



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

**MEETING MINUTES**

**December 16<sup>th</sup>, 2015**

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**IN ATTENDANCE**

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<b>Benton</b>	<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, District Administrator and 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
<b>Franklin</b>	<input 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 checked="" 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 – Rachel Ramirez, Nutrition Aide
			<input checked="" type="checkbox"/>	Staff – Diana DeRoos, Front Desk Clerk
			<input checked="" type="checkbox"/>	Staff – Susan Shelton, Food Safety Supervisor
			<input checked="" type="checkbox"/>	Staff – Rick Dawson, Land Use, Sewage, Water Supervisor
			<input checked="" type="checkbox"/>	Visitor – Carol Moser, Benton Franklin Community Health Alliance
			<input checked="" type="checkbox"/>	Visitor – JoDee Peyton, PTE Local 17 Union Rep
			<input checked="" type="checkbox"/>	Visitor – Keith Johnson, Franklin County Administrator

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

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Commissioner Delvin moved to approve the August 19<sup>th</sup>, 2015 meeting minutes. Commissioner Miller seconded. Motion passed.

Commissioner Delvin moved to approve the September 16<sup>th</sup>, 2015 meeting minutes. Commissioner Miller seconded. Motion passed, 3 to 1 with Commissioner Peck abstaining from the vote.

**DISCUSSION ITEMS FROM THE PUBLIC/STAFF**

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None



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**UNFINISHED BUSINESS**

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None

**NEW BUSINESS:**

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

- a. Regarding flu season, activity remains relatively sporadic around the state of Washington and remains low in the community. There have been no flu related deaths in either county, but there are 7 deaths within in the state.
- b. Flu vaccines are 20% below what was given out this time last year. This is due to the flu mist supply issues which have now been resolved. The typical flu season does not peak until after the first of the year so coverage rates my increase over the season. From around the country, flu strains and vaccines are well matched this year.
- c. Experiencing increases in Syphilis numbers, primarily related to cluster, in groups of people with multiple contacts. Department of Health Communicable Disease Outreach staff are reaching out to get contacts tested and treated, as well as expanding what testing can be done in the field for those that do not want to come in for testing.
- d. Seattle Times ran another article about Anencephaly. Dr. Person summarized that as of yet there have been no unique identifiers associated with the women and children affected by this in the bi-county area. Recommendations to women have been the same as for maintaining a healthy pregnancy: early prenatal care, adequate folic acid intake, and if using well water to have it tested to ensure they are not seeing elevated nitrates. Commissioner Peck asked whether nitrates were associated with anencephaly. Dr. Person explained that it was not a risk factor for anencephaly, but was associated with other birth defects.
- e. In trying to increase the folic acid intake in the community, the Health District secured a grant through Vitamin Angels to provide prenatal vitamins to women of child bearing age. These vitamins are being dispensed through both Health District locations and schools that have pregnant teens. Also through the work of the Anencephaly Advisory Committee in discussions with the HCA, now able to get state Medicaid to cover prenatal vitamins for women of childbearing age, not just for those who are pregnant.
- f. March of Dimes is working at national level to get the FDA to move forward with supplementing corn masa flour with folic acid. One reason that anencephaly and neural tube defect rates has dropped across the country since the mid-century is due to almost all the other cereals being supplemented with folic acid. Previously corn masa flour was not supplemented due to chemical incompatibility. With the March of Dimes having funded the research showing that it is feasible, the FDA is now taking public comment on the issue.
- g. Efforts are continuing to address known risk factors and continue to get messaging out to the public, and to maintain surveillance efforts. Commissioner Delvin asked about the criticism in the article. Dr. Person stating that she cannot specifically speak to it, however there have been requests from people to look at current conditions and make an



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extrapolation back to what was happening at the time. The problem is that seeing it now does not confirm whether or not it was there at the time of the affected pregnancies.

