



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
August 20th, 2014**



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IN ATTENDANCE

<input checked="" type="checkbox"/>	Commissioner Beaver	<input checked="" type="checkbox"/>	Jason Zaccaria, BFHD Administrator & BOH Executive Secretary
<input 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 Systems Manager
<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" 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 – Carl Turpen, Systems Analyst
		<input checked="" type="checkbox"/>	Visitor – Melissa Lantz, PTE Local 17 Union Rep
		<input checked="" type="checkbox"/>	Visitor – Karen Queen, WSNA Union Rep

CALL TO ORDER

Chairman Rick Miller called the meeting to order at 1:30 p.m.

APPROVAL OF MINUTES

Commissioner Beaver moved to approve the July 30th, 2014, meeting minutes. Commissioner Peck seconded. The motion carried unanimously.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

None to report

UNFINISHED BUSINESS

None to report

NEW BUSINESS:

1. **Medical & Environmental Health Updates – Dr. Person**
 - a. Access to Baby and Child Dentistry (ABCD) Newsletter:

- An *ABCD Newsletter* handout was provided to each of the Commissioners. The ABCD program was initially developed to improve oral health care services, due to high levels of tooth decay in children residing in Benton county.
- The Health District has three Oral Health staff members including Kathy Story the Oral Health Coordinator who has been instrumental in increasing the number of providers for Pediatric Dental Services in the community for children on Medicaid, and is currently working on coverage for adults on Medicaid.
- The Health District has also hired two dental hygienists to help provide a fluoride varnish during WIC visits.
- This program is continuing to meet some of the objectives established in the Community Health Improvement Plan.

b. West Nile Virus Update:

Walla Walla County has had one confirmed positive human case of West Nile Virus. There is another potential case as well that will be followed up on. Franklin County had an unvaccinated horse that tested positive for the virus and there have been positive pools in both Benton and Franklin counties.

c. E-cigarettes:

Public concern and comment prompted a presentation by Dr. Person on the issue of e-cigarettes. Lack of federal regulation and limited regulation at the state level raised concerns about proximity of e cig retailers to schools and increased use by youth. Strengthening restrictions on youth access or use in public places were discussed. The board requested that dr person provide draft language for regulations to further limit youth access for the board to consider.

2. IT Update, Cody Lewis:

a. IT Roles at a High Level view:

- IT strives to improve communication, efficiencies and effectiveness, which in turn often translates into cost savings.
- IT roles include data security, streamlining processes, maintaining hardware, and user level support with IT equipment.

b. IT Roles at a Program Level view:

- In the Food Program, IT is looking at bringing the online food worker card program to BFHD. Right now BFHD has contracted with Tacoma-Pierce to utilize their online program, however they charge a 30% surcharge on each card, reducing potential revenue.
- Land Use, Sewer, and Water are now using a program called Application Extender to house drawings, including sewage plots.

- In Administration, the New World Systems software is being configured for use. This program will be used for HR and Finance for the use of, payroll, budgets, financial reports, and employee maintenance.
 - There are other programs that IT supports, including: Vital Records with the Electronic Death Registry System, the Water Lab with a move to electronic records, Region 8 with acquisition of Agility (a disaster recovery company). WIC, Travel Clinic, TB, and Immunizations also have programs that IT supports.
- c. IT Roles Agency Wide:
- Agency wide support includes: the Magic software system (a line of business application for patient management), email and SharePoint (utilized for Document Management and its workflow use). The Health District is starting to go away from paper processes to electronic approval processes.
 - Network infrastructure also falls under IT, including firewalls, routers, wireless systems, cable systems, and the assistance to Benton County as well.
 - The badging system is another area that IT manages for both the Health District and Human Services for building access.
 - Additional IT duties include: system backups every night, maintenance on phone systems, website updates, help desk requests, and inventory.
 - Carl Turpen, the Systems Analyst is very helpful in supporting many of the aforementioned roles. He has been with the Health District for 15 years.

ANNOUNCEMENTS

1. Strategic Plan Update, Jason Zaccaria:

The Strategic Plan was rolled out to all staff in January, and since then continues to be discussed and worked on by staff across the organization. Team leads have been established to help ensure that goals, and objectives of the plan are executed. A survey was sent out to all staff to determine subject matter expertise and areas of interest for placement on teams.. A successful strategic plan must have staff buy-in, so part of the team building process includes engagement.

A handout was passed out to the Board further defining the strategic goals and objectives that are tied to Accreditation efforts. Strategic goals and objectives tied to accreditation have been moved up in priority as the Accreditation document materials must be submitted to the state by next year.

2. Accreditation Update, Lisa Wight:

The District submitted its application along with the required plans to the Public Health Accreditation Board (PHAB) on May 31st, 2014, and received approval in June that the application has been accepted. Accreditation through PHAB consists of a set of nationally adopted standards that each Health Department should meet and measures performance against those standards. There are 12 domains, along with 3 core functions and 10 essential services of public health. Accreditation will also help the Health District identify ways to improve service, performance, and partnerships.

The Health District is currently in the document selection phase, with an Accreditation team comprised of Supervisors that have been meeting on a regular basis, selecting documents that will meet the standards and measures. The team has also been identifying gaps and improvements as well.

Commissioner Koch asked what Accreditation will do for the Health District and the Board, to which L. Wight responded that it creates accountability, transparency, quality improvement, and opportunities for other grants once the Health District is accredited.

Commissioner Beaver asked if there was a cost associated with becoming accredited to which L. Wight responded, yes. Commissioner Peck stated it would have been good to have some sort of acknowledgement for how difficult it is to get funding for these kinds of activities, something in the way of maximizing return on investment, with limited resources.

Commissioner Peck then asked if Accreditation will improve the Health District's competitiveness for grants at the state and federal level, to which L. Wight responded, yes. Commissioner Peck asked what the cost was to apply for Accreditation. L. Wight said it was \$7,000.00 for the first year and \$5,000.00 for the next 4 years, for a total cost of \$27,000.00. L. Wight stated that cost is determined based on the population of the counties served.

Commissioner Small asked if the Accreditation team will be coming in on an annual basis to continue to monitor the Health District. L. Wight responded that PHAB will be doing an initial onsite visit to review documents, and interview staff and board members to ensure performance against standards. Commissioner Small said that Accreditation is a very good tool not only for staff but also for the organization in relation to perception by external entities, creating a win-win situation.

Commissioner Small asked how many agencies were accredited in the state, to which L. Wight responded that there are 44 health departments that are accredited nationwide, with 92 pending applications. Accreditation is a fairly new process for Washington State with the state Department of Health, and Spokane having been accredited.

Commissioner Peck hopes that with the money being spent, PHAB comes in and provides advice and counsel, as opposed to just a regulatory stance.

3. Audit Report Update, Jeff Jones:

The auditors are here, and are currently reviewing single grants including the Immunization and Nurse Family Partnership grants. The auditors are just about to finish up the financial statement audit and have a couple more days to finish up the grant audits. As of now, no issues have been identified and they should be wrapped up soon.

APPROVAL OF VOUCHERS

Commissioner Beaver moved to approve vouchers numbered 32-2014 through 35-2014, in the amount of \$504,586.17. 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 September 17th, 2014.

ADJOURNMENT

Chairman Miller adjourned the meeting at 2:25pm.

Signature on file

Rick Miller

Chairman of the Board

Signature on file

Jason Zaccaria

Executive Secretary