



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

**MEETING MINUTES**

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

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BOARD OF HEALTH  
MEETING MINUTES  
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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 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"/>	Sean Domagalski, Interim Sr. Surveillance & Investigation Manager
	<input type="checkbox"/>	Commissioner Mullen	<input checked="" type="checkbox"/>	Carla Prock, Sr. Healthy People & Communities Manager
	<input checked="" 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"/>	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**

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Commissioner McKay called the meeting to order at 1:33p.m.

**APPROVAL OF MINUTES**

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Commissioner Delvin moved to approve meeting minutes for November 16<sup>th</sup>, 2022. Commissioner Peck seconded. Motion carried.

**DISCUSSION ITEMS FROM THE PUBLIC/STAFF**

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None.

**UNFINISHED BUSINESS**

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

- a. Janae Parent, Carla Prock, Sean Domagalski, and Jason Zaccaria provided a PowerPoint presentation regarding the rank order tool and interview recommendations.
- b. J. Parent provided a summary of the background of the rank order tool including the request by the 1152 Committee to create the tool to assist the Board in objectively evaluating applicants, ahead of interviews, ranking the applicants from highest to lowest.



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- c. The rank order tool was developed by Health District staff using attributes from Revised Code of Washington (RCW) 70.05, Local Health Departments, Boards, and Officers Regulations, RCW 70.46, Health Districts, and Washington Administrative Code (WAC) 246-90, Local Board of Health Membership. Health District staff prioritized objectivity as the foundation for the tool, such that even the evaluation process was conducted independently, by three different reviewers.
- d. C. Prock presented the rank order tool template to the Board highlighting the elements, weighting scale, and how the scores are combined with a formula to provide the overall score. Elements with a yes or no answer were not reflected in the overall score.
- e. J. Parent then reviewed the rank order process including opening and closing of the application stage, independent review and compilation stage, 1152 Committee review, and current presentation to the Board.
- f. J. Parent then presented the rank order results for each category, highlighting the total number of applicants, score range, average score, and top five scores. J. Parent also presented the expanded scores with unique identifiers representing each applicant.
- g. Commissioner Peck asked about applicants that identified as qualifying for more than one category and how that was addressed in the tool. J. Parent responded that their score is reflected into each category that they identified as qualifying for. Commissioner Peck noted that an applicant could score differently depending on the category. C. Prock replied that score is the score, however someone that applied for all three categories may rank higher or lower across all the categories depending on their score as compared to others in the category. Commissioner Peck stated that at the end of the day, the Committee's recommendation to the Board, allows for the Board to have some flexibility to address these types of characteristics and make evaluative judgements.
- h. Commissioner Delvin asked about tribal representation. Commissioner Peck stated that counties cannot be held to account if the American Indian Health Commission (AIHC) fails to provide a representative, so long as the Health District has made the request. J. Parent added that a general email inquiry had been sent to the AIHC already with no response yet. J. Zaccaria reached out to Chris Mertens, Health District Attorney for guidance on this topic. C. Mertens recommended that the Health District send a letter via certified mail to the AIHC formally asking for a representative.
- i. Commissioner Delvin recommended that the letter be sent out via certified mail. Consensus of the Board was to send the letter.
- j. J. Zaccaria provided the interview selection recommendation from the Committee, officially recommending that the Board of Health select the top five



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candidates from each member category. J. Zaccaria then invited other Committee members to speak on the recommendation.

