



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

MEETING MINUTES

May 18th, 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 checked="" 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 type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Cody Lewis, BFHD Information Systems Manager
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Annie Goodwin, Nutrition Services Supervisor
			<input checked="" type="checkbox"/>	Staff – Janae Parent, Admin Analyst/Executive Assistant

CALL TO ORDER

Chairman Koch called the meeting to order at 1:33p.m.

APPROVAL OF MINUTES

Commissioner Beaver moved to approve the April 20th, 2016 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. Dr. Person apprised the board on the laws and regulations regarding service animals, and the associated public health impacts versus not infringing on the Americans with Disabilities Act (ADA) rights. BFHD has received an increase in the number of complaints regarding support animals in food establishments, which consequently has resulted in increased media attention regarding this topic.
- b. Washington Administrative Code for Food Safety prohibits all animals in any food establishment. This is overridden by the Department of Justice ADA regulations regarding service animals. While ADA service animals are allowed in food establishments, ADA specifies that these trained service animals are either a dog or miniature horse.



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- c. This year the Food Safety program has received 13 complaints about non-service animals in food establishments. In 2015 the programs received 13 complaints for the entire year, which shows a significant increase for this issue. Majority of complaints are related to grocery stores versus restaurants.
- d. BFHD staff are currently working with food establishment owners, ensuring that they are aware of what current regulations are and providing guidance on how and what questions to ask. Some owners are stating that they are unclear on what they are allowed to deny entrance to. If service animals are posing a risk to the public, or are not house broken, they can ask customers to remove animals from the facility.
- e. At this time the Health District is not taking any punitive actions, however if BFHD continues to receive repeated complaints they will pursue it further. Commissioner Delvin asked what the definition of a food establishment was, Dr. Person responded by saying that it is any place that sells food or beverage, whether packaged or exposed including convenience stores, grocery stores, restaurants, etc.
- f. There has been discussions in various news outlets regarding lead and water testing for schools in Washington State. A mandate was made for schools to test lead levels in water, but funds for this requirement were not provided.
- g. In our area the larger school districts are all in the process of testing and BFHD will be working with smaller school districts to help them, should they need it. One issue in some areas is that some testing was not being done correctly, so reports are coming back with false positives. BFHD is working to ensure that testing is being done properly.
- h. In terms of risk of lead in water, this is not typically considered or found to be the primary source of someone with elevated lead levels. Primary sources are considered lead based paint, and particularly in our area with imported candies or older ceramics.

2. Women, Infant, and Children and Injury Prevention Program Update – Annie Goodwin

- a. A. Goodwin provided a Prezi presentation to the board on this update.
- b. BFHD started talking about injury prevention in 1998. Injury is the number one killer in the United States and in our community. For every death of a child or adult there are more hospitalizations and treatments in the emergency room, doctor's room, or even from home.
- c. In the past couple of years the community has lost children to motor vehicle crashes, snowboarding accidents, unsafe sleeping environments and TV tip overs. Typical near misses including poisonings (prescription drugs, liquid nicotine, marijuana edibles, or household toxins) hot cars, drownings, window falls, and head injuries.
- d. In 1999, BFHD started a local coalition partnering with the nationwide SafeKids worldwide organization. BFHD is currently supporting a 0.5 FTE staff person in the program with funding coming from small grants and donations.
- e. The coalition meetings are once a month with typically 25-30 coalition members attending. Members consist of local law enforcement, fire, other community agencies, and individuals who have a passion for injury prevention.



