



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Preliminary Board of Health Meeting Agenda
January 27, 2025 at 3:00 pm at the Aging & Adult Care
of Central Washington building, 270 9th St. NE, Ste.
100, East Wenatchee

This Board meeting will be a hybrid of in person and online. Participants can attend via computer, phone or in person. Meeting attendance instructions are posted on the landing page of cdhd.wa.gov

I. General Business:

- a. Call Meeting to Order- Roll Call
- b. Approval of the Agenda

II. Public Comment (20 Minutes):

- a. *CDHD is providing opportunities for public comment in person, remotely, or by submitting written comment. The Chair will ask if there are any citizens wishing to address the Board. When recognized, please step up to the microphone (or unmute your screen), state your name and the county jurisdiction you reside in. The Chair will direct Citizen comments to two to three minutes each.*

III. Consent Agenda:

- a. Approval of the December 16, 2024 Board Meeting Minutes
- b. Approval of December Payroll in the amount of \$359,511.53
- c. Approval of December Benefits in the amount of \$121,871.82
- d. Approval of Payment of 2024-2025 Vouchers No. 20240868 – 20250050 in the amount of \$179,279.03
- e. Approval of the Contract Matrix

IV. Old Business:

- a. Renovation Bid Update

V. New Business:

- a. CDHD BOH Rules and Procedures (Action Item)
- b. CDHD BOH Code of Ethics (Action Item)
- c. First Quarter 2025 Surplus List (Action Item)
- d. Substance Use and Committee Discussion
- e. Board Officers Nomination (Action Item)

VI. Reports:

- a. Health Officer Report—Dr. James Wallace
- b. Fiscal and Operations Report—Diane Forhan
- c. Community and Family Health—Cari Hammond
- d. Communicable Disease and Epidemiology Report – Julian Kyles
- e. Communications and Outreach – Maria Christina Monroe
- f. Environmental Health Report—Dr. Kristen Hosey
- g. Emergency Preparedness and Response—Kent Sisson
- h. Administrator Report — Dr. Kristen Hosey

VII. Board Discussion (if time allows)

VIII. Adjournment



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chelan-Douglas Health District Board of Health Regular Meeting Minutes – December 16, 2024

Board Members Present (quorum):

Jerrilea Crawford, Chair (5)
Kevin Overbay (1)
Marissa Smith (7)
Carin Smith (9)
Joseph Hunter (11)

Shon Smith, Vice Chair (2)
Sharon Waters (6)
Bindu Nayak (8)
Bill Sullivan (10)

Board Members Absent:

Dan Sutton (3)
Alma Chacon (9)

Marc Straub (4)

Non-Voting Alternate Board Members Present:

Michael Peterson (7)

Staff Present:

Kristen Hosey, Health Administrator
Dr. James Wallace, Interim Health Officer
Maria Christina Monroe, Communications Director
Hollie Casey, Clerk of the Board
Cari Hammond, Community and Family Health Director

Erin McCool, CDHD Attorney
Todd Kammers, Fiscal Director
Julian Kyles, CD/Epi Director
Kent Sisson, EPR Director

Public Present–

The meeting was held in person and via zoom and phone conferencing with members of the public attending and listening to the meeting.

Meeting–

Chair Jerrilea Crawford called the meeting to order at 3:02PM and requested the Board Clerk to take attendance.

Approval of Agenda (3:05)–

Kevin Overbay moved to approve the agenda as provided. Bill Sullivan seconded the motion, and the motion passed unanimously.

Public Comment (3:31)–

Chair Jerrilea Crawford explained that 20 minutes has been set aside for public comment and asked for those present in person and via Zoom who wanted to speak during public comment to identify themselves. Once Chair Crawford identified the number of members of the public that wanted to speak, she allotted three minutes to each presenter.

- Rick Edwards, Sustainable NCW, shared with the Board that the Red Cross is looking for a staging location for their 50' trailer during the fire season from June through October of 2025.
- Laurie Buhler of Douglas County expressed her concerns with the COVID vaccine.
- Kim Darlington of Douglas County expressed her concerns with the COVID vaccine and mandates.

- Kristi Serrato of Douglas County requested assistance and clarification regarding licensing for a food truck through the District.
- Dominick Bonny of Chelan County confronted the Board regarding concerns he has for a Board Member and the status for the Board of Conduct process.

Consent Agenda (18:18)–

- Approval of the November 18, 2024 Board Meeting Minutes
- Approval of November Payroll in the amount of \$345,975.58
- Approval of November Benefits in the amount of \$115,180.95
- Approval of Payment of 2024 Vouchers No. 20240800-20240867 in the amount of \$160,783.00
- Approval of the Contract Matrix

Joseph Hunter moved to approve the Consent Agenda provided in the Board packet. Bindu Nayak seconded the motion, and the motion passed unanimously.

Old Business (19:05)–

- Renovation Bid Process (19:08)
Kristen Hosey, Health Administrator, shared that the Executive Team opened bids prior to the meeting, and the District is working with DOH Associates to compile the bid information. Kristen is working with the Executive Team to review the three bids that were opened. Board discussion followed.
- 2025 Budget (20:25)
Todd Kammers, Fiscal Director, reviewed the narrative of the changes between the 2024 and 2025 budget and highlighted some final changes to the 2025 budget. Todd also reviewed the revenues, expenses, and changes from 2024 to 2025. Board discussion followed.

Bill Sullivan moved to approve the 2025 Budget as presented. Bindu Nayak seconded the motion with Board discussion occurring prior to the motion passing unanimously.

New Business (1:02:38)–

- Authorization to Utilize DES to Procure Furniture for the District Remodel (1:02:45)

Bindu Nayak moved to approve the District to utilize DES to procure furniture for the remodel.

Kristen Hosey, Health Administrator, explained that for the remodel, the District is looking into purchasing furniture and to cut costs, the District would like to use DES to procure the office furniture. Board discussion followed.

Kevin Overbay seconded the motion, and the motion passed unanimously.

b. Board Officers Nomination (1:05:54)

Chair Crawford wanted to remind the Board that the nominations will be held in the January Board meeting and with the motion, the turnover to the newly selected seats will take place at that time.

Reports (1:06:38)—

Dr. James Wallace, Interim Health Officer (1:06:41)

Interim Health Officer, Dr. James Wallace, presented today on the current opioid overdoes response: prevention, treatment, emergency services, and response. Dr. Wallace noted the downward trend of medical professionals prescribing opioids, and an increase in opioid treatments. Dr. Wallace also shared that the influenza and RSV activity is rising but lower than in previous years at this time. Board discussion followed.

Kristen Hosey, Health Administrator (1:35:53)

Health Administrator, Kristen Hosey, reported the updates and highlights for all of the District programs, including Administration, that were provided in the Board packet.

Chair Crawford declared the meeting adjourned at 4:58PM.

Jerrilea Crawford, Board Chair

Hollie Casey, Clerk of the Board

Chelan-Douglas Health District
Payroll 12-24-24 for pay period 12-01 to 12-15-24

Gross Pay	184,894.53
Benefits	62,404.76

Total Payroll Cost	<u>247,299.29</u>
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Net Pay	133,443.20
Due to IRS	44,572.82
Due to ESD - SUTA	692.06
Due to ESD - WAFMLA	1,368.19
Due to ESD - WACares Fund	994.81
Due to L&I	1,875.12
Due to DRS for PERS	27,694.66
Due to DRS for DCP	2,593.65
Due to PEBB	32,308.87
Due to AFLAC	315.84
Due to Health Equity FSA	223.74
Due to Health Equity H.S.A	210.00
Due to Union	1,006.33

Total Payroll Expenses	<u>247,299.29</u>	-
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I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$184,894.53 in salaries and the \$62,404.76 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim



Signed

12/20/2024
Date

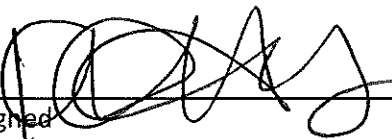
Chelan-Douglas Health District
Payroll 01-10-25 for pay period 12-16 to 12-31-24

Gross Pay	174,617.00
Benefits	59,467.06
Total Payroll Cost	<u>234,084.06</u>

Net Pay	128,140.86
Due to IRS	40,639.06
Due to ESD - SUTA	1,571.55
Due to ESD - WAFMLA	1,606.50
Due to ESD - WACares Fund	935.34
Due to L&I	2,038.83
Due to DRS for PERS	24,918.22
Due to DRS for DCP	1,770.82
Due to PEBB	30,780.43
Due to AFLAC	315.84
Due to Health Equity FSA	135.00
Due to Health Equity H.S.A	273.74
Due to Union	957.87

Total Payroll Expenses	<u>234,084.06</u>	-
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I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$174,617.00 in salaries and the \$59,467.06 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

Signed 

1.3.25
Date

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20240868 through No. 20240883 are approved for payment in the amount of \$13,964.22 this 27 day of January, 2025



