



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

MEETING MINUTES

April 20th, 2016

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IN ATTENDANCE

Benton	<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, District Administrator & BOH Executive Secretary
	<input checked="" type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, BFHD Health Officer
	<input type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
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"/>	Cody Lewis, BFHD Information Systems Manager
	<input type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Staff – Janae Parent, Admin Analyst/Executive Assistant
			<input checked="" type="checkbox"/>	Staff – Vanessa McCollum
			<input checked="" type="checkbox"/>	Staff – Daniel Ramirez

CALL TO ORDER

Chairman Koch called the meeting to order at 1:31p.m.

APPROVAL OF MINUTES

Commissioner Beaver moved to approve the February 17th, 2016 meeting minutes.
Commissioner Miller seconded. The motion carried unanimously.

Commissioner Beaver moved to approve the March 16th, 2016 meeting minutes. Commissioner Delvin 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

Governor Inslee signed into law the senate Bill 6328, relating to youth vapor product substance use prevention and vapor product regulation. This bill requires vaping establishments to be licensed, it has increased restrictions in limiting access to minors, and some restriction on use in public places, focused primarily on schools and elevators. Enforcement will be funded partly by the licensing fees. This is an important step in the tracking of e-cigarette use in youth.



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Still seeing influenza in the community, later than expected, and it is mostly the influenza b strain.

2. Community Health Needs Assessment Update – Dr. Person

- a. The last Community Health Needs Assessment (CHNA) was completed in 2011, so work is underway now to complete a new CHNA. These are primarily done around a 3 year schedule as this is what hospitals are required to use for their IRS requirement for non-profit hospitals.
- b. The main goal of the CHNA is to understand what is affecting the health of the community and how it can be improved. This time rather than conduct a new assessment, the Alliance wanted to take a deeper look at the issues identified during the last CHNA: why we are seeing those problems and how they relate to health disparities.
- c. The two primary strategic issues in the last CHNA were how to improve access to healthcare, and how to promote healthy weight and reduce obesity. These were driven by what was going on with the Affordable Care Act and that our metropolitan statistical area was the 9th most obese in the nation.
- d. This time around the group continues to use the Mobilizing for Action and Planning for Partnership (MAPP) process which makes use of partnerships to help address these problems, and focuses on actions, from start to completion.
- e. The core assessments that the MAPP process uses include the local public health system, community health status, community themes and strengths, and forces of change. Data is continuing to show that health disparities do disproportionately affect what goes on in the community and these tend to be social, economic, and education factors. Understanding these factors helps determine how to better target interventions where there is going to be the most impact.
- f. Overarching themes that have continued to come up include health equity and mental health issues and are used as the bases for the current assessment. Health equity is not about making everything equal for everyone, but ensuring that everyone has the tools they need to achieve their best possible health.
- g. Over the last few years, the health district has increased staff awareness about health equity and how BFHD can address this in the community.
- h. Commissioner Beaver provided feedback to further consider how the community defines itself and how that relates to health, noting that right now there is not necessarily a clear picture of that, and how the community may or may not feel about itself. The movement needed to make and create this kind of change will not happen until the message to the community changes, and conversations about health are happening at all levels in the



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community. Dr. Person stated that help can be in the form of making a healthier choice, an easier choice, and making a healthier choice the more obvious choice. If we can change information and perception around the community, this can change the message people tell themselves about who they are. Commissioner Beaver and Dr. Person agreed to discuss ideas and other considerations further after the meeting, noting that everyone in the community has a part in this change.

- i. Commissioner Delvin asked about the conversations that have been happening about mental health. Dr. Person stated the conversations have been focused on lack of sufficient mental health providers, coordination between mental health and physical health; mental health community organizations and coordination with criminal justice; and first responders receiving proper training on how to respond to in the field.
- j. After the CHNA has been finalized, the next step will be revising the Community Health Improvement Plan (CHIP). This might include removing tactics that have been accomplished, for example, increasing the number of people enrolled in health insurance. The revised CHNA will be completed in May 2016.

