



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

**MEETING MINUTES**

**August 21<sup>st</sup>, 2019**

**BENTON-FRANKLIN HEALTH DISTRICT (BFHD)  
BOARD OF HEALTH (BOH)  
MEETING MINUTES  
August 21<sup>st</sup>, 2019**

**IN ATTENDANCE**

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<b>Benton</b>	<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD Administrator & BOH Executive Secretary
	<input checked="" type="checkbox"/>	Commissioner Delvin	<input 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 Didier	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
	<input checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Rick Dawson, Sr. Surveillance & Investigation Manager
	<input type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Carla Prock, Sr. Healthy People & Communities Manager
			<input checked="" type="checkbox"/>	Staff – Janae Parent, Executive Assistant
			<input checked="" type="checkbox"/>	Staff – Kyle Stoddard, Systems Analyst
			<input checked="" type="checkbox"/>	Staff – Diane Medick, Administrative Assistant

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

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Commissioner Beaver moved to approve the June 19<sup>th</sup>, 2019 meeting minutes. Commissioner Small seconded. The motion carried unanimously.

**DISCUSSION ITEMS FROM THE PUBLIC/STAFF**

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N/A

**UNFINISHED BUSINESS**

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- 1. Review and approval of updated Board of Health By-Laws – Jason Zaccaria**
  - a. J. Zaccaria presented the draft BOH By-Laws for review in the meeting packet. At the last meeting it was requested that a By-Laws Committee come together to make necessary administrative inclusions and updates. Committee members included Commissioners Jerome Delvin and Brad Peck, along with Health District staff including J. Zaccaria, Jeff Jones, Lisa Wight, and Janae Parent.
  - b. J. Zaccaria noted that the proposed updates are identified in red font, and then highlighted suggested changes to several areas including section 4.10, where changes were made to improve external communications and collaboration of sensitive information to the public. Additionally, section 4.20 is a new section added to address public comment and the proposed additions to respect the privacy and security of the public when addressing the BOH. Lastly, section 7.4 was updated and constructed to



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reflect the Health District's actual payment of vouchers process as currently used by the BOH and the Health District. This payment of vouchers process update is consistent with RCW 42.24.180. J. Zaccaria concluded stating that all suggested changes were reviewed with the Health District attorney.

- c. Commissioner Small expressed support for the suggested changes and motioned for approval of the updated Board of Health By-Laws as presented. Commissioner Beaver seconded. Motion carried unanimously.
- d. After further review, it appears that the quorum for adoption of changes to the By-Laws required two members from each county to be present at the time of the action.
- e. Commissioner Small motioned to rescind the previous approval, as there were not two Commissioners from each county present at the time of the action. Commissioner Beaver seconded and concurred. The motion carried unanimously.
- f. With at least two Commissioners from each county now present, Commissioner Small initiated a new motion to approve the updated BOH By-Laws as presented. Commissioner Beaver seconded. The motion carried unanimously.

**2. Public Hearing to review proposed updated to Benton-Franklin Health District Board of Health Rule #6 – Solid Waste Handling Standards – Rick Dawson**

- a. R. Dawson read aloud the Public Hearing Preamble for the BFHD BOH Rule #6 – Solid Waste Handling Standards provided in the meeting packet.
- b. Copies of the proposed amendments were made available at the hearing and changes included scope, authority and purpose, administration, owner responsibilities for solid waste, performance standards, definitions, composting facilities, land application, penalties, and severability.
- c. The public hearing was opened at 1:36pm to the floor.
- d. There were no comments from the public, or members from the public present.
- e. The public hearing was closed at 1:37pm and Commissioner Koch opened up the discussion for comments from the Board.

**3. Review and approval of Resolution #19-02 to adopt the updated Benton-Franklin Health District Board of Health Rule #6 – Solid Waste Handling Standards – Rick Dawson**

- a. Commissioner Small asked if there was a rule review that took place for confirmation of the proposed changes. R. Dawson stated that Washington Administrative Code (WAC) 173-350 was adopted by the Washington State Department of Ecology (DOE) for Solid Waste Handling Standards across the state of Washington. A provision of the rule is that all local health jurisdictions adopt this rule. Amendments can be added and the rule can be made more stringent to address local conditions, but it cannot be made less stringent.
- b. R. Dawson noted that the Board can choose not to adopt the rule, but the Health District would still be required to enforce the rule and, if not adopted, it could also lose solid waste funding.
- c. The rule was sent out to stakeholders to solicit for changes. Stakeholders that were engaged in the rule review included permitted facilities, planning departments, and the



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BOH. The rule was vetted through the State Environmental Policy Act (SEPA) process and was published in the local newspaper on May 28<sup>th</sup>, 2019. The only comment provided at that time was from DOE with suggested changes, which were made and reflected in the revised rule.