Administrator

President of the Board of Health

	Claimant		Description	Amount
20240868	Alpha Media	15/70/21	Radio Advertising Expense	\$ 510.00
20240869	Betancourt, Erika	16	All Staff Meeting Supplies Expense Reimbursement	\$ 62.08
20240870	Castro, Karina	16	All Staff Meeting Supplies Expense Reimbursement	\$ 44.59
20240871	Coleman Oil Co.	16	Gas Expense	\$ 81.90
20240872	Column Software	16	Customer Notice for Bid and Office Remodel	\$ 720.83
20240873	DeBolt, Charla A.	16	Per Diem and Expense Reimbursement	\$ 294.91
20240874	Filterbuy	55	DNR Project Expense	\$ 5,035.26
20240875	Kyles, Julian	20	Relocation Expense Reimbursement	\$ 2,188.32
20240876	Overdose Lifeline	70	Annual Group License for 3 Trainers	\$ 1,015.00
20240877	Pilkinton, Lisa	70	WSD After School Middle School Program	\$ 96.13
20240878	Rice, Brianna	70	After School Program Supplies Expense Reimbursement	\$ 22.39
20240879	Stone, Anthony	12	Travel Per Diem	\$ 257.00
20240880	TK Elevator Corporation	16	Quarterly Maintenance	\$ 1,163.59
20240881	Visa	Misc.	All Staff Meeting Supplies, Outreach Event Supplies, and Other Expenditures	\$ 1,970.21
20240882	Waste Management of Wenatchee	16	Monthly Garbage Disposal Services	\$ 309.79
20240883	Water Solutions Inc.	16	Monthly Water Dispenser Expense	\$ 192.22
				\$ 13,964.22

I, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20240884 through No. 20240906 are approved for payment in the amount of \$22,902.21 this 27 day of January, 2025

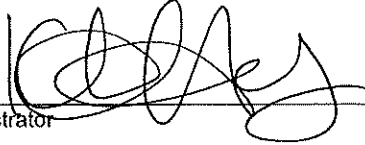
Wade Thomas - Fiscal Director

Administrator

President of the Board of Health

	Claimant		Description	Amount
20240884	Amazon Capital Services	12/16/63	Filed Supplies and Office Supplies	\$ 1,191.46
20240885	Austin, Elizabeth	10	Meal Expense Reimbursement	\$ 99.23
20240886	Cintas Corporation	16	Janitorial Supplies	\$ 183.60
20240887	Confluence Health	16	Employee Test for Employment	\$ 68.21
20240888	Discount Tire	16	Tires for fleet Vehicles	\$ 2,462.30
20240889	Douglas County Sewer District	16	Sewer Utility Services	\$ 258.42
20240890	Espinoza, Maria G.	82	Health Posada Event Expense Reimbursement	\$ 100.00
20240891	Go USA	16	Apparel for CDHD Personnel	\$ 1,209.04
20240892	Gonzalez, Krishna	16	Tuition Reimbursement	\$ 589.05
20240893	Inprint Printing	12/16	Flyers and Business Cards	\$ 515.85
20240894	Kenoyer, Quinn	70	Travel Per Diem and Parking Expense Reimbursement	\$ 372.96
20240895	Local-Tel Communications	16	Phone Expense	\$ 982.13
20240896	Nash Consulting Inc.	16	Managing with Mind & Heart Online Experience	\$ 6,250.00
20240897	ODP Business Solutions, LLC	16	Office Supplies	\$ 128.78
20240898	Omar Construction LLC	16	Winterize Irrigation Lines	\$ 152.04
20240899	Pilkinton, Lisa	70	WSD After School Program Supplies	\$ 38.82
20240900	Ricoh USA, Inc.	16	Copier Lease Contract	\$ 791.69
20240901	Snitily, Stephanie	83	Travel Per Diem	\$ 140.00
20240902	SteriCycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 52.50
20240903	SWANA	45	Public Member Association for Javier R. and Brian D.	\$ 465.00
20240904	Townsquare Media	21/15/70/41/12	Advertising Expense and Booth Fee	\$ 5,180.00
20240905	Valvoline	16	Oil Change for Fleet Vehicles	\$ 463.59
20240906	Visa	Misc.	Meeting Supplies, Lodging Expense, and Other Expenditures	\$ 1,207.54
				\$ 22,902.21

We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20250001 through No. 20250016 are approved for payment in the amount of \$53,808.10 this 27 day of January, 2025.



Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20250001	Amazon Capital Services	82/63/16	Office and Field Supplies	\$ 251.02
20250002	Austin, Julia	63	Mileage Expense Reimbursement	\$ 14.74
20250003	Cintas Corporation	16	Janitorial Services	\$ 57.00
20250004	East Wenatchee Water District	16	Fire Line Connection and Water Utility Services	\$ 175.33
20250005	Ezpeleta, Jenny	10	Supplies and Mileage Expense Reimbursement	\$ 125.24
20250006	Firefly	16	Monthly Invoice - January	\$ 9,595.20
20250007	Home Depot Credit Services	55	EPA Field Supplies and Propane Tank	\$ 597.81
20250008	Hosey, Kristen	16	Mileage Expense Reimbursement	\$ 53.60
20250009	Lisa Pilkinton	70	School Program Supplies Expense Reimbursement	\$ 16.94
20250010	ODP Business Solutions, LLC	16	Office Supplies	\$ 32.87
20250011	Ogden, Murphy, Wallace	16	Legal Services November	\$ 10,377.50
20250012	The DOH Associates, PS	16	Building Renovations	\$ 12,237.50
20250013	Tip Top Landscaping, LLC	16	De Ice Grounds and Snow Removal Services	\$ 509.48
20250014	Turner Restoration	16	Work On New Server Room- Demo and Rebuild	\$ 14,662.40
20250015	Verizon Wireless	Misc.	Phone Expense	\$ 2,328.98
20250016	Visa	Misc.	Lodging Expense, All Staff Meeting Supplies, and Other Expenditures	\$ 2,772.49

Total \$ 53,808.10

We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20250017 through No. 20250037 are approved for payment in the amount of \$72,411.21 this 27 day of January, 2025.

Adrian Morales Accountant
 Administrator

 President of the Board of Health

Voucher Number	Claimant		Description	Amount
20250017	ADP, Inc.	16	ADP Comprehensive Services/ADP Time and Attendance	\$ 201.49
20250018	Ag Supply Co.	16	Gas Expense	\$ 510.94
20250019	Alliance 2020, Inc.	16	Background Check Expense	\$ 223.25
20250020	Alpha Media	15/12-2	Radio Advertising Expense	\$ 510.00
20250021	Amazon Capital Services	16/12	Office and Field Supplies	\$ 755.82
20250022	CI Information Management	16	Onsite Shredding Services	\$ 152.67
20250023	Cintas Corporation	16	Janitorial Supplies	\$ 183.60
20250024	City of East Wenatchee	16	CDHD's Building Permit and Sewer Connection Permit	\$ 12,286.11
20250025	Coleman Oil Co.	16	Gas Expense	\$ 81.68
20250026	Douglas County PUD #1	16	Utilities	\$ 674.00
20250027	Empire Record Management Inc.	16	Storage Lease Agreement	\$ 1,590.00
20250028	Firefly	16	Hardware Configuration 11/15 and 11/18	\$ 271.50
20250029	Health Equity	16	Healthcare Benefit for December	\$ 125.00
20250030	Inland Northwest Cinemedia	76	Theater Advertising	\$ 1,050.00
20250031	Pure Water Partners	16	Monthly Water Dispenser Expense for 100th Building	\$ 67.08
20250032	Shai Creates LLC	16	CDHD Monthly Service Retainer Scope	\$ 4,500.00
20250033	The 100 Building LLC	16	Monthly Rent	\$ 5,628.00
20250034	The DOH Associates, PS	16	Building Remodel	\$ 42,271.05
20250035	Tip Top Landscaping, LLC	16	Snow Removal Services and De Ice Grounds	\$ 390.24
20250036	Visa	12/63/15	Airfare, Supplies for NFP, and Other Expenditures	\$ 746.56
20250037	Water Solutions Inc.	16	Monthly Water Dispenser Expense	\$ 192.22
				\$ 72,411.21

We, the Administrator and President of the Board of the Chelan-Douglas Health District, do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers No. 20250038 through No. 20250050 are approved for payment in the amount of \$16,193.29 this 27 day of January, 2025.

Adilene Morales, Accountant

Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20250038	Amazon	70/16/12	Office and Field Supplies	\$ 164.46
20250039	CDHD Petty Cash Fund	70/15/12/82	Outreach Supplies and Field Supplies	\$ 57.49
20250040	Douglas County Sewer District	16	Sewer Utility Services	\$ 258.42
20250041	Heiland Electric	16	Bid Amount for Mini Split	\$ 4,285.25
20250042	Inprint Printing	44	Onsite Inspection Reports	\$ 217.20
20250043	MacDonald-Miller Facility Solutions, Inc.	16	Smart Building Services Contract and HVAC Maintenance Agreement	\$ 2,724.51
20250044	ODP Business Solutions, LLC	16	Office Supplies	\$ 376.33
20250045	Pitney Bowes Global Financial, LLC	16	Quarterly Postage Meter Lease	\$ 463.88
20250046	Ricoh USA, Inc.	16	Copier Lease Contract 2/1-2/28	\$ 631.57
20250047	SteriCycle, Inc.	12-2/83	Hazardous Drug Disposal	\$ 52.50
20250048	Townsquare Media	70/12-2/15	Advertising Expense	\$ 1,800.00
20250049	Verizon	Misc	Cellphone Expense	\$ 2,280.84
20250050	Visa	16/15	Training Expense, Subscriptions, and Other Expenditures	\$ 2,880.84
				\$ 16,193.29

