



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

**MEETING MINUTES**

**September 21<sup>st</sup>, 2022**

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BOARD OF HEALTH  
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**IN ATTENDANCE**

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<b>Benton</b>	<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"/>	Lisa Wight, Sr. Human Resources Manager
	<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Jeff Jones, Sr. Finance Manager
<b>Franklin</b>	<input checked="" type="checkbox"/>	Commissioner Didier	<input checked="" type="checkbox"/>	Rick Dawson, Sr. Surveillance & Investigation Manager
	<input checked="" type="checkbox"/>	Commissioner Mullen	<input checked="" type="checkbox"/>	Carla Prock, Sr. Healthy People & Communities Manager
	<input type="checkbox"/>	Commissioner Peck	<input checked="" type="checkbox"/>	Janae Parent, Administrative Services Manager
			<input checked="" type="checkbox"/>	Carl Turpen, System Analyst – Information Systems and Security
			<input checked="" type="checkbox"/>	Sandy Cooper, Administrative Assistant
			<input checked="" type="checkbox"/>	Annette Cary, Editor, Tri-City Herald
			<input checked="" type="checkbox"/>	Barbara Johnson, WNSA Union Rep
			<input checked="" type="checkbox"/>	Lars Richins, PROTEC17 Union Rep

**CALL TO ORDER**

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Commissioner Mullen called the meeting to order at 1:30pm.

**APPROVAL OF MINUTES**

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Commissioner McKay moved to approve meeting minutes for August 17<sup>th</sup>, 2022.  
Commissioner Delvin seconded. Motion carried.

**DISCUSSION ITEMS FROM THE PUBLIC/STAFF**

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Commissioner Mullen acknowledged the Board of Health received an email from PROTEC17, stating that the chair and the BOH, as appropriate will work with Benton-Franklin Health District management to respond. Commissioner Mullen stated that no BOH or BFHD management actions will be taken until further review is complete.

**UNFINISHED BUSINESS**

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**1. 1152 Committee Update – 1152 Committee Members**

- a. Jason Zaccaria stated that the 1152 Committee has completed the application process, and the application is now posted on the [BFHD website](#). BFHD's communications plan for area wide coverage includes media outlets as well as social media. BFHD staff are also actively recruiting potential members.
- b. BFHD 1152 work group has been meeting regularly and has been tasked with compiling interview questions that the Board of Health could use during the



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applicant interviews as well as constructing an assessment tool to help with rank ordering as part of the selection process.

- c. The Committee's timeline for full implementation of 1152 is the first quarter of next year. The Committee has discussed a variety of interview panel options and found that a hybrid model may work best. The hybrid model has two options, the first would include BFHD staff in example, J. Zaccaria and another BFHD public health expert to help field questions from applicants as well as two county administrators or deputy administrators. After this process completed the group would then make recommendations to the full Board regarding moving candidates on to the full interview panel.
- d. The second option would still include BFHD staff in example, J. Zaccaria and another BFHD public health expert along with one board member from each county and either the two county administrators or the two county human resources managers. J. Zaccaria informed the Board before it deliberated that all or a majority of the Commissioners wanting to participate on the interview panel would be categorized as a quorum, at which point the interviews would need to comply with Open Public Meeting Act (OPMA) rules.
- e. Commissioner McKay asked if multiple candidates could be scheduled in one meeting per week. J. Zaccaria confirmed that would be the case.
- f. The BOH agreed on the hybrid model with J. Zaccaria and another BFHD public health expert being present. Commissioner McKay showed interest in having a quorum. Commissioner Didier agreed.

**2. Performance Evaluations – Jason Zaccaria**

J. Zaccaria stated he emailed the evaluation form and policy to the BOH at the end of August. J. Zaccaria asked the BOH what process it would like to take to complete the process. J. Zaccaria requested a meeting with the Chair and Vice Chair to discuss the details of how they would like the process completed and then after, recommendations would be brought to the full BOH for discussion. Commissioner Mullen and Commissioner McKay agreed with that process.

**3. BFHD Health Officer Recruitment Update - Jason Zaccaria**

- a. J. Zaccaria updated the BOH that the job announcement for the position of Health Officer has been posted since July 2022 on the BFHD website as well as on ApplicantPro. Advertisements for the position were also placed in HealthCare News in early August 2022 and continue to run. The position is also posted on the Washington State Public Health Association (WSPHA) website and the Washington State Association of Local Public Health Officials (WSALPHO) job boards, as well as several social media sites.
- b. J. Zaccaria added that Dr. Jecha, BFHD Interim Health Officer for BFHD, did announce the position at the "What's New in Medicine" conference which local



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providers were in attendance at. Dr. Jecha also met with a representative from Kadlec concerning spreading the word about the opening for the Health Officer position with BFHD.

- c. J. Zaccaria and the BFHD Human Resources Manager Lisa Wight will continue to screen applications for qualifications so that two BOH Commissioners can review for next steps.
- d. J. Zaccaria updated the BOH that BFHD has received 9 applications for the Health Officer position but only four have completed the full application process and only three hold a Masters of Public Health (MPH) degree which is a requirement. J. Zaccaria added that unfortunately none of the applicants are a licensed medical provider in the state of Washington. There was one applicant recently that did have an MPH but they did not finish their application so BFHD will be reaching out to them.
- e. BFHD will be reaching out to some of the armed forces personnel looking for civilian work.

