



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

**MEETING MINUTES**

**September 16<sup>th</sup>, 2015**

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**IN ATTENDANCE**

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<b>Benton</b>	<input type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD Administrator & BOH Executive Secretary
	<input checked="" type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, BFHD Health Officer
	<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Nick Boukas, BFHD Operations Director
<b>Franklin</b>	<input type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Cody Lewis, BFHD Information Systems Manager
	<input checked="" type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
	<input type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
			<input checked="" type="checkbox"/>	Staff – Janae Parent, Admin Analyst/Executive Assistant
			<input checked="" type="checkbox"/>	Staff – Heather Hill, Clinic Services Supervisor
			<input checked="" type="checkbox"/>	Staff – Richard Edwards, Region 8 Coordinator
			<input checked="" type="checkbox"/>	Staff – Justin Gerber, Environmental Health Specialist
			<input checked="" type="checkbox"/>	Staff – Deana Chiodo, Environmental Health Specialist
			<input checked="" type="checkbox"/>	Visitor – Jessica Davis, PTE Local 17 Union Rep

**CALL TO ORDER**

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Vice Chairman Rick Miller called the meeting to order at 1:30p.m.

**APPROVAL OF MINUTES**

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A quorum was not reached based on bi-county representation at the meeting. The August 19<sup>th</sup>, 2015 minutes were not approved.

**DISCUSSION ITEMS FROM THE PUBLIC/STAFF**

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N/A

**UNFINISHED BUSINESS**

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None to report

**NEW BUSINESS:**

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**1. Medical & Environmental Health Updates – Dr. Person**

- a. Receiving positive reports of influenza earlier than anticipated this year. The Health District received its adult supply of vaccines, and they are available now. With the flu vaccine, immunity is maintained year long and into next year, so it is not too early to be vaccinated. The vaccine is only given every year as strains change year by year.



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- b. Continuing to see occasional cases of West Nile Virus, the last case was reported on August 31<sup>st</sup>, 2015. It will remain a threat until the first frost.
- c. The Health District is also monitoring issues related to Syrian refugees. With World Relief in the Tri-Cities being one the major volunteer relief organizations in Washington state, our area does see an increase in the number of refugees when there is an increase nationally. Typically the Tri-Cities receives about 200-250 refugees per year, and the number is determined by what the community can handle based on available resources. It is anticipated that the US will be increasing the number of Syrian refugees allowed in for 2016.

**2. HIV Client Services – Jason Zaccaria**

- a. The Health District was awarded a scope of work by the state Department of Health to bring on a fully funded full-time equivalent 1.0 staff level person. This individual will provide assistance with the engagement and retention in human immunodeficiency virus (HIV) medical care services for the community. This funding will also make some provisions for health education, risk reduction, treatment adherence support services, and outreach.
- b. The funding period is scheduled to start immediately and run through the end of June 2016, at which point the funding will be reevaluated by the DOH for continuance.
- c. N. Boukas added that the grant will provide funds to get clients engaged earlier for diagnosis and case management. This new position will assist case managers with their workloads, as well as assist with the transfer of primary care when clients move from high risk to low risk.
- d. Commissioner Delvin asked what the current trends are for HIV; Heather Hill responded saying there is a national strategy called End AIDS by 2020 and Washington state is aligning itself with that national trend. This new position will help find those already infected that are not in treatment adherence programs.

**3. Clinic Services Program Update – Heather Hill**

- a. The Back to School handout was provided to each of the Commissioners. H. Hill stated that historically, back to school immunizations are a busy time of year for the Health District. Last year the Health District received higher than normal immunization requests, so this year a team came together to develop a process improvement plan and ran this year's back to school clinic as an emergency preparedness exercise.
- b. Key points that made a difference in this year's clinic included preplanning and earlier media messaging including the use of Twitter. The goal this year was to not only improve customer service but also improve clinic flow, support clinic staff, and collect better data.
- c. The outcome of the back to school clinic this year was 1,575 vaccines given to 777 clients in the month of August. 576 of those clients were the last two weeks of August.
- d. Staff will be doing a hot wash in the near future to discuss what went well and what can be changed for next year.



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**4. Region – Emergency Preparedness and Response Program Update – Rick Edwards**

- a. R. Edwards gave a PowerPoint presentation on the Region 8 Emergency Preparedness and Response program, stating that the program encompasses 5 counties including Walla Walla, Yakima, Benton, Franklin, and Klickitat counties. Within the 5 counties there are 12 hospitals, 4 local health jurisdictions, and 6 active emergency management partners. As a group the program is dedicated toward all hazard emergency preparedness.
- b. This month is emergency preparedness month, so R. Edwards went over events that the program was involved in locally, showing how it supported the community. R. Edwards noted that these events were real world activities including, wildfires, county gentlemen of the road concert in Walla Walla, and the Pasco demonstrations.
- c. Region 8 also works with its partners including Region 7 and 9. During the wildfires Region 8 was able to be a part of weekly group conference calls, and was able to take needed information back to its county partners, providing resources where needed to the other regions, and learned how the program can improve its own response plans.
- d. During the county gentlemen of the road event and other training events, Region 8 provided assistance to Walla Walla with first aid, providing alternative care facility solutions and training on site.
- e. With all the events of this year Region 8 continues to have great partnerships with full cooperation across the area.

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**ANNOUNCEMENTS**

**1. Audit Updates – Jeff Jones**

- a. J. Jones provided a copy of the newly published audit reports to each of the commissioners. The accountability audit covered 2013 and 2014 in the areas of credit cards, cash receipting, travel disbursements, petty cash contracts, self-insurance, and third party receipting. There were no findings, or management letters issued.
- b. The second report is for the single and financial statement audits. The single audit examined the Women, Infant, and Children grant, and there no instances of non-compliance. The financial statement audit for 2014 found no uncorrected misstatements, no material misstatements, and no findings or management letters issued.

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**APPROVAL OF VOUCHERS**

A quorum was not reached based on bi-county representation at the meeting. Vouchers 57-2015 through 64-2015 in the amount of \$481,995.30 were not approved.

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**EXECUTIVE SESSION**

No executive session was held.



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**DATE OF NEXT MEETING**

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Date of next meeting will be October 21<sup>st</sup>, 2015.

**ADJOURNMENT**

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Vice Chairman Rick Miller adjourned the meeting at 2:00pm.

*Signature on file*

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James Beaver  
Chairman of the Board

*Signature on file*

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Jason Zaccaria  
Executive Secretary

