



**BENTON-FRANKLIN HEALTH DISTRICT  
BOARD OF HEALTH  
MEETING MINUTES  
July 30<sup>th</sup>, 2014**



**BENTON-FRANKLIN HEALTH DISTRICT**

**BOARD OF HEALTH**

**MEETING MINUTES**

**July 30<sup>th</sup>, 2014**

## IN ATTENDANCE

---

<input type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD Administrator & BOH Executive Secretary
<input checked="" type="checkbox"/>	Commissioner Delvin	<input 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 Systems Manager
<input type="checkbox"/>	Commissioner Peck	<input type="checkbox"/>	Lisa Wight, BFHD Human Resources Sr. Manager
<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Jeff Jones, BFHD Finance Sr. Manager
		<input checked="" type="checkbox"/>	Staff - Janae Parent, Executive Assistant
		<input checked="" type="checkbox"/>	Staff - Marie Hutson, Nurse Family Partnership Supervisor
		<input checked="" type="checkbox"/>	Visitor - Heather Hill, BFHD Clinic Services Supervisor
		<input checked="" type="checkbox"/>	Visitor - Erin Hockaday, PTE Local 17 Union Rep
		<input checked="" type="checkbox"/>	Visitor - Danielle Koelzer, WSNA Union Rep
		<input checked="" type="checkbox"/>	Visitor - Carol Moser, Benton-Franklin Community Health Alliance
		<input checked="" type="checkbox"/>	Visitor - Sara Schilling, Tri-City Herald

## CALL TO ORDER

---

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

## APPROVAL OF MINUTES

---

Commissioner Small moved to approve the May 28th, 2014, meeting minutes. Commissioner Delvin seconded. The motion carried unanimously.

## DISCUSSION ITEMS FROM THE PUBLIC/STAFF

---

### 1. Carol Moser, Benton-Franklin Community Health Alliance (BFCHA) – Accountable Communities of Health

*A Timeline for Accountable Community of Health Planning and Information about the Planning Grant Application* handouts were provided to each of the Commissioners regarding the Accountable Communities of Health Plan (ACHP).

C. Moser went on to explain that the Washington State Health Innovation Plan initiated the ACHP, where the state received a million dollar grant to plan how they are going to transform the payment system for local communities. The state then enacted the Hospital 2572 on the basis of this plan, which creates Accountable Communities of Health. The Benton-Franklin Community Health Alliance (BFCHA) was encouraged to apply for one of the grants, and as a result was one of 10 area recipients of the grant that will become an Accountable Community of Health. The grant awarded to BFCHA will cover Benton, Franklin, Walla Walla, Columbia, Garfield and Asotin counties. The Benton-Franklin Health District is participating in the development of the plan.

The ACHP grant places emphasis on how we view our regional health network and what the population health issues are of the six county regions. The ACHP Steering Committee will take a close look at the data that relates to this region, looking at community surveys, community health rankings, and hospital data. The Committee will also be reaching out to several partners including community and faith based organizations, consumer, criminal justice, dental providers, and so forth. Some partners have already been identified, but it continues to be an ongoing process to get the right mix of people at the table to develop the Plan.

Commissioners are invited to attend and participate in the planning meetings. The final planning grant plan must be submitted by December 31<sup>st</sup>, 2014. The Steering Committee has hired a facilitator to help in the planning process and his name is Patrick Jones. Patrick is a Professor of Economics at Eastern Washington University, and is leading the community dashboard effort.

## **UNFINISHED BUSINESS**

---

### **1. Agreement with New World Systems – Jason Zaccaria**

J. Zaccaria provided a one page summary on the proposed New World Systems (NWS) to each of the Commissioners. As already previously discussed and agreed on by the Board of Health (BOH) in prior meetings, the Health District is in need in of new financial and human resources software. At the last BOH meeting when this topic was discussed, NWS was selected as vendor of choice and the Health District was tasked with finding a way to procure the selected system.

Included in the BOH packet was a copy of the New World Systems Subscription Agreement for the Commissioners' review. The one page New World Systems Summary handout outlines important information regarding the Agreement, including that it meets all requirements of the original Request for Proposal, and that New World Systems will provide, and carry the Agreement for the Health District.

J. Zaccaria reviewed the particulars of the Agreement, which is set for a term of five years, at the end of which, BFHD shall own the licenses to the software upon completion of the final

payment and the fair market value buyout. The Health District's attorneys have reviewed/vetted the Agreement which also includes use/sales tax remittance by New World Systems on BFHD's behalf. Also included is a proviso to terminate the Agreement if necessary, although this is not anticipated. Commissioner Small asked what the penalty is in case of termination to which J. Zaccaria responded the penalty is forty percent of the remaining subscription duration. The BFHD Business Associate Agreement was also included with the New World Systems Agreement as there could be some sensitive information shared between them and the Health District.

A breakdown of costs were identified in the handout, including costs for the software itself, implementation, project management, interface installation, data file conversion, and other miscellaneous services provided. The annual payment breakdown highlights the annual subscription payment, with required state tax, and maintenance fees. Travel expenses have also been built into the Agreement and they will be billed as incurred. The Health District budgeted for the NWS procurement this year and will continue to allocate funds in future years. The Health District demonstrated need for the software with help from a subcommittee of the Board including Commissioner Miller, and Commissioner Small, and would recommend proceeding forward with the Board giving the Administrator the authority to execute the Agreement, dated July 15th, 2014 as presented.

