



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

MEETING MINUTES

December 18th, 2019

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IN ATTENDANCE

Benton	<input checked="" 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 type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Sr. Human Resources Manager
Franklin	<input checked="" type="checkbox"/>	Commissioner Didier	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Sr. Finance Manager
	<input checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Rick Dawson, Sr. Surveillance & Investigation Manager
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Carla Prock, Sr. Healthy People & Communities Manager
			<input checked="" type="checkbox"/>	Staff – Janae Parent, Admin Analyst/Executive Assistant
			<input checked="" type="checkbox"/>	Staff – Carl Turpen, Lead Systems Analyst
			<input checked="" type="checkbox"/>	Staff – Diane Medick, Administrative Assistant
			<input checked="" type="checkbox"/>	Staff – Bonnie Hall, Contracts & Billing Manager
			<input checked="" type="checkbox"/>	Staff – Heather Hill, Communicable Disease Supervisor
			<input checked="" type="checkbox"/>	Visitor – Leslie Rivera, WSNA Union Rep
			<input checked="" type="checkbox"/>	Visitor – Kirk Williamson, Benton Franklin Community Health Alliance (BFCHA)
			<input checked="" type="checkbox"/>	Visitor – Carol Moser, Executive Director, Greater Columbia Accountable Communities of Health (GCACH)
			<input checked="" type="checkbox"/>	Visitor – Becky Kolln, Director of Finance & Contracts, GCACH
			<input checked="" type="checkbox"/>	Visitor – Wes Luckey, Deputy Director, GCACH
			<input checked="" type="checkbox"/>	Public – Cindy Rog, City of Pasco, Resident
			<input checked="" type="checkbox"/>	Public – Richard Rog, City of Pasco, Resident

CALL TO ORDER

Chairman Koch called the meeting to order at 2:00p.m.

APPROVAL OF MINUTES

Commissioner Beaver moved to approve the October 16th, 2019 meeting minutes. Commissioner Didier seconded. The motion carried unanimously.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
December 18th, 2019**

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

Cindy Rog, Pasco, WA – Expressed concern regarding high rates of sexually transmitted infections (STIs) and public health’s lack of testing and treatment for STIs in the community.

- a. Commissioner Delvin asked Dr. Amy Person about levels of STIs over the last several years. Dr. Person stated that both Benton and Franklin Counties do see persistently high levels of STIs.
- b. Dr. Person further added that testing for STIs are available at all healthcare facilities, which is proven based on the high number of reports being received. Historically, public health sees a greater difficulty in getting partners treated, as providers are not always comfortable treating patients they have not seen. The Health District is currently working on ramping up services for Expedited Partner Therapy (EPT) to help with this issue and public health is the only resource for this service.
- c. Typically, patients seeking treatment for standard STI cases receive treatment from a primary care provider, however the Health District is continuing to reach out directly on more complicated STI cases in partnership with the state Department of Health (DOH) to help get treatment with their provider or with the Health District.
- d. Heather Hill also added that You Medical has reached out to the Health District to form a partnership in providing STI related services through You Medical’s mobile outreach program.
- e. Commissioner Peck expressed concern about the fading out of standard STI services at the Health District given the current and persistent high rates of STIs in the community. Commissioner Peck further suggested that the Board of Health have some discussion and revisit this service and determine where it falls in the spectrum of needed services based on current public health threats in the community. Commissioner Didier was supportive of having this discussion.
- f. Dr. Person welcomed a future discussion to provide additional insight into public health issues that affect the community and the data behind it. Commissioner Peck expressed interest in understanding Dr. Person’s professional opinion on threats to public health and where this issue falls on the spectrum, as not everything can be funded directly by the Health District.

UNFINISHED BUSINESS

None to report

NEW BUSINESS:

1. Health Officer Update – Dr. Amy Person

- a. The Health District is seeing an earlier and more rapidly progressing influenza season than what is typically seen. The primary strain being seen is influenza B



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
December 18th, 2019**

which is also unusual as it is normally seen later in the season. Schools are required to report absentee rates greater than 10%, and the Health District has received several notices from schools where parents are reporting influenza B as well. The Health District has ramped up messaging both on the website and social media along with a reminder that it is not too late to get the influenza vaccine.