**Contract Matrix
January 27, 2025**

Description	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
American Rescue Plan Act Grant Program 202303-2ARPA Amendment #1	Chelan County	The purpose is to provide funding for infrastructure improvements to improve access to public health resources. The purpose for the amendment is to extend term of contract.	Replace	1-1-23 – 09/30/26	\$653,679	+\$0
Consolidated Contract CLH32044	DOH	The purpose of this contract is to define the parties' joint and cooperative relationship. The contract and all statements of work adopted under its provisions are intended to facilitate the delivery of public health services to the people in Washington State. This Contract is the result of cooperative planning efforts between CDHD and DOH and includes general terms and conditions. This contract does not yet include any statements of work.	New	01/01/25 – 12/31/27	NA	NA
Consolidated Contract CLH32044 Amendment # 0 Office of Drinking Water Group A Program	Department of Health	The purpose of the SOW is to provide funding to conduct sanitary surveys and provide technical assistance to small community and non- community Group A water systems. This amendment updates funding provided for Sanitary Survey and Technical Assistant activities for 2025.	Renew	01/01/22-06/30/25	\$8,400	+ \$8,400
Consolidated Contract CLH32044 Amendment # 0 YR2 CONTAMINATED WATER SYS PROVISIO	Department of Health	The purpose of the SOW is to provide support for the Coliform & Nitrate Monitoring Plan. This amendment adds funding for Jan-Jun 2025	Renew	01/01/25 – 06/30/25	\$39,704	+\$39,704
Consolidated Contract CLH32044 Amendment # 0 Office of Drinking Water Group B Program	Department Of Health	The purpose for the SOW is to provide support to LHJ's implementing local Group B water system programs. This amendment provides funding for Jan-Jun 2025.	Renew	01/01/25-06/30/25	\$6,473	+\$6,473
Consolidate Contract CLH32044 Amendment # 0	Department of Health	The purpose of the SOW is to provide an opioid and fentanyl awareness, prevention and	Renew/Replace	01/01/25-06/30/25	\$49,760	+\$49,760

**Contract Matrix
January 27, 2025**

Injury & Violence Prevention – LHJ Opioid Campaign		education campaign. This amendment provides funding for Jan-Jun 2025.				
Consolidated Contract CLH32044 Amendment # 0 FFY25 USDA WIC CLIENT SVS CONTRACT	Department of Health	The purpose of the SOW is to provide WIC Services. This amendment provides funding for Jan-Sep 2025.	Renew/Replace	01/01/25-09/30/25	\$147,225	+\$147,225
Consolidated Contract CLH32044 Amendment # 0 SFY25 FOUNDATIONAL PUBLIC HEALTH SERVICES - LHJ FUNDS GFS	Department of Health	The purpose pf the SOW is to build the system’s capacity and increase availability of FPHS services statewide per RCW 43.70.512. This amendment adds SFY25 funds.	Renew/Replace	01/01/25 – 06/30/25	\$2,715,000	+\$2,715,000
Consolidated Contract CLH32044 Amendment # 0 Maternal & Child Health Block Grant	Department of Health	The purpose of the SOW is to support local interventions that impact the target population of the MCH Block Grant. The purpose of the amendment is to add deliverables and funding for FFY25.	Renew/Replace	01/01/25-09/30/25	\$93,869	+\$93,869
Consolidated Contract CLH32044 Amendment # 0 Office of Resiliency & Health Security PHEP	Department of Health	The purpose of the SOW is to support and sustain LHJ Public Health Emergency Preparedness. The purpose for this amendment provides funding for Jan-Jun 2025.	Renew/Replace	01/01/25-06/30/25	\$873,970	+\$873,970
Consolidated Contract CLH32044 Amendment # 0 DCHS – ELC Covid-19 Response	Department of Health	The purpose is to provide funding for testing, investigation and contract tracing resources to limit the spread of COVID-19. This purpose for this amendment provides funding for Jan-Jun 2025.	Renew/Replace	01/01/25-06/30/25	\$128,554	+\$128,554
INTERLOCAL AGREEMENT Home Visiting Services Nurse Family Partnership AMENDMENT #24-1168-03 TO CONTRACT #24-1168	Department of Children, Youth, and Families	The purpose is to provide home visiting services for prenatal families, and families with infants and toddlers. This purpose for this amendment is to add concrete goods and adjust the statement of work to address those changes.	Replace	07/01/23 – 07/31/25	\$759,998.30	+\$8,500

**CHELAN-DOUGLAS HEALTH DISTRICT
RESOLUTION NO. 2025-001**

A RESOLUTION OF THE BOARD OF HEALTH OF THE CHELAN-DOUGLAS HEALTH DISTRICT ADOPTING RULES OF PROCEDURE FOR THE CONDUCT OF BOARD OF HEALTH MEMBERS.

WHEREAS, the Chelan-Douglas Health District (the “District”) Board of Health (the “Board”) established a committee to draft and recommend rules of procedure regarding the conduct of Board members; and

WHEREAS, the rules are meant to acquaint Board members with the operations and procedures they can expect to encounter during their tenure as Board members; and

WHEREAS, the Board of Health has reviewed the attached Chelan-Douglas Health District Board of Health Rules of Procedure (the “Rules”) and determined that the Rules should be adopted,

NOW THEREFORE THE BOARD OF HEALTH OF THE CHELAN-DOUGLAS HEALTH DISTRICT RESOLVE AS FOLLOWS:

Section 1. The District adopts the Rules of Procedure attached as Exhibit A to this Resolution.

Section 2. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other sentence, section, clause, or phrase of this Resolution.

Section 3. This Resolution shall take effect and be in full force immediately upon passage by the District Board.

APPROVED by the Board of Health of Chelan Douglas Health District at an Open Public Meeting the ____ day of _____, 2025.

, Board Chair

ATTEST/AUTHENTICATED:

Kristen Hosey, District Health Administrator

Rules of Procedure
Chelan Douglas Health District Board of Health

This document will guide the procedures and conduct expected of the Members of the Chelan Douglas Health District (CDHD) Board of Health (“Board”), to enhance our ability to meet our responsibilities in the 6 areas of Board Governance, and to uphold our Vision and Mission (<https://www.cdhd.wa.gov/about-cdhd>). This document builds upon the Bylaws of the Health District Board of Health (<https://cdhd.district.codes/Bylaws>).

1. BOARD MEMBER ROLES AND RESPONSIBILITIES

1.1 General

The Board is the governing body of the Chelan Douglas Health District and is responsible for the legislative activities or policy decisions of the District, as defined by RCW 70.05.060.

The roles of the Chair, officers, and Board members are outlined in the Bylaws of the Chelan Douglas Health District Board of Health). The Executive Committee consists of the Chair, Vice Chair, and Administrator.

The Chair (and in the absence of the Chair, the Vice Chair) serves as the spokesperson for the District when questions concerning policy of the Board are directed to the District.

Members and Alternate members shall educate themselves about the Roles and Responsibilities of members of Local Boards of Health, and endeavor to participate in ongoing training for effective public service as their schedules allow. They shall be aware of the 10 Essential Public Health Services described by the CDC as the public health activities that all communities should undertake.

Board members have a responsibility to conduct themselves prudently, responsibly, in furtherance of, and consistent with, the Chelan Douglas Board of Health Vision, Mission, and Bylaws, and in accordance with any and all RCWs pertaining to this role.

1.2 Interactions with staff of the CDHD

Board members shall not hold direct discussions with any staff member regarding Board or CDHD matters; instead, Board members should bring questions or comments to anyone on the Executive Team.

2. MEETINGS

2.1. Respect and Decorum

CDHD Board members must maintain dignity and respect for their fellow Board members, for employees, and for members of the public. A Board member must neither substantially delay nor interrupt the proceedings of the meeting, nor disrupt or disparage anyone participating during meetings. Board meetings shall be governed by Robert’s Rules of Order. If there is a conflict between these procedures and Robert’s Rules of Order, these procedures shall apply.

2.2. Attendance, Excused Absences

Board members are expected to attend all meetings of the Board. If a member is unable to attend, they shall request to be excused by notifying the Board Clerk, Chair, or Administrator prior to the meeting. Board members are expected to come prepared to the meeting by reading the Board packet in advance of the meeting and be prepared to participate in discussions and decisions. Board members and their Alternates are expected to remain in communication about attendance.

Board alternate members are expected to maintain participation such that they are prepared to stand in during their primary Board member's absence.

2.3. Voting

Board members (or their alternate if a Board member isn't present) should be prepared to vote on all motions. The Chair may call for a roll call vote when clarity of votes is needed. A member has an obligation to abstain if a conflict of interest exists. Members are strongly encouraged to state the reason for any vote in abstention.

2.4. Uphold Decisions

Board members shall uphold decisions made by the Board both during and outside of Board meetings when presenting themselves as a Board member.

Board members shall not delay, interrupt, or disturb proceedings of the meeting on items that are not on the agenda or aspects of such items that have been decided, unless such decision is the predetermined focus of the topic. Board members shall clearly distinguish personal opinions from official Board positions and maintain consistency with the Board's official messaging.

2.5. Recording of Meetings

Except for executive sessions allowed by RCW 42.30.110 and closed sessions, the City Clerk shall keep the minutes of all meetings of the City Council. Audio and/or video recordings may be made of Council meetings and if made shall be available to the public.

3. BOARD ORDER OF BUSINESS AND AGENDA

3.1 Preparation of Agenda

The agenda serves to introduce items to the Board, to establish the order of business, and to give notice to the public. The agenda serves as a guide for the normal order of business for all regular meetings. In preparing the agenda, however, the Executive Committee has discretion to amend the order of business. Likewise, during a meeting, the Chair and the Board have discretion to amend the order of business.

For items to be added to the agenda, Board members or the Administrator must bring items for consideration to the Executive Committee two weeks prior to a Board meeting. Proposing a topic does not ensure it will be included on the agenda.

Each agenda item shall be accompanied by a time duration in minutes. This is intended to allow for essential agenda items to be addressed during the time allotted for the meeting but can be modified upon agreement by the attending Board members. The Chair shall appoint a timekeeper for each meeting whose job will be to remind the group when a time frame is exceeded. Timekeeper shall be the Vice Chair or other person appointed by the Chair.

