

**BOARD OF HEALTH****October 11, 2023****6:00 PM**

The meeting was called to order in person and via Zoom at 6:00 pm by Mr. Harris with the following members and staff present:

**MEMBERS**

Tom Harris – Cities/Towns (In Person)

Stan Fuhriman - Stakeholder Rep (In Person)

Deanna Martinez – Cities/Towns (Zoom)

Sheila Berschauer—Healthcare Rep (Zoom)

Cindy Carter – Commissioner (Zoom)

Dr. Alison Ball—Tribal Rep (In Person)

**STAFF**

Theresa Adkinson – Administrator (In Person)

Maria Vargas – HCF Manager (In Person)

Dr. Brzezny – Health Officer (Zoom)

Darcy Moss – Finance Services (In Person)

Lexi Smith – Communication Coordinator (In Person)

Katherine Kenison – H.D. Attorney (Zoom)

Amber McCoy – CD &amp; Epi Facilitator (In Person)

Stephanie Shopbell – EH Manager (In Person)

Rita Morfin – Board Clerk (In Person)

**ABSENT**

Nokey Pando—Consumer of PH

Danny Stone – Commissioner

**ADOPTION OF THE AGENDA** – A motion was made to approve the agenda with the amendment: Item #7a—Ordinance 23-03 is now Ordinance 23-04 (M/S Fuhriman/Carter – unanimous).

**APPROVAL OF MINUTES** – The minutes of the September 13, 2023 meeting were approved as written (M/S Berschauer/Fuhriman – unanimous).

**APPROVAL OF VOUCHERS**—The September vouchers for the period ending October 10, 2023 totaling \$357,586.78 (#1-#3 \$240,418.95, #4-#26 \$23,079.57, #27-#37 \$19,911.13, and #38-#54 \$74,177.13) were approved (M/S Martinez/Carter – unanimous).

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

None

**ENVIRONMENTAL HEALTH** – Stephanie Shopbell

**Proposed Ordinance 23-04, 2024 Fee Schedule**—Stephanie presented Ordinance 23-04 with changes to the board; discussion held.

Motion made by elected officials to set Public Hearing for November 8, 2023 Board of Health meeting (M/S Carter/Harris – unanimous).

**Other Updates**—Stephanie advised the board that the EH staff have completed all 16 of their sanitary surveys, these are usually completed by December.

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EH Spanish speaking staff attended two (2) ServSafe Certificate Food Protection Manager Courses that were taught by WSU to assist with the community members that use Spanish as a primary language.

All other updates are on SharePoint.

### **HEALTHY COMMUNITIES AND FAMILIES (HCF) REPORT** – Maria Vargas

**Program Updates**—Maria advised the board that the state in partnership with our ABCD coordinator conducted Smile Surveys which is a visual screening in a students mouth. This basic screening is the most comprehensive source of children’s oral health surveillance data in our state. Targeted audience is schools with high numbers of students who receive free and/or reduced lunch. Results from the survey should be available at the first of the year.

Flu and Covid Vaccine clinics are planned in Soap Lake and Warden in partnership with DOH Care-A-Van. Patients will also have access to free blood pressure and glucose checks. Childrens immunizations will also be available for children under 18 years of age. Covid vaccine is available to those uninsured.

**Other Updates**—Reports on SharePoint.

### **INVESTIGATIONS AND RESPONSE (I&R) REPORT** – Theresa Adkinson/Amber McCoy

**Introduction of new CD & Epi Facilitator**—Theresa introduced Amber McCoy as GCHD’s new CD & Epi Facilitator. Amber is a Registered Sanitarian and has been with GCHD for 19.5 years, she is also an EH Epi Lead.

**Other Updates**—Amber updated the board with STI and CD numbers and included new guidelines for Covid.

### **ADMINISTRATOR’S REPORT** – Theresa Adkinson

**Financials and Washington State Audit**—Report through August is on SharePoint.

GCHD had our sate audit which included the following:

- Financial Statement—a deep dive was done into GCHD’s financial statements and there were no findings.
- Federal Audit—a vendor that was paid more than \$25,000 for vaccine clinic work was not verified for suspension or debarment and therefore a finding was issued. Theresa and Darcy are working with CLA to update GCHD’s policies and did go back to verify the vendor was not suspended or debarred.
- Accountability—2021 and 2022 expense sheets, direct deposits, travel, food purchases for meeting, to name a few were all audited and happy to announce that there were no findings.

The exit interview is scheduled for October 17, 2023; Theresa took the time to thank Darcy and Sarah, from CLA for their countless hours on the audit.

Washington State DOH was onsite conducting another audit to which GCHD had no findings or recommendations.

Washington State Department of Retirement Systems is also conducting an audit for 2022, GCHD is working with the county since they were the reporting entity for the audit year. As of now there are no findings, and an exit interview is expected in the coming months.

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**Draft Community Health Assessment**—You can find the assessment on SharePoint, there has been great feedback and recommendations. Theresa plans to adopt the assessment in November.

**2023 Budget Amendment**—Theresa presented the 2023 Budget Amendment to the board; discussion held.

**Ordinance 23-03 2023 Budget Amendment-Set Public Hearing for November 2023**

Motion made to set Public Hearing for November 8, 2023 Board of Health meeting (Martinez/Berschauer – unanimous).

**2023 & 2024 Updated FTE Plan**—Theresa updated the board with the FTE plan; discussion held.

**City and County Funding Request Letters**—Theresa discussed the history of the city and county letters. She is working on getting the letters out to the cities and county with an ask for an increase from the county; discussion held.

**Other Updates**—None

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

**CD Epi Chart Review**—Included in PowerPoint; discussion held.

**Respiratory Season Update and Response**—Included in PowerPoint; discussion held.

**Respiratory Season Vaccines and Treatments Update**— Included in PowerPoint; discussion held.

**Vector Updates (WNV, etc.)**—Included in PowerPoint; discussion held.

**Other Updates**—None.

**OTHER BUSINESS**—None

**ADJOURNMENT**—With no other business, a motion was made to adjourn the meeting at 7:25 p.m. (M/S Fuhriman/Carter – unanimous).

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Tom Harris, Chairman Board of Health

ATTEST:

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Rita Morfin, Board Clerk