

**BOARD OF HEALTH**

December 14, 2016

7:00 PM

The meeting was called to order at 7:00 p.m. by Mr. Massa with the following members and staff present.

**MEMBERS**

Tony Massa – Warden

Dr. David Curnel – Moses Lake

Cindy Carter – Commissioner

Richard Stevens – Commissioner

Tom Harris - Quincy

John Glassco – Soap Lake

Mark Wanke – Ephrata

Carol Nordine – Electric City

Carolann Swartz – Commissioner

**STAFF**

Anna Franz - HD Attorney

Dr. Alex Brzezny – Health Officer

Kathleen Nelson – Community Public Health Mgr.

Darcy Moss – Admin. Services Mgr.

Theresa Adkinson – Administrator

Todd Phillips - Environmental Health Mgr.

Ryan Brimacombe - Accountant

**ABSENT**

None

**GUESTS**

None

**ADOPTION OF AGENDA** – A motion was made to adopt the agenda as presented (M/S Curnel/Swartz - unanimous).

**APPROVAL OF MINUTES** - The minutes of the November 9, 2016 meeting were approved as written (M/S Curnel/Stevens - unanimous).

**APPROVAL OF VOUCHERS** - The vouchers for the period ending December 14, 2016 totaling \$320,957.01 (#1 – #31 totaling \$222,749.46 and #32 - #66 totaling \$98,207.55) were approved (M/S Swartz/Curnel– unanimous).

**PUBLIC FORUM FOR CITIZEN’S COMMENTS AND APPLICATIONS –**

None

**ENVIRONMENTAL HEALTH REPORT – Mr. Phillips**

**Renewals** - Examples of permit renewal letters for food, water recreation and solid waste programs were distributed. A GCHD Food Safety News hand out was sent out along with food renewals this year which included helpful food safety information for establishments. It also included contact information for the sanitarians assigned to designated areas in the county. Mr. Phillips explained that food establishments that are connected to on septic systems produce high strength waste that is different than a residential waste. An annual inspection needs to be completed by an on-site sewer professional before those establishments with on-site systems can renew their permits.

**School Concessions**- Previously school food concessions were covered under the school food permit, but staff have found that some of the stands were being operated by third parties such as booster clubs or fundraising groups. Staff recently contacted other Local Health Jurisdictions to find out their permitting process for school concession stands. After these contacts were made, it was decided that these stands should be required to obtain a food permit and be properly permitted in order to be consistent and to have proper oversight of food handling. Staff then contacted school districts in Grant County for contact information for their concession stands and a letter is being sent out informing them of the new permitting process.

**Royal Organic Update** - A letter has been sent out requesting proof of access to the neighboring property and proof that they are actively trying to clean up the neighboring property. The letter also states that all outstanding bills must be paid before their permit can be renewed.

Mrs. Adkinson added that this information has been verbalized to R.O. on more than one occasion.

**Social Media & Environmental Health** - A post and pictures that were posted on Facebook by an employee of a food establishment were distributed. They were brought to the Health District's attention by several concerned citizens Mr. Phillips explained that the pictures can be misleading. Taking temperatures of food with thermometers and making an on-site inspection would give a more accurate picture of safe food practices being implemented at an establishment. The Health District's response and concern is food safety. When inspections are done the violations are based on risk and what attributes to food illness. A response to this post from the Health District was posted on Facebook on December 5.

Mrs. Adkinson commented that this post was shared over 600 times and there was a comment on the post from an elected official. She explained that this is an opportunity to respond and educate the public on food safety inspections and requested that if Board members become aware of information similar to this, to let her or Mr. Phillips know so it can be appropriately responded to by educating the public and elected officials.

**Other Updates** - None

**COMMUNITY PUBLIC HEALTH REPORT – Mrs. Nelson**

**Adolescent Sexual Health Parent Night** - The event was held in Quincy on December 1<sup>st</sup>. It gave parents an opportunity to learn about the curriculum that will be taught in their child's Sexual Education classes. The

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attendance by a parent is mandatory in order for their children to opt out of the classes. This is the second parent night that has been held and there were over 60 parents in attendance.