3.2 Public Comment

The Board welcomes comments from the public during the public comment period. This is an opportunity for members of the public to inform the governing body about their views. The meeting itself belongs to the governing body. The public does not participate in the decision-making. Instead, they provide input to the governing body, which takes the input into consideration in making its decisions.

The public must state their name and county of residence and then they will have three minutes of comments. The public comment period is not a time for dialogue and Board members should refrain from participating in dialogue during this time. A meeting of a public board is not a meeting of the public. It is a meeting of the board that is held in public.

The public is also encouraged to submit comments to the Board through the Board Clerk.

3.3 Board member discussion

Board members and Alternates may participate in questions and discussion for any agenda topic. To ensure that all members have a chance to speak and that there is sufficient time for essential agenda items, the Chair may ask that members limit their comments to two minutes each until all members have had a chance to speak. Board members and alternates shall refrain from discussion of items in which they hold a conflict of interest.

3.4 New Business

New business discussion occurs at the end of regular meetings if time allows. Such topics shall be submitted for the agenda two weeks prior to the Board meeting, but their inclusion in the meeting depends upon the Executive Committee's review and available time.

Board members will have two minutes each to present/respond to each item, with the ability to go around more than once upon discretion of the Chair and available time.

Topics should be limited to those under the Areas of Governance of the Board of Public Health. Topics that have been previously decided shall only be revisited for discussion upon two circumstances: the Executive Committee has approved the item for the agenda and also the majority of the Board agrees to re-visit the topic.

The Board must uphold state and federal laws governing its actions so the Board should not waste time talking about actions that they are not legally allowed to take.

3.5 Adjournment

The Chair shall adjourn all Regular and Special Board Meetings no later than 5:30 pm (or 2.5 hours after beginning). In exigent circumstances or where circumstances may require additional time, the Board meeting shall continue beyond 5:30 p.m. upon a majority vote of the Board members or alternatives present.

4. New Board Member Orientation

The Chair shall conduct training and “onboarding” of each new Board member, to include sharing of all topics, documents and contents of the links included herein.

5. Adherence to and Violation of the Rules

Board members may ask the Board Chair to enforce these procedures established by the Board. If the Board Chair fails to do so, a majority vote of the Board will require the Board Chair to do so. Board members who violate the terms of this document or the terms of the RCWs or Bylaws may be subject to censure or sanctions.

6. Types of Meetings

6.1 Regular meetings

Meeting dates, times, and locations are posted on the web site. Also refer to Bylaws and RCW 42.30.080.

Study sessions and workshops, executive sessions, and closed sessions may be held in accordance with the Open Public Meetings Act RCW 42.30.110.

6.2 Executive Sessions

Executive sessions may be held in accordance with the provisions of RCW 42.30.110. The Board may hold an executive session during a regular or special meeting. Before convening in executive session, the Chair shall cite the purpose of the Executive session and briefly describe the reason (not identifying individuals or case numbers) publicly. The Chair shall further announce the time when the Board is expected to return to open session. The Chair may extend an executive session by coming back into open session and announcing the new time when the open session will reconvene. If the executive session is concluded before the stated time, the Board must not reconvene in open session until the previously announced time. All participants in an executive session must keep confidential all information provided to them during executive sessions. Likewise, all who attend an executive session must return any documents that are distributed during the executive sessions prior to the end of the executive session. No final action can be taken during an executive session. Final action must be taken in open session, see RCW 42.30.060(2) The OPMA requires the announced purpose of the executive session be entered into the meeting minutes.

6.3 Closed Sessions

Under RCW 42.30.140, the OPMA does not apply to certain types of meetings:

- matters under Administrative Procedure Act, and
- collective bargaining matters

Therefore, the public may be excluded from those meetings. If the public is excluded from a meeting that is not subject to the OPMA under this section, then that meeting should be referred to as a “closed” session to distinguish it from an “executive session” under the OPMA.

6.4 Study sessions and workshops

At the call of the Chair or of a majority of the Board, and with no less than 24 hours of notice to the public and local news media, the Board may meet informally in study sessions and workshops (open to the public). All discussions during a study session or workshop shall be informal and do not constitute official actions of the Board, and no final action will be taken during these meetings. Such meetings shall last no longer than three (3) hours. The Board may extend these adjournment times upon approval of a motion by a majority of the Board in attendance.

6.5 Confidentiality

Board members shall keep confidential all written materials and verbal information provided to them during executive and closed sessions to ensure that confidentiality is protected and CDHD’s position is not compromised.

**CHELAN-DOUGLAS HEALTH DISTRICT
RESOLUTION NO. 2025-002**

A RESOLUTION OF THE BOARD OF HEALTH OF THE CHELAN-DOUGLAS HEALTH DISTRICT ADOPTING A CODE OF ETHICS OF BOARD OF HEALTH.

WHEREAS, the Chelan-Douglas Health District (the “District”) Board of Health (the “Board”) established a committee to draft and recommend a code of ethics regarding the conduct of Board members; and

WHEREAS, the Code of Ethics are intended to guide the conduct of Board members consistent with state law and to promote a culture of integrity, responsibility, and trust within the District and the Board; and

WHEREAS, the Board of Health has reviewed the attached Chelan-Douglas Health District Board of Health Code of Ethics and determined that the Code of Ethics should be adopted,

NOW THEREFORE THE BOARD OF HEALTH OF THE CHELAN-DOUGLAS HEALTH DISTRICT RESOLVE AS FOLLOWS:

Section 1. The District adopts the Code of Ethics attached as Exhibit A to this Resolution.

Section 2. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other sentence, section, clause, or phrase of this Resolution.

Section 3. This Resolution shall take effect and be in full force immediately upon passage by the District Board.

APPROVED by the Board of Health of
Chelan Douglas Health District at an
Open Public Meeting the ____ day
of _____, 2025.

, Board Chair

ATTEST/AUTHENTICATED:

Kristen Hosey, District Health Administrator

Chelan Douglas Health District Board of Health Code of Ethics

This Code of Ethics is intended to guide the conduct of board members and promote a culture of integrity, responsibility, and trust within the organization. **As a member of this Board I will...**

- Represent the interests of all people served by this organization;
- Not use the organization or my service on the Board for my own personal advantage or for the individual advantage of my friends or supporters;
- Avoid any actual or perceived conflicts of interest and conform to the provisions of chapters 42.20 and 42.23 RCW. Disclose any potential conflicts as soon as they arise and recuse themselves from decision-making where a conflict exists;
- Use my position to secure anything of value or the offer or promise of anything of value that could be reasonably expected to influence any action, or inaction, of a Board member;
- Never exercise authority as a Board member except when acting in a meeting with the full Board or as I am delegated by the Board;
- Respect the confidentiality of sensitive information gained through board service, including matters relating to strategy, personnel, and legal issues. Keep confidential information confidential, even after I cease to be an active member of this Board;
- Regularly attend board meetings and be prepared to participate in discussions and decision-making processes. Approach all Board issues with an open mind, prepared to make the best decision for the whole organization;
- Do nothing to violate the trust of those who elected me to the Board or those we serve;
- Focus my efforts on the Mission of the organization and not on my personal goals;
- Uphold the integrity of the Board's collective decisions even if I've personally disagreed with the decision; and
- Treat fellow board members, staff, volunteers, and stakeholders with respect and professionalism

Violations of this Code of Ethics could result in censure or sanctions. Board members are required to sign this policy, acknowledging their understanding and commitment to upholding these ethical standards.

Board Member Signature: _____

Date: _____

First Quarter 2025 Surplus List

Quantity	Description of Item	S/N	Condition	Notes
1	Dell Optiplex MiniTower - Win 10	7KQFR22	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3R4Q753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3QYQ753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	D876ZG2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	DRZ7ZG2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	DTCZXM2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	85HXZ12	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	J4H3M82	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3R7W753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	J4GG8C2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	25WJC42	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3TTL9T2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	DTQVXM2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3TTK9T2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	DT9TXM2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	G0J1GB2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	4WRX753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	DS18ZG2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3QWV753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	J6XJ8M2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	J6QJ8M2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	23KBXD2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	J6RJ8M2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3QXQ753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3QWS753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3QYS753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	3QYT753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	6KT3GK2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	4WXR753	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	DTDYXM2	Obsolete	HARDDRIVE REMOVED
1	Dell Optiplex MiniTower - Win 10	25WKC42	Obsolete	HARDDRIVE REMOVED

1 Dell Optiplex MiniTower - Win 10	DT75ZG2	Obsolete	HARDDRIVE REMOVED
1 Dell Optiplex MiniTower - Win 10	DTQTXM2	Obsolete	HARDDRIVE REMOVED
1 HP Officejet Pro printer	TH1872Z09W	Doesn't work	
1 HP Computer 24" Monitor		Screen damaged	



Administrator's Report

Highlights:

Fiscal

Community and Family Health

Communicable Disease and Epidemiology

Communications & Outreach

Environmental Health

Emergency Preparedness & Response

Administrator Update

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs. Actuals 2024 Revised Budget
YTD December 2024