**NEW BUSINESS:**

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**1. Review of new Regional Health Office Coordinator & Regional Medical Officer Assignments – Jason Zaccaria**

- a. J. Zaccaria reported that the State Department of Health (DOH) has divided the state into four regions. Benton and Franklin Counties reside in region two. The assigned Regional Medical Officers per region are Region One - Dr. Amy Person, Region Two - Dr. Bob Lutz, Region Three – Dr. Jane Miller, and Region Four – Dr. Herbie Duber.
- b. J. Zaccaria gave background information for the Regional Medical Officer for Region two (Dr. Lutz) which included previously being the Health Officer for Spokane Regional Health District. Dr. Lutz is a family physician with over thirty years of urgent care experience and having served as the Medical Director for Rockwood Urgent Care Division in Spokane. Dr. Lutz holds faculty positions at University of Washington Medical Division, as well as a United States (US) Naval Officer and assigned to the US Marine Corp. (USMC) first USMC Division and served in Operation Desert Shield/Desert Storm. Dr. Lutz was awarded the Navy accommodation metal.
- c. J. Zaccaria gave updates on the Regional Health Office Coordinator position stating Melissa Lantz a previous BFHD employee has filled the position for region two.



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**2. Request for Approval of New Position/Full Time Equivalent (FTEs) with FPHS Funding – Senior Staff**

- a. J. Zaccaria gave information on the requested FTE's that will be funded by Foundational Public Health Services (FPHS) funding in the amount 1.4 million dollars incrementally to pay for 13 new full time positions. J. Zaccaria presented the spreadsheet of all intended FTE's.
- b. Jeff Jones stated that the 1.4 million FPHS funding is ongoing and there is \$728,000.00 that has been allocated to Communicable Disease and Environmental Public Health. J. Jones added that FTE's include one department manager, one communicable disease manager, one physician assistant/nurse practitioner, .4 public health nurse, one policy analyst, one environmental health specialist, two health services workers. Also, through Lifecourse funding there will be two department managers, one policy analyst, one epidemiologist, 1.5 public health professionals. Any funding that is not used will need to be refunded.
- c. Commissioner Delvin asked if these positions are new areas of work to be added by BFHD or if they were existing areas of work with some new areas. J. Zaccaria confirmed that they are existing areas of work with some new additions. J. Zaccaria also confirmed that all the funding that is being allocated to BFHD is not coming from county contributions, it is solely FPHS funding.
- d. Commissioner Delvin asked when the hiring for these positions will commence. J. Zaccaria stated that the positions will be posted as soon as the BOH approves the requested FTEs. Commissioner Delvin moved to approve the new positions (FTEs) with FPHS funding, Commissioner Small seconded. Motion carried.

**3. Review of State Auditor Office (SAO) Audits – Jeff Jones**

- a. J. Jones gave an update that the State Auditor has completed their annual audit and the exit conference was on Monday, September 19<sup>th</sup>, 2022. The final audit report has not been published yet but as soon as it is, the copy of the report will be distributed to the BOH commissioners.
- b. The SAO performed a 2021 Financial Statement audit as well as the Federal Single Audit. In the financial statement there were a few minor edits, but no management letters or significant findings.
- c. In the Federal Single Audit, the SAO looked at two branches related to COVID-19. It included our Coronavirus relief funds and epidemiological and laboratory capacity of infection disease grant with 6.4 million dollars in expenditures. As part of the audit, auditors looked at spending with vendors which BFHD spent \$25,000 on. The State Auditor looked at five of the vendors. All vendors were to be checked for disbarment or suspension, of the five vendors only three had the documentation verifying that they were not disbarred or suspended from receiving funds. There were two vendors that were not listed because they were not registered in the system, but there was not documentation of their



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status so there where findings due to the lack of query documentation for those two vendors.

- d. The State Auditor did state that this finding was a very common theme because of the need for swift movement with the COVID-19 funding. BFHD's policy and procedure for this will be updated by the end of the year reducing the risk of this happening in the future.

**ANNOUNCEMENTS**

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**Community Health Needs Assessment Update – Carla Prock**

Carla Prock stated that with upcoming re-accreditation BFHD wanted to update the BOH on the community health needs in our area. BFHD partners with Kadlec, Prosser hospital and Benton-Franklin Community Health Alliance. BFHD has completed 21 interviews with 33 working partners and community collaborators. Preliminary prioritization there are four areas BFHD will be working on for the next cycle which will be behavioral health, housing and homelessness, access to health, and community partnership development.

Commissioner McKay asked if BFHD would be able to work on a “Kids for Kindness” initiative which would focus on bullying in the bi-county area. C. Prock agreed to reach out to Commissioner McKay for more discussion.

**APPROVAL OF VOUCHERS**

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Commissioner McKay moved to approve vouchers 71-2022 through 79-2022 in the amount of \$1,137,703.65 with the Chairman to sign the vouchers on behalf of the Board of Health. Commissioner Delvin seconded. Motion carried.

**EXECUTIVE SESSION**

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Not needed.

**DATE OF NEXT MEETING**

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Date of next meeting will be October 19<sup>th</sup>, 2022.

**ADJOURNMENT**

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Chairman Mullen adjourned the meeting at 2:18p.m.

*Signature on file*

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Commissioner Rocky Mullen  
Chairman of the Board

*Signature on file*

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Jason Zaccaria  
Executive Secretary

