



YAKIMA HEALTH DISTRICT

Prevention Is Our Business

BOARD OF HEALTH

Meeting Agenda & Minutes



February 28, 2018
8:30 am

(Executive Session)

Upcoming Board of Health Meetings

March 28, 2018
8:30 a.m.

April 25, 2018
8:30 a.m.



YAKIMA HEALTH DISTRICT

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Board of Health Agenda

Wednesday, February 28, 2018

(Executive Session)

1. Call meeting to order: 8:30a.m.
2. **Executive Session:** to review the performance of a public employee-André Fresco (30mins) [per RCW 42.30.110 (1)(g)]
3. **Consent Agenda: Motion** to approve all items listed with an asterisk (*) are considered routine by the Health Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

** January 31, 2018 Yakima Health District (YHD) Board of Health minutes
* Payment of accounts payable and payroll issued in January 2018 in the amount of \$523,784.54*
4. **Board Business:** André Fresco
 - a. **Update on Board of Health Charter/Resolution**
Strategic Goal: *Strengthen Mandated Services*; **Board Input:** *Board Awareness*
 - b. **State Fair Park Contract for Electrical Engineering Study**
Strategic Goal: *Increase Community Partnerships*; **Board Input:** *Board Awareness*
 - c. **Resolution 2018-01: Health Officer Contract**
Strategic Goal: *Strengthen Mandated Services*; **Board Input:** *Board Approval, Board Chair Signature*
 - d. **Resolution 2018-02: TB Consultant Contract**
Strategic Goal: *Strengthen Mandated Services*; **Board Input:** *Board Approval, Board Chair Signature*
5. **Financial Report:** Chase Porter (pages 12-17)
6. **Motion:** to approve the Financial Report for the month of January 2018
7. Chief Operating Officer: Ryan Ibach
8. Disease Control: Melissa Sixberry
9. Environmental Health: Holly Myers
10. Public Health Partnerships: Lilian Bravo
11. Other Business:
12. Adjourn



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Board of Health Minutes

January 31, 2018, Wednesday

1. Meeting called to order by Board Chair, Gail Weaver, at 8:33am

PRESENT

Ron Anderson, Commissioner
Mike Leita, Commissioner
Barbara Harrer, Mayor Town of Harrah
Gail Weaver, Citizen Member, Board Chair

ABSENT

Rand Elliott, Commissioner
Kay Funk, City Representative
Vacant, Citizen Representative

Yakima Health District (YHD) STAFF

Lilian Bravo
Orlantha Coleman
Andre Fresco
Ryan Ibach
Holly Myers
Chase Porter
Melissa Sixberry

GUESTS AND PRESS

Jen Gamache, WSU Nursing Student

2. **WELCOME AND INTRODUCTIONS**-Melissa Sixberry introduced Jen Gamache as the new YHD nursing student intern from Washington State University.
3. **AUDIENCE PARTICIPATION**-None
4. **CONSENT AGENDA: MOTION**

MOTION: Gail Weaver entertained a motion to approve the January 31, 2018 Yakima Health District Consent Agenda

FIRST: Barbara Harrer
SECOND: Ron Anderson
 Approved
 Declined
 Amend

The following items were adopted upon approval of the consent agenda:

- December 6, 2017 Yakima Health District Board of Health Minutes
- Approval of accounts payable and payroll issued in November 2017 in the amount of \$424,730.87
- Approval of accounts payable and payroll issued in December 2017 in the amount of \$461,484.20



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5. **BOARD BUSINESS:** Andre Fresco, Yakima Health District (YHD) Executive Director

- **Update on Enhanced Initiatives,**

- 1) **Medication Take-Back Boxes-** One has been installed at the Zillah Lakes location of the County Sheriff's Office. YHD's Public Health Partnerships Director, Lilian Bravo, has been working to improve the medication take back boxes initiative through a partnership with Safe Yakima Valley. The Yakima Health District plans to communicate with the Yakima Valley Council of Governments (YVCOG) through Larry Mattson on a plan to begin communication with cities and towns that will receive these boxes. Safe Yakima Valley is involved because of the experience they have with installing the boxes.
- 2) **Blue Zones-** the Yakima Health District paid for our portion of the Blue Zones study in the amount of \$8K in December 2017 (total study cost is \$25,000). The Yakima Health District contributed to the partnership with the Chamber of Commerce and the Memorial Foundation to bring the study opportunity to Yakima. During spring 2018 (a projected date between April-May), the Blue Zones project will bring in national experts to meet with members of the Yakima community and elected officials to tour the valley and learn what our local needs are. The goal is to assess our community's readiness for implementation of the full project.
- 3) **Kitchen Incubator-**YHD has been in discussion with the City of Yakima regarding a partnership to bring a commissary kitchen/incubator for small businesses and restaurants to Yakima. Currently, the Yakima City Council has decided to delay implementation. Andre communicated with Cliff Moore about YHD readiness to continue support if work re-starts on the project. YHD is looking to expand outreach to the communities that we regulate (restaurants, caterers, mobile units). YHD is in the preliminary stages of correspondence with the State Fair Park (which began under Ryan's direction) to determine if there is potential for YHD to partner on the State Fair Park's new commercial catering space. The YHD goal is to ensure that there is community access to quality prep areas, locations for food safety education, and that food handlers meet standard operating practices.
- 4) **State Fair Park Contract for Electrical Engineering Study:**
YHD selected Conley Engineering to conduct the engineering study at the State Fair Park. Our policy at the Yakima Health District reads that any contract over \$25K requires board approval. The Yakima Health District is proposing to enter into a \$30K contract, which covers the cost of the entire project study. YHD is collaborating with federal and state health partners as well as state fair leadership to prepare the Central Washington State Fair for use as an emergency medical site for Central Washington. The project is receiving



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federal dollars that are awarded to the Washington State Department of Health (DOH) and then provided locally to the Yakima Health District. The funds used for this project are not internal YHD funds. The funds are earmarked as, "Emergency Preparedness Planning" monies from WDOH that moved from the 2017 fiscal budget year to the 2018 fiscal year budget, per state approval and federal government communications.