	Total		% of Budget
	Actual	Approved Budget	
Income			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	275,283.50	634,904.00	43.36%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	465,027.50	436,276.00	106.59%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	196,821.90	191,420.00	102.82%
640.001.33321.07.000 CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS	19,389.79	170,000.00	11.41%
640.001.33360.00.000 EPA ENV JUSTICE GOVT-TO-GOVT GRANT	113,443.43	100,000.00	113.44%
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	233,421.44	218,000.00	107.07%
640.001.33393.08.000 MEDICAL RESERVE CORP SMALL GRANT PROGRAM	5,000.00	5,000.00	100.00%
640.001.33393.10.000 FDA RESEARCH	4,800.68	5,000.00	96.01%
640.001.33393.26.000 IMMUNIZATION GRANT	74,188.39	244,504.00	30.34%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	282,476.89	99,866.00	282.86%
640.001.33393.35.000 PUBLIC HEALTH WORKFORCE DEVELOPMENT	411,058.93	485,524.00	84.66%
640.001.33393.77.000 MEDICAID MATCH	150,623.63	171,872.00	87.64%
640.001.33393.96.000 PH INFRASTRUCTURE GRANT	85,638.43	200,000.00	42.82%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	101,362.87	125,160.00	80.99%
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	74,726.51	155,000.00	48.21%
640.001.33404.10.000 STATE GRANT DCYF	380,416.66	407,454.00	93.36%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	178,013.00	24,732.00	719.77%
640.001.33405.10.000 DEPT OF NATURAL RESOURCES	361,232.94	400,000.00	90.31%
640.001.33406.90.000 HCA GENERAL FUNDS	38,497.50	31,872.00	120.79%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	399,634.00	399,634.00	100.00%
640.001.33604.25.000 FOUNDATIONAL PUBLIC HEALTH SERVICES	4,072,500.00	2,715,000.00	150.00%
640.001.33862.00.000 PUBLIC HEALTH	457,818.60	532,819.00	85.92%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	5,992.04	57,540.00	10.41%
640.001.33863.00.000 INTERGOVERNMENTAL SERVICES	77,500.00	0.00	
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	423,620.08	360,680.00	117.45%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	94,170.00	105,000.00	89.69%
640.001.35000.00.000 FINES AND FORFEITS	-800.00	0.00	
640.001.36111.00.000 INVESTMENT INTEREST	187,601.84	120,000.00	156.33%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	9,118.97	2,278.00	400.31%
Total Income	\$ 9,178,579.52	\$ 8,399,535.00	109.27%

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs. Actuals 2024 Revised Budget
YTD December 2024

	Total		% of Budget
	Actual	Approved Budget	
Expenses			
640.001.56200.10.000 SALARIES & WAGES	3,915,890.94	4,541,069.00	86.23%
640.001.56200.20.000 PERSONNEL BENEFITS	1,332,684.77	1,534,011.00	86.88%
640.001.56200.30.000 SUPPLIES	192,423.65	238,831.00	80.57%
640.001.56200.35.200 SOFTWARE	203,685.09	172,100.00	118.35%
640.001.56200.35.300 HARDWARE	51,884.85	53,905.00	96.25%
640.001.56200.41.100 SERVICES - LEGAL	100,136.10	133,500.00	75.01%
640.001.56200.41.200 SERVICES - AUDIT	35,261.85	23,000.00	153.31%
640.001.56200.41.300 SERVICES - INTERPRETING	2,489.06	20,104.00	12.38%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	1,968.98	2,400.00	82.04%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	4,550.00	10,000.00	45.50%
640.001.56200.41.600 SERVICES - COMPUTER	156,575.85	140,000.00	111.84%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	701,782.22	618,442.00	113.48%
640.001.56200.41.920 SERVICES - LANDSCAPING	0.00	3,000.00	0.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	3,097.04	10,000.00	30.97%
640.001.56200.42.010 TELEPHONE	37,836.34	48,340.30	78.27%
640.001.56200.42.020 POSTAGE	12,019.45	12,000.00	100.16%
640.001.56200.43.000 TRAVEL/TRAINING	160,122.54	244,034.00	65.61%
640.001.56200.40.000 ADVERTISING	42,302.80	40,760.00	103.79%
640.001.56200.45.000 OPERATING RENTALS & LEASES	40,122.00	41,520.00	96.63%
640.001.56200.46.000 INSURANCE	130,282.00	130,000.00	100.22%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	18,639.98	18,000.00	103.56%
640.001.56200.48.000 REPAIRS	60,474.87	29,650.00	203.96%
640.001.56200.49.000 PRINTING - OFFICE	304.08	3,246.00	9.37%
640.001.56200.49.001 PRINTING - COPIER	23,626.47	21,256.00	111.15%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	944.60	11,030.00	8.56%
640.001.56200.49.300 DUES & MEMBERSHIPS	14,950.92	16,401.50	91.16%
640.001.56200.49.400 SUBSCRIPTIONS	2,475.24	5,000.00	49.50%
640.001.56200.49.500 OTHER EXPENDITURES	272,291.35	104,180.00	261.37%
640.001.56200.49.700 CONTINUING EDUCATION	3,887.49	20,500.00	18.96%
Total Expenses	\$ 7,522,710.53	\$ 8,246,279.80	91.23%
Surplus / (Deficit)	\$ 1,655,868.99	\$ 153,255.20	

CHELAN-DOUGLAS HEALTH DISTRICT
Cash/Investments
12/31/2024

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	232,860.36	
Payroll Clearing Account - Key Bank	37,437.43	
Investment Account - Chelan County Treasurer	5,059,586.85	
<i>Investment broken out as follows:</i>		
<i>Reserves</i>		2,000,000.00
<i>ARPA Building Remodel Reserves</i>		579,820.90
<i>General Investment</i>		2,479,765.95
 Total Cash/Investments	 5,330,384.64	

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs Actuals 2024 Budget
YTD December 2024

	<u>YTD</u>	<u>Budget</u>	
Permits	740,311.00	1,071,180.00	69.1%
Federal Grants	1,678,226.38	2,016,346.00	83.2%
State Grants	1,110,386.61	1,019,058.00	109.0%
State Entitlements	4,472,134.00	3,114,634.00	143.6%
County Assessments	457,818.60	532,819.00	85.9%
Fees	523,782.12	523,220.00	100.1%
Interest	187,601.84	120,000.00	156.3%
Other Revenue	8,318.97	2,278.00	365.2%
Total Revenue	<hr/> 9,178,579.52	<hr/> 8,399,535.00	109.3%
 Wages	 3,915,890.94	 4,541,069.00	 86.2%
Benefits	1,332,684.77	1,534,011.00	86.9%
Supplies	447,993.59	464,836.00	96.4%
Services	1,826,141.23	1,706,363.80	107.0%
Total Expenses	<hr/> 7,522,710.53	<hr/> 8,246,279.80	91.2%
 Surplus	 1,655,868.99	 153,255.20	

**CHELAN-DOUGLAS HEALTH DISTRICT
2024 Capital Budget
YTD December 2024**

	<u>Approved</u>	<u>Expended</u>	<u>%</u>
640.001.56200.62.030 IMPROVEMENTS TO BUILDING			
Bathroom Remodel	459,129.00	387,843.57	84.47%
Remodel /New Workstations	999,802.00	54,508.55	5.45%
Replace Window Gaskets	51,337.00	-	0.00%
General Office Improvements	108,265.00	4,285.25	3.96%
640.001.56200.64.100 VEHICLES	<u>77,342.00</u>	<u>76,452.36</u>	<u>98.85%</u>
Total	<u><u>1,695,875.00</u></u>	<u><u>523,089.73</u></u>	<u><u>30.84%</u></u>



Fiscal & Operations BOH Report

4th Quarter 2024

Highlights:

The District accepted the low bid for the building remodel (Berry Construction). Building permits have been approved by the City of East Wenatchee. Construction is scheduled to start on the basement on January 27 and will take six months to complete. District staff spent a week in January cleaning out the basement, including moving staff to other floors and moving records into a storage unit off premises.

District staff are working on an IRS Audit of 2021 1099's. The IRS representative requested additional backup for two 1099's and the District has until February 10 to respond.

The Fiscal and Operations Director will be presenting a revised 2025 budget for Board approval at the February Board meeting.

Essential Data:

Through December 31, with 100% of the year complete, the District is at 91.2% of budgeted revenue and 109.3% of budgeted expenses.



Community and Family Health Report

Fourth Quarter 2024

Introduction:

Staffing Update:

Emily Gilmore joined our team as the new Maternal Child Health Lead in late December. Her focus of work will be the MCBHG, childcare consultations and WorkFirst evaluations.

Several members of the team attended MAPP 2.0 training to gain skills for completing a CHA/CHIP.

Nurse-Family Partnership (NFP):

The nurses administered fluoride and provided oral health education 22 times this quarter and billed Medicaid for reimbursement of those services.

We applied for a 15K Community Foundation Grant to support a perinatal mental health support group for NFP moms- we were awarded 3K so we are having conversations with the funder about how we can use this money to best support our clients.

We received an additional \$8500 from DCYF to purchase concrete goods and services to further support the program and clients we serve.

