



PUBLIC HEALTH DEPARTMENT

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KITTITAS COUNTY BOARD OF HEALTH Minutes

Thursday, September 29, 2005
Permit Center
10:10 a.m.

PRESENT: **Board Members:** Carolyn Booth, Commissioner David Bowen, and Commissioner Alan Crankovich; and **Public Health Department Staff:** Financial Manager Lynn Borngrebe, Community Health Services Manager Bonnie Corns, Administrator Nancy Goodloe, Clerk of the Board Susan Merrill, Health Promotion Manager Ann Riley, and Environmental Health Director John Wolpers.

ABSENT: Commissioner Perry Huston, Chair and Vice Chair Don Solberg, M.D.

OTHER ATTENDEES:

Margaret Condit, member of Board of Health Advisory Committee

INTRODUCTIONS:

Commissioner Bowen started the meeting without a quorum although he mentioned that Commissioner Alan Crankovich would arrive later in the meeting to eventually make a quorum.

Nancy Goodloe introduced Margaret Condit who is representing the Board of Health Advisory Committee (BOHAC) at today's meeting.

CONTRACTS AND AMENDMENTS:

Nancy Goodloe provided an overview of the two contracts for the Board of Health's review. Nancy explained that both contracts are administered by the Department of Social and Health Services (DSHS), are extensions of current contracts, and involve the Public Health Department nurse working with special needs children.

Nancy Goodloe described Department of Social and Health Services (DSHS), Early Intervention Services, Contract #0563-81550 in more depth and explained that no additional funding is involved but rather funding is being renewed on a quarterly basis to uncertainties DSHS has about long-term funding. This contract extension is through December, 2005 and provides for reimbursement of nursing services.

Regarding Department of Social and Health Services (DSHS), WorkFirst Contract #3003CS, this contract is being extended through June, 2006 and represents a "per child" payment although in actuality the department does not see many children per year (i.e., 1 - 2 per year), and thus, this funding does not represent much revenue.

Review was temporarily discontinued until a quorum could be established later in the meeting.

REPORTS:

Second Quarter Quarterly Report, 2005 – Nancy Goodloe

Nancy Goodloe provided an overview of the *Quarterly Report, April 1 – June 30, 2005*. For highlights, she mentioned:

- the higher number of immunizations compared to past years;
- the work of Elizabeth Whitaker, Special Needs Nurse, with an increase in clients due to better referrals and a stronger system, and the wonder service that is provided;
- the work of Susan Merrill and her inclusion of a section on Administrative Services which includes previously unreported information pertaining to the client services and the multitude of administrative staff tasks performed by both Morris Sorensen and Environmental Health administrative staff; and
- that the Shape Up program will be showcased in the department's Third Quarter Quarterly Report.

Upon discussion of TB figures on page 17, Bonnie Corns was asked to refine categories in order to portray statistics for both adults and children.

In review of First Steps Program statistics on page 18, the 2005 totals for "PHN office visits completed" and "MSW home/office" need correction.

Carolyn Booth noticed that school-based dental sealant sites and clients served were lower. Bonnie Corns described the factors causing the decreases, such as inability to schedule providers.

Commissioner Bowen asked about external community feedback to the Shape Up program. Ann Riley provided information on the broad community support that has been extended to Shape Up from the Ellensburg area; and the recognition that eventually the focus will include Upper County representation starting with the school district and extending to the wider community.

Commissioner Bowen mentioned that the visibility of the Public Health Department has been increasing. In response to his question about additional highlights, Bonnie Corns provided information about the Oral Health program receiving a certificate of achievement from the Comprehensive Health Education Foundation.

BUSINESS:

Proposed Adjustments to 2006 Fee Schedule – Nancy Goodloe

In Nancy Goodloe's overview of the 2006 fee schedule, she stated that there are no major changes. Nancy described three new fees in Environmental Health (to recoup printing and administrative costs); and increased vaccine prices (to cover costs). Nancy Goodloe and Lynn Borngrebe answered Commissioner Bowen's questions about which vaccines were increased stating that bolded items generally reflected increases (with a few decreases) and by relatively small amounts, usually by \$1 - \$2.

Nancy Goodloe continued with her depiction of cost changes, covering the reduction in maternity support services' rates (due to lower reimbursement rate) and TB fees. Some time was spent explaining increases in various TB fees as Bonnie Corns explained requirements for new TB reads for children; as well as, discussing TB patient cooperation, insurance coverage, and screening of active TB cases. **Carolyn Booth emphasized how it will be helpful to track statistics on the number of screens of active TB cases; and Bonnie Corns will start tracking.**

Commissioner Crankovich at the meeting and a quorum became available..

Commissioner Bowen asked Nancy Goodloe to summarize the requested fee changes for the 2006 budget. Nancy Goodloe summarized the information she had provided earlier in the meeting. Nancy also referred to recommended changes in the language and fees for TB screening in the policy.

Commissioner Bowen in turn summarized the requested adjustments in vaccine costs (pursuant to whether or not vendors are charging us) and adjustments in old or new Environmental Health items (to cover costs); and explained insurance coverage (for e.g., if our clients are uninsured, they do not have to pay).

