

PUBLIC HEALTH DEPARTMENT

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

Administration
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Meeting Title: PUBLIC HEALTH STUDY SESSION
Date: February 26, 2008
BOCC Attendees: Commissioner Bowen, Commissioner Crankovich,
Commissioner McClain
KCPHD Attendees: Cathy Bambrick, Bonnie Corns, Susan Merrill, Holly Myers, Amber
Simons
Other Attendees: na
Start time: 10:58 a.m.

Procedure for Public Health Approval Process for Contracts:

Commissioner McClain said that Jim Hurson agreed with Don Anderson regarding the approval process for KCPHD contracts: all can be done on the same day (1) with a Board of Health meeting to review/approve contracts and (2) with a special meeting with the Board of County Commissioners (BOCC) to review/approve contracts. BOCC would meet after the BOH meeting, record its meeting, and note by reference its decision into the BOCC Agenda Session proceedings. These new procedures will maximize everyone's time.

(FOR APPROVAL) Environmental Health PH Clerk II position is budgeted for 2008: Cathy Bambrick said this EH position is budgeted for 2008; and the fee for water approval will pay for this position in 2008. As of yet, the personnel paperwork to post the position has not been signed and Cathy asked if the Commissioners had any questions. **The Commissioners approved the position.**

EH Staffing and Space Issues: Cathy reviewed how three EH staff are working in Public Works' (PW) office space and noted that there has been some tension with PW staff though not with the PW Director, Brandon Drexler. **The Commissioners said this was County space and not PW space with plenty of room for EH staff; and they mentioned that the PW Director will handle the issue with his staff.**

SEPA Process for EH Code Development: This item was scratched as Don Anderson was unable to attend the meeting.

Financial Update: Cathy said that the financial information is part of the department's monthly updates to the Commissioners. Cathy said that since the February 21 Board of Health meeting, financial data had changed and now actual 2007 net income is negative \$10,000 as extra expense was found that had not been billed.

Amber Simon said she had met with Judy Pless to get official approval on the indirect cost allocation. Amber stated that the department needs an indirect rate for contracts and needs to revise the rate for 2008 (from the 2006 rate which was used for 2007) and formal recognition by Ms. Pless is required for this to occur; this recognition should occur soon.

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HEALTHIER KITTITAS COUNTY

Amber said that adjustments will be made to the 2008 budget, including under accruals of revenue and fewer bars codes.

(FOR APPROVAL) Blue Ribbon Fund Budget Amendment Proposal for Program Expenditures:

Cathy said the department has received \$113,000 in Blue Ribbon funds for communicable disease work. The funds were received in January, 2008 but the funding period started in July, 2007. Thus, no funds have been spent (e.g., staff positions could not be filled until 2008 due to delays in Human Resources), funds were carried over into 2008, and the department is currently behind in its spending of the funds. Cathy proposed that funds be spent on infrastructure to support staff positions and she outlined the proposed infrastructure (including a desk, other furniture, computer, other equipment, and medical supplies) [see attached *Blue Ribbon Funds Budget*]. **Commissioner Bowen recommended to Cathy that she present her proposal as covering some of the department's unfunded mandates with this funding.**

The Commissioners approved the budget amendment proposal.

(FOR APPROVAL) Cover All Kids Infrastructure Budget Amendment for Program Expenditures:

Cathy said the contract did not lay out the deliverables and thus the funds have not been placed in the budget as of yet and a budget amendment will be needed. Cathy and Bonnie Corns explained that the contract pays for staff to develop a children's health outreach program to enroll uninsured children in the Cover All Kids project (i.e., the Governor's equivalent of SCHIP). Cathy said the proposal is to fund infrastructure and staff time [see attached *Cover All Kids Infrastructure Funds Budget*]. **The Commissioners approved the budget amendment proposal.**

Out of State Travel Requests: Bonnie said that as part of County policy, she needed to bring this request for out of state travel to the Commissioners. The request is for two trips to Portland, Oregon for Jerry Harris, Emergency Response Specialist, for:

1. 3/25 – 3/28: for a strategic national stockpile conference (regarding pharmaceuticals and CDC changes to distribution/tracking) and a scholarship for travel reimbursement will pay for this training; and
2. 4/08: a conference for the development of a medical reserve core (i.e., volunteers) regarding how other local health jurisdictions (LHJs) are managing this work; and the department budget will pay for this training.

The Commissioners approved the requests.

(FOR APPROVAL) Rural Community Based Advanced Skills Grant Application: Cathy is requesting approval from the Commissioners to apply for this grant of \$13,663 for one of the department's mandated programs for communicable disease work. Bonnie reviewed that the grant which covers:

- Education for nurses in the provision of enhanced medical skills to rural communities;
- KCPHD's proposal to update its travel clinic to include: (1) certification for nurses, Carrie Bland and Linda Navarre, in travel medicine (as the clinic has existed for 10 years without such certification); (2) itinerary planning (will need to purchase software for this endeavor); (3) risk assessment for multiple treatments per disease; and (4) specific equipment (e.g., computer and printer for exam room, and replacement of 1960s exam table).