[Mike Leita will send the contract to the County attorney to clarify whether the second party within the contract (State Fair Park's) legal obligation is confirmed and removes liability from the County during the project. Mike will confirm if there should be an acknowledgement (additional contract) by either the County or the Fair Association in addition to Conley for the services that are being provided on the State Fair Park premises. Additionally, the board would like to have clarity around the definition of "owner." Upon clarification of "owner" of property (county/fair) vs "owner" of the contract (YHD), the anticipated project start date is pending February 2018. Once there is clarity and consensus on the contract language, the YHD Board of Health Chair is authorized to sign the agreement.]

MOTION: to authorize The Chair of the Board, Gail Weaver to sign the Conley Contract for Engineering Study pending (*clarification of the term "owner" and after the contract is vetted through the county legal team*)

FIRST: Ron Anderson
SECOND: Barbara Harrer
 Approved
 Declined
 Amend
 Other-clarification of term "owner" → county legal review

- **Update on Health Officer Search-** Dr. Chris Spitters will remain under contract with YHD as a TB consultant. Dr. Teresa Everson is in the final stages of consideration as YHD's new Health Officer. Teresa is a family physician and preventive medicine specialist and has a master's degree in Public Health. Dr. Everson is currently serving as the Deputy Health Officer for both Skamania and Clark Counties under the direction of Dr. Alan Melnik. Dr. Spitters is involved in the new Health Officer recruitment process to support a quality replacement. Andre and Teresa met last week to discuss her interest and qualifications. Dr. Everson has experience working in community and public health clinics and is also trained in Medication Assistance Treatment (MAT), which is substance abuse rehabilitation intervention through medical therapy. Dr. Everson will be in Yakima mid-February to meet the YHD management team, tour the YHD facility and meet with Gail Weaver. Dr. Everson's projected start date is March 2018. Dr. Spitters will continue duties until Dr. Everson is fully on-boarded to the Yakima Health District.

[Gail extended invitation to other board members to meet Dr. Everson. Andre and Gail will provide the board with days/times for the meeting.]



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- **Yakima Health District Board Member Positions-** Maureen Adkison, a “City” Representative to the YHD Board, is no longer a member of the Yakima City Council. Jesse Farias, a “Citizen” Representative Member, resigned from the board effective immediately. To maintain a relationship with the City of Yakima, the City Council has determined that Dr. Kay Funk will be the next “City” Representative to serve on the YHD Board, replacing Maureen Adkison. Kay Funk is a retired physician and is interested in the Yakima Health District. Dr. Kay Funk will be available for our February 28, 2018 Board of Health (BOH) Meeting. Andre communicated appreciation for both Maureen Adkison's and Jesse Farias' service to the YHD Board.

[Gail clarified that while the Yakima Health District may offer input on board membership, the BOH member candidate should be County Commissioner appointed. “Citizen” Representatives should be advertised and open to the public through the Yakima Herald Republic. The resolution 3-2000 ordinance verbiage that is used as the basis/guideline for BOH member “City” Representative appointment requires modification.]

[Mike proposed that the County will draft a modification that will go to Gail, Andre and Ryan. The modification will get endorsed by the Commissioners and then be brought to the next YHD BOH meeting February 28, 2018.]

6. BUDGET REPORT: Chase Porter

In January, the Yakima Health District implemented two new Point-of-Sale systems; Cayenta and Accela. Cayenta is the Enterprise Resource Planning (ERP) system used by Yakima County. The YHD transacts vital records and food handler cards in the Cayenta system. Accela is an Environmental Health (EH) contracting software that can only be used to receipt EH transactions. Additionally, Chase has been attending demonstrations for possible implementation of a new ERP (GL system).

November 2017 Budget Summary

The YHD had about an (\$8K) loss bringing the total excess revenue amount to \$276K.

November 2017 Revenue and Expenditures

- Annual budgeted revenues and expenditures are \$5.9M and \$5.8M, respectively.
- November year-to-date budgeted revenue and expenditures are \$5.4M and \$5.3M, respectively.
- November year-to-date actual revenue and expenditures are \$5.0M and \$4.8M, respectively.



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December 2017 Budget Summary

The Yakima Health District preliminary financial statements had a \$111K gain resulting in a total excess amount of \$387K for the year. Of the \$111K, a monthly excess in the amount of \$139K is from Foundational Public Health Services (FPHS) funds.

FPHS Summary

The Yakima Health District received \$138,900 from Foundational Public Health Services (FPHS) in October of 2017. State guidelines mandate that the Yakima Health District recognize the funds as revenue. These FPHS monies are recorded in December 2017 revenue even though spending will be in the beginning half of 2018.

- The grant is on a fiscal contract period between (July 1, 2017 thru June 30, 2018).
- YHD is on a calendar year spanning (Jan 1, 2017 thru December 30, 2017).

FPHS's fiscal contract period versus the organization's calendar reporting period resulted in a reporting timing difference.

Without the FPHS revenue, YHD would have experienced a (\$28K) loss for the month. Due to decreases in revenue for our fees and permits programs because of the winter season. Additionally, a 28-year service employee retired in December where YHD provided due compensation in accrued vacation and sick pay. Finally, our end year budget allowed YHD to purchase new office chairs for all the YHD staff and complete the VDI monitor upgrade across the organization.

December 2017 Revenue and Expenditures (preliminary financial statements)

- Annual budgeted revenues and expenditures are \$5.9M and \$5.8M, respectively.
- December preliminary year-end actual revenue and expenditures are \$5.6M and \$5.3M, respectively.

7. MOTION: Gail Weaver entertained a motion to approve the financial report for the month of November 2017.	FIRST: Mike Leita SECOND: Ron Anderson <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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8. **MOTION:** Gail Weaver entertained a motion to approve the preliminary financial report for the month of December 2017.

