

BOARD OF HEALTH

February 14, 2024

6:32 PM

The meeting was called to order in person and via Zoom at 6:32 pm by Tom Harris with the following members and staff present:

MEMBERS

Deanna Martinez – Cities/Towns (Zoom)
Matt Paluch - Stakeholder Rep (In Person)
Tom Harris – Cities/Towns (In Person)

Cindy Carter – Commissioner (Zoom)
Dr. Alison Ball- Tribal Rep (Zoom)

STAFF

Theresa Adkinson – Administrator (In Person)
Stephanie Shopbell – EH Manager (In Person)
Dr. Brzezny – Health Officer (Zoom)
Maria Vargas – HCF Manager (In Person)
Lexi Smith – Communication Coordinator (In Person)

Anna Franz – H.D. Attorney (Zoom)
Katelyn Carter- CD Lead (In Person)
Darcy Moss – Finance Services (In Person)
Josie Hernandez- Administration (In Person)

ABSENT

Danny Stone – Commissioner
Amber McCoy – CD & Epi Facilitator
Sheila Berschauer—Healthcare Rep

Rita Morfin – Board Clerk
Nokey Pando—Consumer of PH

ADOPTION OF THE AGENDA – A motion was made to approve the agenda without amendments (M/S Paluch/Carter).

APPROVAL OF MINUTES- The minutes of the January 10, 2024 meeting were approved as written (M/S Paluch/Martinez).

APPROVAL OF VOUCHERS—The January vouchers for the period ending February 13, 2024 totaling \$550,637.52 (#1-#3 \$330,730.75, #4-#9 \$4,473.69, #10-#13 \$53,080.63, #14-#22 \$22,057.65, #23-#33 \$6,938.28, #34-#35 \$11,626.74, #36-#47 \$103,093.49, and #48-#61 \$18,636.29) were approved (M/S Paluch/Martinez – unanimous).

PUBLIC FORUM FOR CITIZEN’S COMMENTS AND APPLICATIONS –

Steve Smith- Addressed the Grant County building permit WAC that is valid for three years. Mr. Smith asked that Grant County Septic permits match the building permit timeline.

ENVIRONMENTAL PUBLIC HEALTH REPORT – Stephanie Shopbell

WAC 246-272A OSS Rule Revision Update—Stephanie presented approval of rule revision. Key changes were brought minimum lot size increase from 500-1,000 sq ft, minimum usable land, disinfection level, property transfer inspection. Presented Rule Revision Timeline to the Board.

Other Updates—All other updates are on SharePoint.

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HEALTHY COMMUNITIES AND FAMILIES (HCF) REPORT – Maria Vargas

Program Updates— Public Health Nurse recruitment, working with staff to keep program covered. Staff attended GCHD Community Anti-Drug Coalitions of America in Washington, D.C.; discussion held.

Other Updates— None.

INVESTIGATIONS AND RESPONSE (I&R) REPORT – Katelyn Carter

Program Updates— STI/CD/EPI reports. Long term care facility outbreaks for COVID and Influenza. GCHD does not conduct Syphilis & HIV investigations, those are referred to State DOH; discussion held.

Other Updates—None

ADMINISTRATOR'S REPORT – Theresa Adkinson

Financial Statements—

New Funding- Theresa provided updates. No discussion was held.

City Contributions Update on cities that have returned their signed agreements.

Human Resources Consulting Firm—Presented two HR Consulting firm bids.

Motion made to authorize the Administrator to purchase an annual service agreement with Archbright pending attorney review of agreements. (M/S Martinez/Carter – unanimous).

Nuvodia Laptop Quote - Theresa presented the Nuvodia quote to the Board for 20 new laptops and docking stations. The board proposed a possible four-year vs. two-year warranty; discussion held.

Motion made to authorize the Administrator to purchase 20 Dell Laptops and docking stations through the Nuvodia contract. (M/S Paluch/Carter-unanimous)

Civic Plus -Website Contract Approval - Theresa presented legal review of contract. Legal counsel addressed liability exposure agreement and disclaimer of warranty. Discussion held. Seeking Board approval.

Motion made to proceed with Civic Plus contract. Discussion held- (M/S Carter/Martinez-Unanimous)

Updated FTE Plan – Proposal for additional FTE- Change CD/Communication position and turn it into two separate roles: CD Investigator/HE and a Communications Specialist.

Motion made for approval to increase the GCHD FTE plan from 42.25 FTEs to 43.25 FTEs. (M/S Paluch/Martinez-unanimous)

Other Updates -

HEALTH OFFICER'S REPORT – Dr. Brzezny

Communicable Disease Epidemiology—Presented update to board; discussion held.

Respiratory Season—Included in update.

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Radiology Emergency Preparedness - Included in update; discussion held.

Other Updates—Syphilis Cases are on the rise in Washington State; discussion held.

Dress Rehearsal Exercise for Radiology Emergency Preparedness- Planning zone mapping presented for this exercise. Discussed RCW 70.05.050 and the local board of health and health officer responsibilities.

OTHER BUSINESS—

Set aside one meeting a year to plan future meetings to avoid missing important dates and holidays.

Board members unable to attend earlier than 6:30. Discussion was held about changing the BOH meeting time to 6:30 or 7 pm. Follow-up to be made at the next BOH meeting. Theresa to draft proposal on time change.

Motion made to approve time for next BOH meeting for 03/13 to 6:30 pm. (Paluch/Carter-unanimous)

ADJOURNMENT—With no other business, a motion was made to adjourn the meeting at 8:41 p.m. (M/S Paluch/Carter – unanimous).

Tom Harris, Chairman Board of Health

ATTEST:

Josie Hernandez, Board Clerk Alternate