3. Strategic Plan Update – Jason Zaccaria

- a. J. Zaccaria provided a Strategic Plan handout which summarized the health district's progress through the calendar year 2015 and included the goal established for 2016. He reviewed the six high level goals, noting the first two pages of the handout reflect goals completed, and the last two pages reflect goals in progress.
- b. Goal 1, Objective 1, Strategy 2, was to enhance/increase the use of SharePoint to communicate across the agency. Summary of outcomes include review of documentation housed on BFHD Intranet for transfer to SharePoint library, converted agency policies and plans to new template, and establishment of a public library for staff to access BFHD forms, policies, procedures and plans.
- c. Goal 5, Objective 1, Strategy 1, was to define a new Finance and HR system. This reflects back on the discussions centered around the New World Systems software that was implemented. BFHD entered into an agreement with New World Systems, the general ledger setup completed, data conversion and processing parallel systems for accuracy, and provided training for managers and staff on the new system.
- d. Goal 6, Objective 2, Strategy 1, increase staff ownership in BFHD. Outcomes included establishing a charter for the Employee Advisory Committee (EAC), engaging and training staff on the purpose and nature of the EAC, and establishing the committee itself with representation across the agency.
- e. Goals for 2016 include Goal 1 Objective 3, improve internal and external customer service, and Goal 4, Objective 1, increase service available only including strategies to



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evaluating and surveying program supervisors for capacity to do online services, and a strategy to identify what other health departments and public agencies are doing that BFHD can work with to increase efficiencies.

- f. Under Goal 5, Objective 3, building capacity to increase grant and other funding opportunities. Strategies will include dedicating resources for grant development and implementation, continue efforts to achieve PHAB Accreditation, and identify funding sources for sustainability.
- g. BFHD staff have been working hard to get goals completed. Commissioner Devlin asked about what social media efforts underway, to which J. Zaccaria noted that BFHD recently launched Facebook to help provide communication out to the community, in addition to the other social media outlets already in use, including Twitter and Pinterest.

4. Updating Board of Health Bylaws Discussion – Jason Zaccaria

- a. It was discussed at the last meeting, that the Board would be interested in updating the bylaws. The last update was done in 2008 when the cities left the Board. Adjusting the minimum requirements for a quorum and updating the language around the Executive Secretary are just a few of the potential areas for which an amendment to Bylaws may be beneficial.
- b. Commissioner Delvin asked if there has been discussion about giving the bylaws to attorneys for review. Commissioner Koch stated that it would be good to have an internal look at it first by qualified BFHD staff. J. Zaccaria suggested to form a Bylaws Committee of the BOH, with one commissioner from each county to work with select administrative personnel to draft up a revised version to bring back to the Board for review and comment. With no further changes, the document would be brought to the BFHD attorney for review. Lastly, the amended Bylaws would be brought to the full board for approval.
- c. Commissioner Devlin and Koch both volunteered to serve on the Bylaws Committee.

5. Approval of Resolution #16-01, Surplus of District Owned Vehicle for the Purpose of Disposal – Jeff Jones

- a. A 2002 Dodge Stratus has encountered some mechanical issues, where the costs to repair cost more than the vehicle itself. J. Jones recommended having the vehicle salvaged, as the vehicle is no longer running.
- b. Commissioner Delvin moved to approve Resolution #16-01, *Surplus of District Owned Vehicle for the Purpose of Disposal*. Commissioner Beaver seconded. Motion carried unanimously.



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ANNOUNCEMENTS

No announcements were made.

APPROVAL OF VOUCHERS

Commissioner Devlin asked about two items listed as *Monthly Credit Card* and if details of expenses are captured somewhere. J. Jones stated that yes they are, that information provided in the voucher packet is a vendor summary.

Commissioner Miller moved to approve vouchers numbered 13-2016 through 26-2016, in the amount of \$1,141,809.68. Commissioner Beaver seconded the motion and the motion carried unanimously.

EXECUTIVE SESSION

Per RCW 42.30.140, an executive session was called at 2:15pm, for 5 minutes. At 2:20pm, the regular session was called back, with no action taken.

DATE OF NEXT MEETING

Date of next meeting will be May 18th, 2016.

ADJOURNMENT

Chairman Koch adjourned the meeting at 2:22pm.

Signature on file

Bob Koch
Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

