



ISLAND COUNTY BOARD OF HEALTH

AGENDA

REGULAR SESSION

August 16, 2016 • 1:00PM – 3:00PM

Commissioners' Hearing Room B102

Coupeville Annex Building

Call to Order: Welcome to this Regular Session of the Island County Board of Health.

Additions or Changes to the Agenda:

Approval of the Minutes:

July 19, 2016 Regular Session:

[Minutes](#)

Public Input/Comments: The Board values the public's input and ideas. This time is set aside to hear from the public on subjects of a health related nature, not on the scheduled agenda. All information is taken under advisement. Unless emergent in nature no action is taken. To ensure proper recording of comments, state your name and address clearly into the microphone. Limit your comments to two minutes. The Board may entertain public comment on specific agenda items when discussed.

Presentations:

1. *Keith Higman, Health Services Director* will make a recommendation to the Board to re-appoint eight Community Health Advisory Board (CHAB) members; each for an additional three year term. Each member will receive individual reappointment letters signed by the Chair if approved by the Island County Board of Health.

Recommendation: [Group Recommendation Letter](#) for

Ms. Cary Anderson
Ms. Catherine Ballay
Ms. Jan Gross
Mr. David Macys
Ms. Patti Milligan
Ms. Celine Servatius
Mr. Doug Slaten
Ms. Sandy Ziemer

2. CHAB Quarterly Update: *Mr. David Macys*, CHAB member will provide the quarterly update.
3. *Doug Kelly, Hydrogeologist* will lead a PowerPoint presentation and discussion regarding Island County Groundwater Management.

Contracts: *Keith Higman, Health Services Director* will present two contracts/amendments as follows:

1. Professional Services Agreement Amendment with Automatic Funds Transfer Services, Inc. (AFTS) for continued loan payment processing services for the Water Quality Assistance Fund (Septic Loans) program through August 31, 2021.

Contract: [Contract No. HD-13-2015 – Amendment #1](#)

2. United General District #304: Youth Tobacco Prevention Activities
Contract term: Jul. 1, 2016 – Jun. 30, 2017
Contract Amount: \$3,500 (not to exceed)
Contract: [Contract No. HD-09-2016](#)

Legislative Update

1. If applicable *Keith Higman, Health Services Director*

Report from Public Health:

1. a. Progress update: *Keith Higman, Health Services Director*
Community Health Improvement Plan
- b. If applicable
2. a. If applicable *Dr. Brad Thomas, Health Officer*

Adjourn: The next *Regular Session* of the Island County Board of Health will be held Tuesday, September 20, 2016 at 1:00pm in the Commissioners' Hearing Room (B-102) in the Coupeville Annex Building.



ISLAND COUNTY BOARD OF HEALTH

MINUTES REGULAR SESSION JULY 19, 2016

Members Present: Commissioner Jill Johnson, Chair; Commissioner Helen Price Johnson; Commissioner Richard M. Hannold; Dr. Grethe Cammermeyer and Dr. Brad Thomas, Executive Secretary to the Board.

Members Absent: Mayor Bob Severns (excused), Capt. Frederick J. McDonald, Ex-officio member (represented by Capt. Max Cormier).

Audio Recording: <https://www.islandcountywa.gov/Commissioners/boh/2016/071916BOHAudio.MP3>

Call to Order: Commissioner Jill Johnson, Chair called to order this Regular Session of the Island County Board of Health at 1:00 pm.

Additions or Changes to the Agenda Commissioner Helen Price Johnson asked to discuss the change to Public Comment times on the agenda. She suggested allowing for not more than 30 minutes of Public Comment before regular business and additional time as needed following regular business without restricting content of said comments. In discussion, Commissioner Jill Johnson stated the intention of the change is to move business and presentations ahead of new business, while allowing time for the Board to hear Public Comment on actionable items on the published agenda and allowing for time for Public Comments of new items not on the agenda. Dr. Grethe Cammermeyer agreed with the suggestion made by Commissioner Helen Price Johnson. Commissioner Helen Price Johnson moved to approve the agenda with changes to allow for not more than 30 minutes of Public Comment, regardless of content to the beginning of the meeting, and as needed allow for Public Comment following regular business. Dr. Grethe Cammermeyer seconded the motion. The Chair asked if there was further discussion and Keith Higman said that he too had a change to the agenda; the removal of Presentation #2 (Vaping and E-Cigarettes). Commissioner Helen Price Johnson withdrew her first motion and restated her motion to amend the agenda to allow for 30 minutes of Public Comment before regular business without restricting content, and allow for additional time following regular business for additional Public Comment if needed, and the removal of Presentation #2 from the agenda. Dr. Grethe Cammermeyer seconded the motion. Following additional comments by Commissioner Richard M. Hannold and Commissioner Helen Price Johnson, the motion failed with a split vote of 2/2 (Chair Johnson, Hannold/Price Johnson, Cammermeyer). Commissioner Richard M. Hannold made a motion to amend the agenda by removing Presentation #2 (Vaping & E-Cigarettes) and with a second from Commissioner Jill Johnson, this motion passed unanimously with those present to vote.

