



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

MEETING MINUTES

November 16th, 2022

**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
November 16th, 2022**

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"/>	Lisa Wight, Sr. Human Resources Manager
	<input checked="" type="checkbox"/>	Commissioner Small	<input checked="" type="checkbox"/>	Jeff Jones, Sr. Finance Manager
Franklin	<input checked="" type="checkbox"/>	Commissioner Didier	<input checked="" type="checkbox"/>	Sean Domagalski, Interim 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, Assistant Administrator
			<input checked="" type="checkbox"/>	Eric Elsethagen, Information Systems & Security Manager
			<input checked="" type="checkbox"/>	Dr. Larry Jecha, Interim Health Officer
			<input checked="" type="checkbox"/>	Justin Compean, Systems Analyst
			<input checked="" type="checkbox"/>	Erin Hockaday, Investigations, Planning & Preparedness Manager
			<input checked="" type="checkbox"/>	Kelly Harnish, Health Living Manager
			<input checked="" type="checkbox"/>	Amanda Mason, Communications Coordinator
			<input checked="" type="checkbox"/>	Heather Hill, Clinic Services Supervisor
			<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

Commissioner Mullen called the meeting to order at 1:38pm.

APPROVAL OF MINUTES

Commissioner McKay moved to approve meeting minutes for September 21st, 2022. Commissioner Delvin seconded. Motion carried.

DISCUSSION ITEMS FROM THE PUBLIC/STAFF

1. Janae Parent read aloud to the Board a written comment that Carol Moser had sent to the Board of Health inquiring on the status of her application. Commissioner Small asked if C. Moser's concerns had been addressed. J. Parent stated that she had followed up with C. Moser already and that there was a technical issue with the email that was sent on the evening of October 31st, 2022, that prevented it from making it past the Health District's firewall. J. Parent notified C. Moser who then



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
November 16th, 2022**

dropped off a hard copy of her application and it was accepted and included with all the other applications.

2. Suzie Saunders, representing the PROTEC 17 union, read into the record a letter from members of the union. In summary the letter expressed a lack of confidence in the District Administrator based on the manner of past employee separations, a seeming lack of engagement in the pandemic, and perception of favoritism. A full copy of the letter has been filed with official Board of Health records.
3. Laurie Robinson, representing the Washington State Nursing Association (WSNA) union, read into the record a letter from members of the union. In summary, the letter expressed a lack of confidence in the District Administration based on a seeming lack of hiring nurses for new positions, below market pay rates, new positions that did not require a public health education as a prerequisite, and the manner of separation of past employees. A full copy of the letter has been filed with official Board of Health records.
4. No further comments provided.

UNFINISHED BUSINESS

1. 1152 Committee Update – 1152 Committee Members

- a. The Health District received 28 applications for the non-elected member positions. Part of the recruitment process includes a communication campaign lead by Amanda Mason, the Health District's Communications Coordinator. A. Mason provided a summary overview of where and how the open positions were posted, and provided analytics pulled from Google regarding website hits in correlation to campaign events including Tri-Cities Journal of Business, a Women's Conference, and Tri-Cities Regional Chamber of Commerce Event, amongst others. All of which were a success.
- b. J. Parent outlined next steps in the recruitment process including an upcoming meeting with the 1152 Committee to review the rank ordering results that will be brought to the full Board of Health in December for review and selection to move on to the interview stage.
- c. J. Parent presented the draft interview questions for review and consensus. There were no questions or concerns on the questions, and the Board agreed to the questions via consensus with no objections. Regarding applications that are selected for interview J. Parent mentioned in previous Board conversations, the Board had leaned towards selected the top three or five candidates with the ability to pick other candidates for interview as well. The Committee recommends sticking with a top three or five to remain as objective as possible. Some Commissioners expressed interest in keeping the option to pick other candidates outside a top five. No further action taken.
- d. Looking at the interview process, J. Parent recalled discussion in past meetings about the structure of the interview panel ranging from a hybrid format with a



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
November 16th, 2022**

subset of Commissioners, County Reps, and Health District Staff, up to a full Board, including Health District staff. J. Parent asked the Board for further clarification on the direction being recommended. Commissioners expressed interest in both options, leaning by consensus towards a full Board interview panel with Health District staff to be part of the panel. J. Parent reminded the Board that going that route would require compliance with the Open Public Meetings Act when a quorum is present, which Health District staff is prepared to logistically support.

- e. While the Committee hopes to have new members in place in early 2023 there are still several hurdles to work through. Looking at next steps in the process, candidates will need to be selected for interview, then interviews will need to be completed, followed by Board of Health nomination/selection process, then routing those nominees to respective County Commissioner Boards for approval and appointment, and then onboarding.