Motion 09-01: Carolyn Booth made a motion to approve the proposed adjustments to the 2006 fee schedule and fee schedule policy for the 2006 budget; Commissioner Crankovich seconded. All approved. Motion 09-01 carried.

MINUTES:

Motion 09-02: Carolyn Booth moved that the minutes of the August 18, 2005 Board of Health meeting be approved. Commissioner Crankovich seconded. All approved. Motion 09-02 carried.

CONTRACTS AND AMENDMENTS (continued):

Commissioner Bowen asked for the resumption of the review of the amendments to the contracts and asked Nancy Goodloe to provide a summation of the contract amendments. Nancy recapitulated changes to the contracts. Lynn Borngrebe mentioned that the DSHS WorkFirst Contract #3003CS has not been reviewed by the Auditor's Office as of yet.

Motion 09-03: Commissioner Crankovich made a motion to approve the signature of the KCPHD's Administrator on the Department of Social and Health Services (DSHS), Early Intervention Services, Contract #0563-81550. Carolyn Booth seconded. All approved. Motion 09-03 carried.

Motion 09-04: Carolyn Booth made a motion to approve the signature of the KCPHD's Administrator on the Department of Social and Health Services (DSHS), WorkFirst Contract #3003CS, pending review from the Auditor's Office. Commissioner Crankovich seconded. All approved. Motion 09-04 carried.

REPORTS (continued):

Nancy Goodloe Nancy Goodloe provided an overview to Commissioner Crankovich of the Second Quarter Quarterly Report and mentioned the same highlights as described earlier in the meeting.

BUSINESS (continued):

Proposed 2006 budget – Nancy Goodloe

Nancy Goodloe referred to the *2006 Preliminary Budget Narrative on the Public Health Department*, a department narrative, which provides a forum for managers to tie program work to standards and goals.

Nancy Goodloe proceeded to detail aspects of the proposed budget for 2006, starting with salaries and benefits. Nancy noted factors underlying increases in benefits (reflecting relatively flat increases in salaries and benefits overall) and the request for an additional 2.10 FTE.

Regarding expenses, Nancy Goodloe stated that there is a projected 5% increase across the board. Nancy referred to the overall low increase in the supplies budget (with an exception being higher gas costs for department cars); the assumption of maintenance costs on our color printer; and an increase in capital outlay costs in order to purchase computers to abide by the county's rotation schedule.

For revenues, Nancy Goodloe said that federal and state revenues are up slightly. Nancy elaborated on the request for a 5% increase in the county's contribution to bring the contribution closer to 2002 levels. Currently, the county's contribution covers 25 – 30% of our budget.

Discussion occurred over descriptions of "interfund" and "fund balance." There was extended discussion over the fund balance in order to understand the factors and implications involved in its calculation of \$81,220 for 2006, and to understand the proposed 30% decrease in the transfer from the fund balance for 2006 compared to that for 2005.

Commissioner Bowen mentioned that county-wide projections for revenue are showing positive trends. He also recommended moving the budget request forward to the Board of County Commissioners (BOCC).

Commissioner Bowen asked for a description of the proposed new staff positions, including if any new positions were based on one-time grant funding. Nancy Goodloe and Ann Riley described the 0.7 FTE net increase in Health Promotion and its funding sources; Nancy described the new 0.4 FTE in Oral health and the new 1.0 FTE in Environmental Health, along with their funding sources. Nancy elaborated that the Health Promotion proposal will actually need to be adjusted at some future point due to a change in current personnel that has just occurred.

Motion 09-05: Carolyn Booth made a motion to refer the 2006 budget proposal to the BOCC. Commissioner Bowen seconded. All were in favor. Motion 09-05 carried.

Public Health Position Statement on Community Development – Nancy Goodloe

An explanation was provided as to why the position statement was needed and developed, who had drafted and reviewed it, and how it will be used for public venues.

Commissioner Bowen asked Margaret Condit for BOHAC's opinion of it, and Margaret responded that BOHAC supports the document and its content.

Commissioner Crankovich asked what sources were used for the statistics. Ann Riley cited the 2003 Behavioral Risk Factor Survey (BRFS) and Healthy Youth Survey as data sources.

Commissioner Bowen received affirmation that the intent behind the request for action from the BOH on the position statement was to acknowledge the statement and encourage use of the concept.

Motion 09-06: Carolyn Booth made a motion to approve the Public Health Position Statement on Community Development. Commissioner Crankovich seconded. All approved. Motion 09-06 carried.

Nancy Goodloe reminded attendees that the next BOH meeting will also be at the Permit Center. Commissioner Crankovich said that he will not be able to attend the October meeting.

The meeting adjourned at 11:23 a.m.

Next Meeting: The next Board of Health meeting will meet on October 20 at 10:00 a.m. at the Permit Center in Conference Room 1.

Perry Huston, Chair of the Board of Health

Nancy Goodloe, Administrator
Kittitas County Public Health Department

Susan Merrill, Clerk to the Board of Health