

The regular meeting of the Spokane Regional Health District Board of Health held on Thursday, **December 3, 2015** was called to order by Councilmember Chuck Hafner, Chair, at 12:30 p.m. in room 140 of the Public Health Center, 1101 West College Avenue, Spokane, Washington.

PRESENT

Councilmember Chuck Hafner, Chair
Mayor Kevin Freeman, Vice Chair
Councilmember Jon Snyder
Councilmember Amber Waldref (arrived at 12:43 p.m.)
Councilmember Ed Pace
Board Member Bob Lutz, MD, MPH
Commissioner Shelly O'Quinn (arrived at 12:36 p.m.)

ABSENT

Commissioner Al French
Commissioner Todd Mielke
Councilmember Mike Fagan
Board Member Keith Baldwin, MHA
Board Member Susan Norwood, EdD, RN

CITIZEN INPUT

- Rose Marie Waldrem, Green Acres, WA -- Spoke on the history of her attendance at the BOH meetings and her work to stop fluoridation. She requested the BOH consider that some of the population are allergic to fluoride when considering votes to fluoridate the water system.

CHAIR REPORT – Councilmember Chuck Hafner

There was no chair report.

HEALTH OFFICER REPORT – Joel McCullough, MD, MPH, MS

Environmental Public Health (EPH) Division Director Retirement

David Swink, EPH Director, will retire in January 2016. He has served in public health for 39 years with 20 years at the health district. He has served in key leadership roles, such as the Washington State Association of Local Public Health Officials (WSALPHO) Chair for Environmental Public Health Directors. The current position is open and is expected to be filled by the end of January.

Respiratory Disease Update

The influenza levels are low in Spokane with one laboratory confirmed death and five hospitalizations. There is typically an uptick this time of year and more information will be reported as it becomes available.

Public Health Response to the Windstorm

As a local public health agency, the district is responsible for emergency support function eight, which includes medical public health and mortuary services. For this event the agency coordinated medical needs including opening medical shelters co-located with the Red Cross. The agency also activated the Medical Reserve Corps to provide medical services. Some of the vulnerable populations located in shelters were vaccinated as well.

The Joint Information Center (JIC) was activated and the Spokane Regional Health District's (SRHD's) Public Information Officer (PIO) was located there to provide communication messages to the public. Some of the key messages communicated were the dangers of carbon monoxide poisoning, hypothermia prevention, food safety, and location of shelters. The EPH Food Safety program worked with food

establishments to ensure food safety continued despite the lack of power. Much food was discarded because of the inability to maintain safe food temperatures. Several staff participated in the local emergency hot wash held today.

Councilmember Snyder thanked the agency for their work during the event and expressed a desire for more targeted outreach to vulnerable neighborhoods. Dr. McCullough shared the event had increased the agency's awareness of additional resources to ensure better targeting to those neighborhoods in the future.

BOH GOVERNANCE SURVEY – Linda Graham, Health Policy Specialist and Communications Manager

A survey and interviews were completed two years ago, which led to the formation of the BOH Governance Committee to enhance the work of the Board. The committee chose to repeat the survey to monitor progress and determine additional work needed. The survey questions are identical to the previous survey except the first questions related to the committee's work.

The Board took 15 minutes for members to complete the survey.

CONSENT AGENDA

Consists of items considered routine which are approved as a group. Any member of the board may request to remove an item from the Consent Agenda to be considered separately.

Meeting Minutes: October 29, 2015

2015 Vouchers paid: October 1-31, 2015

Voucher Numbers:	#238105 - #238357 & EFT B&OSept2015		\$ 779,169.70
Payroll Warrants:	#901961 - #901986	Advice Numbers: #DD31838 - #DD31861	
	#902887 - #902892	Advice Numbers: #DD32031 - #DD32199	708,205.13
Payroll Warrants:	#903593 - #903626	Advice Numbers: #DD32200 - #DD32390	677,046.39
		TOTAL	\$2,164,421.22

Motion: To approve the consent agenda including meeting minutes and vouchers as presented.