Moses Lake held their first parent night and had about 20 parents attend, which was not required.

**Other Updates** – An STD event was held on December 1st at Fire District #5. The event was open to the public and anyone who wanted, could be tested for free. Many flyers were distributed for the event and staff was prepared for mass testing. Unfortunately, it was not very well attended because of other events that were scheduled the same day. On the positive side, new nursing staff got connected with partners from the Washington State Department of Health and formed relationships.

PPD's (tuberculin skin tests) were given by GCHD nurses to nursing students at the Columbia Basin Technical School. It was an opportunity to educate the students.

The Monroe House was the winner of the gift basket contest that was discussed at the last meeting. Their staff of 24 had 100% completion rate of influenza immunizations.

**ASSESSMENT REPORT** – None

**ADMINISTRATOR'S REPORT** – Mrs. Adkinson

**Public Hearing and Adoption of Ordinance 16-5 (2016 Budget Amendment)** - Mr. Brimacombe summarized the 2016 Budget Amendment. One area he explained was Medicaid Administrative Match funding. It was originally thought that the Health District would need to pay back some of the funds that had been received, but it turned out the H.D. would be receiving approximately \$10,000.

Pass through money, money from grants paid out to other agencies to do grant work, has also effected the budget. Expenditures were \$86,000 over what was budgeted largely due to those pass through funds.

The meeting was opened to a public hearing. With no comments, the public hearing was closed.

A motion was made to adopt Ordinance 16- 5 (2016 Budget Amendment) (M/S Carter/Wanke – unanimous).

**Public Hearing and Adoption of Ordinance 16-6 (2017 Budget)**- Mrs. Adkinson presented a power point summarizing the proposed budget. The FTE allocation will remain about the same at 26.27. The summer help position for the food program will be a four-month position, rather than a six-month position. Reserve funds have been reduced in recent years due to retirement payouts. There will be another retirement payout in 2017 which will again come out of the reserve funds. Some of those funds will also be used in 2017 to balance the budget. The encumbered fund balance as of January 1, 2017 is projected at \$3,270. Total revenues for 2017 are budgeted at \$2,575,390 and expenditures at \$2,653,426 with a difference of -\$78,036. These amounts include encumbered expenditures.

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Mr. Glassco asked about using the reserve funds to balance the budget.

Mr. Brimacombe explained that the Government Finance Officers Association recommends two months, but also recommends paying attention to financial changes that your agency may be facing in the future to determine appropriate amount to have in reserves.

Mrs. Adkinson clarified that the reserves do not include pass through dollars, only operating expenses.

The meeting was opened to a public hearing. With no comments, the public hearing was closed.

A motion was made to adopt Ordinance 16-6 (2017 Budget) (M/S Curnel/Stevens – unanimous).

**Medicaid Administrative Claiming (MAC Billing)** - Mr. Brimacombe explained that the Medicaid Match program matches funds for staff time spent in programs that are Medicaid eligible. Staff members are sent e-mails called random moments. Staff then responds with a code that tells what they are working on at that exact time. The code that is given determines if they can be reimbursed through the MAC program. Staff is in different cost pools based on their skill set, which determines the reimbursement rate.

In 2012 it was discovered by the Health Care Authority that some providers had overbilled. Because of this, changes were made at the Federal level to prevent this from occurring again. The HCA re-evaluated the Health Districts quarterly billings and discovered that the H.D. had over billed and consequently was only reimbursed for half of what was billed for in 2012. More recently, with the assistance of Hansine Fisher, the agency who created the program the billings were re-calculated and resubmitted with a new formula dating back to 2012. The results of this re-calculation showed that the H.D. would actually get back \$28,000. Going forward, with the new calculations, the billings should be cleaner and more predictable.

