



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH (BOH)**

MEETING MINUTES

June 15th, 2022

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IN ATTENDANCE

Benton	<input checked="" type="checkbox"/>	Commissioner McKay	<input checked="" type="checkbox"/>	Jason Zaccaria, Administrator & BOH Executive Secretary
	<input type="checkbox"/>	Commissioner Delvin	<input type="checkbox"/>	Dr. Amy Person, Health Officer
	<input type="checkbox"/>	Commissioner Small	<input checked="" 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"/>	Sandy Cooper, Administrative Assistant
			<input checked="" type="checkbox"/>	Diane Medick, Administrative Assistant
			<input checked="" type="checkbox"/>	Annette Cary, Editor, Tri-City Herald
			<input checked="" type="checkbox"/>	Barbara Johnson, WNSA Union Rep

CALL TO ORDER

Vice-Chairman McKay called the meeting to order at 1:34p.m.

APPROVAL OF MINUTES

Commissioner Peck moved to approve meeting minutes for April 20th, 2022.
Commissioner Mullen seconded. Motion carried.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

None

UNFINISHED BUSINESS

None

NEW BUSINESS:

1. Request for approval of 2.0 Clerk-Steno Full Time Equivalent (FTEs) – Jeff Jones

Jeff Jones stated that there is a requirement of two commissioners from each county to approve FTE requests. The BOH will need to table this item until next meeting.



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2. Request for approval of 3.0 Health Services Worker FTEs – Jeff Jones

J. Jones stated the requirement of two commissioners from each county to approve FTEs. The BOH will need to table this item until next meeting.

3. Resolution 22-02 - Surplus of Fleet Vehicle – Jeff Jones

- a. J. Jones is commissioning to surplus a 1994 Ford Taurus Wagon which has been deemed no longer usable due to its age and mechanical condition. If the resolution is approved, the vehicle will be posted to the Health District's online auction site as surplus. There were no questions.
- b. Commissioner Peck moved to approve Resolution 22-02 - Surplus of Fleet Vehicle. Commissioner McKay seconded. Motion carried.

4. 1152 Committee Update – Jason Zaccaria

- a. Jason Zaccaria recapped members of the 1152 Committee, provided an overview of the ongoing discussions with the Health District's attorney and stated that the Committee meetings have been going well.
- b. From those Committee meetings, J. Zaccaria and the Committee are proposing the following recommendations to the full Board of Health via consensus at this time; recognizing that all changes that are or will be purposed through the Committee's work will come back to a future Board meeting for formal action and adoption:
 - Terms of membership structure: The Committee is recommending to include four elected members, with two Commissioners from each county and four non-elected members.
 - Quorum: The committee is putting forth a recommendation to have a simple majority, which is five or more from the expanded Board of Health.
 - Financial approvals: There has been discussion at prior BOH meetings regarding elected versus non-elected voting on financial matters. It is clear from the Revised Code of Washington (RCWs) that non-electeds are voting members and can vote on financial matters, including budget, vouchers, and FTE requests. However, non-elected voting as it pertains to any decision related to the setting or modification of permits, licensing, or application fees resides with elected members only. Commissioner Peck clarified for the record that non-elected members do not have authority to dictate, override, or otherwise control county financial contributions to the Health District.
 - Non-Electeds term: The Committee is recommending that each term be two years, serving no more than two consecutive terms. This would not preclude non-electeds from coming back later as the years go on.
 - Creation of 1152 webpage: The Committee is recommending that an 1152 webpage be created and placed on the Health District's website under the Board of Health homepage. Information included on the proposed webpage



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would include information about the application process (when ready), recruitment and selection process, as well as 1152 work itself.

- c. J. Zaccaria stated that Chris Mertens, the Health District attorney did not think there was significant risk in extending out the restructuring process past that July 1st effective date, given that the rules were posted on May 11th, 2022.
- d. The Board agreed by consensus to the recommendations.

5. Tri-Cities Chamber of Commerce Award: COVID-19 Most Valuable Agency – Jason Zaccaria

- a. J. Zaccaria informed the Board that the Tri-Cities Chamber of Commerce has an annual meeting and awards luncheon. The chamber presented the Health District with the Most Valuable Agency COVID-19 award. In attendance at the meeting were Rick Dawson, Carla Prock, and J. Zaccaria.
- b. In preparation of the luncheon the Chamber paid for a professional video crew to interview staff and film services within the Health District. The video was then shown at the meeting during the presentation of the award.
- c. J. Zaccaria played the video for the Board and noted that it had been posted on the Health District's social media page for the public to access as well.

6. Review of Proposed Pride Month Social Media Posts – Jason Zaccaria

- a. J. Zaccaria stated that there are Health District staff that work with the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual+ (LGBTQIA+) community in the bi-county area and BFHD is requesting the use of three posts on the Health District's social media accounts.
- b. In preparation for and in acknowledgement of the LGBTQIA+ community in the area, Health District staff were asked to construct factual, not celebratory posts on this topic.
- c. J. Zaccaria reviewed the proposed social media with the Board which quoted facts from the Centers for Disease Control and Prevention (CDC) and American Psychological Association (APA), as well as other organizations that are factually based. A copy of the proposed postings have been included with BOH records.
- d. The three proposed posts would run over the remaining days left in June 2022. J. Zaccaria expressed support in publishing the proposed posts and that it would be greatly appreciated by staff, as well as by various partners and members in the community.
- e. Commissioner McKay stated that factually based posts would help relay statistics of known issues within the community but expressed concern of why this issue was being addressed in this particular month versus other months of the year. Commissioner McKay also voiced concern about spending taxpayer dollars on the issue.