FIRST: Mike Leita
SECOND: Barbara Harrer
 Approved
 Declined
 Amend

8. **DISEASE CONTROL:** Melissa Sixberry

- **Legionella**

A second legionella case was reported since our last BOH meeting. The Yakima Health District (YHD) was able to link both cases to the Athletic Club. Both individuals that were diagnosed with legionella survived despite a 10% fatality rate among legionella cases.

- **Influenza and RSV**

Influenza has been all over the news. Washington State has had 109 deaths related to influenza during the 2018 year. Of the 109 deaths in Washington State, Yakima County reported four deaths. There has been one pediatric death for the state. Yakima County subjects have all been over 40 and immune compromised. The YHD continues to promote prevention and flu shots. Melissa is working with long-term care facilities because 6 long-term care facilities have had influenza like illness outbreaks.

- **Lead Funding**

The YHD might benefit from additional funding for lead investigations. It is currently not a mandated service to investigate elevated lead cases in children. The YHD has conducted investigations and is looking at additional funding that will allow YHD to go out and do home visits, provide education and link families to services. High lead levels can cause developmental delays, ADHD, speech and hearing issues. Hopefully, the YHD's ability to educate the families will help to reduce lead levels that will lead to better outcomes in the future.

9. **CHIEF OPERATING OFFICER:** Ryan Ibach

- **High Five Award**

The State Department of Health Drinking Water Program puts out a quarterly newsletter which the Yakima Health District was featured in for the work done in the Outlook flooding in 2017. The article also covered the four YHD employees that were involved in that project. Each YHD staff received a high five award which was presented to each staff member during the YHD All Agency meeting.



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- **Yakima Health District Job Openings**

The **Public Health Nurse** Advertisement closes today. The recruitment is to fill the retired nurse role that was occupied by Denny Flodin-Hursh. Denny retired in December 2017.

- **Environmental Health (EH) Specialist.** The recruitment for this position is to replace one of our EH staff, Ranulfo Perez, who will be retiring at the end of May.

- **Cell Phones-** YHD staff will receive company cell phones. YHD staff will no longer use personal cell phones or get reimbursed. YHD decided on U.S. cellular as the vendor of choice.

10. ENVIRONMENTAL HEALTH: Holly Myers

- **Legionella tests**

The Yakima Athletic Club (YAC) is monitoring follow-up steps. They have completed one set of tests which was negative. The YAC must complete test every two weeks for three months and after that a test once a month for three months to meet the State Department of Health requirements for follow-up on legionella. The DOH is hiring YHD to conduct the sampling. YHD goes once every two weeks to collect the sample. They take care of the submittal, shipping and provide the Yakima Health District with the results. The YAC is also providing YHD with daily readings of the men's hot tub that came up positive for legionella. There have been some public records requests that the YHD has supplied.

- **New Permit Software System-** the Environmental Health team is working closely with Accounting and the Front Desk on the new permit software program in collaboration with the Yakima Permit Servicing Program. The EH team is working to identify efficiencies, get answer to questions and training from Accela representatives. During the initial orientation, YHD was made aware of some of the Accela efficiencies that YHD is yet to take full advantage of.

- As part of the FDA standard grant, YHD has purchased new combo surface book tablet/laptops that the inspectors can go into the field with. The goal is to reduce scanning and desk time and benefit from all that Accela offers using these new devices. Holly commended the Front Desk team on the flexibility learning the new system and working across departments to support positive outcomes.

- **Yakima County Water Resource Program**

The YHD is collaborating with YCWRP to support clients that come in with a new building permit and will be using a new exempt well, YHD has a process set up in the Accela system.



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Team EH created a fact sheet that covers where to start and what the YHD process is pending the County's additions on a fact sheet communicating the entire process. Our goal is get people to the right building, at the right time.

- **Phil Hosler**
Holly met with the contractor for the fair event center and catering to provide English and Spanish Food Safety regulation posters. The YHD will continue to provide education.
- **EH applications** have been updated with the new Accela codes and are fillable PDF documents. Our goal was to make entry supportive to the Front Desk and the forms easily accessible to the customer.
- **Capital Budget Update** – the budget was signed and team EH is waiting for the Department of Ecology to give YHD the go ahead to submit our grant applications for the Local Solid Waste Funding Allocation which was part of the CPG grant monies mentioned earlier.

11. PUBLIC HEALTH PARTNERSHIPS: Lilian Bravo

- **Media Update**
The Yakima Health District has been in the news quite often with interest in the fake flu season. YHD has participated in 12 interviews primarily from the flu as well as interest in the activities occurring at the State Fair Park. This interest could be due to the Rattlesnake Ridge activities which seems to have the attention of some that are interested in emergency preparedness. All the interviews have been a good opportunity to discuss the work that the Yakima Health District is doing.
- **Medication Take Back Box Program**
The Yakima Health District will be working with Safe Yakima Valley who recently got their new Executive Director, Camille Becker. Lilian and Camille conferred on the goal of making available the medication take back boxes to any city or town that would like one. YHD can supply 18 boxes this year. The National Medication Take-Back day is April 28th this year. Our goal is to have all 18 boxes installed by that time. The benefit in working with Safe Yakima Valley is that the organization already has experience installing the boxes. SYV also offers expanded partnership opportunities.



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- **Opportunities Industrialization Center (OIC)-SnapEd Collaboration**

OIC has a foodbank located on Fruitvale and 6th avenue which serves the general community. The new location is behind the current one and will open June 2018. The Yakima Health District is partnering with OIC to establish a food shopping model compared to picking up a box of food. The food shopping model is where people can come and choose their own food within the guidelines set related to household size. The shopping model offers client satisfaction and reduces food waste when clients are choosing what they and their family prefer to eat and can also cook. The main goal is to increase nutrition education.

