



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

MEETING MINUTES

June 17th, 2015

**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
Wednesday, June 17th, 2015**

IN ATTENDANCE

Benton	<input checked="" 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 type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Nick Boukas, BFHD Operations Director
Franklin	<input checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Cody Lewis, BFHD Information Systems Manager
	<input checked="" type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
	<input type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
			<input checked="" type="checkbox"/>	Staff - Janae Parent, Admin Analyst/Executive Assistant
			<input checked="" type="checkbox"/>	Staff – Rick Dawson, Land Use, Sewage and Water Supervisor
			<input checked="" type="checkbox"/>	Staff - Annie Goodwin, Nutrition Services Supervisor
			<input checked="" type="checkbox"/>	Staff - Hayley Hodgins, Student Intern
			<input checked="" type="checkbox"/>	Staff – Srinithi Suresh, Student Intern
			<input checked="" type="checkbox"/>	Staff – Rebecca Sutherland, Assessment Coordinator
			<input checked="" type="checkbox"/>	Visitor – Karen Queen, WSNA Union Rep
			<input type="checkbox"/>	Visitor – Jessica Davis, PTE Local 17 Union Rep
			<input type="checkbox"/>	Visitor – Sara Schilling, Tri-City Herald

CALL TO ORDER

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

APPROVAL OF MINUTES

Commissioner Delvin moved to approve the March 18th, 2015 meeting minutes. Commissioner Koch seconded. The motion carried unanimously.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

None to report.

UNFINISHED BUSINESS

None to report.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
Wednesday, June 17th, 2015**

NEW BUSINESS:

1. Medical & Environmental Health Updates – Dr. Person

2. The Scooteny reservoir was closed due to a toxic algae bloom, and it will remain closed for a couple more weeks until testing confirms toxins are reduced to safe levels. Commissioner Miller then asked where the water in the reservoir comes from. Rick Dawson responded saying that it comes from irrigation runoff. Adding that this level of algae bloom is not normally seen, and was self-reported by the bureau. While the water appears clear now, toxins can remain in the water for a couple of weeks after the bloom.
3. The Food Safety Program continues to work with a number of food establishments that are having trouble maintaining cold temperatures due to the heat. The program has also seen an increase in new restaurants opening up and inspections for the summer food programs at local schools.
4. While Washington State continues to see an increase in pertussis cases, approaching epidemic levels, Benton and Franklin county numbers remain relatively low. Staff are continuing to encourage clients and the community to be appropriately immunized, with a push for pregnant women to get immunized in the last trimester to help protect infants. The majority of hospitalizations for pertussis cases are found in infants under 3 months old.
5. There is ongoing education to providers regarding changes in travel guidelines and travel-related illnesses. Liberia is no longer an Ebola risk area, so travelers will no longer be required to be monitored. Travelers from Liberia will continue to be screened when they leave, and will still be required to fly into one of the 5 specific United States airports.
6. Middle East Respiratory viral Syndrome (MERS), typically seen in just the Middle East, but recently Korea is seeing a significant increase in cases, so staff are continuing to work with providers on additional screening questions, and the importance of getting a travel history from all patients.

7. Strategic Plan Accomplishments Update – Jason Zaccaria

- a. An updated was provided on the progress of the implementation of the strategic plan during 2014, with highlights of activities underway or planned for in 2015.
- b. Provided in the packet is a summary of the progress. The strategic plan has 6 high level goals, with objectives and strategies. The handout includes a summary of the goals, objectives, strategies, dates of initiation and completion, along with a summary of positive outcomes. All of the 2014 activities show a status of “completed,” meaning completed in full.
- c. There were other activities that were completed in 2014, but are not captured in the handout because they did not fully address the objective or goal it was tied to. The summary provides an update of all items fully executed at the objective level.
- d. Highlights of the accomplishments for 2014 include:
 - Improve Internal Communication by developing and implementing a Communication Plan, as well as a policy for internal and external communication. The activity was



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
Wednesday, June 17th, 2015**

- initiated in August of 2014, and completed by year end. The summary of outcomes included a Communication Plan, a Style Guide, and a Communication policy.
- A total of 3 goals were worked on or completed with 3 objectives, 4 strategies, and 8 different positive outcomes.
- e. Page 3 of the handout shows various goals, objectives, and strategies that are underway or planned for in 2015. As an example, Goal 3 talks about the expansion of partnerships with businesses, community organizations, and government agencies. There are strategies and objectives tied to the specific goal, including the tracking of partnership collaborations, informing partners of BFHD's (non-financial) assets, and identifying new partnerships for collaboration.
- f. Commissioner Delvin asked what kind of businesses would have a partnership with BFHD. J. Zaccaria responded stating that they would be other organizations which would represent community partners or stakeholders. BFHD is looking to expand these relationships, by strengthening existing relationships, and creating new ones.
- g. J. Zaccaria asked the Board if there were any questions about the Summary on Strategic Plan Accomplishments. R. Miller then asked how a chronic disease program for obesity is created. Dr. Person responded that BFHD is looking to identify actions that need to be taken in the community to help fight obesity. These actions would be education, community design, in conjunction with the community health alliance. BFHD is currently running a Chronic Disease Self-Management program that teaches and empowers people how to manage it, how to reduce stress levels, and how to eat healthier.
- h. No further questions.