The Commissioners approved the grant application.

E3 Washington – Request for Attendance: An E3 Regional Summit on Environmental Education will be held on March 7, 2008 at the Fairgrounds in Ellensburg [E3 stands for education, environment, economy]. **The Commissioners had delegated representation from County Management to Darryl Piercy.**

Water Availability for Building Permit Policy: Cathy presented this policy in 2007; no changes have been made since that time. The policy will eventually be placed into County Code.

Cathy said:

- The current version requires wells to be drilled before a building permit can be obtained (in order to meet the Growth Management Act [GMA] and thus ensure proof of adequate availability of potable water;)
- The only way to ensure water availability is to test the water;
- Kittitas County is behind other counties in the state; and
- She does not know how else to meet the requirements of the GMA.

Cathy described the building permit process related to water availability. Discussion occurred over problems due to unavailability of well drillers, other options (waivers so that homeowner accepts risk versus the County), and State law considerations. **It was decided that the issue will be placed on the Community Development Services' Study Session. Commissioner Crankovich would like to get clarification from the State and Commissioner McClain would like clarification from County legal counsel. Commissioner Bowen asked for Cathy to send him an email with the GMA and the appropriate WACs.**

EXECUTIVE SESSION:

At 11:37 a.m., the Commissioners and staff (Cathy Bambrick, Bonnie Corn, Holly Myers, and Amber Simons) went into an executive session:

- To discuss stated litigation [i.e., RCW 42.30.110 subsection (1)(i)(C)];
- For direction from the Board of County Commissioners; and
- For approximately 40 minutes.

Executive Session ended at 11:40 a.m. and the reason for meeting was changed to personnel rather than litigation, and KCPHD staff were instructed to:

- **Work with Kirk Eslinger;**
- **Set up a meeting with David Bowen, Kirk Eslinger, Cathy Bambrick, and affected Public Health staff; and**
- **Draft messaging/talking points for the Commissioners.**

Blue Ribbon Funds Budget

612,039.002

	Budget			Actuals			Remaining		
	S&B&OH	Other	Total	Salaries	Other	Total	Salaries	Other	Total
January	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00	\$8,989.65	\$453.18	\$9,442.83
February	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00	\$8,989.65	\$453.18	\$9,442.83
March	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
April	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
May	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
June	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
July	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
August	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
September	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
October	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
November	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
December	\$8,989.65	\$453.18	\$9,442.83	\$0.00	\$0.00	\$0.00			
	\$107,875.80	\$5,438.20	\$113,314.00	\$0.00	\$0.00	\$0.00	\$17,979.30	\$906.37	\$18,885.67

	Salary	Benefits	% of Time	Monthly	Overhead	Annual
PH Clerk	\$2,111.00	\$612.19	100%	\$2,723.19	\$416.67	\$37,678.28
Assess II.	\$3,164.00	\$917.56	25%	\$1,020.39	\$41.67	\$12,744.68
Assess I.	\$2,860.00	\$829.40	100%	\$3,689.40	\$416.67	\$49,272.80
Health Officer	\$640.00	\$0.00	100%	\$640.00	\$41.67	\$8,180.04
	\$8,775.00	\$2,359.15		\$8,072.98	\$916.67	\$107,875.80

Item	Quantity	Cost	Tax, S&H	Extended Cost	
Laptop/Docking/Proj	1.00	3,400.00	261.80	3,661.80	
Chairs	2.00	130.00	10.01	270.01	
Educational Materials	1.00	500.00	38.50	538.50	
Medical Supplies	1.00	650.00	50.05	700.05	
Advertising	8.00	470.00	36.19	3,796.19	
Pens	1.00	810.00	62.37	872.37	
Corner Desk	3.00	1,200.00	92.40	3,692.40	
72" 4 door hutch	4.00	500.00	38.50	2,038.50	
48" 4 door hutch	1.00	370.00	28.49	398.49	
Monitor Covers	2.00	150.00	11.55	311.55	
HP Laserjet 3505 DN	1.00	1,350.00	103.95	1,453.95	same as EH
Monitors	2.00	200.00	15.40	415.40	
Cell Phone	2.00	300.00	23.10	623.10	
			Totals	18,772.31	
			Budget Avail	18,885.67	
			Over/(Under)	113.36	