Number of Families Enrolled	Number of Families Served	Number of Children Served	New Clients Enrolled	Clients Closed	Number of Graduates	Total Completed Encounters for the period	Total Outgoing Referrals to Other Services
55	59	49	11	*2	5	181	75

*Dismissed from program for other reasons (moving out of area, unable to contact)

Success Story:

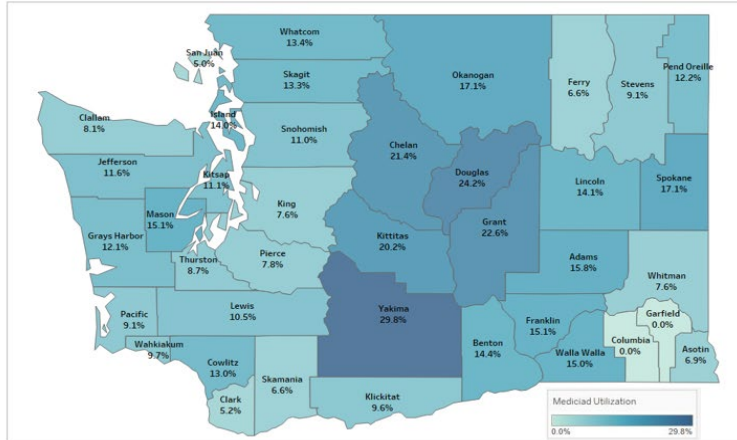
A nurse home visitor noticed a developmental delay in a toddler participating in NFP. After discussing with their pediatrician, a referral was submitted for early intervention services. The nurse home visitor followed-up with the family at future visits to provide additional education on developmental milestones, strategies to support learning, the value of early intervention services, and assistance with contacting them for an evaluation. Many first-time parents are unsure of what skills to expect from their children, how to respond when differences emerge, and the tremendous benefit of intervening with additional support as early as possible. Having a nurse home visitor who follows-up every 2 weeks changes this trajectory.



Community and Family Health Report

Fourth Quarter 2024

FY 2023 Apple Health Dental Utilization by County: Children under Age 1



- > Statewide utilization rates increased from 11.6% to 12.6%.
- > Yakima County had the highest utilization: 29.8% (darker shading).
- > Garfield and Columbia counties had no utilization.
- > San Juan County had the lowest utilization: 5% (lighter shading).

57 | Arcora Foundation
Source: Washington State Health Care Authority, Apple Health Dental Services FY 2023 Utilization Maps

- ❖ Utilization for children under six (6) years- Douglas County at 64.3% (highest), Chelan County at 61% (3rd highest) and Okanogan County at 49.9%
- ❖ Utilization for children under two (2) years- Douglas County at 42.2% Chelan County at 36.4% and Okanogan County at 28.9%
- ❖ Utilization for children under one (1) year- Douglas County at 24.2%, Chelan County at 21.4% and Okanogan County at 17.1%

Number of Children Enrolled	Number of Community Outreach Events / total # reached	Number of Dental office visits	Total Outgoing Referrals to Other Services
46	8/2,139	10	66

Immunizations:

Vaccine for Children Program site visits	7
Unannounced Storage & Handling visits	1
IQIP (Immunization Quality Improvement Program) Visits	1
New Provider Enrollment Visit	2
Chelan County Regional Jail Clinic	
Total number vaccinated	17
Hepatitis A	2
COVID-19	5
Tdap	3
Influenza	16
Other Clinics	
CDHD staff vaccinated for flu and/or COVID-19	30
Douglas County employees vaccinated for flu	41
AFH residents & staff vaccinated for flu and/or COVID	10
Lighthouse Mission vaccinated for flu	11

Women Infants & Children (WIC):

October 2024	Total Women Enrolled	Total Infants Enrolled	Total Children Enrolled	Total Caseload	Agency Total
East Wenatchee	139	120	392	651	659
Leavenworth	0	0	8	8	

November 2024	Total Women Enrolled	Total Infants Enrolled	Total Children Enrolled	Total Caseload	Agency Total
East Wenatchee	128	113	388	629	637
Leavenworth	0	0	4	4	

*December data not available yet

2024 Total Food Dollars Redeemed for WIC Farmers Market Nutrition Program: \$3,610.35

Children & Youth with Special Health Care Needs (CYSHCN):

Number of Clients Served	New Referrals Received	New Clients Enrolled	Clients Closed	Total Completed Encounters for the period	Total Outgoing Referrals to Other Services
*0	5	*0	0	*0	*0

*Staffing shortage



Community and Family Health Report

Fourth Quarter 2024

Lifecourse:

Health System Improvement Coordinator/Dietitian

- Attended Thriving Together NCW Summit to connect with community partners and learn about local data
- Onboarded Health Educator and Community Health Dietitian
- Managed Opioid Prevention grant activities
- Attended Injury Free Coalition for Kids Conference in Florida - learned about injury prevention strategies for children
- Completed Lock it up campaign to promote safe and secure firearm storage - distributed 140 locking devices provided by Seattle King County Public Health.
- Attended NACCHO's MAPP 2.0 Training, to help support CHA/CHIP efforts.
- Attended NASH Leadership training
- Program and grant planning activity planning for 2025

Mental Health & Substance Use Coordinator

- Met with Wenatchee High School counseling team to discuss depression screening tools in local schools & designed a plan to introduce screening into the rural schools in Chelan & Douglas Counties
- Assisted Lock It Up campaign event at Hooked On Toys to distribute firearm locking devices provided by Seattle King County
- Helped develop an intensive community opioid and overdose prevention campaign using Opioid Prevention funding we were awarded
- Detected and monitored a local extended overdose cluster using local EMS and ED data and discussed with relevant community partners
- Involved in the Point In Time Count 2025 planning process
- Presented regional opioid data to school nurses
- Presented information on granular geographic sampling to county Homelessness Taskforce and helped develop their public feedback tool
- Finalized program to introduce MOUD induction for our regional incarcerated populations. Chelan County will be one of the few counties in Washington State that have such a program. This will target one of the major contributors to our overdose rates and barriers to addiction recovery. For the first year, this program will be largely funded by the HCA.

Health Educator:

- Trained over 30 Early Learning Childcare Providers on key topics including Nutrition, Oral Health, and Handwashing practices to promote healthier environments for young children

- Organized a successful multi-county “Back to School Immunization” coloring contest, fostering community engagement and promoting immunization awareness
- Attended the Wenatchee Senior Center’s Senior Health Fair, sharing information on Fall Prevention to support healthy aging
- Delivered Bloodborne Pathogens (BBP), Tuberculosis (TB), STIs, and Hepatitis training to 50 employees at the Center for Alcohol and Drug Treatment in Wenatchee, also developed a “Neonatal Effects of Substance Abuse” presentation
- Contributed to the development of a comprehensive Lead Poisoning Prevention and Harm Reduction information page on the CDHD website, enhancing public awareness
- Participated in Multicultural Informed Parents Nights for both Wenatchee and Eastmont School Districts, providing valuable resources and support to diverse families
- Implemented the Be Well WA initiative, a long-term, multi-layered program promoting wellness and health equity, into the Wenatchee School District’s after-school program for middle and elementary school student
- Became a certified Naloxone administration trainer as a part of our Opioid Overdose Grant
- Started building a safety and prevention page for CDHD website
- Started planning a coloring contest to promote National Children’s Dental Health Month in February
- Joined the board of Wenatchee Alliance for Youth (WAY)

Community and Family Health Staff:



Cari Hammond
CFH Director



Stephanie Snitily
Immunization Coord.

NO PHOTO
Lisa Pilkinton
Health Educator

NO PHOTO
Emily Gilmore
MCH Lead



Katie Young
NFP Supervisor/NHV



Julia Austin
NFP NHV



Veniece Ceballos
NFP NHV



Ana Macias
WIC Coord./Certifier



Yanet Lozano
WIC Certifier/Clerk



Quinn Kenoyer
Public Health Nutritionist



Community and Family Health Report

Fourth Quarter 2024



Norma Renteria
Program Assistant



Lupita Espinoza
ABCD Coordinator



Garth Donald
Mental Health & Substance Use Coord.

Definitions:

NFP- Nurse-Family Partnership

DCYF- Department of Children Youth and Families

NSO- National Service Office

MAPP 2.0- Mobilizing for Action through Planning and Partnerships

CHA- Community Health Assessment

CHIP- Community Health Improvement Plan

ABCD- Access to Baby and Child Dentistry

WIC- Women, Infants, Children

CYSHCN- Children & Youth with Special Health Care Needs

Lifecourse- Maternal Child Health, Access & Linkage to Care, Chronic Disease, Injury, Violence (CD/I/V) Prevention

HCA- Health Care Authority

MOUD- Medications for Opioid Use Disorder



Communicable Disease & Epidemiology Unit Highlights

- The Communicable Disease & Epidemiology Department hired three new staff:
 - Julian Kyles - Communicable Disease & Epidemiology Director
 - Haron Siringi - Communicable Disease Supervisor
 - Sally MacGregor - TB Nurse
- Efforts were focused on building a robust disease investigation process for notifiable conditions, including:
 - Training new staff on the protocols for disease investigation and accurate reporting of notifiable conditions to DOH
 - The development of standard operating procedures for disease investigation in Chelan & Douglas counties
- Development of epidemiology and surveillance methods for viral respiratory illnesses, including:
 - The creation of an internal viral respiratory illness report
 - Implementing online outbreak notification tools for outbreak reporting in our community
- The CDHD Notifiable Conditions Series was presented by the Health Officer and Disease Investigation staff on November 7th, 2024 on the topic of Q Fever
- CDHD staff coordinated and attended the community health assessment MAPP 2.0 training on November 13th & 14th in Wenatchee along with other LHJ members in North Central Washington. They gained a thorough knowledge of community assessment methods that they will be actively using in current and future assessment work.
- Discussions and changes are being made to the CDHD website to promote easier processing of information and better UI for our partners and community.