**2. Public Hearing: Review and approval of Free Schedule – Jeff Jones**

- a. Under RCW 70.05.060 Powers of the local board of health provides that each local board of health shall establish fee schedules for issuing or renewing licenses or permits for such other services as are authorized by the board of health.
- b. Per the Health District Fee policy, all fee schedules are reviewed and revised as needed, and are presented to the Board of Health for approval. Fees for Health District's services shall be based on total cost of providing the service, including the proportionate share of indirect cost.
- c. All fees have been reviewed, there was not a wholesale across the board increase for services and fees. Used a targeted approach based on each program using their cost of providing the services as a basis for setting the fees, and less than 30% of the fees have been increased.
- d. Notice was provided to the public, and copies of the fee schedule were made available to the public at each of the front desk locations and on the Health District website.
- e. Commissioner Peck asked about fees that had been removed. J. Jones responded that those fees had not been used, so the schedule was cleaned up as the Health District is no longer providing those services. Commissioner Peck then asked if any of the fees associated to a cost of service have gone down. J. Jones stated that there were no instances of fees going down. Additionally Commissioner Peck asked about the portion of the cost related to indirect and what that entails. J. Jones responded saying that this is the indirect rate to cover administrative costs, and it is applied across all programs of the Health District.
- f. Commissioner Peck noted that the tire storage pile has gone up substantially, and asked about materials and labor related to this increase. Rick Dawson, Supervisor of Land Use, Sewage, and Water responded saying, that tire piles do not happen that often and the fee in question is the application fee. In review of current regulations for tire piles, and the amount of time it would take to review and application from start to finish, including review of engineering and insurance it would take a minimum of 25 hours to review the application, the fee was adjusted to \$100.00 an hour.
- g. Commissioner Peck asked J. Zaccaria if incoming fees are fenced to the department earning them or do they go into one bottom line pool. J. Zaccaria responded stating they in part pay for the costs for the department in which they occur and that a portion is allocated toward overhead.
- h. Commissioner Beaver opened the meeting for the public hearing. There were no questions. Commissioner Beaver closed the meeting.
- i. Commissioner Delvin motioned to approve the proposed 2016 Fee Schedule as presented, Commissioner Miller seconded. Commissioner Peck asked how the budget came out for 2015, asking if there was a shortfall. J. Zaccaria said it is a little early to determine final figures, but at this point the Health District will come out in the black.



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- j. Commissioner Peck then asked if there weren't any services being eliminated and there weren't any functional increases, then why are these fees being increased. J. Zaccaria responded stating that the Department Managers, Finance Manager, Operations Director, Contracts and Billing Manager, and J. Zaccaria determined it was time to make a slight adjustment, and only 30% were actually adjusted. Those that did have a significant increase better reflect now the cost of service to the District, adding there are no unanticipated large revenue streams.
- k. The motion passed unanimously.

**3. Request extension for permits due to expire 12/31/2015 to 1/31/2016 – Jeff Jones**

- a. Due to timing of the passage of the fee schedule, statements have not been sent out for permits coming due on December 31<sup>st</sup>, 2015. A proposal was made to extend the permits to the end of January 2016, allowing businesses to renew permits without facing further fines or penalties.
- b. Commissioner Delvin motioned for approval of extension of the permits due to expire on December 31<sup>st</sup>, 2015, changing the permit date to January 31<sup>st</sup>, 2016. Commissioner Miller seconded. Commissioner Peck asked how businesses will be notified. J. Jones responded that they will be sent a notice, stating that they will not be charged a late fee, clearly stating their permit cycle. The motion passed unanimously.

**4. Review and approval of 2016 Budget – Jeff Jones & Jason Zaccaria**

- a. J. Zaccaria stated that an internal budget review team including the Finance Manager, Operations Director, Contracts and Billing Manager, and District Administrator met with each Department Manager to review the current program financial status, fee schedules, and any known funding changes to the program for 2016.
- b. Managers were then asked to complete their budget request using the new accounting software New World Systems. Initial review of the budget was completed by J. Zaccaria and the Finance Manager to make preliminary adjustments. The budget was then reviewed by Senior Staff for edits and comments, and then sent back out to department managers for review and feedback.
- c. A final draft was prepared and presented to the Board of Health Finance Committee on November 25<sup>th</sup>, 2016. Comments from that meeting were then incorporated into the budget that has been presented.
- d. J. Jones added that proposed 2016 budget is \$9,787,658.00. This is approximately \$322,000.00 over the 2015 budget equating to a 3.4% increase. The budget presented is balanced and no cash was used to balance the budget. In 2016 the projected fund balance is \$1.9 million which represented 71 days of cash on hand. This is within 45-90 day threshold as set by the Board of Health.
- e. Additionally, this budget contains adequate funding to cover the Health District's payroll obligations under the current labor agreements. The Health District is proposing a staffing level of 89.78 FTEs, which is a .4 FTE increase over 2015. The budget also contains funding for the contracting of epidemiological and grant writing services, as well as funding for one new vehicle to replace the aging car pool.



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- f. Overall salaries and benefits make up 73% of the budget, supplies and equipment are at 8%, and other services and charges are at 19%. Regarding revenue, state and federal grants make up 41% of the budget, inter-local governmental revenue is at 27%, and fees and permits make up 32%. This budget does not include any increases in county contribution, or use cash to balance the budget.
- g. The Finance Committee has reviewed this budget, and are recommending the Board approve as presented. Commissioner Delvin asked about the cost of living adjustment, to which J. Jones responded that this is currently under negotiations.
- h. Commissioner Peck asked what fees and permits were in the 2015 budget, to which J. Jones responded stating 31%. Commissioner Peck then asked if there are any services that were traditionally provided that either go away or are significantly reduced in the proposed budget. J. Zaccaria responded stating that the Women, Infant, and Children's Program will experience a reduction. This is state driven funding, based on need in the area, and individual organizations that provide this service. Tri-Cities Community Health has started providing this service in Richland and it has affected BFHD's ability to maintain the previous caseload. There are some specific strategies in the works for next year to bring this caseload back up.
- i. Commissioner Delvin motioned for approval of the 2016 Budget as presented, Commissioner Peck seconded. The motion passed unanimously.