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- f. J. Zaccaria recommended that Health District staff come back with a full proposal to the Board by the year end of general topics that could be posted of nationally recognized activities, communicating information that comes from creditable sources, and to fulfill the Health District's contractual obligation to serve those populations.
- g. Commissioner Didier asked if any of the individuals that are being celebrated or acknowledged are being deprived of the opportunity of being served by the Benton-Franklin Health District. J. Zaccaria replied that they are not being deprived of services with the Health District.
- h. Commissioner Peck expressed support in seeing the Health District posting material like this regarding stress and stigma and psychological challenges for veterans during veterans' month. Commissioner Didier spoke against celebrating any racial, ethnical, or even LGBTQIA+ in this manner.
- i. Commissioner Mullen was not in support of pushing the agenda of something that is so controversial. Commissioner Peck replied stating that if the Health District were to acknowledge some other group and did not acknowledge the LGBTQIA+ group, that as a public entity the Health District is subject to joint and several liability if people bring discrimination claims. Commissioner Peck added that it would be in everyone's best interest to remember that equity doesn't mean treating everyone equally or identically, but it does mean that the Health District needs to treat everyone fairly.
- j. Commissioner McKay remarked that the Health District already has information online for people to access for help and that if the Health District recognizes one group it needs to be done for all groups equally.
- k. J. Zaccaria informed the Board that last year after not recognizing Pride month Health District received several phone calls from the public asking why BFHD was not recognizing the month. J. Zaccaria added it is part of public health's job to provide information to the public to keep everyone safe and healthy, including this community.
- l. Commissioner McKay suggested that this subject be tabled until the next BOH meeting so all Commissioners could be in attendance for the vote.
- m. Commissioner Didier suggested having the right to life and a protection to life in the womb posted on the Health District's social media accounts. Commissioner McKay agreed. Commissioner Peck offered that it is not the BOH's position to promote national policy matters, while supportive of that view personally, it is not the function of the BOH.
- n. Commissioner McKay, Commissioner Didier, Commissioner Mullen all voted no via consensus to the proposed posts. Commissioner Peck stated that it would need to be done equitably for all or do not do it for any.



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7. Temporary Food Events – Rick Dawson

- a. Rick Dawson brought forward concerns in changes with temporary food events. This type of event is associated with selling food at fairs, festivals, farmers markets, and alike. The concerns center around new, temporary applications for food service, at an existing business, not necessarily related to grand openings or customer appreciation celebrations. For example, French Fry Fridays at a brewery or winery that eventually becomes a repeated event. It is getting to the point that these events do not fit the definition of a temporary event.
- b. R. Dawson is bringing this information to the Board because BFHD is looking at developing some policies that identify temporary events including when and where the events can be permitted. Part of the Health District's concern with the current definition is every temporary event is required to be inspected, which is a significant strain on staff time, taking resources away from doing routine food inspections.
- c. Commissioner Peck asked if there was a current definition of a temporary food event, to which R. Dawson responded in the rules it states a food establishment operating at a fixed location with a fixed menu for not more than 21 consecutive days, and in conjunction with a single event such as a fair or a festival or operating for more than a three day a week at a fixed location with a fixed menu in conjunction of an approved recurring organized event such as a farmers market. R. Dawson added it is a struggle to make the new type of temporary events fit into this category so the expansion of the definition may be needed.
- d. Commissioner Mullen asked to know which events are being denied approval. Commissioner Peck questioned if the food trucks are already permitted by the Health District and what the problem is with them being at that business every week. R. Dawson responded that there is not a problem and a temporary permit is not required to do that. Commissioner Peck clarified that the issue is with the food service that is typically not permitted, and R. Dawson confirmed that is the issue.
- e. Commissioner Mullen suggested there should be some sort of catering license that would permit such action, serving food with alcohol is a very needed service. R. Dawson agreed and commented that the Health District is looking for ways to give permanent permits for those places that have determined a need to have food to support the business and already have a license for food service. This issue is causing back log with employees trying to do regular routine inspections of restaurants.
- f. Commissioner Peck confirmed that the issue is with the alcohol establishment that also has a food permit but does not actually provide food but brings in an occasional 3rd party food provider that is not permitted. R. Dawson confirmed that is the issue and those vendors are required to get an individual permit.



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8. Annual Performance Reviews – Commissioner McKay

- a. Commissioner McKay inquired on the status on the performance review process and how to proceed forward. J. Zaccaria stated that the performance review can proceed at any time as requested by the Board.
- b. Commissioner Peck stated the Board have agreed previously that written evaluations should be completed yearly and in a timely manner. The Board is requesting that staff present a proposal for scheduling the review dates.

ANNOUNCEMENTS

Foundational Public Health Services (FPHS) \$1.5 million Additional Funding – Jason Zaccaria

J. Zaccaria announced that additional funding through the state and FPHS Steering Committee in the amount of \$1.5 million dollars of additional money. The funding would be for July, 2022 – June, 2023. FTE requests will be present in upcoming Board meetings.

APPROVAL OF VOUCHERS

Commissioner Peck moved to approve vouchers 32-2022 through 50-2022 in the amount of \$1,877,229.36 with the Chairman to sign the vouchers on behalf of the Board of Health. Commissioner Mullen seconded. Motion carried.

EXECUTIVE SESSION

Not needed.

DATE OF NEXT MEETING

Date of next meeting will be July 20th, 2022.

ADJOURNMENT

Vice-Chairman McKay adjourned the meeting at 2:27p.m.

Signature on File

Commissioner Rocky Mullen
Chairman of the Board

Signature on File

Jason Zaccaria
Executive Secretary