Communicable Disease Investigations

In the 4th quarter of 2024, the Communicable Disease team investigated 146 STIs cases and 118 cases for infectious diseases of the following diseases (60 cases* were investigated in December):

- Animal Bite*
- Brucellosis
- Campylobacteriosis*
- Carbapenem-Resistant Organisms (CRO)
- Coccidiomycosis
- Cryptococcus *
- Cyclosporiasis
- Extended-Spectrum Beta-Lactamase (ESBL)
- Giardia
- Haemophilus Influenzae
- Hepatitis A, B & C*
- Lead*
- Legionella- Urinary Antigen Tests
- Lyme*

- Malaria
- Marburg Virus
- Pertussis*
- Q Fever*
- Rabies
- Salmonellosis*
- Shiga toxin-producing E. coli (STEC)
- Shigellosis
- Tularemia*
- Yersiniosis*
- STIs*

Regional Epidemiology & Assessment Updates:

- Regional Epidemiologist attended the Nash management training series in October and November, a six-week program that provides in-depth training on how to develop a positive work culture and build effective, sustainable practices in leadership. A final in-person workshop was held in Wenatchee in December to review concepts covered in the trainings, which was also attended by the CD-Epi Director and Lead Disease Investigator.
- Regional Epidemiologist, Elizabeth Austin, continues to facilitate the weekly NCW Epi Consortium meetings and members shared their project updates, expertise and resources with others in the region. Feedback on the consortium has been positive and the collaboration within the group has provided resourceful ways for public health staff to enhance their local and regional work.
- The branding project for the NCW Epi Consortium was completed this quarter. The NCW Epi Consortium now has a style guide, updated logo, PPT templates, and social media templates to use moving forward.
- Regional epidemiologist attended two site visits to Grant County Public Health to provide epidemiological support and collaborate with Grant County staff on emergency preparedness planning for avian influenza (H5N1)
- The assessment coordinator and regional epidemiologist continued to participate in the WA Assessment Peer Mentoring Program and attended associated trainings through the Northwest Center for Public Health Practice.
- PH WINS survey was completed. National, regional and local data will be released in the summer of 2025.
- Regional Epidemiologist and Disease Investigation staff learned more about implementing the use of online outbreak notification surveys that may be used to report illness outbreaks to CDHD. This would include long-term care facilities, schools and other congregate settings. Plan to distribute this survey link if there are outbreaks to more accurately collect outbreak data and information. Utilizing the program “Redcap”
- Regional Epidemiologist is currently working on a regional respiratory illness data dashboard that will have data for Chelan-Douglas but also information for all the surrounding counties. Currently waiting on data share agreements to be completed and DOH to approve agreements and begin allowing access to these databases for CDHD.
- Behavioral Health Asset Dashboard Project (formerly called “Mental Health Mapping”) is near completion. Final adjustments are scheduled for January 2025.



CD-Epi BOH Report

Fourth Quarter 2024

CD-Epi Team:



Julian Kyles,
CD-Epi Director



Sally McGregor,
TB/CD Specialist



Margarita Lopez,
MA



Haron Siringi,
CD Supervisor



Jenny Ezpeleta,
Regional Assessment



Elizabeth Ausin,
Regional Epi Coordinator



Communications & Outreach Report

Fourth Quarter 2024

Introduction:

The Communications and Outreach team continued to support departments and collaborated with other agencies. Department members collaborated to discuss and formulate new plans for enhanced tracking of outreach efforts, scheduled communication materials, and expenditures throughout the year 2025. The Outreach team successfully completed the Community Health Worker Competency and Opioid training requirements before embarking on a well-deserved vacation.

CDHD staff participated in 16 outreach events in the fourth quarter and had 3,227 different interactions with community members.

The Team:



Maria Christina Monroe
Communications &
Language Access
Director



Miriam Pamatz
Public Health
Communications &
Outreach Coordinator



Adelaida Caballero
Outreach Worker

Communications:

EH: Communications department supported Environmental Health with the following:

- **Webpage Banners:**
 - Food Renewals
 - Certified Food Protection Manager Training
- **Webpage Updates:**
 - Food Safety Program page
 - Service Provider Newsletter addition
 - Updating broken links
- **Radio Ads:**



- Food renewals
- **Social Media:**
 - Food renewals
- **Other:**
 - Updated Smartgov Resource Guide

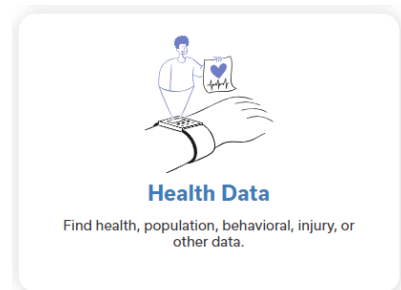
EPR: Comms aligned communication efforts to help the public with weather changes and resources.

- **Webpage Updates:**
 - Frostbite/Hypothermia page
 - Winter Weather page
 - Medical Reserve Corps (MRC) page
- **Radio Ads:**
 - MRC-Volunteers
- **Social Media:**
 - Emergency Kit
 - Everbridge
 - Community Vending Machine
 - MRC- Classes and Volunteers
 - Temperatures dropping
 - Housefire Safety
 - Power Outage
- **Other:**
 - Free COVID-19 Tests (Latest News)



CD/EPI: Comms continued to have discussions on webpage needs.

- **Webpage Updates:**
 - Health Data-Information placement
 - 2024 Behavioral Health Asset Dashboard
 - Fax number update
 - Student Health page
- **Other:**
 - Provider Alerts
 - Avian Flu
 - Pertussis
 - Health Officer Letter





Communications & Outreach Report

Fourth Quarter 2024

Community & Family Health: Comms collaborated with several departments in their campaigns and requests.

- **Webpage Updates:**
 - Opioid page addition
 - Harm Reduction, CYSHCN, and Lead Poisoning page
 - ABCD page- menu and Certified Dentistry list
 - Updated web links
 - Child Vaccination Fact Sheet
 - Updated Community Resource information
- **Radio Ads:**
 - Respiratory Illness
 - COVID-19 vaccine
 - Mindful Eating
- **Social Media:**
 - WIC
 - CYSHCN-Milestone Tracker
 - NFP
 - Lock It Up
 - Flu vaccine
 - Care-a-Van
 - Naloxone
- **Other:**
 - Brochures and fliers
 - Coloring pages and contests
 - Free Naloxone Training (Latest News) and mapping
 - Theater ads (COVID-19 and Opioid Prevention)
 - Translation support



Outreach:

Posada de Salud (Health Posada)

Outreach interacted with the Latino community by participating in a Health Posada, providing valuable health information and resources that Chelan-Douglas Health District has to offer to the public.

NCW Community Toy Drive



Outreach supported our partner, Alpha Media, in their NCW Community Toy Drive, ensuring children in our area receive gifts on Christmas Day.

Facebook Analytics (5.4 K Followers)

Gender:

80.8% are women

19.2% are men

Age:

1.5% are ages 18 –24

15.5% are ages 25-34

30.8% are ages 35 – 44

23.6% are ages 45-54

14.5% are ages 55-64

14.1% are ages 65+

CDHD’s Facebook posts



Instagram Followers (968 Followers)

Gender:

77.3% are women

22.7% are men

Age:

2.2% are ages 18 –24

14.5% are ages 25-34

30.5% are ages 35 – 44

22.3% are ages 45-54

17.2% are ages 55-64

8.3% are ages 65+

CDHD’s Instagram posts



CDHD’s website (7.1K active users)

CDHD had 7.1K active users in the fourth quarter, with an average time spent on a page of one minute.

SESSIONS	SESSIONS
Organic Search	7.3K
Direct	2.9K
Referral	302
Organic Social	254
Email	200
Unassigned	12

PAGE TITLE AND SCREEN CLASS	VIEWS
Chelan-Douglas Health District	5.5K
Environmental Health	1.7K
Birth & Death Certificates	931
Work at Chelan-Douglas Health Dist...	851
Food Worker Cards	692
Search Results	656
Vital Statistics & Services	650



Environmental Health BOH Report

Fourth Quarter 2024

1) Food and Living Environment:



Dominique Gilley
(Supervisor)



Erika Betancourt
(Inspector)



Lisa O'Daffer
(Inspector)



Maria Gonzalez
(Clerk)



Reid Brownlee
(Inspector)



Giovanni Cervantes
(Inspector)

Highlights:

- Food team is and has been, engaged with Food Permit/License renewals. We are contacting every permit/license holder individually and transferring their account to Smartgov. We have 69% of permits paid for with 100% of permit holders contacted.
- We are also developing a paper renewal notice based on the old Access database, to go out this week. So, each establishment will have been contacted by phone, email and U.S. Mail.
- Food had an operator apply for a mobile food truck, then apply for a temporary event permit while they are going through Plan and Menu Review, however, the vehicle does not have a potable water supply, so the operator was declined. This is still in progress.
- All except 2 food service establishments that were improperly zoned have been allowed to proceed with permitting. They have been resolved and we (Hopefully) have a path forward for the remaining two facilities.
- December marks the transition for Karina Castro to transfer to her Health Educator position with Solid Waste and for Susan Baker to begin in her position as EH Program Assistant.

Essential Data: Inspections

Food Program	Routine	Pre-Open	Follow-ups	Consults/Food Renewals (hrs)	Complaints	Temporary Events Food	Plan Reviews
4th Quarter	151	12	5	156.5 434.75 (DEC only)	19	70	12
Water Rec Program	Routine	Pre-Open	Follow-ups	Consults/Tech Assist. (hrs)	Complaints	Injury Investigations	Variance Reviews
4th Quarter	27	2	2	11.0	0	0	0

2) Onsite/Land-Use/Drinking Water Program:



Richmond Petty
(Supervisor)



Juanita Garibay
(Inspector)



Dom Cimmiyotti
(Inspector)



Karina Castro
(Program Asst)



Griselda Lozano
(Clerk)

Highlights:

- Focused on revising Septic Permit SOP's. Currently we have 7 septic permit types – New Construction, Expansion, Repair, Repair-Tank Only, Connection, Modification, and Remediation.
- Ecology has approved CDHD for the well delegation program, which involves inspection of new wells in our counties. Well construction permits are issued by Ecology and with this new program, CDHD after proper training can conduct the well drilling inspection. No formal contract has been received as of yet with details of how we will be compensated for the inspections and reports.
- DOH Drinking Water is reviewing our request to update our contract (Joint Plan of Responsibility – JPR) to full responsibility for Group B water systems. Currently under contract for Partial responsibility. The update will increase funding from ~\$6,500 to ~\$13,000.
- Completed 2024 DOH-Drinking Water Sanitary Survey List – 14 surveys and one Level 2 Assessment. Awarded 16 surveys for 2025. Current contract provides \$400 or \$800 reimbursement for each survey completed.

