Keith Goehner, Chelan County Commissioner and Board of Health Chair, called the meeting to order at 3:00 p.m. John Stark, East Wenatchee City Council, brought the U.S. flag in a stand so the meeting could begin with the flag salute.

**Board Members Present:**

Keith Goehner, Chelan County Commissioner  
Doug England, Chelan County Commissioner  
Steve Jenkins, Douglas County Commissioner  
Dan Sutton, Douglas County Commissioner  
Jill Thompson, Waterville Town Council  
John Sterk, East Wenatchee City Council  
John Alt, Entiat City Council  
Keith Huffaker, Wenatchee City Council

**Administrative Staff Present:**

Barry Kling, Administrator and Environmental Health Director  
Kandis Boersema, Associate Administrator, Fiscal and Support Services  
Carol McCormick, Associate Administrator, Personal Health Services  
Jackie Dawson, PhD, Region 7 PH Epidemiologist/RERC  
Veronica Farias, Health Communications Coordinator  
Connie Dorner, Administrative Associate, Board of Health Secretary

**Public Present:**

None

**Open North Central Accountable Communities of Health Bids**

John Schapman, NCACH Program Manager, asked the Board Chair permission to open a bid received by the NCACH that has to be opened at a public meeting. As the NCACH is hosted by the Chelan-Douglas Health District, the Chair allowed the request that only took a few minutes. The only bid came from Community Choice.
Election of Officers

Dan Sutton, Douglas County Commissioner, nominated John Sterk, East Wenatchee City Council, who served as Vice Chair in 2017 to serve as 2018 Board of Health Chair. Steve Jenkins, Douglas County Commissioner, seconded the motion and it carried unanimously.

Keith Huffaker, Wenatchee City Council, nominated Doug England, Chelan County Commissioner, as Vice Chair. Steve Jenkins seconded the motion and it carried unanimously.

Consent Agenda

Dan Sutton, Douglas County Commissioner, made a motion to approve the consent agenda that includes the December 18, 2017 Board Meeting Minutes, December Payroll in the amount of $196,555.87, December Benefits in the amount of $72,304.12, approval of payment of 2017 Vouchers No. 2017-0692 to 2017-0720 in the amount of $21,998.09, approval of payment of 2018 Vouchers No. 2018-0001 to 2018-0019 in the amount of $21,045.45 and the Consolidated Contract Matrix including the following:

1. Consolidated Contract – CLH18238 - PHEP BP1 HC Systems Prep
2. Consolidated Contract – CLH18238 - PHEP BP1 LHJ Funding
3. Consolidated Contract – CLH18238 - Drinking Water Group A - SS
5. Consolidated Contract – CLH18238 - Drinking Water Group A - TA
6. Consolidated Contract – CLH18238 - Drinking Water Group B
8. Consolidated Contract – CLH18238 - WIC NLS
9. Consolidated Contract – CLH18238 - Breastfeed Peer Counsel
10. Consolidated Contract – CLH18238 - VFC Ops
11. Consolidated Contract – CLH18238 - 317 Ops
12. Consolidated Contract – CLH18238 - AFIX
13. Consolidated Contract – CLH18238 - P-TCPI

Program Update

Kandis Boersema, Associate Administrator, Fiscal and Support Services, presented the Vital Statistics Program Update. Kandis explained that vital
records are considered Foundational Public Health Services and vital records services offered by Chelan-Douglas Health District are mandated by law. Information from vital records is critical to identify and quantify health-related issues and to measure progress toward public health goals; It is understood why there is a need to increase the security and integrity of the vital records system by reducing fraudulent use of birth and death records and increasing the reliability and timeliness of data obtained as births and deaths are registered. The Department of Health is currently drafting legislation to be presented in the 2019 legislative session to replace the existing vital records law with a modified version of a national model law. The identified proposals directly affect the Chelan-Douglas Health District and the citizens of Chelan and Douglas Counties namely by restricting access to records, requiring documentation to prove relationship and potential increase in vital record fees. Kandis requested that the Chelan-Douglas Health District Board of Health sign a resolution that calls on the Department of Health to recognize the potential impact of vital records laws changes on local public health jurisdictions and the citizens of the counties it serves and to minimize the undue financial and administrative burden of said proposals. Kandis also highlighted changes that have been made in the Vital Records program over the last few years including new IT systems (EDRS and WHALES), new certificate paper, barcode validation system, credit report freeze information required by law and sex designation changes for birth certificates.

**Board Discussion**

Keith Goehner, Chelan County Commissioner, shared his concerns about many local family homes in Chelan County that are being turned into vacation rentals. As these homes are built with a drainfield to accommodate a house with a set number of bedrooms, the septic system will not hold up long with up to 15 or 20 people staying in these homes for a weekend or extended period of time.

**Public Comment**

None
**New Business**

Kandis Boersema, Associate Administrator, presented Resolution 2018-001 regarding proposed changes in the Vital Statistics Program to the Board for approval. Board consensus was that the resolution should use stronger wording and address the liability issues. The Administrator said the resolution will be retyped to meet the Board’s concerns, and it was suggested that it could take the form of a letter from the Chair on behalf of the board rather than being a resolution. The matter was tabled until the February 26, 2018 meeting.

**Unfinished Business**

None

**Reports**

**Kandis Boersema**, Associate Administrator, Fiscal and Support Services, reported that through December 2017, 100% of the year completed, the revenue was 100% of budget and expenses were 96% of budget.

She also reported that she is working on year end reporting for the State Auditor’s office.

**Carol McCormick**, Associate Administrator, Personal Health Services, reported that WIC is opening a new WIC Clinic in Leavenworth at the Faith Lutheran Church.

The Associate Administrator also reported that Gay Jackson-Allbee, RN, has been hired to fill the PHN II position to work in the CSHCN (Children with Special Health Care Needs) and TB programs.

**Veronica Farias**, Health Communications Coordinator reported that she is participating in the year’s first outreach event. The Point-in-Time Count of the Homeless is an annual event where various organizations throughout the community come together and survey the homeless as well as provide hot meals and warm clothes.

**Jackie Dawson**, Region 7 PH Epidemiologist and RERC gave a flu update. This flu season so far is moderately severe, but many of the illnesses that seem like flu are other respiratory viruses.
Barry Kling, Administrator, reported on the Land Use Applications and Food Inspections for January and presented charts showing annual activity in those programs since 2008.

The Administrator reported that up until the present, a significant amount of his time was used the past year in assisting the North Central Accountable Community of Health to get established. Now that Linda Parlette has really taken over as the Executive Director of NCACH, and an excellent staff is in place, the Administrator will not have to dedicate as much time to ACH efforts, though he continues to serve as chair of the NCACH Governing Board.

Keith Goehner, Chelan County Commissioner, reported that he and Dan Sutton, Douglas County Commissioner, are both on the WASSAC Legislative Steering Committee. The committee is asking what we are currently doing regarding Foundational Public Health Services, and what we need to be doing. The Administrator reported that the Health District will soon be completing an assessment as part of the FPHS effort and that he will share results with the Board. There was discussion of public health efforts, such as the Obesity Epidemic, which the Health District would more fully address if adequate foundational funding was available. The Administrator noted that county contributions to the health district have not increased over the past decade, but considering the cuts in other programs and the increasing demands on counties, he views that as a very strong indication of support and expressed appreciation for the counties’ consistent funding of public health.

Steve Jenkins, Douglas County Commissioner, made a motion to adjourn the meeting at 4:25 p.m. Jill Thompson, Waterville Town Council, seconded the motion and it carried unanimously.

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John Sterk, Chair