2. Foundational Public Health Services (FPHS) Position Recruitment Update – Carla Prock

- a. C. Prock provided an update on FPHS position recruitment, noting that six of the thirteen positions have been filled, another three are currently posted, with another four waiting to be posted.
- b. Regarding the six positions that were filled, four were management positions including an Investigations, Planning, & Preparedness Manager filled by Erin Hockaday, a Communication Disease Supervisor filled by Angeles Ize, a Parent Child Health Manager filled by Annie Goodwin, and a Health Living Manager, filled by Kelly Harnish.

3. BFHD Health Officer Recruitment Update – Janae Parent

The Health District received an application in last week from a local physician who is known by area providers as well as staff at the Health District. J. Zaccaria is reaching out to the applicant. The applicant initially looks like they may be a good fit. Health District staff will continue to keep the Board apprised.

NEW BUSINESS:

1. Restaurant/Food Inspection Updates – Sean Domagalski, Erin Hockaday, and Lars Richins

- a. S. Domagalski introduced himself as the interim Senior Manager of the Surveillance & Investigation Branch. S. Domagalski's background includes five years with the Health District as the Performance Management Manager. Prior to the Health District, S. Domagalski worked in Alaska as a Director of Quality, and was promoted as a Deputy Hospital Administrator. S. Domagalski has been a registered nurse since 2006.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
November 16th, 2022**

- b. E. Hockaday introduced herself as the new Investigations, Planning, and Preparedness (IPP) Manager, recently approved with the new FPHS funding. E. Hockaday has been with the Health District for sixteen years, with the bulk of that time in the Food Safety Program, and more recently as the Operations Chief for the COVID-19 Emergency Response, as well as managing the newly formed School Environmental Health Safety program. Within the IPP Department E. Hockaday will manage Communicable Disease Epidemiology, Food Safety, Emergency Preparedness, Environmental Planning, and School Environmental Health and Safety Programs.
- c. L. Richins the Food Safety Program Supervisor, provided a Food Safety Program update highlighting the impact of the COVID-19 pandemic. He outlined how limited inspections became the norm in the pandemic due to staff getting pulled in to support the pandemic relief efforts.
- d. From January 2022 through August 2022 there were 170 routine inspections. Most of the time has been spent in training new staff, plan reviews, and performing temporary food inspections. So far this year program staff have performed just under 1,000 temporary food permit inspections, which has taken a lot of staff time. Since September, the program has shifted back and began ramping up routine inspections, from September through October staff performed 371 routine inspections.

2. Community Health Needs Assessment (CHNA) transition to Community Health Improvement Plan (CHIP) – Carla Prock and Kelly Harnish

- a. C. Prock stated that the CHNA occurs every three years and comes in front of a CHIP. The last CHIP kicked off in 2020 and unfortunately due to the pandemic, staff had not accomplished all that they had hoped to with being involved in the pandemic response. The most recent CHNA is complete. With funding and staff to support the work, this CHNA is the most robust plan the Health District has completed yet to support the community.
- b. K. Harnish presented the 2023-2025 CHNA CHIP 'At A Glance' located on the Health District's website here, [2022 CHNA DATA AT A GLANCE \(civiclive.com\)](https://www.civiclive.com/2022/11/16/2022-CHNA-DATA-AT-A-GLANCE). A copy of the document has been saved with official Board of Health records. In summary, K. Harnish presented the community health priority areas including behavioral health, housing and homelessness, access to health, and community partnership development. Data was collected across 21 interviews with 33 working partners, multiple listening sessions with community members, 657 responses to the community survey, and multiple forums.
- c. Under housing and homelessness there are 4,000 people that are currently in the Homeless Management Information System (HMIS) within the greater Tri-Cities. Rental rates have increased significantly in the Tri-Cities, as rent grows the average income simultaneously grows but only at ½ the rate of rent.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
November 16th, 2022**

- d. Under access to health 70% of franklin county reports having medical coverage and 90% of Benton county reports having medical coverage. Groups that consistently report lower quality of life, lower overall health, and less access to health care including individuals 18-34, residents living in Franklin County, Hispanic/Latino residents, and residents with low incomes. Also, the primary care provider to patient ratio in Franklin County is 1:4,720 as compared to Benton County at 1:1,430.
- e. Under behavioral health in 2019 there were 7 out of 100,000 opioid overdose deaths, as compared to 2020 there were 16 out of 100,000. This shows that the number of hospitalizations from an overdose have decreased over time and also suggests that people are not making to the hospital in time. Within intentional self-harm (suicide), the age group with the highest rates of suicide was 65+. K. Harnish noted that this age group is often overlooked when it comes to suicide prevention efforts.
- f. The final area for community partnership development will support the other three priority areas listed earlier through improving communication, clarifying coalition functions, and expanding the work of community health improvement to non-traditional partnerships.

