



**BENTON-FRANKLIN HEALTH DISTRICT  
BOARD OF HEALTH  
MEETING MINUTES  
April 9<sup>th</sup>, 2014**



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## IN ATTENDANCE

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<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 checked="" type="checkbox"/>	Commissioner Koch	<input checked="" type="checkbox"/>	Nick Boukas, BFHD Operations Director
<input checked="" type="checkbox"/>	Commissioner Miller	<input checked="" type="checkbox"/>	Cody Lewis, BFHD Information Technology Manager
<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Lisa Wight, BFHD Human Resources Manager
<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Visitor – Karen Queen, WSNA Union Rep
		<input checked="" type="checkbox"/>	Visitor – Melissa Lantz, PTE Local 17 Union Rep
		<input checked="" type="checkbox"/>	Visitor – Carol Moser, Benton-Franklin Community Health Alliance
		<input checked="" type="checkbox"/>	Staff – Janae Parent, Senior Administrative Assistant

## CALL TO ORDER

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Chairman Rick Miller called the meeting to order at 1:31 p.m.

## APPROVAL OF MINUTES

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Commissioner Beaver moved to approve the January 15<sup>th</sup>, 2014, meeting minutes.  
Commissioner Small seconded. The motion carried unanimously.

## DISCUSSION ITEMS FROM THE PUBLIC/STAFF

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### 1. **Carol Moser, Benton-Franklin Community Health Alliance (BFCHA) – Say Ahh... The Cavity in Healthcare Reform**

C. Moser passed out invitations to a reception sponsored by the BFCHA on April 25<sup>th</sup>, 2014. The reception will follow a “Say Ahh” documentary to an audience of both medical and dental professionals in the area. The Producer of the “Say Ahh” documentary will also be on-site to capture post documentary commentary and C. Moser wants to encourage the Commissioners to attend the reception in support of the community and the documentary.

## UNFINISHED BUSINESS

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None to Report

## NEW BUSINESS:

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### 1. Review of Strategic Planning process – Jason Zaccaria

- a. In spring of 2013, there was a need recognized for an updated strategic plan. Planning meetings started in May and were held every 2-3 weeks with participants including, the Health Officer, a Supervisor from Environmental Health and Preventive Health as well as the Human Resources Manager and Administrator. With support from DOH and other LHJs planning commenced, groundwork was laid, templates created, and information was compiled and stored out on a SharePoint site.
- b. The team also created two surveys that were sent out, one to the Board of Health and the other to staff here at the Health District. A 67% response rate was received from the board survey, and a 57% response rate to the staff survey. Both surveys included questions about customer service, workforce development, and culture. With the research and compiled survey responses in hand, the team went to work and created a new four year strategic plan, spanning years 2014-2017.
- c. In January of 2014 the new strategic plan was rolled out to all staff at the Health District. The rollout was done in the theme of a birthday party, in the spirit of the, “re-birth” of the strategic plan. After the rollout another survey was conducted, and 100% of the responses stated they felt informed and were willing to support the plan.
- d. All six goals from the strategic plan were then handed out and reviewed. Commissioner Delvin asked if all staff had a chance to participate in the creation of the strategic plan. J. Zaccaria responded that all staff were asked questions regarding the vision and mission, and had opportunities throughout the process to contribute. Commissioner Small stated his support and appreciation of the content included in the goals and strategic plan. Commissioner Beaver also noted his support of the strategic plan. Commissioner Delvin added that having a mission and values allows the organization to govern at a high level without a need for an extensive user manual. Commissioner Beaver asked about how the team reaffirmed the rollout to which J. Zaccaria responded about portraits displayed throughout the building with stated goals as well as stickers included on badges that state the vision, mission and values.

### 2. Medical and Environmental Health Updates – Dr. Amy Person

- a. Dr. Person updated the board on the anencephaly cluster investigation. DOH is completing the analysis of the 2013 rates and will be sending a media release towards the end of the month. Community listening sessions are being planned for Yakima and at BFHD in May. An advisory board is being formed to oversee the ongoing investigation.
- b. Dr. Person also updated the board about new developments in the *Coccidioides immitis* investigation of 2011. Soil findings confirmed cases were acquired locally. DOH and

CDC are working with local health jurisdictions to notify providers and to conduct further studies to determine the prevalence.

## **ANNOUNCEMENTS**

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### **1. Recruitment of Finance Manager – Jason Zaccaria**

Position was posted on several different sites and an interview panel was assembled. Of the applications received came six phone screenings, and of those phone screenings four were brought for an on-site, in-person interviews. Right now the panel is currently conducting second round on-site, in-person interviews that have specific questions and a homework assignment. The panel plans to have a final decision made and references checked soon.

### **2. Routine visit by Department of Health at BFHD – Rick Miller/Jason Zaccaria**

Commissioner Miller spoke of his meeting during the DOH visit noting his and Commissioner Devlin's time spent discussing priorities for the counties, integration of WASAC, and importance of being transparent and organized to John Weisman, Secretary of Health. J. Zaccaria added that Secretary Weisman has had prior public health experience as the Administrator for Clark County. J. Zaccaria also noted his discussion with the Secretary about the CHIP and Assessment as well as getting the opportunity to highlight several different programs, including Region 8. J. Zaccaria stated overall the visit went well and noted that the Secretary seems to be onboard to revamp and reorganize the DOH to align better communications and transparency to get things done.

### **3. Draft 2013 Annual Report – Jason Zaccaria**

A draft copy of the Annual Report will be sent out via email in the next couple of weeks for the Commissioners to review. J. Zaccaria stated there are about 15 pages of solid content.

### **4. Group Picture (BOH) for BFHD Annual Report 2013 – Rick Miller**

The picture was deferred to the end of the Board of Health meeting.

## **APPROVAL OF VOUCHERS**

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Commissioner Beaver moved to approve vouchers numbered 03-2014 through 10-2014, in the amount of \$1,037,392.88. Commissioner Koch seconded the motion and the motion carried unanimously.

## EXECUTIVE SESSION

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1<sup>st</sup> Executive Session was called at 2:02pm, for 15 minutes. At 2:15pm an additional 5 minute extension was requested. Regular session was called back at 2:19pm with no action taken.

2<sup>nd</sup> Executive Session was called at 2:23pm for 10 minutes. Regular session was called back at 2:32pm.

Commissioner Koch moved to approve BFHD/WSNA 2014-2015 Agreement. The Agreement calls for no salary increases in 2014-2015 in lieu of changes to the health insurance premium structure and reduction to the Districts unfunded vacation and sick liability. Commissioner Peck seconded the motion and the motion carried unanimously.

## DATE OF NEXT MEETING

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Date of next meeting will be May 21<sup>st</sup>, 2014.

## ADJOURNMENT

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Chairman Miller adjourned the meeting at 2:37 pm.

*Signature on file*

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Rick Miller

Chairman of the Board

*Signature on file*

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Jason Zaccaria

Executive Secretary