- **Developmental Disabilities Program**

The Yakima Health District (YHD) added the Community Health Specialist to the Developmental Disabilities Team to make educational and promotional materials. The Yakima Health District hopes to have the content and materials printed and on our YHD website to distribute to the schools and some of our community organizations to increase awareness of the program by next month.

12. OTHER BUSINESS-None

13. **MOTION:** Gail Weaver, BOH Chair entertained a motion to adjourn the meeting at 10:09am

FIRST: Mike Leita SECOND: Barbara Harrer <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>

**YAKIMA HEALTH DISTRICT
BOARD OF HEALTH**

VOUCHERS APPROVAL

The following vouchers/warrants are approved for payment:

Fund 625-01 - From General Ledger Report (FMS)	
A/P Batch & Cash Voucher#	Amount
380370 1/12/2018	\$79,264.76
380437 1/16/18	-\$1,072.50
380906 1/31/2018	\$246,695.20
Indirect Costs- Yakima County	\$1,765.17
GIS Fixed Cost	\$564.67
Technology Services Cost	\$12,723.12
Inter-fund 109594	\$10.00
Total Claims & Warrants, above	\$339,950.42
Payroll Remittance to Key Bank	
B#109286	\$84,420.82
89074	\$144,654.58
89219	-\$8,333.58
89232	-\$36,907.70
Total Payroll	\$183,834.12
TOTAL PAYMENTS	\$523,784.54

All of the above are approved for payment in the amount of **\$523,784.54** this 28th day of February, 2018.

Board of Health Chair



Yakima Health District
1210 Ahtanum Ridge Drive
Union Gap, WA 98903
Phone (509) 249-6549
Fax (509) 249-6649

YAKIMA COUNTY HEALTH DISTRICT

For the month of January 2018

REVIEW OF PRELIMINARY FINANCIAL STATEMENTS

8.33% OF THE BUDGET

January 2018	Net Income (Loss)	\$	23,518	
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Budget to Actual comparison- Year to date as of 01/31/2018

	Revenue		Expenditures	
Fiscal Year 2018 Total Adopted Budget	5,973,173		6,141,996	
Budget % to total adopted budget	8.33%		8.33%	
Subtotals Actuals	445,469	7.46%	413,527	6.73%
Actuals - Pass Thru Programs (Indirect Costs)	0		8,424	0.14%
Total Actuals	445,469		421,950	
Total actuals % to total adopted budget	7.46%		6.87%	
Actual compared to total adopted budget	(5,527,704)		(5,720,046)	
As of January 31, 2018	Actual Revenue is less than budget by this amount		Actual Expenditure is less than budget by this amount	



**Yakima Health District
Income Statement
January 2018**

	Monthly			Year-End	
	Actual	Budget	Difference	2018 Budget	11 Mo. Remaining
Revenue					
Public Health Funding	87,707	87,707	0	1,052,481	964,774
Foundational Public Health	-	11,575	(11,575)	138,900	138,900
Federal	41,913	72,841	(30,927)	874,088	832,175
State	12,201	17,171	(4,969)	206,046	193,845
Yakima County	12,500	12,500	-	150,000	137,500
Fees, Permits Licensing	104,039	99,013	5,025	1,188,158	1,084,119
Developmental Disabilities	179,974	194,042	(14,067)	2,328,500	2,148,526
Investment Income	7,135	2,917	4,218	35,000	27,865
Other	-	-	-	-	-
Total Revenue	445,469	497,764	(52,296)	5,973,173	5,527,704
Expenses					
Salaries & Wages	136,321	155,417	(19,096)	1,864,998	1,728,677
Benefits-Direct	51,122	63,229	(12,107)	758,745	707,623
Payroll Expense	187,443	218,645	(31,203)	2,623,743	2,436,300
Enhanced Program	-	25,000	(25,000)	300,000	300,000
Advertising/Promotional	778	2,213	(1,434)	26,550	25,772
BOH Meeting Supplies	39	46	(7)	550	511
Computer Expense	460	782	(322)	9,383	8,923
Copies & Printing	1,602	3,628	(2,025)	43,530	41,928
Employee Recognition	-	50	(50)	600	600
Janitorial Services	1,660	2,417	(757)	29,000	27,340
Janitorial Supplies	525	167	359	2,000	1,475
Membership Dues	11,975	1,236	10,739	14,835	2,860
Office Supplies	900	890	11	10,675	9,775
Operating Supplies	1,744	1,775	(31)	21,300	19,556
Postage	969	738	231	8,855	7,886
Telephone	1,831	1,816	15	21,792	19,961
Professional Services - Accounting	-	1,667	(1,667)	20,000	20,000
Professional Services - County Indirect	1,765	1,251	514	15,015	13,250
Professional Services - Health Officer	2,500	7,083	(4,583)	85,000	82,500
Professional Services - Legal	1,601	1,454	146	17,450	15,850
Professional Services - Technology	12,723	12,885	(162)	154,622	141,899
Professional Services - Other	74,224	82,195	(7,972)	986,345	912,121



