

BOARD OF HEALTH
Meeting Minutes
January 19, 2011

Call to Order

Chairman Bob Koch called the meeting to order at 1:30 p.m.

Roll Call

Dr. Jecha called the roll: The following were:

Present: James Beaver, Bob Koch, Brad Peck, Shon Small, and Executive Secretary Larry Jecha, M.D.

Excused: Leo Bowman and Rick Miller

Staff Present: Cody Lewis, IT Manager; Amy Serven, Administrative Services; Lisa Wight, Human Resources Manager; Shelley Little, Heather Hill, Carla Prock and Annie Goodwin, Preventive Health Supervisors; Sandy Owen, Preventive Health Director; Bruce Perkins, Environmental Health Director; Karen Queen, Preventive Health Nurse; Rick Dawson and Susan Shelton, Environmental Health Supervisors, Becky Mellinger, Finance.

Visitors: Fred Bowen, Franklin County Administrator; Keith Mercer, Benton County Finance Manager.

Presentation

Sandy Owen announced that Karen Queen had been recognized by the Department of Health for her work in improving our immunization program in Benton and Franklin Counties and helping the doctors in our community to get children immunized and to get them signed up to the electronic immunization registry making immunizations more readily accessible to medical providers. She presented Karen with a plaque.

Approval of Agenda

Commissioner Beaver moved, seconded by Commissioner Peck to approve the agenda. The motion carried unanimously.

Election of Officers

Commissioner Peck questioned if it states in the bylaws that the Chairman position alternates between counties. Dr. Jecha responded that the bylaws are indeed written that way. Commissioner Peck stated the position of Chairman must therefore be held by a Benton County Commissioner for 2011. Commissioner Peck moved, seconded by Bob Koch to elect Commissioner James Beaver to Chairman. The motion carried unanimously.

Commissioner Koch moved, seconded by Commissioner Small to elect Commissioner Peck to Vice Chairman. The motion carried unanimously.

Approval of November 17 and December 6, 2010 Minutes

Commissioner Peck moved, seconded by Commissioner Small to approve the minutes of the November 17 and December 6, 2010 meetings. Motion carried unanimously.

Resolution 11-01

Resolution 11-01 is Travel Authorization for the District Health Officer. Dr. Jecha stated that he would like to amend the resolution to include travel for the administrator, once the position is filled so the board won't have to vote again later on the matter. Commissioner Peck recommended the phrase "and portions of British Columbia" be stricken and that the resolution read travel in the United States and British Columbia. Commissioner Peck moved to approve the resolution with the language change of deleting the words "portions of" in the third paragraph, seconded by Commissioner Koch. Commissioner Peck questioned once we have a full time administrator and a part time Health Officer, who will be in charge of the travel budget. Dr. Jecha stated the administrator will be in charge of it. Commissioner Peck questioned if there is a set budget amount for travel and both the Health Officer and the administrator want to travel, who has authorization over the travel funds? Dr. Jecha stated the Board of Health has authorization. Bruce Perkins stated that according to the organizational chart that was approved by the board, the administrator would have to approve the Health Officer's travel. Commissioner Peck pointed out that the resolution that was once signed by the Commissioners trumps the administrator and it states that the Health Officer is approved travel anywhere in the US and British Columbia. He stated that maybe the last sentence of the resolution should read that all travel is subject to approval by the administrator. Commissioner Peck rescinded his motion and with Commissioner Koch in agreement, he moved to table Resolution 11-01 until the language can be defined. Motion carried unanimously.

Resolution 11-02

Resolution 11-02 provides interim Health Officer coverage in the event of Dr. Jecha's absence during an emergency. Commissioner Koch moved to approve the resolution, seconded by Commissioner Peck. The motion carried unanimously.

