

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
REGULAR MEETING**

MONDAY

9:40 A.M.

AUGUST 18, 2014

Board members present: Chairman Paul Jewell & Vice-Chairman Gary Berndt. Absent: Commissioner Obie O'Brien.

Others: Mandy Buchholz, Deputy Clerk of the Board; Robin Read, Public Health Administrator.

REGULAR MEETING

DEPARTMENT HEAD

PUBLIC HEALTH

Robin Read, Public Health Administrator requested the Board consider authorizing her to promote her EH Permit Tech. to an EH Specialist I. She provided the Board with a work plan to show the comparison of the EH Tech support tasks vs. EH Specialist I work plan. She explained that they lost one of their EH Specialist II earlier this year and there are savings in that position going unfilled. She said the request is of no impact to the budget and with the promotion there is still a savings of \$163.40 a month.

The Board approved the request to promote the EH Permit Tech to an EH Specialist I.

Ms. Read stated that she is looking at proposing in her 2015 budget separating the Community Health division from the Health Promotion division. She stated that combining them was her idea and they have tried it for a year and learned that it doesn't work and that it isn't effective. She stated that currently it's only coming to them as an "FYI," but she wanted the Board to know she is working on a plan to bring forward at a later date.

Meeting adjourned at 9:50 a.m.

DEPUTY CLERK OF THE BOARD

**KITITAS COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON**


Mandy Buchholz


Paul Jewell, Chairman

APPROVED
9-2-14

EH TECH SUPPORT TASKS

| |
|---|
| TASK |
| WEBSITE |
| EDEN PROGRAMMING |
| GROUP B WATER SYSTEM APPLICATION MANAGEMENT |
| IT PROJECTS/DATA MANAGEMENT |
| EVENT PERMIT APPLICATIONS |
| BOUNDARY LINE ADJUSTMENT COMMENTS |
| PLAT FILE PREPARATION AND ROUTING |
| SOLID WASTE GRANT QUARTERLY REPORTS |
| MEETING MINUTES |
| PRELIMINARY SITE ANALYSIS |
| QUARTERLY REPORT DATA COLLECTION |
| MAINTAIN EH FORMS & PUBLICATIONS |
| OSS PERMIT RENEWAL REMINDERS |
| ARCHIVING |
| PUBLIC DISCLOSURE REQUESTS |
| REALTOR REQUESTS |
| DATA COLLECTION FOR BUDGETING |
| MAINTAIN ACCESS DATABASES |
| MAINTAIN GIS LAYERS |
| OSS INSTALLER MAILOUTS |
| CAMP/PARK MAILOUTS |
| FOOD MAILOUTS |
| FAIR FOOD PACKETS |
| BACK UP FOR FRONT DESK |

2014 MONTHLY SALARIES

| | | |
|-----------------------------------|-----------|----------------------|
| January 1-August 5, 2014 | | |
| Jeff Seapulski (EH Specialist II) | \$ | 3,662.00 |
| Erin Moore (EH Technician) | \$ | 3,192.00 |
| Total Monthly Salaries | \$ | 6,854.00 |
| After August 6, 2014 | | |
| New EH Specialist I | \$ | 3,339.00 |
| Erin Moore (EH Specialist I) | \$ | 3,351.60 |
| Total Monthly Salaries | \$ | 6,690.60 |
| | | 2014 Monthly Savings |
| | \$ | (163.40) |

EH SPECIALIST I WORK PLAN

WATER BANKING

- CREATE/MANAGE FORMS
- CREATE/MAINTAIN DATABASE
- REPORT TO ECOLOGY
- PROCESS APPLICATIONS
- PUBLIC COMMUNICATION
- ENFORCEMENT

WATER METERING

- CREATE/MANAGE ACCOUNTS
- CREATE/MANAGE FORMS
- CREATE/MANAGE DATABASE & GIS LAYERS
- SEND ANNUAL BILLINGS
- MANAGE METER READ SCHEDULE
- COORDINATE METERING INSTALLATIONS
- PUBLIC COMMUNICATION
- CONDUCT INSTALLATION INSPECTIONS
- MONITOR/EVALUATE/INVESTIGATE USAGE DATA
- REPORT TO ECOLOGY
- ENFORCEMENT
- MAINTENANCE PROGRAM
- MAINTAIN METERING SOFTWARE

AIR QUALITY

- PROVIDE EDUCATION AND OUTREACH MATERIALS
- MAINTAIN COMMUNICATION WITH ECOLOGY DURING WILDFIRE AND WOODSMOKE AIR POLLUTION INCIDENTS
- PARTICIPATE ON AQ PROJECTS AS NEEDED

SOLID WASTE:

- COMMUNITY EDUCATION OUTREACH
- PREVENTION
- PUBLIC COMMUNICATION
- EVENT COORDINATION
- DEVELOPING COMMUNITY PARTNERSHIPS

QUALITY IMPROVEMENT

- ASSIST IN INTEGRATION ALL EH DATABASES INTO CAMAS
- ASSIST INTEGRATION ALL INSPECTION DATA INTO CAMAS

BACK UP FOR ALL EH PROGRAMS:

- FOOD SAFETY
- WATER QUALITY
- SOLID WASTE
- ON SITE SEPTIC
- VECTOR
- POOLS & SPAS
- SCHOOLS
- CAMPS & PARKS