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- f. There are 4 main focus areas based on data that is collected every 5 years. Main areas include child passenger safety, head injury prevention, fire safety, and drowning. The coalition also looks at poison prevention, head trauma, safe sleep, and safe gun storage.
- g. BFHD participates in child death reviews. A child death review brings in coroners and anyone associated with the child's death to determine what could have been done to prevent the incident. In one example, BFHD partnered with Seattle Children's Hospital and Ranch and Home to provide a safe gun storage event where 350 lock boxes and 50 trigger locks were given free to the public.
- h. Car seat inspections are done monthly at Washington State Patrol and community check-up clinics. BFHD provides support training/education to car seat technicians throughout the community. Additionally BFHD provides classes for community members who transport kids, and car seats are provided at a discounted price to low-income families.
- i. Head injury prevention makes use of the bike rodeo trailer. The trailer provides bikes, stations, cones, directions, and low-cost helmets. There are also helmet fit sites throughout the community.
- j. Regarding water safety, BFHD supports the life jacket loan boards by helping to get them up, stocking them, giving jackets to Corp of Engineers, and stocking 4 life jacket loan stations at fire departments. BFHD also provides a smoke alarm distribution program with home visitors, ensuring that everyone has a working smoke alarm.
- k. Safest Ride was started a couple years ago, and is a statewide effort to keep kids under the age of 13 in the backseat. BFHD started this effort with one school, which was so successful that it has now expanded to 5 other schools. Under the program, staff will go out to a school in the morning and see how many kids are getting out of the front seat and back seats of a car when being dropped off and then education is then provided to teachers are parents at the school about Safest Ride. A month later another evaluation is done to see how many kids are getting out of the front seat and the back seat. This evaluation is then completed one more time 2 months later. This effort has resulted in a significant decrease in the amount of kids getting out of the front seat of the car.
- l. Looking to the future BFHD is working on a safe sleep project, specifically safe sleep boxes. Also the number one cause of injury in Benton and Franklin counties, of all ages, is falls. Working on putting a coalition together and determine what kids are falling from.

3. Quarterly Financial Update – Jeff Jones

- a. The Finance Committee met on May 10th, 2016 to review the 1st quarter 2016 financials. The handout provided is a summary report of what was reviewed.
- b. Under year to date transactions, revenue overall for the 1st quarter is at \$3 million, which represents 30% of annual budget. Licenses and permits are at 39%, with half of the food establishment and most of the solid waste permits renewed.
- c. J. Jones reviewed in depth the intergovernmental revenue noting that it is running ahead of budget at 30%. Charges for goods and services is running at near budget at 24%. Immunization revenue will pick up in the 4th quarter of this year. Miscellaneous revenue



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is up due to a non-government grant that was renewed. Overall revenues for the 1st quarter are doing better has compared to this time last year.

- d. Expenditures came in at \$2.2 million, which represents 22% of annual budget. Salaries and benefits came in under budget at 24% due to vacancies primarily the Benton County Nurse-Family Partnership. Supplies and equipment are at 22%, with supplies slightly ahead at 28% due to bulk purchases for laboratory supplies.
- e. Services and other charges are running at 17% of budget, some of the big ticket items including liability and state audit will occur in the 3rd quarter. There are no capital expenditures at this time, however BFHD is planning on purchasing a new vehicle in the next couple of months.
- f. Through the end of the 1st quarter, BFHD had a positive cash flow of \$788,000.
- g. Commissioner Small asked if New World Systems had been paid in full. J. Jones responded that this system is on a subscription payment plan for 5 years.

4. BOH Bylaws Subcommittee Update – Bob Koch

- a. J. Zaccaria, J. Jones and Commissioners Delvin and Koch met on May 11th, 2016 and reviewed the current bylaws and provided suggestions for improvement. Commissioner Koch asked what the status was on those changes, to which J. Zaccaria responded saying input was collected from Commissioners, and after Accreditation the comments will be incorporated into a word document and then bring to the board for the review and then to the attorney for review.

ANNOUNCEMENTS

J. Zaccaria announced that BFHD is poised well for the Accreditation onsite review next week and the entire management team has been engaged as well as staff.

APPROVAL OF VOUCHERS

Commissioner Beaver moved to approve vouchers numbered 27-2016 through 33-2016, in the amount of \$674,640.68. Commissioner Peck seconded the motion and the motion carried unanimously.

EXECUTIVE SESSION

Per R.C.W. 42.30.140, an executive session was called at 1:35pm, for up to 10 minutes. At 1:40pm, the regular session as called back into session.

Commissioner Beaver motioned to approve the Washington State Nurses Association agreement ratified May 3rd, 2016 for a 2.00% COLA across the board pay increase for 2016 and a 50/50 cost sharing for health insurance premium increases. And for 2017, a COLA based on 90% of West-B/C (CPI-W) for the period July 2015 to July 2016 subject to a 1% minimum and 2% maximum, plus a 50/50 split on health insurance premium increases.



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Commissioner Small seconded the motion with discussion. Commissioner Small asked if budget would support this request, to which J. Zaccaria responded, yes. Motion carried unanimously.

DATE OF NEXT MEETING

Date of next meeting will be June 15th, 2016.

ADJOURNMENT

Chairman Koch adjourned the meeting at 2:11pm.

Signature on file

Jerome Delvin
Vice-Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