**5. Overview of Accountable Communities of Health – Carol Moser**

- a. C. Moser provided a PowerPoint presentation on Great Columbia COH: ACHs and Health Systems Transformation in Washington State. Healthier Washington is the Governor's vision; and state agency partners-including Department of Health and Department of Social and Health Services are instrumental in this work.
- b. Legislation was passed moving the innovation plan forward, and bridge funding to start the work. Federal support gave a \$65 million innovation grant to propel Healthier Washington from vision to reality.
- c. There are three transformative strategies including driving value based purchasing across the community, starting with the State as the first mover. Second, improve health overall by building healthy communities and people by prioritizing prevention and early mitigation of disease throughout the life course. And third, improve chronic illness care through better integration of care and social supports, particularly for individuals with physical and behavioral co-morbidities.
- d. Health systems transformation is not just health care reform, but about all systems that affect health, not just medical care. The current systems separate, with no integration between services for physical health, mental health, and chemical dependency. The current system also focuses on the volume of services provided, not quality of outcomes.
- e. Healthier Washington is more than health care, noting that 80% of factors that affect a person's health occur outside of the health care system.
- f. Washington State's transformation strategy is the development of regionally based, voluntary collaborative called Accountable Communities of Health (ACHs) to drive integrated delivery of health and social services to improve population health.



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- g. ACHs will provide the forum, organizational support, and state-community partnership to achieve transformative results through collaboration. ACHs are the accelerator/coordinator of regional best practices, lessons learned and shared challenges to drive health systems transformation focusing on population health, social determinants of health, and clinical-community linkages and whole person care.
- h. There will be community and regional impact, including regional purchasing strategies, starting with Medicaid. The goal for statewide designation for all ACHs is by the end of 2015.
- i. With ACHs, Medicaid enrollment has grown by more than 50 percent, and Washington is the leader cutting the state's uninsured rate in half. C. Moser then provided data for the Medicaid program by county noting that Benton County has 26,585 adults and 29,060 youth on Medicaid. Franklin County has 12,636 adults and 22,249 youth on Medicaid.
- j. Washington Health Alliance Performance Measures were released on December 8<sup>th</sup>, 2015, showing how each region scored on various components including screenings.
- k. The Section 1115 Global Medicaid Waiver will allow ACHs to be the coordinating entity, provide ACHs the flexibility to fund projects/program that promote the objectives of Medicaid programs, address underlying health care delivery gaps through implementation of meaningful reforms, and enable administrative simplification with standard performance measurement across systems
- l. C. Moser then provided a summary of the Greater Columbia Governance structure, noting that the backbone is the Benton-Franklin Community Health Alliance, PMH Medical Center, and Easter Washington University. There will also be a Board of Directors for 17 different areas of the healthcare system including Public Health, Hospitals, Social Services, Mental Health Providers, Local Government, Education, Housing, Transportation, Publication Safety, etc...
- m. C. Moser also provided an overview of the many deliverables designated by the Greater Columbia ACH including implementing a communication plan for transparency and awareness, developing a regional health improvement plan, and coordinating regional and state entities for integration of physical and behavioral health.

## **ANNOUNCEMENTS**

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### **6. Public Health Accreditation Board (PHAB) Update – Jason Zaccaria**

- a. On October 1st, the District electronically submitted all of its documentation needed for accreditation purposes to PHAB.
- b. On November 4th, the District received the feedback from PHAB's "Completeness Review," in which they looked for items such as signatures, dates, and other components related to documentation scope.
- c. On December 2nd, the Health District made our response to PHAB's Completeness Review by re-submitting a smaller subset of our documents for PHAB's further consideration.



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- d. On December 7th, 2015 the Health District was notified that 3 members of PHAB have been assigned to complete our on-site review, likely in late Spring or early Summer of 2016.
- a. Education and training is ongoing for staff, as well as working with various community partners and Board of Health members.

**7. Labor Negotiations – Jason Zaccaria**

This Health District has engaged the Washington State Nurses Association to negotiate an agreement. There have been two meetings so far, and another meeting set for early January 2016.

- 8. Commissioner Peck introduced the new Franklin County Administrator Keith Johnson.

**APPROVAL OF VOUCHERS**

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Commissioner Miller moved to approve vouchers numbered 57-2015 through 90-2015, in the amount of \$\$2,311,754.82. Commissioner Delvin seconded the motion. Commissioner Peck asked if J. Zaccaria had reviewed and signed them, to which J. Zaccaria responded yes. 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 January 20<sup>th</sup>, 2016.

**ADJOURNMENT**

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Chairman Beaver adjourned the meeting at 2:46pm.

*Signature on file*

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James Beaver

Chairman of the Board

*Signature on file*

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Jason Zaccaria

Executive Secretary