2011 Budget Revision

Dr. Jecha stated that we received notice from Franklin County that they will begin charging us \$30,000 per year for our leased space in Pasco. This notice came after our 2011 budget had been finalized. The recommendation from the budget committee is to increase the line item by \$30,000 which will be reflected in the mid-year review. Our cash carryover should prevent this from affecting our bottom line. Commissioner Beaver stated he did not feel this request is unreasonable. He stated that he sat in for Commissioner Bowman on the finance committee. We had a deficit of \$996,000 going into 2011. Commissioner Beaver stated that according to the findings of the budget committee, they were able to reduce the deficit from \$996,000 to \$78,000 by utilizing cash carryover funds and eliminating 5.5 FTE positions. Commissioner Beaver questioned whether the 5.5 FTE's that were eliminated were empty positions or actual employees. Dr. Jecha stated that all except for one employee who retired was a position. *(It was confirmed after the meeting by Human Resources that two of the positions were in the WIC program and were vacant. Three MSS positions included one staff who retired, one who was reallocated to another program with a vacancy and one staffed. The .5 position was vacant in our HIV program).* Becky Mellinger stated that the cash carryover amount going into 2010 was

approximately \$600,000 and going into 2011 is approximately \$900,000, including \$500,000 we have in reserves. Commissioner Peck feels that when Franklin County waived the relatively small \$30,000 a year fee, it was done under the pretense that the Health District was cash strapped. According to the report of \$600,000 carryover in 2010 and \$900,000 carryover in 2011, he feels like Franklin County was given inaccurate information at the time. Dr. Jecha stated that in 2008 we were cash strapped. Both counties gave more in the assessment that year. After that the counties went back to their old assessment which has not increased since 1992. Commissioner Peck moved, seconded by Commissioner Beaver to approve the proposal of the budget committee to reimburse Franklin County \$30,000. The motion carried unanimously.

2010 Report of Performance

Lisa Wight reported that Quality Improvement correlates directly to Public Health Standards which require BFHD to demonstrate through documentation that our practices meet the standards. As a result of the 2008 standards review a Quality Improvement Committee was formed that consisted of BFHD supervisors. They developed a plan with priority areas for improvement based on the standards review. One of those areas was a New Hire Orientation Plan to assist employees in understanding the program. For Policies and Procedures an agency wide template and numbering/tracking system has been developed and implemented. Our existing policies and procedures are being reviewed and inputted into the new template. A list of needed policies and procedures is being developed. Priorities and timelines will be established and assigned. Job descriptions for Local 17 and WSNA developed in 2007 have been reviewed and updated. The committee developed and implemented a new employee performance evaluation process. The committee will also be working on a workforce development plan to address training needs and identify gaps in public health knowledge. In addition, five key health indicators were identified by the committee and are being monitored. The 2010 internal standards review has been completed by the management team. The deadline for submitting documentation for Standards is February 15th. A site visit will take place in April followed by a report with our results. The Quality Improvement Committee will then review and identify gaps and areas of improvement to develop a plan for 2011-2012.

Building Updates

Chairman Beaver stated that we should be getting an update on the status of the Canal Street building in the next couple of weeks. He will let us know when he hears any news on the status of the renovations to our building.

Administrator Update

Commissioner Koch reported that we have received 34 applications for the administrator position. The preliminary cutoff date was January 18th. Fred Bowen and his staff will sort through them and have more information at a later date.

Announcements

Commissioner Peck congratulated Commissioner Beaver on his election to Chairman.

Commissioner Beaver congratulated Commissioner Peck on his election to Vice Chairman.

Dr. Jecha thanked the staff for their hard work on preparing standards.

Dr. Jecha announced that he will be in Olympia on Monday, January 24th for Legislative Day.

Dr. Jecha welcomed Commissioner Small to the Board.

Dr. Jecha announced that we are expecting some flu activity before the next board meeting. He stated that this is the time of year when the flu hits.

Dr. Jecha stated that he would like to retire by April 1, 2011 and he hoped the board would be successful in hiring an administrator and begin searching for a Health Officer in that time frame.

Bruce asked the board if they would mind if he gives a brief monthly update on what is going on in Environmental Health. Chairman Beaver stated he was in favor of these updates. Commissioner Peck stated he is also in favor of updates as long as they are kept brief.

Commissioner Koch thanked the members of the board for the opportunity to be chairman in 2010.

Approval of Vouchers

Commissioner Peck moved, seconded by Commissioner Koch to approve vouchers numbered 100 to 111 for November and December 2010, and January 2011 in the amount of \$1,143,623.75. Motion carried unanimously.

The date of the next meeting will be February 16, 2011 at 1:30 p.m.

The meeting adjourned at 2:12 p.m.

Prepared by:
Amy Serven, Administrative Assistant
Benton-Franklin Health District

Approved in regular meeting
April 20, 2011