- d. R. Dawson provided a summary of changes mentioned in the preamble to the Board. R. Dawson also made a special note that under performance standards, financial assurance language was added. This language was also present in the previous version and addresses the requirement of all solid waste facilities to provide financial assurance should a facility go bankrupt. If the facility sufficiently cleans up the site as part of the closedown process, the funds are returned to the company. If the facility does not clean up the site as part of the closedown process, those funds are used to complete the cleanup work.
- e. Commissioner Small noted the amount of time staff spent reviewing the rule, engaging stakeholders, and thoughtful considerations including the financial assurance.
- f. Commissioner Didier asked about the pond settlement issues on Foster Wells Road in Franklin County and whether the Health District monitors it. R. Dawson stated that the pond itself is part of a permit issued by DOE. The removal of the solids and where the solids would go is regulated by the Health District. Commissioner Didier noted a possible pending lawsuit from the residents in the area because of the solids, and asked if there were any regulations on the screens that are run. R. Dawson stated that while not an expert on the DOE permitting process, there are likely regulations and noted the Health District had received complaints from citizens about the issue.
- g. Commissioner Beaver motioned to approve Resolution #19-02 to adopt the updated Benton-Franklin Health District Board of Health Rule #6 – Solid Waste Handling Standards. Commissioner Small seconded. The motion carried unanimously.

**NEW BUSINESS:**

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**1. Finance Committee Update – 2<sup>nd</sup> Quarter – Jeff Jones**

- a. The BOH Finance Committee met on August 7<sup>th</sup>, 2019 to review the 2<sup>nd</sup> quarter financials. A summary of what was reviewed was provided in the meeting packet.
- b. Under year to date transactions, overall revenue through the second quarter is at approximately \$4.8 million, which represents 46% of the annual budget. Licenses and permits are running slightly below budget at 46%, state and federal grants are at 43% of budget, state and local discretionary funds are at 42% of budget and is running behind as the county contributions and foundational public health services (FPHS) funds are expected to arrive in the 3<sup>rd</sup> quarter.
- c. Medicaid fee for service is running at 41%, but this is less than 1% of the total budget. Charges for goods and services is at 50%. Miscellaneous revenue and non-revenues were received for interest earned on investments and refund of returned vaccine.
- d. Expenditures are at \$5.0 million, which is 48% of the annual budget. Salaries and benefits are at 48% of budget, supplies and equipment are at 43%, and services and other charges are 53% of budget. J. Jones noted that the Health District does not expect services and other charges to exceed the budgeted level by year-end.



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- e. Capital items are at \$0 to date and cash flow through June 30<sup>th</sup> had a net loss of \$213,000. This is not unusual for the 2<sup>nd</sup> quarter, as the Health District receives most of the state discretionary funds in the 3<sup>rd</sup> quarter.
- f. Commissioner Beaver asked if there was an expected received total of state discretionary funds. J. Jones replied that the FPHS funding is still to be determined, noting that last year the Health District received \$157,000 and allocation methodologies have changed. J. Jones also noted another installment of discretionary funds for the 3<sup>rd</sup> quarter. J. Jones assured the Board that this is expected and typical based on timing of payments for state and local funds.

**2. Request to add 0.5 FTE Public Health Educator for Center for Disease Control and Prevention's (CDC) Overdose Data to Action – Carla Prock**

- a. Earlier this year, BFHD partnered with Washington State Department of Health (DOH) to apply for a national CDC grant for the overdose data to action funding. As of early August, DOH was one of the parent awardees across the nation for the grant. The Health District is now looking to move forward with a new position that was budgeted for.
- b. This new position will be a half-time position as an Opioid and Response Coordinator. This position will provide timely data and work and engage with stakeholders across the community. The funding will allocate for specific, dedicated staff time to work with community partners regarding opioids and data sharing agreements.
- c. Employment is contingent upon receiving the funding from the grant. The Health District expects this position/program to be available for at least three years.
- d. Commissioner Beaver moved to approve the addition of a half-time public health educator for CDC's Overdose Data to Action, for prevention activities. Commissioner Small seconded. The motion carried unanimously.
- e. Commissioner Small also noted that C. Prock did an outstanding job at a recent criminal justice meeting.

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## **ANNOUNCEMENTS**

### **2018 Strategic Plan Accomplishments and Updates – Jason Zaccaria**

Provided in the meeting packet is a handout for the 2018 Strategic Plan accomplishments and updates. J. Zaccaria reminded the Board that there are six priority health areas.

If there are any questions, J. Zaccaria is available for discussion.

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## **APPROVAL OF VOUCHERS**

Commissioner Beaver moved to approve vouchers numbered 49-2019 through 68-2019, in the amount of \$1,457,290.25. Commissioner Delvin seconded the motion. The motion carried unanimously.



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**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 18<sup>th</sup>, 2019.

**ADJOURNMENT**

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Chairman Koch adjourned the meeting at 2:07p.m.

*Signature on file*

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Commissioner Bob Koch  
Chairman of the Board

*Signature on file*

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Jason Zaccaria  
Executive Secretary