**GCHD Strategic Plan** - Mrs. Adkinson

Staff along with Cindy Carter and Dr. Brzezny attended a Strategic Planning Session at the office last Friday. The old mission statement and the new mission and vision statements that were formed by staff at the session were posted in the room for comparison. Mrs. Adkinson explained that the H.D. is striving to bring partners together and find ways to provide efficient and effective ways to provide and facilitate services to the public. The statements should reflect this. She also explained that having a mission and vision statement will assist in guiding the direction of the Health District to find funding that is parallel to the mission and vision rather than chasing funding. Displayed at the meeting were the new mission and visions statement that were derived by the Strategic Planning team and improved by staff. Also displayed at the meeting was a poster list of GCHD pilot values which included leadership, dedication, integrity, equitable, innovation, collaboration, caring and communication.

Discussion was held.

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A motion was made to adopt the following as Grant County Health Districts mission statement: “Our mission is to evaluate the health of Grant County and align opportunities for our communities to thrive and be healthy” (M/S Wanke/Curnel – unanimous).

A motion was made to adopt the following as the vision statement: “Our vision is to reimagine public health by being a leader and partner that protects and improves our communities” (M/S Glassco/Curnel – unanimous).

A Strength, Weaknesses, Opportunities and Threats (SWOT) analysis from the session was also displayed. Some of the themes that came from the brainstorming during the session included funding, staff, partnerships, stigma, population, workload and budget. The dialogues also produced top emerging health issues which included sexual health, chronic diseases and substance misuse that will need to be addressed in the future.

Mrs. Swartz added that GCHD’s new branding was also one of the strengths of the agency.

**Resolution 16-5 (Support for State Funded Foundational Public Health Services)** - The original request to the Governor was to request 50 million dollars per biennium to go towards local public health, the Governor’s budget released earlier this week decreased to 20 million (10 million per year). An e-mail from the Governor’s office came out earlier today explaining that the money would mainly be earmarked for communicable disease work. Mrs. Adkinson asked the Board to pass this Resolution in support of the state providing foundational public health funding.

A motion was made to approve Resolution 16-5 (Support for State Funded Foundational Public Health Services) (M/S Swartz/Harris – unanimous).

**Other Updates** - Mrs. Adkinson recognized and thanked Mrs. Swartz for her eight years of service to the Board of Health by presenting her with a plaque of appreciation.

Mrs. Carter asked about the status of the temporary water slide permitting process.

Mr. Phillips explained that the Department of Health is putting together a rough draft with guidelines that will be presented to the advisory committee for review. He noted that the process will take some time. Originally they hoped to have it completed by the end of the year, but they are now hoping to have something together early next year.

**HEALTH OFFICER’S REPORT** – Dr. Brzezny

**Influenza** - There have been sporadic cases of both Influenza A & B, but primarily cases of type A. After Christmas break and at the beginning of the year, there tends to be more cases. The vaccine continues to be a good match to the virus.

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**STD Update** – Chlamydia cases are up 8% since last year. Syphilis cases are also up from last year. Along with the event that was held in the Larsen community, the Health District will likely venture to other communities to hold similar events to address the issue.

**Other Updates** – Department of Health announced a Mumps outbreak. There are 81 cases in Washington which is a significant increase. The closest cases to us are in Spokane and Yakima counties. They appear to be linked to Arkansas and college campuses. The CDC will likely recommend that people receive a 3<sup>rd</sup> MMR in the future. The diagnosis is difficult to make because the symptoms mimic other illnesses. For this reason, many cases are considered probable and not confirmed.

It has been 45 days without any locally acquired Zika cases in Florida. Locally acquired cases are now appearing in Texas and possibly Arizona. The CDC recommends wearing a condom during sex in those possible exposed according to their guidelines.

Madagascar has been decimated by environmental change and wildfire. Rodents escaping from these fires carry the Plague Virus. Recently domesticated cats were tested and 6 out of 12 tested positive for the Plague. Cats are getting the plague from rodents that carry it. With the climate change, we could be seeing an increase in zoonotic diseases in the future because of this.

**OTHER BUSINESS** – Mr. Massa thanked the Board for another year of service and he asked that Health District leadership please share his thanks for their hard work

**ADJOURNMENT** - With no other business, a motion was made to adjourn the meeting at 8:31p.m. (M/S Wanke/Curnel – unanimous).

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Tony Massa, Chairman Board of Health

ATTEST:

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Darcy Moss, Administrative Services Manager  
Clerk of the Board