



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH**

MEETING MINUTES

June 16th, 2021

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IN ATTENDANCE

Benton	<input checked="" type="checkbox"/>	Commissioner McKay	<input checked="" type="checkbox"/>	Jason Zaccaria, Administrator & BOH Executive Secretary
	<input checked="" type="checkbox"/>	Commissioner Delvin	<input checked="" type="checkbox"/>	Dr. Amy Person, Health Officer
	<input checked="" type="checkbox"/>	Commissioner Small	<input type="checkbox"/>	Lisa Wight, Sr. Human Resources Manager
Franklin	<input checked="" type="checkbox"/>	Commissioner Didier	<input checked="" type="checkbox"/>	Jeff Jones, Sr. Finance Manager
	<input checked="" type="checkbox"/>	Commissioner Mullen	<input checked="" type="checkbox"/>	Rick Dawson, Sr. Surveillance & Investigation Manager
	<input checked="" type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Carla Prock, Sr. Healthy People & Communities Manager
			<input checked="" type="checkbox"/>	Janae Parent, Administrative Services Manager
			<input checked="" type="checkbox"/>	Eric Elsethagen, Information Systems & Security Manager
			<input checked="" type="checkbox"/>	Christopher Mertens, BFHD Attorney
			<input checked="" type="checkbox"/>	Mike Paoli, Public Relations Consultant
			<input checked="" type="checkbox"/>	Diane Medick, Administrative Assistant
			<input checked="" type="checkbox"/>	Peyton Jones, Administrative Temp
			<input checked="" type="checkbox"/>	Vanessa McCollum, PTE Local 17 Union Rep
			<input checked="" type="checkbox"/>	Leslie Rivera, WSNA Union Rep
			<input checked="" type="checkbox"/>	Annette Cary, Tri-City Herald

CALL TO ORDER

Vice Chairman Peck called the meeting to order at 1:31p.m., noting that Chairman Delvin was not available to lead today's meeting.

APPROVAL OF MINUTES

Commissioner Small moved to approve meeting minutes for April 21st, 2021. Commissioner McKay seconded. Motion carried.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

There was one public comment provided to the Board of Health (BOH) ahead of the meeting. Vice Chairman Peck read the public comment aloud.

Shelly Burt requests that Benton Franklin Health District (BFHD) remove the mask mandate in schools.



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UNFINISHED BUSINESS

None

NEW BUSINESS:

1. Health Disparities – Dr. Person

- a. Dr. Person stated that as the State moves towards economic reopening on June 30th, 2021, there are many people talking about going back to what is considered the new normal. It will be important that when everyone returns to normal that there is not a continuation to allow inequities to persist, as had been prior to the pandemic.
- b. Dr. Person noted the economic cost of health inequities for United States healthcare was approximately half a trillion for businesses. Workers lost productivity either from absenteeism, employees working while being sick, or other insurance costs.
- c. One of the goals of foundational public health work is funding to ensure that there is adequate data structure, staffing for data analysis to be able to look at who is being affected the hardest in the community, and how the Health District can help to refute those barriers.

2. COVID-19 Updates – Dr. Person, Rick Dawson

- a. Dr. Person stated that the Health District has been working with community partners regarding vaccinations. While case numbers have continued to come down, there has been a slight increase related to the Memorial Day holiday. This reflects the growing immunity levels in the community whether through natural infection or primarily vaccination. Benton County has approximately 45 percent of individuals 16 and older being fully vaccinated and Franklin County has 38 percent.
- b. Commissioner Small asked what the comparison is between vaccination and infection rates between Benton and Franklin Counties and the other counties around Washington. Dr. Person responded that areas, particularly in central Washington, where the disease rate was much higher in the beginning do have a higher contribution from the natural infection rates. There has been a drop which sometimes parallels or even exceeds what is seen in other areas. Vaccination remains the safest and most effective way to get to the point where there are sufficient people that are immune. Dr. Person mentioned that about 10 percent of the community has tested positive and that it likely underestimates the true level of infection that has been seen.
- c. Commissioner Small pointed out that the last five years is what should be looked at so there is more accurate data being provided. Dr. Person agreed with Commissioner Small and explained that even looking back five years, the trend holds true. When looking at Franklin County in the previous five-year period, total



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fatalities were between 330 and 440. Benton Counties total fatalities were between 1,400 and 1,450.