**Yakima Health District
Income Statement
January 2018**

	Monthly			Year-End	
	Actual	Budget	Difference	2018 Budget	11 Mo. Remaining
Expenses (Cont.)					
Provider Serv-Medical (Fed)	-	24,167	(24,167)	290,000	290,000
Provider Serv-Medical (State)	-	-	-	-	-
Provider Servies - DD	165,385	175,608	(10,223)	2,107,300	1,941,915
Contracted Services	1,335	3,104	(1,770)	37,250	35,915
Temp Worker	-	208	(208)	2,500	2,500
Client's Related Expenses	-	50	(50)	600	600
Interpreting Services	-	38	(38)	450	450
Laboratory & Pharmacy Supplies	47	446	(399)	5,350	5,303
Bank Fees	-	83	(83)	1,000	1,000
Fuel	710	1,667	(957)	20,000	19,290
Insurance	3,367	3,367	-	40,404	37,037
Miscellaneous	0	417	(416)	5,000	5,000
Operating Rental & Leases	6,087	5,629	459	67,543	61,456
Rent Storage	391	432	(41)	5,189	4,798
Repair & Maintenance	291	1,477	(1,186)	17,725	17,434
Small Tools & Minor Equipment	17,850	619	17,231	7,425	(10,425)
Training	127	769	(641)	9,225	9,098
Travel	2,566	6,546	(3,980)	78,555	75,989
Utilities	2,118	1,923	196	23,070	20,952
Close Out Indirect Program	(73,659)	(78,326)	4,667	(939,915)	(866,256)
Depreciation Expense	-	-	-	-	-
Less Pass-Through Expenses	(7,403)	(2,327)	(5,077)	(27,920)	(20,517)
Total Expenses	421,950	511,833	(89,883)	6,141,996	5,720,046
Excess/(Loss on) Revenue	23,518	(14,069)	37,587	(168,823)	(192,341)

YAKIMA HEALTH DISTRICT

Preliminary Monthly Financial Summary by Program for January 2018

Budget YTD Percentage

Yrly Budget Rev

5,973,173

Yrly budget Exp

6,141,996

Original

7.46%

6.73%

8.33%

8.33%

		Actual - Year to Date (YTD)			Budget - Year To Date (YTD)			Budget Variance from YTD actual	Year to date	Year to date	Admin & Support Programs	
Prog No.	Program Description	Revenue	Expense	Net	Revenue	Expense	Net	Amount (Over) or Under Budget	Actuals (Expenses only)	Budget (Expenses only)	Amount (Over) or Under Budget	Comments
111	YHD Vehicles			91			-		91			
100	Administrator & Health Officer	7,135	-	7,135	2,917	(0)	2,917	4,218	38,456	27,812	(10,644)	Gain on Inv. Interest
110	Information Systems	-	7,286	(7,286)	#	-	-	(7,286)	0	4,239	4,239	FPHS Funds
113	Strategic Planning and Partnership	9,726	15,666	(5,941)	#	12,625	12,714	(89)	(5,852)			FPHS Survey
120	Community Health Administration	-	-	-		-	-	-	2,385	3,385	1,000	
130	Building, Fixtures			(0)		-	-	(0)	-	5,629	5,629	
150	EH Administration	-	-	-		-	-	-	8,862	8,282	(579)	
160	Business Management					(0)	0	(0)	22,152	26,510	4,357	
161	Bus Mgmt Unallocated	2,958	234	2,724	2,958	3,034	(76)	2,800				
170	Personnel					-	-	(0)	1,804	2,469	665	
171	Agency Training	625	1,497	(872)	625	594	31	(903)				
172	HR Legal/Sound Employment	542	446	96	542	435	107	(11)				
221	SNAP ED	1,753	1,753	-	2,333	2,295	39	(39)				
225	Child Death Review	1,000	-	1,000	1,000	888	112	888				
290	Medicaid Admin Match- YHD	-	1,387	(1,387)	#	5,000	2,234	2,766	(4,153)			Qtrly Billing
309	Medical Records	593	662	(68)	617	577	40	(108)				
320	DOHCC - Immunizations	6,271	6,271	-	758	514	244	(244)				
321	DOHCC-Prenatal Hep B	424	424	-	430	292	138	(138)				
325	State Vaccine Monitoring	2,160	1,843	317	1,855	1,794	61	256				
329	PPHF Vtrecks IIS Interface	-	-	-	-	-	-	-				
331	STD - DOH staff	747	768	(20)	914	779	136	(156)				
332	STD- Yakima	15,125	9,510	5,615	15,138	15,107	31	5,584				
349	Tuberculosis Program	14,358	13,804	555	16,737	16,691	46	508				
350	HIV Testing	-	-	-	12,500	12,512	(12)	12				
352	Adult Viral Hepatitis	4,011	1,936	2,075	3,973	3,955	19	2,056				
390	Other Comm Diseases	33,633	24,043	9,591	41,875	41,841	34	9,557				
430	Colon Screening	1,092	1,474	(383)	5,529	5,465	64	(447)				
431	Breast/Cervical Cancer-Direct Services/Operation	13,522	12,041	1,481	35,551	35,586	(35)	1,516				
432	Komen Funding	-	-	-	-	-	-	-				
441	BCHP-Region: Mgmt. Costs	5,397	7,297	(1,900)	#	8,167	8,247	(80)	(1,820)			
520	Drinking Water	7,518	2,097	5,421	3,100	3,161	(61)	5,483				
522	Water Quality- Sanitary Survey	125	148	(23)	1,025	987	38	(61)				
529	Water Quality/Nitrate Survey	-	-	-	-	-	-	-				
523	DOE Well Drilling Inspections	250	3,465	(3,215)	#	1,083	1,078	5	(3,220)			Qtrly Invoicing
530	Solid Waste Permits/Tonnage	1,778	2,633	(855)	5,819	5,863	(44)	(811)				
531	Solid Waste Nuisances	2,250	2,114	136	3,607	3,278	329	(193)				
532	Solid Waste Facilities	2,250	157	2,093	950	879	71	2,021				
533	Bio-Solids	-	147	(147)	1,020	308	712	(858)				
534	Proper Syringes Program Outreach	50	-	50	450	445	5	45				
540	OSS & Land Develop	35,497	39,414	(3,917)	#	26,983	26,982	2	(3,919)			FTE Hours

Internal Serv- Vehicles/Copiers	Personal Health Program	Environ. Health Program
Admin & Support	Communicable Disease Prog	Developmental Disability Program
Assets replacements/PERS1	Adult Hepatitis Program	Vital Records
Agency Trg/HR Legal	Breast & Colon Program	Indirect cost Rate Allocation

