



PUBLIC HEALTH DEPARTMENT

www.co.kittitas.wa.us/health/

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Meeting Title: PUBLIC HEALTH STUDY SESSION
Date: March 27, 2007
BOCC Attendees: David Bowen, Alan Crankovich, Mark McClain
PH Attendees: Cathy Bambrick, Kay Kenison
Other Attendees: Darryl Piercy

DISCUSSION/DECISIONS		ACTION TO TAKE
Start time	11:05 a.m.	
Minutes	None to review.	
Announcements		
Discussion		
EH Real Estate Agency \$5 Document Request Fee	EH has charged real estate agencies \$5 for copies of septic permits for 12 years. The rationale for the fee is related to staff time required to pull the files and make copies. Real estate agents need septic permit files for business purposes in terms of selling homes. There are days when we get 5 requests for the same septic permit file. The files are anywhere from 10 to 30 pages.	It was suggested the fee could be renamed, but as soon as the septic permit files are on-line, the real estate agencies will be able to access this information from their offices.
Staffing Update	EH positions are posted again. We are actively recruiting and currently have applicants to screen for the EH Manager position. There have been no qualified applicants for the EH Specialist position. We are researching the possibility of recruiting at CWU.	
2006 Billing Update	Sheila has completed all 2006 billings except for the MAA billings.	

	The MAA billings are extremely complicated.	
Public Health Sorenson Building Construction	Health Promotion team moved offices on March 27. The kitchen will be finished and carpet installed on April 3. After the kitchen is complete, maintenance will remodel the waiting area and carpet is expected to be installed on April 16. The staff misses the kitchen.	To date, the project is under budget.
Archiving Grant	EH files are still with the contractor. The vendor will be placing EH documents back into their plastic sleeves for an additional charge. The plat files, solid waste permits and site evaluations still need to be sent to the contractor. As archiving moves forward, a request to the BOCC for funds to continue scanning and indexing the current files will be made. The vendor estimates \$450 per Banker's size box. We anticipate about 25 boxes/year equaling \$11, 250.00.	A vendor will be demonstrating their data management system on March 28 to CDS and Health Department staff. Jerry Pettit will be bringing more information to the BOCC regarding continuing the Archiving Project.
Emergency Preparedness Statewide Table Top Activity May 10, 2007	<p>Public Health will be hosting a Regional Exercise for Emergency Preparedness and Response. Jerry Harris is the lead on this project and is working with Colleen Riley, Bonnie Corns and Cathy Bambrick to plan the event and invite participants from other agencies. The goal of this exercise is to work with public health partners in the event there is a surge of ill patients needing care.</p> <p>Sara Burnet will be participating in another regional exercise at the Chelan Douglas Health District focusing on the duties of the Public Information Officer (PIO). The goals they would like to achieve include some actual writing of press releases, holding a press conference and receiving feedback from the media about their strengths and weaknesses.</p> <p>On April 19 there is a specific training for Elected Officials by Emergency Management Division of the Sheriff's office. The workshop is designed to familiarize Senior Public Officials on their roles and responsibilities before, during and after an emergency and to provide instruction on public policy, emergency management fundamentals, public information and the Incident Command System (ICS).</p>	Alan Crankovich and Mark McClain are planning on attending the April 19 training for Elected Officials.
PH Strategic Planning Session March 30 th , 2007	The Management Team will be attending an all-day strategic planning meeting. The focus will be utilizing Public Health Standards in the department's long-range planning and the direction of the Department; and	Cathy will be meeting with each commissioner for their input on Board of Health meetings and department reports.

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	also team building to re-energizing the management team. There will be a discussion on the structure of the Board of Health meetings, all-staff meetings, and the current reporting systems.	
Meeting Adjourned	11:40 a.m.	
Next Meeting	Tuesday, April 24, 2007, 11 am	

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