- k. Commissioner Delvin supported the top five recommendation and with interview panel. Commissioner Peck stated that if the Board has confidence in the processes that have been put into place and the Committee members, then the Board should feel comfortable interviewing the top three candidates for each category. If for some reason there is not someone in the top three that the Board is comfortable with, then Board could ask for the next two highest applicants within the category. Commissioner Peck also suggested that the interviews for applicants be different for each category.
- l. Commissioner McKay was supportive of the top three for each category, with the option to ask for additional applicants if necessary. Commissioner McKay asked if the interviews would be subject to the Open Public Meetings Act (OPMA). Commissioner Peck stated that they would be, but the interviews could be held in a closed session under review the performance of a public employee. Commissioner Peck added that two Commissioners from each county, present for the interviews would be sufficient. Commissioners Delvin and McKay agreed.
- m. Commissioner Didier asked if a background check has been completed on any of the applicants yet. J. Parent stated that a background check has not been completed yet but could be done once the top three are selected for interview. Commissioner McKay and others supported the background check as well and suggested that the Health District review this process with legal counsel to ensure proper notifications have been provided to applicants prior to the background check. Commissioner Didier agreed with selecting the top three applicants for each category, with two Commissioners from each county on the interview panel.
- n. Commissioner Delvin moved to form an interview panel consisting of two Commissioners from each county, the District Administrator and a public health expert to conduct the interviews of the top three applicants from each category. Commissioner McKay seconded. Commissioner Peck asked for clarification on how the Commissioners will be selected for the interview panel. Commissioner Delvin suggested that the County Commissioner Boards should appoint. Motion passed unanimously.
- o. Commissioner McKay asked when interviews will happen. J. Parent stated likely the first part of January 2023.

**2. BFHD Health Officer Recruitment Update – Jason Zaccaria**

- a. J. Zaccaria stated that the Health District has received two qualified applicants for the Health Officer position. The first applicants name is Dr. Sheila Dunlop. Dr. Dunlop is a local physician, and is board certified as a family physician, dating back to 1985. J. Zaccaria met initially with Dr. Dunlop over the phone and then



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invited Dr. Dunlop to visit the Health District to meet select staff and tour the building.

- b. The second applicant is Dr. Aren Giske. Dr. Giske is not a local physician, but is board certified in occupational health medicine. Dr. Giske has been a physician since 2014 and has been performing primarily occupational medicine which is very close in nature to public health. J. Zaccaria met initially with Dr. Giske over the phone, and the discussion went very well. The Health District is in the process of setting up a virtual meet and greet with Dr. Giske now, similar to what was done with Dr. Dunlop.
- c. J. Zaccaria suggested that the Board of Health allow the Health District to complete the virtual meet & greet with Dr. Giske by the first week of January 2023, after which if both individuals have performed well with staff, then applicant resumes will be included with the next Board of Health packet for identification of next steps from the Board.
- d. Commissioner Peck asked who participates in the interviews for candidates of the local health officer position. J. Zaccaria stated that for the internal screening including a meet and greet, it would be Senior Staff and a couple of other select employees. Regarding the Board interviewing candidates, that would be up to the Board to determine how and who interviews the candidates. Commissioner Peck asked for clarification of who is conducting the first screening whether it is just Jason or Jason and staff. J. Zaccaria stated that he conducts an initial phone interview first, if that goes well then, a meet and greet is set up with the previously mentioned Senior Staff and select employees. Commissioner Peck sought clarification as to whether union staff or the interim Health Officer were a part of the initial meet and greet meeting(s). J. Zaccaria stated that the interim Health Officer was in attendance for the meet and greet with Dr. Dunlop, and that the interim Health Officer will be present for the Dr. Giske meet and greet in early January 2023.

**NEW BUSINESS:**

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**1. Avian Flu Response Update – Heather Hill**

- a. On December 2<sup>nd</sup>, the Health District was notified via Department of Health (DOH) that there appeared to be a concern with a Franklin County commercial poultry operation, with a presumptive avian influenza situation going on. The Health District learned that there were 50-60 dead birds in a commercial barn. Within a couple of days of that there were a total of 1,000 dead birds.
- b. In the past there have been some backyard flocks across Washington State killed by avian influenza. Avian influenza has been circulating across the United States and even in the bi-county area. The last experience with this situation was a few years ago with a backyard flock in Benton City.