YAKIMA HEALTH DISTRICT

Preliminary Monthly Financial Summary by Program for January 2018

Budget YTD Percentage

Yrly Budget Rev

5,973,173

Yrly budget Exp

6,141,996

Original

7.46%

6.73%

8.33%

8.33%

Prog. No.	Program Description	Actual - Year to Date (YTD)			Budget - Year To Date (YTD)			Budget Variance from YTD actual	Year to date	Year to date	Admin & Support Programs	Comments
		Revenue	Expense	Net	Revenue	Expense	Net					
550	Vector	917	706	211	917	907	10	201				
560	Food Inspections	55,268	44,044	11,224	34,795	34,763	32	11,193				
561	Food Education	1,982	4,232	(2,250)	#	5,791	4,176	1,615	(3,865)			Qtrly Invoicing
562	School Food Program	-	443	(443)		1,678	1,387	291	(734)			
563	Itinerant Food Program	586	702	(116)		2,757	2,677	80	(196)			
580	Water Recreation & Camps	10,094	3,315	6,779		4,770	4,758	12	6,767			
680	Developmental Disability	179,974	180,703	(729)		194,042	193,560	481	(1,211)			
710	Vital Records	16,253	18,001	(1,748)	#	18,333	17,739	594	(2,342)			New P.O.S. Implementation
790	Epidemiology	6,692	869	5,823		6,692	6,511	180	5,642			
794	PHEPR-Bio Terrorism	1,996	1,996	-		10,991	10,987	4	(4)			
811	Assessment	917	-	917		917	833	83	833			
888	Indirect Cost Rate Allocation			(8,515)		-	-	-	(8,515)			
900	Enhanced Program	-	-	-		-	25,000	(25,000)	25,000			
999	Printers & Copiers			-		-	-	-	-			
GRAND TOTAL		445,469	413,527	23,518		497,764	511,833	(14,069)	37,587			

TOTALS BY DEPARTMENT

Personal Health Program	2,753	3,140	(387)		8,333	5,416	2,917	(3,304)
Breast & Colon Program	20,011	20,813	(802)		49,247	49,298	(51)	(751)
Adult Hepatitis Program	4,011	1,936	2,075		3,973	3,955	19	2,056
Communicable Disease Prog	80,920	58,194	22,727		98,433	97,452	981	# 21,746
Environ. Health Program	120,561	105,612	14,949		105,736	102,637	3,100	11,849
Developmental Disability Program	179,974	180,703	(729)		194,042	193,560	481	(1,211)
Admin & Support	16,860	22,952	(6,091)	#	15,542	12,713	2,828	(8,920)
Internal Serv- Vehicles/Copiers			91		-	-	-	91
Indirect cost Rate Allocation			(8,515)	#	-	-	-	(8,515)
Vital Records	16,253	18,001	(1,748)	#	18,333	17,739	594	(2,342)
Assets replacements/PERS1	2,958	234	2,724		2,958	3,034	(76)	2,800
Agency Trg/HR Legal	1,167	1,942	(775)		1,167	1,028	138	(914)
Enhanced Program	-	-	-		-	25,000	(25,000)	25,000
	445,469	413,527	23,518		497,764	511,833	(14,069)	37,587

Reconciliation to Income Statement

Activities of Pass-Through & Indirect Programs

111 YHD Vehicles	(91)
888 Indirect Costs Programs	8,515
999 Printing/Copiers	-
	8,424

Reconciliation to Income Statement

421,950

Internal Serv- Vehicles/Copiers	Personal Health Program	Environ. Health Program
Admin & Support	Communicable Disease Prog	Developmental Disability Program
Assets replacements/PERS1	Adult Hepatitis Program	Vital Records
Agency Trg/HR Legal	Breast & Colon Program	Indirect cost Rate Allocation

YAKIMA HEALTH DISTRICT
2018 Cash Flow Report- from FMS REPORT
(Cash Basis Accounting)

	1/31/2018
Beginning Cash	174,580
Transfers From Investment	238,584
Receipts /Deposits	914,922
	TOTAL CASH AVAILABLE
	1,328,085
MINUS	
Payroll Outlays	183,834
Transfers Out (Payments to Yakima County Departments)	15,063
Vouchers Payables Paid	324,887
Transfer to investment	795,110
	TOTAL CASH OUTLAY/TRANSFER
	1,318,895
ENDING BALANCE - CASH (Fund 01 only)	9,191
Temporary Investment Fund 01	6,413,733
	TOTAL CASH & CASH EQUIVALENTS- FUND 1 ONLY
	6,422,924
	TOTAL CASH & CASH EQUIVALENT- ALL FUNDS
	6,422,924
MONTHLY EXPENSES BASED ON YEARLY BUDGET divided by 12	511,833
NUMBER OF MONTHS - OPERATING CASH AVAILABLE Fund 01 only	13
NUMBER OF DAYS - OPERATING CASH AVAILABLE	376
	BUDGET YEAR
	Y2018
BUDGET (ADOPTED ON 10/25/17 MTG)	
OPERATION	5,841,996
ENHANCED PROGRAM	300,000
	6,141,996
	6,141,996



Yakima Health District

Board of Health

**RESOLUTION APPROVING A CONTRACT
FOR PUBLIC HEALTH OFFICER**

Resolution 2018-01

WHEREAS, Yakima Health District has a need for an experienced physician to provide certain services associated with public health and disease control; and

WHEREAS, Teresa Everson, MD is qualified and willing to provide such services as consulting basis under the terms and conditions as set forth below

IN CONSIDERATION of the mutual promises set forth in this Contract, it is hereby agreed by and between Yakima Health District and Teresa Everson, MD, as follows:

This resolution supersedes Resolution No. 2002-3 and shall remain in place until it is revised.

LIMITED MEDICAL SERVICE CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered by and between the Yakima Health District (YHD) (hereinafter referred to as YHD) and Teresa Everson, MD (hereinafter referred to as Teresa).

