



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

**MEETING MINUTES**

**August 17<sup>th</sup>, 2016**

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**IN ATTENDANCE**

<b>Benton</b>	<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
<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"/>	Cody Lewis, BFHD Information Systems Manager
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Carla Prock, Field Services Supervisor
			<input checked="" type="checkbox"/>	Janae Parent, Executive Assistant
			<input checked="" type="checkbox"/>	Jessica Davis, Local 17 PTE Union Representative
			<input checked="" type="checkbox"/>	Jennifer Wall, WSNA Union Representative

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Commissioner Beaver moved to approve the June 15<sup>th</sup>, 2016 meeting minutes. Commissioner Peck seconded. The motion carried unanimously.

**DISCUSSION ITEMS FROM THE PUBLIC/STAFF**

N/A

**UNFINISHED BUSINESS**

**1. By-laws Sub-committee Update – Bob Koch**

- a. Chairman Bob Koch presented the draft by-laws to the Board highlighting changes made to the by-laws including what constitutes a quorum. Previously, two members from each county were required to be present to conduct business. Commissioner Peck stated that under section 10.9, the spirit and intent of the language was good, but that the four member quorum statement could be more specific. Peck suggested that any changes to the budget, full-time equivalents and by-laws need two members from each county present. All other business can be approved by a simple majority. Commissioner Beaver stated his support for this suggested language change.
- b. Commissioner Peck also suggested further changes under section 4.7, stating that the language should be changed to say that the Board of Health will elect Board of Health officers. Additionally, under section 5.5 it should be made clear that the chair is a full member of the board and does have a vote. A recommendation was made to see what



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the Revised Code of Washington (RCW) requirements might be regarding chair voting and that attorney Chris Mertens could provide thoughts on this as well. If an RCW does require voting, this statement may be stricken.

- c. J. Zaccaria thanked the board for their feedback and stated that members of the sub-committee would follow up on their requested changes, including a review with Chris Mertens.

**NEW BUSINESS:**

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**1. Medical & Environmental Health Updates – Dr. Person**

- a. There has been an increase in West Nile Virus (WNV) cases. Thus far there have been two human cases, with 1 confirmed by Department of Health and one pending confirmation. There has been a fair amount of media activity regarding this topic as there was a recent death, first in the state, as a result of the WNV and existing health conditions of patient at the time they contracted the virus.
- b. Preventive and mitigation work is continuing with both Benton and Franklin county mosquito control agencies. BFHD is also working with healthcare providers to remind them about WNV being seen in the area. The mid-Columbia typically sees the most cases in the state.
- c. Commissioner Peck asked if there was any correlation between incubation time of the virus that would suggest that other deaths were more likely. For example, if someone was at the end of the exposure period and died, versus the front end of the exposure and died. Dr. Person responded that death is related to risk factors and severity is related to the condition of the person. Dr. Person added that the incubation period is 2-14 days, and those that get infected may have long lasting consequences, taking longer to recover.
- d. Dr. Person stated that a Franklin county resident returning from Mexico tested positive for the Zika virus. All cases in Washington State have been travel related. The species of mosquito in this area don't carry Zika, so local transmission is not seen other than possibly sexually. Zika virus to those who are exposed will not have significant side effects. The risk is to women who are pregnant or who are thinking of getting pregnant, if infected the fetus may suffer microcephaly.
- e. While Florida has had some locally transmitted Zika virus cases, WNV mosquito limit their activity to dusk and dawn. Other types like those that carry Zika are more aggressive and active throughout the entire day. It is likely that there will be some migration of these more aggressive mosquitos northward with rising temperatures.
- f. The Food Safety program staff have been active in sending out info to food establishments regarding service animals. Staff have seen a significant decrease in service animal complaints and an increase in signage, particularly in grocery stores. Some locations that receive frequent service animal complaints and are in multiple jurisdictions are being addressed at the state level.
- g. Commissioner Delvin asked about restaurant inspections being posted in the Tri-City Herald. Jessica Davis, Food Safety Program Supervisor, stated that BFHD is receiving



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both positive and negative feedback from the community. Currently BFHD is working with the Tri-City Herald to get better messaging out to the public explaining the scoring process. A meeting has been set-up between BFHD and Tri-City Herald to discuss how information is classified and to ensure that information being published is accurate and understandable to the reader. Thus far information published has been different each time.

- h. Commissioner Peck asked about the scoring model, J. Davis responded saying that the scoring methods BFHD uses are state wide and food code is based on the model of the Food and Drug Administration. Commissioner Peck asked if letter grades would be possible based on the scoring model. J. Davis responded stating that with seven inspectors, the grading would require them to interpret certain criteria with judgement, and BFHD prefers to leave judgement out of evaluation.
- i. Commissioner Delvin asked why the Tri-City Herald started publishing inspection scores, J. Davis responded stating that they were modeling Olympia's inspection report model, however the public seems unsure on how to interpret blue and red classifications and their severity.