Motion/Second: Snyder/Waldref

Approved: Unanimously

ACTION ITEMS

Election of 2016 Chair – Councilmember Hafner

Councilmember Waldref nominated Mayor Freeman to the Chair position. Commissioner O'Quinn seconded the motion.

Motion: To approve election of Mayor Freeman as 2016 Board of Health Chair.

Motion/Second: Waldref/O'Quinn

Approved: Unanimously

Election of 2016 Vice Chair- Councilmember Hafner

Board Member Lutz nominated Commissioner O'Quinn as the 2016 Vice Chair. Mayor Freeman seconded the motion.

Motion: To approve election of Commissioner O'Quinn as 2016 Board of Health Vice Chair.

Motion/Second: Lutz/Freeman

Approved: Unanimously

Resolution #15-07 Authorizing Staff to Execute a MOU with WSNA for Calendar Year 2016 Providing for a 0.75% Increase in Medical Premium Contribution Rates and the Addition of a Columbus Day Holiday to the Annual Holiday Schedule for SRHD Employees Who Are Members of That Union – Barb Lorang

Councilmember Hafner called for a motion. Quinn moved to approve the resolution. Councilmember Snyder seconded the motion. There was no discussion.

Motion: To approve Resolution #15-07 Authorizing Staff to Execute a MOU with WSNA for Calendar Year 2016 Providing for a 0.75% Increase in Medical Premium Contribution Rates and the Addition of a Columbus Day Holiday to the Annual Holiday Schedule for SRHD Employees Who Are Members of That Union.

Motion/Second: O'Quinn/Snyder

Approved: Unanimously

2016 Legislative Agenda – Linda Graham, Health Policy Specialist and Communications Manager

Councilmember Hafner requested the legislative agenda be sent to Susan Millbank at the Spokane Transit Authority (STA) after approval.

Councilmember Pace made a motion to adopt the 2016 legislative agenda. Councilmember Waldref seconded the motion.

Motion: To approve the proposed 2016 Legislative Agenda.

Motion/Second: Pace/Waldref

Approved: Unanimously

Resolution #15-08 Adopting a BOH Legislative Agenda for the 2016 State of Washington Legislative Session – Linda Graham

Mayor Freeman made a motion to adopt Resolution #15-08. Councilmember Pace seconded the motion.

Motion: Resolution #15-08 Adopting a BOH Legislative Agenda for the 2016 State of Washington Legislative Session.

Motion/Second: Freeman/Pace

Approved: Unanimously

Resolution #15-09 Amendments to Temporary Food Establishment Permit Categories and Associated Fees – Ray Byrne

Ray Byrne, Food Safety Program Manager, presented the resolution. An ad-hoc committee was formed this spring to address concerns about temporary food event (TFE) permit fees. The purpose of the committee was: to determine a fee structure which was more equitable for smaller venues and for one-day event vendors; to assure a fee structure that was not a burden to vendors nor required use of general funds; and which assured health district services didn't jeopardize public health.

Concerns the committee expressed included: 1) current fee structure inhibited small cities from holding venues and recruiting vendors to it, 2) vendor product sampling was limited with current fees; 3) an increase in required Food Safety program staff time with the increase in new vendors.

SRHD staff researched other jurisdictions TFE permit fees discovering fees were handled in ways not comparable to SRHD and other jurisdictions didn't have the same structure for determining food safety risk. SRHD procedures align with the Washington Administrative Code (WAC).

After researching other jurisdictions and working with the ad-hoc committee, SRHD staff recommended a fee schedule that had an approximately 83% recovery of fees with a tiered system. This system allows vendors a reduced rate for single-day events. The new system is expected to increase the amount of vendors to the small venue events in the smaller cities within Spokane County. This will increase some permit requests in the program, which may tax Food Safety program staff. The program expects to be able to mitigate the increase.