I. SCOPE OF WORK

A. Administrative Services

1. Serve as Health Officer for YHD, as set forth in Revised Code of Washington 70.05.070, including delegation of powers and duties as appropriate for each circumstance covered.
2. Serve as medical director and ordering or prescribing physician for YHD clinical activities.
3. In consultation with Administrator and delegated staff, foster and sustain relationships with key community-based health care providers for the purposes of maintaining general rapport, facilitating surveillance, promoting appropriate standards of clinical practice, and ensuring access to clinical education and consultation.



4. In consultation with the Administrator, generally be available to participate in statewide meetings that specifically involve or address health officers.
5. Upon request, periodically meet with and provide medical and epidemiologic consultation to YHD Administration and Board.

B. Sexually Transmitted Diseases/Human Immunodeficiency Virus (STD/HIV) Control

1. Correspond with and respond to request for consultation from community-based health care providers regarding management of patients suspected of having or having been exposed to STD/HIV.
2. Provide ad hoc consultation to YHD STD/HIV staff on disease control management of STD/HIV cases and contacts.
3. Review and revise YHD STD screening, diagnosis, and treatment recommendations as indicated to maintain consistency with applicable guidelines or standards of practice.
4. Upon request, provide technical consultation to the YHD STD/HIV Control Program and Region 2 AIDSNET in planning, design, implementation and evaluation of program activities.

C. Other Communicable Disease (CD) Control

1. Provide ad hoc consultation to YHD staff in disease control management of cases and contacts of communicable diseases.
2. Provide technical consultation (e.g. epidemiologic oversight, medical direction) in communicable disease surveillance, outbreak investigations and control measures.
3. Review and revise YHD communicable disease control and immunization policies, procedures, and recommendations as indicated to maintain consistency with applicable guideline or standards of practice.

D. Environmental Health

Upon request, provide environmental health staff with medical and epidemiological consultation and, when appropriate, implementation of health officer powers.

E. Assessment

1. Upon request, provide epidemiologic guidance and editorial review to YHD staff conducting or reporting on assessment activities.
2. When appropriate, participate in preparation of abstracts, posters, or manuscripts for presentation or publication in local, state, or national forums.



II. Access and Availability:

- A. Teresa will generally remain continuously available to YHD by land and cellular telephone, text, voicemail, email and fax. Initial response times will be as follows: telephone, text, voicemail within two hours; email and fax within 24 hours. At that time Teresa will review, triage, and prioritize the work in consultation with YHD staff and develop a timeline for definitive response or completion of work request.
- B. Teresa will maintain the ability to be present at YHD within 48 hours of notification for the purposes of on-site management of public health emergencies when such management cannot be reasonably carried out through the means set forth in item II.A. above.
- C. With at least 48 hours' notice, Teresa will notify the Executive Director or Chief Operating Officer and key program staff when she will not be available as set forth in items II.A-B above.
- D. Teresa generally will be present on-site, at least, 1 working day each calendar month, for the purposes of attending the Yakima Health District Board of Health meeting, meeting with administrative and program staff and conducting other business where physical presence is essential.

III. Compensation:

- A. YHD shall provide Teresa with compensation of \$100 per hour spent providing the services and access outlined in Sections I and II, respectively.
- B. Teresa may bill in quarter-hour (i.e., 15-minute minimum) time increments.
- C. YHD will provide Teresa with a maximum annual compensation of \$40,000. Total compensation may exceed this amount if needed under special circumstances as approved by YHD.
- D. YHD will reimburse Teresa for expenses incurred while traveling to YHD, attending meetings, trainings or conferences, as recommended by YHD. These expenses include mileage, per diem, and necessary lodging expenses according to YHD policy.

IV. Duration:

Time period: March 16, 2018 through February 28, 2019. Either party may terminate this agreement with three months' prior written notice.



V. Status of Consultant and Costs Associated Therewith:

- A. This contract calls for performance of services of consultant as an independent contractor and consultant and will not be considered an employee of YHD for any purposes.
- B. As a contractor, Teresa shall assume all reasonably anticipated costs associated with the fulfillment of his obligations under this agreement, including but not necessarily limited to professional liability coverage, medical licensure, continuing education, professional dues, office supplies and equipment, and maintenance and operation of telecommunication devices and services necessary to meet the requirements of Section II.A.
- C. YHD will directly provide or reimburse Teresa for equipment, goods and services that are not reasonably anticipated but which become necessary or which YHD request beyond the scope of what is set forth in this agreement.

VI. Reporting:

- A. By the 5th of each month, Teresa shall provide YHD a detailed report on the previous calendar month's activity. This report should include the date, program, activity description, and responsible YHD staff associated with each activity. An invoice shall be submitted along with this report.
- B. YHD shall provide Teresa with payment of invoiced services within fifteen working days of her submission of a report/invoice.

VII. Insurance/Liability:

- A. Teresa shall provide to YHD proof of liability coverage to cover the performance of her activities within this contract in the minimum sum of \$1,000,000 per incident/\$5,000,000 aggregate.
- B. Each party shall be responsible for its own liability arising from its respective acts or omissions occurring in the courses of performing this agreement. Neither party agrees to assume any liability for the other or defend the other party against any claims against the other party or the liability of third parties arising from the other party's performance of this agreement. Instead, all rights of indemnity and contribution between the parties to this agreement shall be provided by the laws of the State of Washington.

VIII. Venue Stipulation:

This agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue in any action brought hereunder shall be Yakima County.



IX. Modification:

This agreement may be amended by mutual agreement expressed in writing, signed and dated by both parties. For purposes of modifying this agreement, the signature of the Chair of the Yakima Health District Board of Health shall be required on behalf of YHD and the signature of Teresa shall be required on behalf of Teresa.

WITNESS, WHEREOF, the PARTIES hereto have caused this Agreement to be executed as of the date set forth herein.