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- c. Dr. Jecha was initially notified and pulled a team of key staff from across the agency together, performing some initial prep and planning work while waiting for confirmatory testing. Since this was a commercial operation, both the US Department of Agriculture and Washington State Department of Agriculture took the lead on the investigation. The Health District was and has been focused on the human involvement, working to mitigate any potential spread to humans.
- d. In the United States only one person has contracted avian influenza, however when looking globally human to human transmission is the biggest concern, as it could present a new novel strain. Locally the bi-county area is a high level of influenza already, and with the avian influenza event unfolding simultaneously, the concern is to protect the workers as much as possible from catching bird flu as well as influenza.
- e. There was and continues to be communication with the farm owner, initially informing them of the Benton-Franklin Health District's role, and the role to support and assist the owner in protecting human health. The owner identified needing more personal protective equipment (PPE), and the Health District began working together to find and provide masks, suites, and gloves. H. Hill also notified the owner that the Health District would be assisting in monitoring symptoms of employees.
- f. Throughout the event DOH worked with the Department of Agriculture to get info on how the operation was going. The Department of Health would then provide that information to Health District staff, so that staff could support the farm owner with human health needs.
- g. At some point word got out about what farm was affected, although not by the Health District. Staff caught wind of the situation when it was reported that a few local grocery stores had pulled eggs off the shelves, citing the name of the farm that had been affected. Health District staff worked with the grocery stores to have the signs removed to mitigate spread of rumors. This farm is a large operation, and the Health District was concerned about the well-being of the owner, staff, and all those involved.
- h. The confirmatory test result did come back as positive for avian influenza and the Department of Agriculture pushed out a formal press release, followed by the Health District.
- i. Previously and coincidentally, knowing that the bi-county area was experiencing high rates of influenza and Tamiflu was in short supply (having heard from local acute care providers), the Health District requested 1,000 doses of Tamiflu from the strategic national stockpile. The Tamiflu was already en route to the Health District when the bird flu event had started unfolding. After further review and discussion Dr. Jecha and H. Hill were concerned about the spread of both influenzas and routed the recommendation to provide the farm workers Tamiflu up to DOH. DOH and the Centers for Disease Control (CDC) reviewed the



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request and concurred with the recommendation. When the Tamiflu arrived, the Health District provided 75 doses to employees of the farm, and the owner came and picked up all the medication, information, and supplies.

- j. As of tomorrow, the Department of Agriculture will be standing down the team. The owner will continue with cleanup; depopulation has been completed. Only one side of the facility was affected. Ongoing testing has been happening on a daily basis to ensure that the other side of the facility does not become infected. Health District staff are going to continue working with owner, until 10 days after the last employee has had a risk of exposure.
- k. Commissioner Didier asked if the owner had been given an avenue of what to do with the birds for disposal. H. Hill said that there was discussion about composting on site versus hauling out. The decision was made that anything that came from the infected side of the farm would be composted on site, and all other materials including thousands of eggs were hauled out to a landfill.
- l. Dr. Jecha commended staff for their response and support of the situation. This is the first commercial event that has happened in the State, and everyone stepped up to the plate. The Board concurred.

**2. 2023 Draft Budget Review and Approval – Jeff Jones**

- a. J. Jones provided a PowerPoint presentation of the draft 2023 Budget. A separate email was sent out to the full Board on December 20<sup>th</sup>, 2022, with the draft 2023 Budget as reviewed by the Board of Health Finance Committee.
- b. The proposed 2023 budget is \$15,448,655, which is a nine percent increase over last year's budget. The budget does include a \$432,000 cash carry over for Foundational Public Health Services (FPHS) funding that was received in fiscal year 2022. The funds are required to be expended by end of June 2023 or will need to be returned to the State.
- c. The projected fund balance for 2023 is \$4.7 million, which represents approximately 111 days cash on hand, exceeding the 45–90-day goal set by the Health District's Budget Policy.
- d. Under Revenue, licenses and permits which is 10% of the total budget came in at a projected increase of 6%, and State and Federal grants which is 43% of the total budget came in at a projected overall decrease of 13%, due to COVID funding winding down. Looking at increases, there was an increase of \$226,000 for Human Immunodeficiency Virus (HIV) Case Management, \$14,000 for immunization, and \$210,000 for Care Coordination, and \$368,000 Medicaid Administrative Match fund.
- e. Looking at State and Local Discretionary funds which is 38% of the total budget, there is a 40% increase in Foundational Public Health Services funding and no increases in county contributions for 2023. Under Fee for Service which is 9% of



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the total budget, there is an increase of 6% related to Vital Records and Immunizations.