Commissioner Small asked how long the last system has been with the District. Jeff Jones responded that the current systems have been in place at least ten years if not longer. Commissioner Small then asked what the expected longevity of this new system would be and J. Zaccaria replied at least 10 years. New World Systems core business line is in public sector and provides for continual updates, and user conferences. Commissioner Delvin confirmed with J. Zaccaria and Commissioner Small that after 5 years, the system will be paid for and maintenance costs will continue after the final payment. Commissioner Miller noted the many discussions, ideas, and research that went into making this decision and would agree that the Health District needs the new software.

Commissioner Koch moved for approval and direction to proceed forward in giving authorization for the Administrator to execute the Agreement with New World Systems. Commissioner Small seconded the motion and stated for the record that Jason Zaccaria has been very diligent in ensuring that this purchase fulfills the requirements, needed tools, and the direction that the Board of Health needs to go. Commissioner Miller agreed with Commissioner Small and the motion passed unanimously.

## **NEW BUSINESS:**

---

### **1. Nurse Family Partnership Program Update – Marie Hutson & Danielle Koelzer**

The Nurse Family Partnership (NFP) program was started in January of 2013 and is led by Supervisor Marie Hutson. The NFP since opening has enrolled 83 families. The criteria for enrollment includes being a first time mom in the early stages of pregnancy, voluntary enrollment, is in a low income bracket, and are residents of Franklin County at the time of

enrollment. There have been 60 infants delivered under the NFP and all are being followed up until the age of two. As of July 16<sup>th</sup>, 2014, the NFP program has a caseload of 68 families and 58 babies, six of whom are toddlers.

M. Hutson went on to state that in order to break the cycle of poverty and change trajectory of these children, NFP comes along side these families and partner with other community agencies. More recently, the NFP collaborated with a couple of local schools and were able to help five moms graduate high school this past June. Some families have difficulty accessing medical services, some families have mental health issues, some need guidance in defining what a healthy relationship is, and NFP works with the families so that children grow up in a safe environment. In the past several months, there has been an increase in clients disclosing domestic violence issues. In response to this increase, the NFP has started collaborating with local and state domestic violence agencies and the Futures without Violence to help families through the situations with positive outcomes.

Danielle Koelzer, a Nurse Home Visitor (NHV) with the NFP program relayed one of her experiences working with a client with mental illness. After D. Koelzer evaluated her, she was able to determine that the client was at high risk for poor outcomes and used drugs and alcohol to cope with her past issues. When the client found out she was pregnant she stopped using drugs and alcohol. Through her visits with the client, building a relationship of trust, the client later disclosed she was still using alcohol occasionally as a friend told her it wouldn't hurt the baby. D. Koelzer was able to then share with the client the effects of alcohol on unborn babies and the client chose to stop. The baby was born healthy and on time and because of the relationship between the client and the NHV the baby has a mom working with counselor to develop healthy coping skills and continually works hard to establish a safe place her and the baby. The NFP program has established proper intervention principals that can break negative cycles and help individuals make better-informed decisions rather than going back to drugs and alcohol.

Commissioner Delvin this asked how clients are referred to the NFP program, to which M. Hutson said most referrals come from agency, doctors, self-referral, friends of current clients. Commissioner Devlin then asked how often the home visits occur. D. Koelzer stated that the first month usually consist of weekly visits to establish a relationship, then moves to every two weeks until the baby is born, then it is weekly for six weeks to help with questions and provide additional support. Then it goes back to every two weeks until the baby is 20 months old and then monthly until the baby is 2 years old.

## **2. Financial Update – Jeff Jones**

A copy of the financial report was provided in the BOH packet. J. Jones gave a brief update to the Board going over financials through 2nd quarter. Overall, the revenue budget is on track. The fee for service revenue is down slightly but will pick back up in the 3<sup>rd</sup> and 4<sup>th</sup> quarters with immunizations and food permits business picking back up. Expenditures are down slightly, but they will pick up slightly in the 3<sup>rd</sup> quarter to purchase vaccines and clinic supplies. Overall, the Health District is tracking well on budget for both revenues and expenditures.

J. Zaccaria also noted that the Health District is getting ready to kick off its internal budget process to start planning for 2015 fiscal year.

## **ANNOUNCEMENTS**

---

J. Zaccaria announced that BFHD has started its audit with the Washington State Auditor on the Single and Financial Statement audits for 2013 timeframe. The process has only just now started, so there really is not more information to report at this time. BFHD does anticipate a request for the Entrance Conference sometime in the near future. So far, everything is going well.

## **APPROVAL OF VOUCHERS**

---

Commissioner Small moved to approve vouchers numbered 21-2014 through 31-2014, in the amount of \$1,263,188.72. Commissioner Koch seconded the motion and the motion carried unanimously.

## **EXECUTIVE SESSION**

---

There was no Executive Session.

## **DATE OF NEXT MEETING**

---

Date of next meeting will be August 20th, 2014.

## **ADJOURNMENT**

---

Chairman Miller adjourned the meeting at 2:00pm.

*Signature on file*

---

Rick Miller  
Chairman of the Board

*Signature on file*

---

Jason Zaccaria  
Executive Secretary