Essential 4th Quarter Data:

Septic System Reviews	116	Drinking Water Reviews	44	Land Use Reviews	36
OSS Permits	111	Private Water Reviews	34	Plat Reviews	30
Project Reviews	5	Public Water Reviews	10	Mylar Reviews	6

	4th Quarter
Field Inspections	125
Occupancy Approvals	66
Consults/Tech Assistance	425 hrs
Complaints	6
Septic System Records Request	320



3) Solid Waste Program:



Brian Dickey (Lead)



Javier Ramos (Tech)

Highlights:

- NASH supervisor training (1:1 GAP meetings).
- Meet-and-greet with a potential EH Director (Corey Lawson).
- TAG meeting (onsite program). Reviewed the completed work from the TAG group with the TAG group. This included connection policy, operation and maintenance program, remediation policy, operating permit policy, and proposed changes to the local code.
- Most of my time in December was spent in the onsite program finishing up projects as I'm transitioning to the Solid Waste program supervisor in January.

Essential Data:

	4 th Quarter
Solid Waste Complaints Received	13
Solid Waste Complaints Closed	11
Solid Waste Complaints follow-ups	10
Facility Inspections	18
Public Records Request	18
Technical assistance with Rats	11
Technical assistance with Mold	8
Technical assistance with mosquitoes	0
Technical assistance with Landlord/Tenant	8
Technical assistance with pigeons	1
Technical assistance with cockroaches	0
Technical assistance with bedbugs	4
Technical assistance with smoking in front of a building	0
Technical assistance with hoarding	0



Emergency Preparedness and Response

Fourth Quarter 2024

Meet the team!



Kent Sisson
Regional Emergency
Response
Coordinator



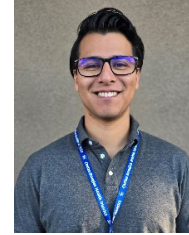
Lexy Lieurance
Local Emergency
Response
Coordinator



Kaila Brownlee
EPR Coordinator



Anthony Stone
Logistics



Eric Torres
Regional Environmental
Hazards Mitigation
Program Manager

Medical Reserve Corps

The last quarter has been busy for Chelan-Douglas Medical Reserve Corps. They have established their monthly meeting cadence offering both an am and pm session for volunteers. Completed CPR and AED training in December, offered by our Logistics lead, Anthony Stone and participated in the Tiny Tots functional exercise held by Confluence Health. The exercise was held on 11/15/2024 included Wenatchee School District, Washington State Patrol, Wenatchee Police, Fire and Lifeline Ambulance, Life Flight Air, County Emergency Response, Rivercom and Link Transit. This large scale exercise a simulated bus accident, included high school health student volunteers portraying victims and being processed from accident site through to release to parents.

Chelan-Douglas Medical Reserve Corps will be offering Stop the Bleed training. If organizations or churches are interested in learning more about hosting a "Stop the Bleed" class or information about the Chelan Douglas Medical Reserve Corps, visit the Chelan Douglas Health District webpage, click Emergency Preparedness and then select Chelan-Douglas Medical Reserve Corps.

In addition, The Medical Reserve Corps Coordinator has sent in a grant application for the Operational Readiness Award and Leadership training at the Preparedness Summit in San Antonio, Texas.

PHEP Mid-Year Report and Beacon Survey

The Emergency Preparedness and Response division has completed and submitted the Public Health Emergency Preparedness mid-year report and corresponding Beacon Survey for the past six months of deliverables. The deliverable report included a newly developed Crisis and Risk Communication Plan. We received notification that our report has been accepted and approved without any additional information requested by Department of Health. The BEACON survey is a new term used by DOH when referring to the LHJ training and exercise needs within the annual

Integrated Preparedness Planning (IPP) document. This has taken place of the IPP workbook that was required in previous years.

Community Medical Needs Vending Machine:

The Community Medical Needs Vending Machine located in our entryway at Chelan-Douglas Health District has continued to be a useful resource for our community. We are excited to announce that we have purchased an additional vending machine and it will be located at Lake Chelan Health in Lake Chelan, WA.

*Distribution for 2024
Naloxone: 397
COVID-19 tests: 1,153*

Continuity of Operations Planning

Continuity of Operations plans (COOP) for Chelan-Douglas Health District are nearly complete. A dedicated team has worked with each division within the agency to create plans specific to their program as well as complete an overarching agency COOP plan. These plans are set to be in place in February of 2025 and are a corrective action identified in the COVID After Action Review (AAR).

Regional Information

Regional staff are working with our regional partner Local Health Jurisdictions to better understand their needs.

Regional Environmental Hazards Mitigation Program

Eric Torres, Chelan-Douglas Health District’s Regional Environmental Hazards Mitigation Program Manager has worked hard with our partners to stand up the Air Quality task force per the deliverables for our EPA Grant. The Task Force will meet Quarterly and serve as a steering committee for the projects as outlined in the grant. In addition, a draft of the Regional Climate Change, Health and Equity program has been established. This includes:

1. Box Fan Distribution Program.
2. Wildfire education program for healthcare providers, social service providers, and community-based organizations who serve vulnerable populations.
3. Air quality monitor distribution program.
4. The post-wildfire season community survey (waiting for EPA approval).

Work continues on the Department of Natural Resources Grant. In partnership with NCW libraries, deployment of indoor air monitors have been launched in the region to support cleaner air shelters. We are also working with Cascadia Consulting on the Health Vulnerability Assessment. An extension of the DNR agreement has been requested to accommodate the Cascadia Consulting’s work on this assessment through the end of 2025.

Succession Training

Kent Sisson, RERC for the Chelan-Douglas Health District will be retiring at the end of February. In October Kent began succession training specific to the EPR Manager and RERC position with EPR Program Coordinator, Kaila Brownlee (Smith) and will continue through the end of February and continue to focus on all aspects of the position. Our EPR Staff is incredibly sad to see Kent



Emergency Preparedness and Response

Fourth Quarter 2024

leave, but appreciate his leadership and guidance throughout a very challenging time for public health. Congratulations on your retirement Kent!



Administrator's Report

Fourth Quarter 2024

Highlights:

The year has kicked off with an exciting new flurry of action around the building remodel. Berry Construction was selected and the facilities staff, lead by Bob Edgerton, have cleared out the basement to begin construction this week. In the Environmental Health Department, food renewals are continuing, with all restaurants contacted and final payments trickling in (due end of January).

Staffing Updates:

A Deputy Director with a strong EH background was selected on Friday, January 24th after a rigorous interview process (one with managers, another with EH staff, and a third with the executive team). We are waiting to hear if he will accept our offer letter.

Unfortunately, after getting our budget approved last month our Fiscal and Operations Director, Todd Kammers, put in his resignation. We will be looking at our budget again and our staffing needs and should have more information at our February meeting regarding hiring status for that.

Workforce Development (AAR Deliverable):

As noted in the last BOH meeting, supervisors and managers participated in a half-day Leadership Wrap-Up session on December 4th, led by Tom Keziah from Nash Consulting at the Confluence Technology Center. The session focused on establishing leadership goals for 2025, reviewing supervision best practices, and developing plans for 1:1 meetings and staff performance management.

Following the session, a Personalized Growth and Achievement Plan (GAP) tool was introduced and reviewed with supervisors and managers, who are now piloting it during 1:1 meetings with staff. The GAP enables staff to reflect on past successes, set goals for the upcoming year, and align with CDHD's mission and vision. This pilot aims to identify key professional development opportunities and support succession planning across the agency.

Strategic Goals for 2025:

Our final all-staff meeting in December had the staff look towards goals we would like to see accomplished in 2025 keeping in mind the previous Strategic Plan and the COVID-19 After Action Report (AAR) recommendations. For the 2025 calendar year, CDHD has nine (9) priority areas of focus. By the end of the year, CDHD plans to:

1. Improve assessment capabilities for data-driven decision-making.
2. Invest in communications resources and standards to ensure that all information provided by CDHD is evidence-based and presented in a way that the public can understand it.
3. Prepare for emergency threats to community health and wellbeing and threats to the CDHD's continuity of operations.
4. Devise strategies for more inclusive and equity-focused programs.
5. Maintain financial stability and plan for any decline in federal or state funds.
6. Enhance operations and safety at CDHD.



Administrator's Report

Fourth Quarter 2024

7. Strengthen and sustain community partnerships
8. Develop and maintain technology resources that supports current and future public health practice needs.
9. Foster a sustainable and skilled public health workforce.

Over the next month managers will develop deliverables under each of these 9 goals and work with staff to achieve them in 2025. I will provide progress towards those goals quarterly.

Contract Updates:

Contracts between \$10,000 and \$25,000:

1. None.

Executive Team Contracts between \$25,001-\$65,000:

1. The Executive Team reviewed bids for the CDHD website. The summary document was provided in the last BOH Packet, and Shai Creates (current provider) was selected again for 2025.