EMPLOYEE	YAKIMA HEALTH DISTRICT
Signature: _____	Signature: _____
Name: Teresa Everson Title: Public Health Officer Date: _____	Name: Andre Fresco Title: Executive Director Date: _____

BE IT HEREBY RESOLVED that the Yakima Health District enter into the above described contract with Teresa Everson, MD.

PASSED AND ADOPTED on the 28th day of February 2018.

Board of Health Chair

Date



Yakima Health District

Board of Health

RESOLUTION APPROVING A CONTRACT
FOR TUBERCULOSIS CONSULTANT

Resolution 2018-02

WHEREAS, Yakima Health District has a need for an experienced physician to provide certain services associated with tuberculosis; and

WHEREAS, Christopher Spitters, MD, is qualified and willing to provide such services as consulting basis under the terms and conditions as set forth below

IN CONSIDERATION of the mutual promises set forth in this Contract, it is hereby agreed by and between Yakima Health District and Christopher Spitters, MD, as follows:

LIMITED MEDICAL SERVICE CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered by and between the Yakima Health District (YHD) (hereinafter referred to as YHD) and Christopher Spitters, MD (hereinafter referred to as Spitters).

I. SCOPE OF WORK

A. Tuberculosis (TB) Control

1. Review clinical information and chest radiographs of patients undergoing screening, diagnosis, or follow-up through or under the jurisdiction of YHD, providing diagnostic classification and submitting physician orders or prescription for treatment, monitoring, follow-up, referral or dismissal, as appropriate.
2. Provide ad hoc consultation to public health nurses carrying out management plans for YHD TB patients.
3. Correspond with and respond to request for consultation from community-based health care providers on patient management and other medical issues related to tuberculosis screening, diagnosis, and treatment.



4. Correspond as necessary with primary care providers of patients under treatment for TB in YHD's jurisdiction, including preparation of written completion of treatment summaries for all cases of active disease.
5. Evaluate TB patients in person when clinically indicated.
6. Serve as YHD TB Control Officer for the purposes of carrying out the powers and duties set forth in RCW 70.28 and WAC 246-170.
7. Upon request, provide technical consultation to the YHD TB Control Program in planning, design, implementation and evaluation of program activities.
8. Review and revise YHD TB screening, diagnosis and treatment protocols and recommendations as indicated to maintain consistency with applicable guideline or standards of practice.

II. Access and Availability:

- A. Spitters will generally remain continuously available to YHD by land and cellular telephone, text, voicemail, email and fax. Initial response times will be as follows: telephone, text, voicemail within two hours; email and fax within 24 hours. At that time Spitters will review, triage, and prioritize the work in consultation with YHD staff and develop a timeline for definitive response or completion of the work request.
- B. Spitters will maintain the ability to be present at YHD within 48 hours of notification for the purposes of on-site management of tuberculosis-related emergencies when such management cannot be reasonably carried out through the means set forth in item II.A. above.
- C. With at least 48 hour's notice, Spitters will notify the Executive Director or Chief Operating Officer and key program staff when he will not be available as set forth in items II.A-B above.

III. Compensation:

- A. YHD shall provide Spitters with compensation of \$170 per hour spent providing the services and access as outlined in Sections I and II, respectively, with an annual maximum of \$30,000.
- B. Spitters may bill in quarter-hour (i.e., 15-minute minimum) time increments.

IV. Duration:

Time Period: March 16, 2018, through February 28, 2018. Either party may terminate this agreement with three months' prior written notice.

V. Status of Consultant and Costs Associated Therewith:



- A. This contract calls for performance of services of consultant as an independent contractor and consultant and will not be considered an employee of YHD for any purposes.
- B. As a contractor, Spitters shall assume all reasonably anticipated costs associated with the fulfillment of his obligations under this agreement, including but not necessarily limited to professional liability coverage, transportation, medical licensure, continuing education, professional dues, office supplies and equipment, and maintenance and operation of telecommunication devices and services necessary to meet the requirements of Section II.A.
- C. YHD will directly provide or reimburse Spitters for equipment, goods and services that are not reasonably anticipated but which become necessary or which YHD request beyond the scope of what is set forth in this agreement.

VI. Reporting:

- A. By the 5th of each month, Spitters shall provide YHD a report on the previous calendar month's activity. This report should include date and description of activity. An invoice shall be submitted along with this report.
- B. YHD shall provide Spitters with payment of invoiced services within fifteen working days of his submission of a report/invoice.

VII. Insurance/Liability:

- A. Spitters shall provide to YHD proof of liability coverage to cover the performance of his activities within this contract in the minimum sum of \$1,000,000 per incident/\$5,000,000 aggregate.
- B. Each party shall be responsible for its own liability arising from its respective acts or omissions occurring in the courses of performing this agreement. Neither party agrees to assume any liability for the other or defend the other party against any claims against the other party or the liability of third parties arising from the other party's performance of this agreement. Instead, all rights of indemnity and contribution between the parties to this agreement shall be provided by the laws of the State of Washington.

VIII. Venue Stipulation:

This agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue in any action brought hereunder shall be Yakima County.

IX. Modification:

This agreement may be amended by mutual agreement expressed in writing, signed and dated by both parties. For purposes of modifying this agreement, the signature of the Chair of the Yakima Health District Board of Health shall be required on behalf of YHD and the signature of Spitters shall be required on behalf of Spitters.



WITNESS, WHEREOF, the PARTIES hereto have caused this Agreement to be executed as of the date set forth herein.

EMPLOYEE	YAKIMA HEALTH DISTRICT
Signature: _____	Signature: _____
Name: Christopher Spitters, MD Title: Tuberculosis Consultant Date: _____	Name: Andre Fresco Title: Executive Director Date: _____

BE IT HEREBY RESOLVED that the Yakima Health District enter the above described contract with Christopher Spitters, MD.

PASSED AND ADOPTED on the 28th day of February 2018

Board of Health Chair

Date