

**BOARD OF HEALTH  
MEETING MINUTES  
July 20, 2011**

**Call to Order**

Chairman James Beaver called the meeting to order at 1:32 p.m.

**Roll Call**

Present: Chairman James Beaver, Board Members Leo Bowman, Rick Miller, Brad Peck, and Executive Secretary Larry Jecha

Excused: Shon Small and Bob Koch

Staff Present: Jason Zaccaria, Administrator; Cody Lewis, IT Manager; Amy Serven, Administrative Services; Rebecca Sutherland, Assessment Coordinator; Shelley Little, Annie Goodwin and Carla Prock, Preventive Health Supervisors; Sandy Owen, Preventive Health Director; Bruce Perkins, Environmental Health Director; Susan Shelton, Environmental Health Supervisor; Bonnie Hall, Client Services Manager; Robin Albrandt, Emergency Preparedness; Lisa Wight, Human Resource Manager

Visitors: Fred Bowen, Franklin County Administrator; Carol Moser, Health Alliance

**Approval of Agenda**

Commissioner Peck moved, seconded by Commissioner Miller to approve the agenda. Commissioner Bowman asked to have a discussion regarding the transition of power from two administrators to one administrator and one part time health officer. Agenda was amended to add this discussion under unfinished business. Motion approved as amended.

**Approval of May 25, 2011 Minutes**

Commissioner Miller moved, seconded by Commissioner Peck to approve the minutes of May 25, 2011. Motion carried unanimously.

**Mid Year Finance Report – Informational**

Jason Zaccaria gave a presentation on the budget, specifically the 2011 mid-year revenue summary and the 2011 mid-year expenses (see attached handouts). Commissioner Bowman requested that in the future, these types of expense reports be sent to the Commissioners in advance of the meeting so they have time to review them before the meeting. Commissioner Peck was concerned about some of the percentages of what was spent for supplies compared to

what was budgeted being low. Jason assured him that delivery and quality of services were not being impacted but offered to research the matter further.

## **Unfinished Business**

### **A. Canal Building Update**

Jason reported that we have signed an agreement with Charles Laird of the Tippet Company in June. They have shown the building to a few interested parties. The first is a plumbing company who has been given a copy of the plans and is considering their next steps, if any. The second is an auto mechanic that we haven't heard back from. The third and most interested is a local medical clinic that is looking for additional space and have looked at the building twice. The brokerage firm has also been contacted by two local churches and they have seven additional potential prospects that they have made contact with. The building has also been shown by two other brokers. The first prospect decided the building would not work for them. The second prospect was just recently and we don't have feedback from them yet.

### **B. Administrator Discussion**

Commissioner Bowman asked for clarification on the Administrator position. Jason explained that he is the administrator here and Dr. Jecha is a Health Officer. He stated that the plan is to define exactly what we need from a Health Officer. Commissioner Bowman questioned whether we have an agreement with Dr. Jecha to make sure he has the authority he needs. Commissioner Bowman stated that in the past Dr. Jecha provided both health officer and administrator duties. He is looking for clarification as to how this separation will be completed and what the plan is for a replacement Health Officer given that Dr. Jecha wants to retire. Jason stated that with Dr. Jecha's impending retirement and as we look toward finding his replacement, we have been defining our needs for a health officer to get an understanding of what is needed to operate the Health District. He stated that as soon as we have that defined, he will bring it to the board for further discussion. He anticipates that being done by September. Commissioner Bowman questioned whether that timeline would include salary specifications.

## **New Business**

### **A. Infectious Disease Update**

Dr. Jecha reported that there have been five cases of salmonella recently. None of the cases were life threatening. There have been no cases reported in Benton or Franklin County yet this season of West Nile Virus. There was a case of Q fever in Grant County in a goat herd. Some of the herd made their way to Franklin County. Ten people associated with the herd

have been tested. Results are pending. There has been one case of Listeriosis, which is very rare. Dr. Jecha also reported that STD's continue to rise in our counties. They have been steadily climbing over the last ten years, with a big spike in the last six months.

### **Announcements**

Sandy Owen announced that we are receiving some unexpected funding, approximately \$46,000 for the ABCD Oral Health Program from DSHS to work with kids ages birth through six who are on Medicaid. We are also receiving a short term grant to work with pregnant and parenting teens.

Dr. Jecha announced that the Yakima Health District celebrated its 100 year anniversary in June.

Dr. Jecha announced that we are receiving the results of our standards and he will have them available at the next meeting. From the standards it is obvious that we haven't done a health assessment, though it is expected for health departments to do it. Simultaneously the hospitals need to do a community assessment also. The Health Alliance is facilitating all of us doing it together so that it is less costly for everyone. We will be assessing the health of the community. It will be like a focus group, with opinions given by the community on what health topics they believe are the most important.

Dr. Jecha announced that he is working with area hospitals as well as Emergency Preparedness on a plan to designate one hospital as the lead in an emergency situation. Commissioner Bowman questioned how long the hospital would carry the designation of being the lead and if it would require them to gear up with special equipment. Dr. Jecha stated that it would not require any special equipment and that the lead could change at any time if a better facility was built but that hopefully it would be a long term commitment. Robin Albrandt clarified that the lead hospital would work with EMS on site in a disaster situation to determine the best place for the patients to go so that they only have to go to a hospital once and not being repeated transferred. This will give the patients the best care.

Dr. Jecha announced that we had received thanks from Grace Clinic for our help in getting their staff TB skin tested.

### **Approval of Vouchers**

Commissioner Bowman moved, seconded by Commissioner Miller to approve payment of vouchers numbered 130 to 135 in the amount of \$1,020,333.38. Motion carried unanimously.

### **Executive Session**

At 2:10 the Board went into Executive Session for 10 minutes to discuss a personnel issue. At 2:20 the Board reconvened. Commissioner Peck moved, seconded by Commissioner Bowman to direct the Health Administrator to prepare and deliver electronically or by hard copy a written plan for the transition of the Health Administrator/Health Officer team. This plan should be provided to the Board by one week from today, July 27<sup>th</sup>. Said plan should include a timeline and steps to affect transition to the new structure and the transition should include a ¼ time Health Officer and the steps for that transition would be complete by September 1, 2011. The Board recognizes that if it is deemed unreasonable, the Board has the authority to adjustments. Commissioner Peck clarified that since it is unclear to the Board when Dr. Jecha will actually retire and this plan would address that issue. The motion carried unanimously.

The date of the next meeting is August 17, 2011.

The meeting adjourned at 2:23 p.m.

Prepared by:

Amy Serven, Administrative Assistant  
Benton-Franklin Health District

Approved in regular session August 17, 2011