- f. Under Expenses, there is an increase of \$1.3 million under salaries and wages. This primarily due to an increase in the full time equivalent (FTE) increase from last year, with 15 new positions added in 2022. This draft budget only includes three new FTEs including one Administrative Analyst, one Environmental Health Operations Supervisor, and one Assistant to the Health Officer position. Looking at supplies and equipment, overall, there is a decrease of 2%, primarily representing the decrease in vaccine, due to decrease in vaccinations.
- g. Under Services and Other Charges, there is a decrease of 16% primarily due to reduction in COVID response services, Vital Records Service fee increases, mileage increases, and liability insurance increase. Looking at Capital Items, this will cover a new vehicle request and replacement for dishwasher for the Water Lab.
- h. J. Jones also provided a summary review of the 2023 Staffing Levels, Functional Organizational Chart, and Revenue & Expenditures by Division.
- i. Commissioner Delvin asked about the funding for the three new positions, J. Jones stated that is primarily coming from Foundational Public Health Services funding, and the Administrative Analyst position is a downgrade of a Manager position to a Supervisor position.
- j. Commissioner Peck noted that in 24 months there has been 26% growth, with a fair amount of it due to Foundational Public Health Services funding. Commissioner Peck then asked J. Jones from a Comptroller standpoint, if J. Jones is comfortable that the ongoing funding will support the staff growth. J. Jones stated that the new staff brought in were tied very closely to the requirements of the FPHS funding, and the intent of FPHS funding is to be ongoing with built-in inflation. J. Jones expects it to continue to cover the staffing growth.
- k. Commissioner Peck and the Board expressed appreciation to J. Jones for how he prepares and presents the budget, making it easy for the Board to review and have discussion. No questions from the Board.
- l. Commissioner Delvin moved to approve the draft 2023 Budget for Benton-Franklin Health District as presented. Commissioner Peck seconded. Motion carried unanimously.

## **ANNOUNCEMENTS**

### **1. PROTEC17 Collective Bargaining – Jason Zaccaria**

The Health District has met several times with PROTEC17 and good progress has been made. The next session is set for early January 2023.





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**2. Gratitude for Commissioner Shon Small Service – Jason Zaccaria**

J. Zaccaria on behalf of everyone expressed gratitude for Benton County Commissioner Shon Small, for his years of service as a County Commissioner.

**3. Benton County Purchase of old KGH-Spaulding Building – Commissioner Jerome Delvin**

Commissioner Delvin stated that he is working with J. Zaccaria and staff on the potential relocation of the Health District and is hoping to have a separate meeting on this topic in January 2023.

**APPROVAL OF VOUCHERS**

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Commissioner Delvin moved to approve vouchers 96-2022 through 104-2022 in the amount of \$976,260.31 with the Chairman to sign the vouchers on behalf of the Board of Health. Commissioner Peck seconded. Motion carried.

**EXECUTIVE SESSION**

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Chairman McKay called for an executive session to review the performance of a public employee, per Revised Code of Washington (RCW) 42.30.110.g. Attendance requested for the session included all Commissioners and Jason Zaccaria. The session was called at 2:36p.m. for 15 minutes.

Chairman McKay called the meeting back to order at 2:49p.m., no action taken.

Chairman McKay called for a second executive session to review the performance of a public employee, per RCW 42.30.110.g. Attendance requested for the session included Commissioners only. The session was called at 2:49p.m. for 10 minutes.

Chairman McKay called the meeting back to order at 2:59p.m., no action taken.

**DATE OF NEXT MEETING**

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Date of next meeting is scheduled for January 18<sup>th</sup>, 2023. Commissioner Peck and Commissioner McKay noted that they will have conflicts due to upcoming meetings and would like to get this scheduled a week later if possible.

**ADJOURNMENT**

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Chairman McKay adjourned the meeting at 3:01p.m.



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*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