Cover All Kids Infrastructure Funds Budget

Contract amount \$9716.00

ITEM	Quantity	Unit Price	Total	Comments
Employee S & B			\$ 3,966.00	
Extended corner desk w/ Lt return	1	\$ 1,500.00	\$ 1,500.00	Liz
72" 4 door hutch w/tack board	2	\$ 500.00	\$ 1,000.00	Liz & new PH Clerk
Computer - Laptop w/docking	1	\$ 2,500.00	\$ 2,500.00	Liz
Paper, envelopes, postage, office supplies	1	\$ 750.00	\$ 750.00	supplies for mailing in DSHS applications for clients
Sub Total - Other			\$ 5,750.00	
Grand Total			\$ 9,716.00	



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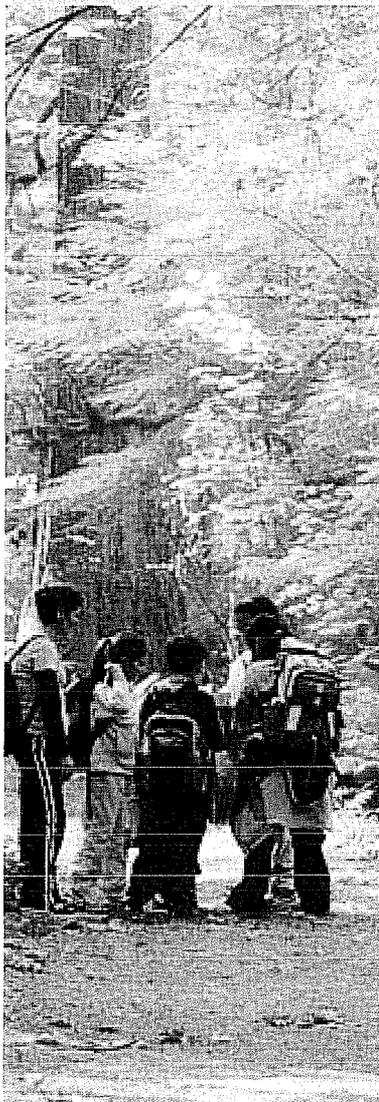
**Statewide E3 Washington
Honorary Chairs**

Governor Chris Gregoire
William Ruckelshaus
Billy Frank, Jr.

For more information,
please contact:

Diedra Petrina
diedrap@cascadeland.org,
or if you prefer to RSVP by phone,
call Diedra at: (509) 962-1654

For information regarding
E3 Washington visit:
www.e3washington.org



You are cordially invited to participate in the

**Kittitas County
E3 Regional Summit on Environmental Education**

Come meet with other leaders at an innovative event linking
education, environment and economy for our future.

Friday, March 7, 2008, 8:30 a.m. - 4:00 p.m.
Kittitas County Fairgrounds, Ellensburg, WA
(Lunch and Snacks Provided)

With opening remarks from:

Rex Buck

Spiritual Leader, Wanapum Band of Indians

Virginia Beavert

Yakama Nation elder, linguist and Heritage University Professor

Dr. Steven Verhey

Executive Director, Cascadia Carbon Institute

Our breakout sessions will include:

Envisioning Kittitas County in 2025

The first step in vision-driven, aspirational planning

Heads, Hands, Heart

Identifying the attributes of an environmentally literate citizen

Lay of the Land

Reflecting on the current state of environmental education in our county

Closing the Gap

Goals and actions to move us toward our vision

The results of our work will be compiled into a plan for environmental
education in Kittitas County that includes specific actions and an
implementation strategy. The Kittitas County plan will be incorporated into
a statewide E3 plan, to be presented to the Washington State legislature.

Please join us!

RSVP by February 15th, and get directions at
www.e3washington.org/kte3/rsvp

E3 Washington is a project of the
Environmental Education Association of Washington
P.O. Box 6277, Olympia, WA 98507

KITTTIAS COUNTY PUBLIC HEALTH DEPARTMENT
 February 26, 2008 STUDY SESSION
 11:00 AM – 12:00 PM
 BOCC Conference Room

TOPIC	RECOMMENDATION/UPDATE
Approval: EH PH Clerk II Position budgeted for 2008	
Discussion: EH Staffing & Space Issues	
Discussion: SEPA Process for EH Code Development	
Discussion: Financial Update	
Approval: Blue Ribbon Fund Budget Amendment proposal for program expenditures.	
Approval: Cover All Kids Infrastructure Program Budget Amendment for program Expenditures.	
Discussion: Out of State Travel Request	
Approval: Rural Community Based Advanced Skills Grant Application	
Discussion: E3 Washington – Request for Attendance	
Discussion: Water Availability for Building Permit Policy	
<p>Executive Session 11:45 AM – 12:00 PM RCW 42.30.110 Subsection (1)(i)(C) Executive sessions. Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.</p> <ul style="list-style-type: none"> • Announce purpose of session • Names of those in attendance • State if any action is anticipated following session 	
Other:	