics and Welcome Packet team and then the Building Prep team to ensure that the building is in top shape for the site visit.

APPROVAL OF VOUCHERS

Commissioner Peck moved to approve vouchers with discussion numbered 91-2015 through 12-2016, in the amount of \$1,791,603.05. Commissioner Miller seconded the motion. Commissioner Peck asked about a bill for computer consulting for Magic and what that was. J. Zaccaria responded that Magic is a software program used by BFHD. The motion carried unanimously.

EXECUTIVE SESSION

No executive session was held.

DATE OF NEXT MEETING

Date of next meeting will be March 16th, 2016.

ADJOURNMENT

Chairman Beaver adjourned the meeting at 2:09pm.

Signature on file

Commissioner Robert Koch
Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