- b. Regarding the vaping associated lung injury, in November, the state Board of Health amended the original emergency ruling to ban the use of vitamin e acetate in vaping products. This decision was based directly on findings from testing performed by the Centers for Disease Control and Prevention (CDC) and the Food and Drug Administration (FDA). Vitamin e acetate is used as a thickening agent and is added to the consumer tetrahydrocannabinol (THC) cartridges in order to make the cartridges last longer.
- c. Since the ban, the number of injury cases has started to drop. Nationally, there are 2,409 cases of vaping associated lung injury with 52 deaths. In Washington, there has been 21 cases with 0 deaths, and there are no confirmed cases in Benton or Franklin counties. In Washington, 25% of the cases are people age 10 to 19, so there is still a significant amount of concern in youth access to these products.
- d. As of January 1st, 2020, House Bill 1074 regarding Tobacco and Vapor 21, will make it illegal to sell tobacco and vapor products to anyone under the age of 21.

2. Benton Franklin Community Health Alliance (BFCHA) Update – Kirk Williamson

- a. K. Williamson provided a PowerPoint presentation outlining the vision, investors, and strategies BFCHA uses to support the health of the community. The health alliance dates back to the early 1990s when it became clear that the community needed a cancer center in the Tri-Cities. A group of community leaders came together to create a safe place to work together without political interference that resulted in the Tri-Cities Cancer Center.
- b. BFCHA has since moved on to other significant issues affecting the community using a neutral framework for all health leaders to collaborate on things like the Community Health Needs Assessment (CHNA), and the Community Health Improvement Plan (CHIP).
- c. K. Williamson provided highlights from the recent CHNA including three areas of primary focus in the CHIP; Behavioral Health Challenges, Access and Cost of All Healthcare, and Social Determinants of Health.
- d. K. Williamson provided a Tri-Cities Mental Health Crisis suicide resource wallet card handout to each member, stating the concept originated as an example of how the alliance works to bring people together.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
December 18th, 2019**

3. Greater Columbia Accountable Communities of Health (GCACH) Update – Carol Moser

- a. C. Moser, Becky Kolln, and Wes Luckey provided a PowerPoint presentation outlining the GCACH's top 10 accomplishments of 2019. The GCACH has launched into the implementation phase of the Washington State Delivery System Reform Incentive Payment Program. It is meant to transform the Medicaid and Medicare service system in each Accountable Community of Health (ACH). The GCACH has chosen to work with providers to reach a patient centered medical home model of care.
- b. C. Moser identified all partnering providers that are working with the GCACH, those listed in orange are specific to Benton and Franklin counties. Cohort 1 is primarily hospital and primary care based, Cohort 2 is primarily behavioral health organizations, and Cohort 3 adds a mix of palliative care, skilled nursing facilities, and substance abuse treatment facilities, amongst many others.
- c. There is a significant focus in trying to get primary care and behavioral health providers to work together towards a patient centered model. C. Moser added that 100% of the participating providers have adopted some form of integration of those services and behavioral health organizations are thriving under this model.
- d. For 2019, \$3.1 million has been distributed to partnering providers in Benton and Franklin counties for primary care. Funding is distributed on a particular funding formula selected by GCACH specific to the cohort.
- e. W. Luckey highlighted several projects that the GCACH is working on with providers including an ImageTrend Pilot Project called Community Paramedicine that allows Emergency Medical Services (EMS) providers to use patient data that has already been collected to help reduce patient risks and calls to 911. Another project being worked on is related to the creation of an Opioid Resource Network to coordinate a systemic response to the complex issues of opioid addiction among Medicaid and low-income populations.
- f. B. Kolln discussed equipment investments that have been made at United Way to further support larger convenings that could be held at the facility. In total, the GCACH has been able to put \$4 million back into the community through the highlighted projects.
- g. C. Moser provided a GCACH report handout to each member.

4. Review and Approval of Fee Schedule – Jeff Jones

- a. J. Jones reviewed Revised Codes of Washington (RCWs) regarding the Board of Health duties in setting and periodically reviewing fees. The last fee schedule revision was completed in 2017.
- b. J. Jones provided an outline of all fees affected by the revision including public drinking water, solid waste facility application and plan review, solid waste facility annual operating permits, on-site sewage permits, school plan reviews, water



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
December 18th, 2019**

recreational facility operating permits, food establishment permits, food worker permits, and travel, immunizations, and tuberculosis clinic services fees.