3. Communicable Disease Update – Heather Hill

- a. Heather Hill introduced herself to the Board as a public health nurse that has been with the Health District for 39 years. The rise in respiratory illnesses appears to be seasonal, however influenza does occur year-round. In looking to anticipate what is will happen locally, public health looks to other parts of the world, more specifically the southern hemisphere. Looking to the southern hemisphere helps public health see what influenza and other respiratory illnesses are going to look like. When the situation started to develop there was a significant surge in Respiratory Syncytial Virus (RSV) on the east coast of the United States. This surge caused a strain on the healthcare system. Often the west coast looks to the east coast as a predictor of what is to come.
- b. There are surges happening now in the Seattle area and the west side of the state, with emergency rooms stressed and typically reporting 100% at capacity, rising from there up to 300% capacity in emergency departments. Health District staff reached out to local hospitals, and they are seeing some surges and longer wait times, noting that staffing issues are exacerbating the situation.
- c. H. Hill provided slides containing data for RSV and influenza from the Early Surveillance System for Early Notification of Community-based Epidemics (ESSENCE). This data is collected from hospital data and participation is optional for hospitals. All four hospitals in our bi-county area do participate. That data is not de-duplicated and neither RSV nor influenza are required reporting.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
November 16th, 2022**

- d. Trends are going up for both emergency room visits and hospitalizations for both influenza and RSV. What is abnormal is that RSV is showing up quite a bit earlier than normal, it is normally seen in the January timeframe. This information is also shared with the Kadlec Neonatal Intensive Care Unit (NICU) to assist them in decision making protocols for protecting some of our most vulnerable community premature babies. The medical provider community also looks to the Health District as gate keeper of this information as to what is going on and direction/recommendations and where we are at with risk.

ANNOUCEMENTS

1. Deactivation of BFHD COVID-19 Emergency Operations Center – Carla Prock

After 1,002 days of operation and response to the COVID-19 pandemic, the Health District officially deactivated its Emergency Operations Center on October 31st, 2022. Over the last 32 months, Health District staff dedicated a total of 157,234 hours to the response. In that timeframe, the Health District provided support and guidance to 875 individual outbreaks, performed 47 onsite visits to assist agencies with infection mitigation measures, responded to 13,526 documented phone calls from the community, aided 4,500 people that needed assistance, and conducted over 107,000 contact tracing interviews.

Additionally, BFHD conducted 4,000 contact tracing interviews for long term care facilities, provided 580 referrals to families for food and hygiene kits, helped facilitate over 82,000 vaccinations as the mass vaccinations facility at the Fairgrounds site. Also, the Health District provided 102 pop-up vaccination clinics and the Health District vaccine depot provided 78,692 doses of vaccine to local health care providers, in addition to the federal supply coming in. The Columbia Basin College West testing site provided over 224,000 individual tests to community, 65 media briefings, testing over 2,000 individuals at one incarceration facility, expanded social media outreach with 2,200 new followers.

2. PROTEC17 Collective Bargaining – Janae Parent

J. Parent stated that negotiations are in progress and the next meeting is set for this Friday, November 18th, 2022.

3. Distribution of State Auditor Office (SAO) Report – Jeff Jones

J. Jones previously reported on the SAO audit at the September Board of Health meeting. The SAO report has been published and copy was sent out to the full Board earlier this week, there were no changes.



**BENTON-FRANKLIN HEALTH DISTRICT
BOARD OF HEALTH
MEETING MINUTES
November 16th, 2022**

4. Benton County Purchase of old KGH-Spaulling Building – Commissioner Jerome Delvin

Commissioner Delvin stated that Benton County has completed the sale and are now owners of the old KGH hospital. Commissioner Delvin is proposing using the 'Spaulding Building' portion of the hospital for the Health District. The Health District has been out of space for some time in the Kennewick Office, and with remodel work, this would be a good fit for the agency. Commissioner Delvin proposed having a Bi-County meeting including Health District staff in January 2023 to have further discussion about the Health District moving to this location. The Board was supportive of the meeting. Commissioner Small thanked Commissioner Delvin and Matt Rasmussen for their hard work in procuring the building.

APPROVAL OF VOUCHERS

Commissioner McKay moved to approve vouchers 80-2022 through 95-2022 in the amount of \$1,665,190.73 with the Chairman to sign the vouchers on behalf of the Board of Health. Commissioner Small seconded. Motion carried.

EXECUTIVE SESSION

Not needed.

DATE OF NEXT MEETING

Date of next meeting will be December 21, 2022.

ADJOURNMENT

Chairman Mullen adjourned the meeting at 2:55p.m.

Signature on file

Commissioner Will McKay
Vice-Chairman of the Board

Signature on file

Jason Zaccaria
Executive Secretary