**2. Trauma Informed Care Program Update – Carla Prock**

- a. Last year C. Prock provided information about Adverse Childhood Experiences (ACEs) and how adversities increase long term health risks that lead to chronic diseases. Work done with ACEs is drawing attention of policy makers across the United States and asked that the Board consider the information being provided when engaging with other partners in the community.
- b. As BFHD uses trauma informed care approaches within the community, assuming that all may have had a traumatic history, this results in cultural competencies. Asking what is wrong versus what has happened to you has been a successful practice. These practices related to Trauma Informed Care are related to improved communication and decreased use of services. This approach to care has been happening across the community. BFHD has been leading the process, engaging the community in the planning, and training of staff. BFHD needs to be safe environment for staff and clients, and the agency wants to hire and retain a trauma informed workforce. This philosophy has been adopted in the Workforce Development Plan and a quality of life training provided staff.
- c. This coming September a class will be provided on this, bringing a speaker from the west side of the state. The community partner class is already full and will include representatives from school districts, healthcare providers, and juvenile justice. C. Prock encouraged the Board of Health members to attend the agency training and provided information handouts to the members.
- d. Recognizing the need to get the most impact the community, staff have been working with partners as catalysts to maximizing dollars through existing programs and partners. There were two other events this year, with a screening of the movie Paper Tigers at the local library and screening of the Mask You Live In.



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- e. Research has shown that compared to girls, boys are more likely to have adverse symptoms. Kids who are resilient have traits to be resilient. Some kids do not have these skills, and ACEs helps identify those that need additional support. ACEs are not just about resilience in children, but getting parents connected to resources.

**3. Quarterly Financial Update – Jeff Jones**

- a. The Board of Health Finance Committee met in August to review quarterly finances. J. Jones provided highlights from the report reviewing the status of the revenue line items. Overall revenue is at 48% is tracking on schedule. J. Jones also reviewed expense highlights, reviewing the status of expense line items. Overall, expenses are at 45%.
- b. J. Jones also noted one capital purchase to purchase cadaver storage for the Coroner's office. J. Jones explained that funds used to purchase this item will be reimbursed by emergency preparedness funds.
- c. Commissioner Peck asked about mileage reimbursement. J. Zaccaria responded that an analysis of mileage versus use of BFHD vehicles has been completed. Additionally, Commissioner Peck asked about a check for \$56,000 for Vital Records. J. Zaccaria responded that this is pass through funds owed to the state.

**ANNOUNCEMENTS**

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**1. WA State Audit Results – Jeff Jones**

A copy of the 2015 audit report was provided in the packet. The auditors reviewing financial statements and completed a federal single program audit. There were no findings in either review. Next year the audit will include a review of the above and an accountability audit.

**2. BFHD Budget Planning Update – Jeff Jones/Jason Zaccaria**

The budget process has begun. The goal is to have the budget completed by the October or November Board of Health meeting. Commissioner Peck asked if there were any predictions for significant changes for either side of the balance sheet. J. Zaccaria responded that there might be a small reduction in the Women, Infant and Children program funding, but this was already taken into account. There are no known state funding cuts at this time.

**3. PHAB Accreditation Update – Jason Zaccaria**

BFHD received notice that the site visit report was available, however BFHD was not given an opportunity to review the report for factual accuracy. The report shows that of the 97 requirements, BFHD fully demonstrated 72 requirements, 22 were largely demonstrated, 1 was slightly demonstrated, and 2 were not demonstrated. The Public Health Accreditation Board meeting was August 16<sup>th</sup>, 2016, so BFHD is expecting to hear a status within the next two to three weeks.

Commissioners asked what requirements were slightly or not demonstrated. J. Zaccaria responded that those areas were related to the Community Health Improvement Plan, the need to engage staff at all levels regarding the Performance Management system and the



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tracking of Board of Health issues. Commissioners thanked BFHD for the work done on striving for accreditation.

**APPROVAL OF VOUCHERS**

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Commissioner Beaver moved to approve vouchers numbered 43-2016 through 61-2016, in the amount of \$1,409,491.69. Commissioner Peck seconded the motion and the motion carried unanimously.

**EXECUTIVE SESSION**

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No executive session was held.

**DATE OF NEXT MEETING**

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Date of next meeting will be September 17<sup>th</sup>, 2016.

**ADJOURNMENT**

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Chairman Koch adjourned the meeting at 2:39pm.

*Signature on file*

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Commissioner Robert Koch  
Chairman of the Board

*Signature on file*

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Jason Zaccaria  
Executive Secretary