- c. Commissioner Beaver expressed concern regarding the fee for 54.17, septic tank plan review, new or redesigned tank. R. Dawson clarified that this fee does not apply to the consumer but those manufacturers that are designing new tanks. This is not a permit fee, but rather a manufacturer approval.
- d. Commissioner Peck questioned the difference in cost between code 52.01 regarding Group B Water System Evaluation and 52.03 Group B Water System Evaluation Non-Residential. R. Dawson clarified that 52.01 is for residents and consists of an eight page packet for review, where 52.03 non-residential, is a commercial application with over 160 pages in the packet for review and site evaluation.
- e. Commissioner Didier expressed concern with the increase in fees regarding school plan reviews. R. Dawson clarified that previously the costs for reviewing school plans was subsidized and that an average high school plan for review is in excess of 1,000 pages. Additionally, the time to complete an onsite inspection at a school can take up to two days with two to three staff, based on the amount of requirements the Health District is supposed to evaluate.
- f. Commissioner Delvin moved to approve the Fee Schedule for 2020 as presented. Commissioner Beaver seconded and the motion carried unanimously.

5. Review and Approval of 2020 Budget – Jeff Jones

- a. The Board of Health Finance Committee met on December 2nd, 2019 to review the draft 2020 Budget request. The Finance Committee recommends that the full board approve the budget as presented.
- b. The budget contains adequate funding to cover the Health District's payroll obligations under the current labor agreements, meets department's supply and equipment needs, and provides for replacement of essential capital items. Targeted fee increases have been requested to address budget deficits for fee supported programs. All departmental budget requests were reviewed by Senior Management and trimmed down to fall in line with revenue projections.
- c. The proposed 2020 Budget is \$10,392,578 which is approximately \$93,000 less than the 2019 budget, or 0.9% decrease. The budget presented is balanced, and no cash was used to balance the budget. Since no cash was used to balance the budget, the Health District is projecting the cash balance to remain flat from 2019 to 2020. J. Jones also noted that there is a projected loss of \$31,000 for 2019 due to building maintenance and operation cost increase of \$100,000 and Foundational Public Health Services (FPHS) funding coming in under budget.
- d. Beginning in 2020 the projected fund balance will be approximately \$2.6 million, which represents 92 days of working capital, and is slightly above the 45-90 day



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
December 18th, 2019**

goal set by the Health District's Budget Policy. The Health District is projecting the ending fund balance to remain flat for 2020.

- e. Revenue is made up of 39% Grants, 27% State & Local Discretionary Funds, 15% Permits, 18% Fees, and 1% Miscellaneous. Expenditures are made up of 74% Salaries and Benefits, 7% Supplies and Equipment, and 19% Services and Other Charges.
- f. Staffing levels for 2020 including a 6.08 full time equivalent (FTE) decrease, and the majority of these positions were already vacant.
- g. J. Jones provided a summary of revenue assumptions, expenditure assumptions, and breakdown of expenditures and revenues by division. The total capital equipment request for 2020 is \$29,000 for scheduled network replacements of a server and switches.
- h. The budget presented is balanced, with no increases in county contributions, and includes a cost of living allowance (COLA) of 1.5% for exempt and non-bargaining staff.
- i. Commissioner Peck asked what the burden of cost is (in percentage) above the salary for benefits like paid time off, retirement, etc. J. Zaccaria offered to go back and find that cost and provide it to Commissioner Peck.
- j. Commissioner Delvin moved to approve the 2020 Budget as presented. Commissioner Beaver seconded and the motion carried unanimously.

6. Election of Officer Positions for 2020 – Bob Koch

- a. J. Zaccaria reminded the Board that per the BOH By-Laws, Commissioner Koch is eligible to serve as chair for another year.
- b. Commissioner Delvin moved to nominate Commissioner Koch as the chair. Commissioner Beaver seconded. Motion carried unanimously.
- c. Commissioner Delvin moved to nominate Commissioner Small as the vice chair. Commissioner Peck seconded and the motion carried unanimously.

ANNOUNCEMENTS

Washington State Association of Counties (WSAC) Lawsuit Update - Brad Peck

Commissioner Peck stated that WSAC has filed a lawsuit against the legislature regarding unfunded mandates. Commissioner Peck suggested that J. Zaccaria reach out to DOH to see if they can participate as the Health District suffers just as much as counties by unfunded mandates from the state.

APPROVAL OF VOUCHERS

Commissioner Beaver moved to approve vouchers numbered 85-2019 through 104-2019, in the amount of \$2,074,393.22. Commissioner Didier seconded the motion, and the motion carried unanimously.



BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
December 18th, 2019

EXECUTIVE SESSION

No executive session was held.

DATE OF NEXT MEETING

Date of next meeting will be January 15th, 2020.

ADJOURNMENT

Chairman Koch adjourned the meeting at 3:32p.m.

Signature on file

Commissioner Bob Koch
Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