8. Financial Update – Jeff Jones

- a. Through May 2015, BFHD revenue is on track at \$3.9 million, at 41% of the annual budget. State and federal grants are at 33%, which is slightly behind due to the Department of Health being delayed on the approval of BFHD's indirect cost allocation rate, but will be caught up by June 2015. J. Jones also noted miscellaneous revenue is at 697% due to a grant payment from a non-governmental source, as well as non-revenues being ahead due to a credit memo that was cashed in for vaccines.
- b. Expenditures are running under budget, and are at 37%, with salaries and benefits being under budget at 39%. This is largely due to staff not being hired yet on the Benton county Nurse-Family Partnership Program, and other various staff position vacancies. Supplies and equipment are also running below budget at 27%, but it is expected go up after the Information Systems and Security department completes its network and computer equipment replacement.
- c. Overall the cash flow through May 2015 is a positive \$380,000.00.
- d. No questions.

9. Review and Approval of Update Budget Policy with Procedure – Jeff Jones



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
Wednesday, June 17th, 2015**

- a. The policy was previously approved in 2010. As part of BFHD's ongoing process to formalize its policies and standardize updating requirements, the Finance department has updated and changed several items in the policy to be approved by the Board.
- b. Section 3.2 previously stated that the Administrator was allowed to approve transfers of budgeted amounts within divisions. J. Jones removed the word divisions to say transfers of budgeted amounts. The Administrator is still not allowed to change FTE levels, go over the adopted budget level, or change salary schedules.
- c. Section 3.4, previously stated the District will strive to maintain a balance of 5% over budget, which equated to \$500,000.00 a year. J. Jones updated to state, in order to mitigate current or future risk the Health District will strive to maintain a general fund balance of 90 days working capital, and establishes 45 days as the minimum acceptable fund balance. These levels are considered best practice by the Government Finance Officers Association.
- d. J. Zaccaria noted that this change is an increase, with the goal to weather unforeseen financial difficulties, and the updating of this policy is part of the strategic plan goals.
- e. There were no questions to the changes. Commissioner Delvin moved to approve the updated Budget Policy with Procedure as presented. Commissioner Koch seconded. The motion passed unanimously.

10. Land Use and On-site Sewage Systems Program Update – Rick Dawson

- a. Review of Rules and Regulations #2
 - Last fall staff began reviewing various rules to determine whether or not they needed to be revised.
 - On-site sewage rules were revised last year by Department of Health. In the packet a summary was provided of the Rules and Regulations #2, and how staff went about reviewing them. Staff contacted those who are regulated by the rule including contractors who install the systems, home builders association, and a group of people who design systems, and asked for feedback, to which there was no response.
 - BFHD staff then went back and reviewed the differences between BFHD and DOH's rule to determine if the changes were science based. Then took this information put it into a survey, and sent back out to the groups regulated by the rule. The results showed that mostly, the group had no issue with the changes. Some clients mentioned an issue with the oversizing of certain types of on-site sewage systems.
 - The oversizing of absorption beds is not science based, as well as some other items mentioned in the rule including BFHD requiring 4ft vertical separation of the bottom of a drain field and restrictive layer. Science does not support for or against this, and shows 2-4ft is typically fine. BFHD recommends, taking no action until the state Department of Health does. The issues presented are minor and are less than 1% of systems issued. R. Dawson asked for their approval and/or recommendations.
 - Commissioner Delvin asked how many surveys were sent out and the response rate. R. Dawson responded that 60 surveys were sent out with 15 responses returned. Commissioner Delvin stated this could be accepted, to which the Chair,



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
Wednesday, June 17th, 2015**

Commissioner Beaver formally accepted, recommending that that BFHD take no action on Rules and Regulation #2 until the state Department of Health does.