The Food Safety program is in the process of redesigning its application process, preoperational checklist, and increasing the duties of vendors and promoters to assure compliance. SRHD will rely on these measures as well as increased enforcement for noncompliant vendors to reduce program staff time by approximately 150 hours, which will decrease costs.

These changes are proposed as a two-year pilot project that will continue if successful.

Councilmember Pace made a motion to approve Resolution #15-09 as presented. Mayor Freeman seconded the motion.

Motion: Resolution #15-09 Amendments to Temporary Food Establishment Permit Categories and Associated Fees.

Motion/Second: Pace/Freeman

Approved: Unanimously

Resolution #15-10 Amendment to 2016 Fee Schedule with Respect to Fees for Temporary Food Establishments – Ray Byrne

Mayor Freeman made a motion to approve the resolution as presented. Councilmember Pace seconded the motion.

Motion: Resolution #15-10 Amendment to 2016 Fee Schedule with Respect to Fees for Temporary Food Establishments.

Motion/Second: Freeman/Pace

Approved: Unanimously

Resolution #15-11 Authorizing (1) Pro Rata Credit on 2016 Food Program Permit Fees Due to Surplus Revenue and (2) Authorizing Pro Rata Credit on Future Food Program Permit Fees in the Event Revenues in Excess of Full Cost Recovery – Ray Byrne

There was an overage in fees recovered in 2013-2014 due to staffing. Onsite inspectors were placed into the Food Safety program during the economic recession. As the recession lifted, they were placed back into the Onsite Sewage program. Empty positions in the Food Safety program were replaced with entry-level inspectors, which led to the overage. This resolution was approved by the Food Advisory Committee and will set a precedent for returning overages in the future.

Commissioner O'Quinn made a motion to approve the resolution as presented. Councilmember Snyder seconded the motion.

Councilmember Hafner requested the Spokane County Commissioner's reevaluate their decision to dedicate \$100,000 of funding to the Health District's Food Safety program.

Motion: Resolution #15-11 Authorizing (1) Pro Rata Credit on 2016 Food Program Permit Fees Due to Surplus Revenue and (2) Authorizing Pro Rata Credit on Future Food Program Permit Fees in the Event Revenues in Excess of Full Cost Recovery

Motion/Second: O'Quinn/Snyder

Approved: Unanimously

REPORTS

There were no reports.

BOARD MEMBER CHECK IN

EPH Director – Board Member Lutz

Board Member Lutz thanked David Swink, EPH Director, for his work at the health district and with BOH members.

BOH Chair Position – Councilmember Hafner

Councilmember Hafner thanked the Board for allowing him to chair and thanked staff for their help and great work.

Second Harvest Food Bank- Mayor Freeman

Mayor Freeman thanked Dr. McCullough for accompanying him to Second Harvest Food Bank to tour the facility.

Board of Health Chairperson – Councilmember Snyder

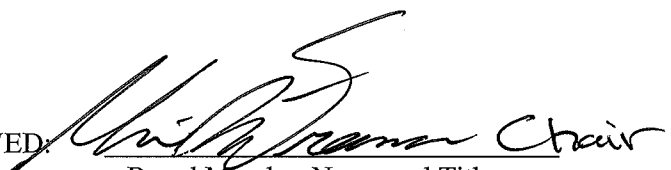
Councilmember Snyder thanked the Chair for his work on the Board stating his serving two years in a row allowed continuity to initiate additional BOH committees and greater work for the Board.


NEXT BOARD OF HEALTH MEETING

The next Board of Health meeting is scheduled at 12:30 p.m. on January 28, 2016.

ADJOURNMENT

There being no further business before the Board the meeting was adjourned at 1:40 p.m.

APPROVED:  Chair Date: 1/28/2016
Board Member Name and Title


Recording Secretary