- d. Rick Dawson mentioned that the CBC West testing site is now be offering vaccines on Fridays, Saturdays, and Sundays. Columbia Safety will offer pop-up vaccination sites on Wednesdays through Sundays at various locations around the community. Along with that there is also a group of other partners that are also doing pop-up vaccination sites around the community.
- e. Vice Chairman Peck asked if there are any specific health disparities with respect for the availability of vaccines to anyone who wants one. R. Dawson responded that the approach is to provide pop-up clinics for the public.
- f. Vice Chairman Peck asked for clarification on specific health disparities, such that it can be explained how they will be addressed now or in the near future. R. Dawson answered that they have been addressed through the avenues being taken.

3. Review and approval of Resolution #21-02, Increasing Imprest Fund – Jeff Jones

- a. Jeff Jones read Resolution #21-02 aloud.
- b. Vice Chairman Peck asked what percentage, either the \$500,000 or the \$725,000, represents for both the total budget and monthly budget.
- c. J. Jones replied that the total budget is \$13 million and that \$500,000 is a very small percentage. Currently the monthly expenditures that include COVID-19 is roughly over \$1 million a month which is less than half of the monthly expenditures. The imprest fund would be increased by roughly 70% for the monthly expenditures.
- d. A motion to approve this resolution was made by Commissioner Delvin. Commissioner Small seconded the motion. Motion carried.
- e. Commissioner Didier asked if this is temporary or if it would continue for the duration of the Board of Health (BOH).
- f. J. Jones replied that it would continue on in the future. This is due to the payroll expenditures coming out in a lump sum through electronic transfers. There needs to be enough funds in the account to make payroll every month without the worry of employee's paychecks not being received when expected.
- g. Vice Chairman Peck clarified that this resolution does not increase the expenditures. It will simply set aside in the Imprest fund a larger amount, so the monthly bills can be met. It will not directly impact revenues being spent.

ANNOUNCEMENTS

Announcements: Health District Reopening Plans – Jason Zaccaria

Jason Zaccaria stated that the reopening date is July 19th, 2021. In preparation for that, Health District staff have surveyed internal staff to gain understanding of any concerns



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or questions they may have. The Emergency Operation Center (EOC) has begun to downsize in both staff and level of effort regarding the pandemic and will continue to do so as the reopening date approaches. A group of employees will continue to address the public health needs of the community as BFHD reopens. Along with that, the building is being cleaned and organized to present a good forward-facing appearance to the public.

APPROVAL OF VOUCHERS

Commissioner Delvin moved to approve vouchers 35-2021 through 56-2021 in the amount of \$3,011,587.41 with the Chairman to sign the vouchers on behalf of the Board of Health. Commissioner Small seconded. Motion carried.

EXECUTIVE SESSION

- a. Commissioner McKay moved for a ten-minute executive session regarding the performance of employees, Revised Codes of Washington (RCW) 42.30.10.1G that started at 2:10p.m.
- b. At 2:20 p.m. Vice Chairman Peck called the regular session back to order.
- c. Commissioner McKay asked if it was possible to do an annual review on employees. It was mentioned that some employees have not been reviewed since they had been hired.
- d. Vice Chairman Peck responded that at this moment, for key staff members, there is no practice in place along with no statutory requirement at this time. However, if it is needed, the board can establish a personnel policy to require that. Vice Chairman Peck recommended that this would be a good discussion topic for the next BOH meeting.
- e. Commissioner McKay agreed that the topic should be added to the agenda for the next BOH meeting. Commissioner Mullen seconded the request.

DATE OF NEXT MEETING

Date of next meeting will be July 21st, 2021.

ADJOURNMENT

Vice Chairman Peck adjourned the meeting at 2:30p.m.

Signature on file

Commissioner Jerome Delvin
Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

