



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH**

MEETING MINUTES

December 6th, 2017

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IN ATTENDANCE

Benton	<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD District Administrator & BOH Executive Secretary
	<input checked="" type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, BFHD Health Officer
	<input type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
Franklin	<input checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
	<input type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Carla Prock, BFHD Sr. Healthy People and Communities Manager
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Eric Elsethagen, BFHD Information Systems and Security Manager
			<input checked="" type="checkbox"/>	Janae Parent, BFHD Admin Analyst/Executive Assistant
			<input checked="" type="checkbox"/>	Kirk Williamson, Benton Franklin Community Health Alliance
			<input checked="" type="checkbox"/>	Vanessa McCollum, Public Health Educator

CALL TO ORDER

Chairman Bob Koch called the meeting to order at 1:34p.m.

APPROVAL OF MINUTES

Commissioner Beaver moved to approve the October 25th, 2017 meeting minutes. Commissioner Delvin seconded. The motion carried unanimously.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

N/A

UNFINISHED BUSINESS

None to report

NEW BUSINESS:

1. Medical and Environmental Health Updates – Dr. Amy Person

- a. There is an increase in influenza activity across the state. Overall influenza activity is low, although there have been four flu related deaths all in the elderly population, fortunately none in our area yet.
- b. There was a recall of cut fruit that was associated with salmonella, primarily through Kroeger family of stores including Fred Meyers. There were cases in Yakima, with a total of 17 cases across Washington and Oregon, but there were no cases locally.



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Commissioner Peck asked where the product came from, Dr. Person responded that the investigation is still underway and are still working on identifying the specific location. There has not been a single common place identified yet.

- c. The Health District is sending out an advisory to providers, regarding an additional case of meningitis type B at Oregon State University (OSU). Many students who attend OSU come back to the area over Christmas break.

2. Shared Services & Youth Tobacco Prevention – Carla Prock and Vanessa McCollum

- a. A presentation was made on the Tobacco and Vapor Product Prevention and Control Program. C. Prock stated that work completed in public health is shown through modernizing and making efficient use of systems is completed through shared services across county borders. Funding received for shared services models will be based on the Greater Columbia Accountable Community of Health (GCACH) area. The Health District received funds to act as the lead of the Youth Tobacco and Vapor Product Prevention program.
- b. Washington State receives \$600 million in tobacco revenue each year. Tobacco companies are spending about \$88 million each year to market products, and the state is only spending \$1.4 million on tobacco prevention efforts.
- c. V. McCollum stated that tobacco is the number one cause of preventable death in the United States. Monetary costs associated with use of tobacco include health care costs at \$2.81 billion, Medicaid at \$788 million and smoking-caused productivity losses at \$2.2 billion.
- d. A comprehensive tobacco prevention and control program includes smoking bans, taxes, youth access laws, communication and education, cessation support, data surveillance, and evaluation and coordination. In terms of disparities, race, household income, level of education and sexual orientation status also plays a role in smoking prevalence. V. McCollum noted that regardless of race, when household income goes down, smoking rates go up.
- e. The Health District used existing data to build a geographical information system mapping of spoke/vape retailers in proximity to middle and high schools and parks. V. McCollum explained that white dots represent the school, black dots represent smoke/vape shops, and the red, yellow and green rings represent distance between. Commissioner Peck asked if there was any regulation as to how close smoke shops can be to schools. V. McCollum stated there were none at this time. Data is also showing that tobacco retailers are targeting lower income neighborhoods.
- f. V. McCollum discussed the Tobacco 21 initiative to raise the minimum age to access tobacco products across the state to 21. Thus far, California, Oregon, Maine, New Jersey, and Hawaii have also passed statewide policy to raise the minimum age.
- g. Next steps of the project include store assessments to train and help youth leaders, educate retailers, the community, policy makers and begin to evaluate change over time.
- h. Standardized Tobacco Assessment for Retail Settings (STARS) Policy Crosswalk Handout provided.



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3. Review and Approval of 2018 Budget – Jeff Jones

- a. An internal budget review team consisting of the District Administrator, Sr. Finance Manager and Billing/Contracts Manager met with each department manager to review current program performance, fee schedules and known changes to programs and funding for 2018. Program managers completed budget requests using the accounting software New World Systems. Then an initial review of the budget requests were performed by the District Administrator and Sr. Finance Manager and preliminary adjustments were made. The budget was then presented to Senior Staff for review and edits and then was distributed to members of the management team for final review and feedback. The final draft was prepared and presented to the Board of Health (BOH) Finance Sub-Committee on November 20th, 2017.
- b. The proposed 2018 budget presented is \$10,196,086, which is approximately \$354,000 over the 2017 budget, or a 3.6% increase. The budget presented is balanced.
- c. Beginning in 2018 the projected fund balance will be approximately \$2.6 million which represents 94 days of cash on hand which is slightly above the 45-90 day threshold set by the Health District's budget policy.
- d. J. Jones highlighted key revenue points throughout the presentation including increases in several revenue categories as a result of Foundational Public Health Services funding. The budget contains adequate funding to cover the Health District's payroll obligations under current labor agreements. The Health District is proposing a staffing level of 91.48 FTE's for 2018 which is a 1.59 net increase over 2017. Commissioner Peck asked about changes in the level of FTEs, J. Jones responded that changes include the closure of the Safe Babies, Safe Moms program, which was a decrease of 2.91 FTEs and 2018 requests for a 1.0 Systems Analyst, 1.0 Public Health Educator, and 0.5 Environmental Health Technician. The budget also provides funding capital for critical network upgrades, server and blastfax replacement as well as network event logging software.
- e. This budget does not include any increases in county contributions, fee schedule changes nor does it use cash to balance the budget.
- f. The Finance Committee has reviewed the draft budget in detail and recommends that the BOH approve the 2018 Budget as presented. Commissioner Beaver motioned to approve the draft 2018 Budget as presented. Commissioner Peck seconded. The motion passed unanimously.

ANNOUNCEMENTS

1. J. Zaccaria announced that Eric Elsethagen has been hired to fill the Information Systems and Security Manager vacancy. E. Elsethagen has worked in a variety of health environments and should be a good addition to the agency.
2. The Strengths, Weaknesses, Opportunities and Threats (SWOT) survey is still available through the end of the week for the BOH Commissioners to complete. The Health District is striving for all of the Commissioners to complete it, which will help shape the



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next iteration of BFHD's strategic plan. J. Zaccaria thanked the Commissioners who have already completed the survey.

APPROVAL OF VOUCHERS

Commissioner Beaver moved to approve vouchers numbered 74-2017 through 87-2017, in the amount of \$813,983.17. Commissioner Small seconded the motion and the motion carried unanimously.

EXECUTIVE SESSION

None

DATE OF NEXT MEETING

Date of next meeting is scheduled for December 20th, 2017.

ADJOURNMENT

Chairman Bob Koch adjourned the meeting at 2:25p.m.

Chairman Bob Koch called the meeting back to order at 2:28p.m. to nominate officer positions for the upcoming new year.

Commissioner Beaver motioned to nominate Commissioner Small as chair for 2018. Commissioner Delvin seconded. The motion passed unanimously.

Commissioner Peck motioned to nominate Commissioner Miller as vice chair for 2018. Commissioner Beaver seconded. The motion passed unanimously.

Chairman Bob Koch adjourned the meeting at 2:29p.m.

Signature on file

Bob Koch
Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