b. Review of Septic Tank Pumpers Rule

- The review was last reviewed in 1995, staff received a zero response from stakeholders. Staff then completed a review of available guidance through the EPA, which was last updated in 1994 and review of other health departments including some with no rules. While most varied, BFHD aligns closely with Spokane Regional Health Department. A phone survey was completed with pumpers, who did not voice concerns with the rule. One pumper requested publishing of fines if there is no compliance with the rule. R. Dawson added that all penalties are criminal and are set by the judge.
- Also from the surveys quite a few Health Departments are starting to move to certifications, where pumpers are certified to maintain and inspect systems. Through the home loan process, lenders are requiring certification that the system is working correctly. BFHD's rule only certifies to pump a sewage tank.
- Recommendation from staff for this rule is to form a committee and look at increasing certifications to complete other certifications. There are well established programs within in the state that could be modeled, and training available through the state for pumpers to review.
- Commissioner Delvin asked who would be on the Committee. R. Dawson responded that the committee would include representatives from the Home Builders Association, the industry, the solid waste coordinator, and sewage staff.
- R. Dawson asked the Board for their approval and/or recommendations.
- Chair, Commissioner Beaver formally accepted, recommending that that BFHD form a committee to look at increasing certifications on the Septic Pumpers Rule.

11. Women, Infants, and Children (WIC) Program Update – Annie Goodwin

- a. Since starting with BFHD A. Goodwin has seen WIC client numbers grow from 700 to just over 8000. However for the first time, numbers have been declining over the last couple of years, and it is a nationwide issue.
- b. Staff have gotten together with Senior Staff to discuss what can be done to bring the numbers back up. Provided in the handout is a summary of steps taken within the last year to increase numbers.
 - Location – Formed a partnership with the Benton City clinic through Prosser Memorial Hospital. After approval from the hospital board and the state, BFHD was able to open up a WIC clinic. In the first month the new clinic took in 38 new clients, by February that number rose to 133. A. Goodwin would like to see this number hit 250. This partnership with Prosser Memorial has opened the door to bringing other programs to Benton City including the Chronic Disease Self-Management program and Safe Kids.
 - Friendly Atmosphere – Staff painted the waiting room, with an aquatic theme.
 - Office Hours – After surveys to staff and clients, WIC has expanded hours to be open Monday-Thursday through the lunch hour, open until 6:30pm on Wednesdays.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
Wednesday, June 17th, 2015**

These changes have eliminated “rush hours” and BFHD is continuing to work on the advertisement of the new hours. While there was discussion about opening on Saturday, the client surveys showed little interest in coming in on a Saturday.

- Seeds Project- BFHD partnered with master gardeners and gave clients seed packets with education on how to grow gardens from home.
- c. Commissioner Delvin asked why there was a drop in the nationwide numbers, to which A. Goodwin responded there was a drop in birth rate, however Washington State did not see this change. In looking at the economy in the area, the amount of people in poverty the area has dropped, but BFHD is still investigating for more definitive answers.

12. Benton-Franklin Community Dashboard Demo – Rebecca Sutherland

- a. Last summer the Eastern Washington University Center for Economic Development approached the community, to find out if the community wanted to have a dashboard.
- b. Then last fall 9 out of 10 sectors conducted focus groups and the community determined what indicators would be published to the dashboard.
- c. R. Sutherland presented an overview of dashboard site and handout to the Board of Health. The overview highlighted Dr. Person and R. Sutherland’s leadership and involvement with the Health Indicators section totaling 24 different health indicators.
- d. Some indicators include vital statistics, youth rates, adult rates, access to care, and funding resources. Under the death by leading cause, data shows cancer, heart disease, and Alzheimer’s as the leading causes of death in the community. Information can be viewed by individual county or combined counties.
- e. Data sources are tried and true, backed up with scientific evidence. Cost to the community is \$20,000 a year to maintain the site. This information will help BFHD communicate with stakeholders and write grants.
- f. Where data is available information can be broken down by each of the cities. Still working on getting data for more rural cities, where available.
- g. In summary there are 170 indicators on the site, after 3-5 years the center will come back to the community for more focus groups to change or add. The each of the indicators there are lists of resources the community can go to for more information.

ANNOUNCEMENTS

No announcements were made.

APPROVAL OF VOUCHERS

Commissioner Delvin moved to approve vouchers numbered 16-2015 through 40-2015, in the amount of \$1,434,947.59. Commissioner Koch seconded the motion and the motion carried unanimously.

EXECUTIVE SESSION

Executive Session was called at 2:23pm, for 5 minutes to review a collective bargaining agreement. Regular session was called back at 2:29pm with no decision made.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
Wednesday, June 17th, 2015**

DATE OF NEXT MEETING

Date of next meeting will be July 15th, 2015.

ADJOURNMENT

Chairman Beaver adjourned the meeting at 2:31pm.

Signature on file

James Beaver
Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