Public Input or Comment: Commissioner Richard M. Hannold called point of order on two occasions, resulting in no members of the public speaking at this time regarding items on the published agenda.

Approval of Minutes: Commissioner Helen Price Johnson moved to approve the minutes of May 17, 2016 as presented and seconded by Dr. Grethe Cammermeyer the minutes of May 17, 2016 were approved unanimously by those present to vote. Following questions by Commissioner Helen Price Johnson and clarification from Keith Higman, Commissioner Helen Price Johnson moved to approve the minutes of June 21, 2016 as presented. With the motion seconded by Commissioner Richard M. Hannold the minutes of June 21, 2016 were approved unanimously by those present to vote.

Presentations:

1. Community Health Advisory Board (CHAB) Recommendation for Appointment: *Keith Higman, Health Services Director* made the recommendation to the Board to appoint Colleen Klamm to CHAB for a three year term. Board unanimously approved this appointment.

2. *Keith Higman, Health Services Director* provided program background and introduced *Matt Zupich, Environmental Health Specialist*. Matt led a PowerPoint presentation and a question and answer session with the Board regarding Microbial Source Tracking in Surface Water in Island County.

Contracts: *Keith Higman Health Services Director* presented two contracts as follows:

1. WA State DOH: Consolidated Contract No. C17111, Amendment No. 8; Contract Term: 1/1/2015 to 12/31/2017; Amendment Amount: \$5,640; Contract Amount: \$1,489,986. Commissioner Richard M. Hannold moved to approve Contract Amendment No. 8 to the Consolidated Contract No. C17111 and Commissioner Helen Price Johnson seconded the motion. Contract No. C17111; Amendment No. 8 passed unanimously by those present to vote.
2. WA State Department of Ecology: Site Hazard Assessment, Contract No. TCPRA-2016-IsCoPH-00001; Contract term: 7/1/2016 – 6/30/2017; Contract Amount: \$16,000. Commissioner Helen Price Johnson moved to approve Contract No. TCPRA-2016-IsCoPH-00001 and Commissioner Richard M. Hannold seconded the motion. Contract No. TCPRA-2016-IsCoPH-00001 passed unanimously by those present to vote.

Legislative Update: None.

Public Health Report:

1. *Keith Higman, Health Services Director*
 - a. Community Health Planning: Keith provided an update regarding the status of the Community Health Improvement Plan, including prior month actions and future action plans. Leadership Group training for one to two members of each workgroup was held on June 30th. Two of the four workgroups (Access to Care, Housing) have scheduled their first meetings. Continued progress will be provided in August.
2. *Brad Thomas, MD, Health Officer*
 - a. School Vaccinations: It's that time again to think about vaccinations for the upcoming school year. With new guidelines for chicken pox, two shots are now required. Access is the biggest obstacle to getting vaccinated. Following questions and a suggestion from the Board, staff will bring information back to the Board regarding local school vaccination policies.
 - b. Zika: Transmission - not just from mosquitoes, but male to female and female to male transmission and a case where a caregiver was diagnosed following care to an elderly infected patient. Here in Washington, not likely to be caused by mosquitoes, but rather travel or person to person through sexual transmission.

Public Input/Comments: (non-agenda items): Public Comment was heard from six people regarding opposition or support of the operations and resulting Growler jet noise from OLF. Handouts were provided (via email) to the Board prior as well as during the meeting. In order, the following individuals addressed the Board: Joe Kunzler¹, Marianne Brabanski², Rick Abraham, Cate Andrews, Maryon Attwood and Joe Stella.

Handout Index:

¹ Order C13-1232 TSZ Citizens of Ebey's Reserve v. US Department of the Navy (16 pages), Jan. 26, 1967
Whidbey News Times article titled, Navy Works on Coupeville Strip (1 page), Aug. 3, 1967 *Whidbey News Times* article titled, Coupeville Airstrip Readied for Operations (1 page), and Naval Air Station Whidbey Island Air Field Operations (2 pages)

² EPA: Noise and Its Effects on Children – Information for Parents, Teachers and Childcare Providers (2 pages) and Airport Cooperative Research Program – Transportation Research Board; Volume 1 Final Report: Accessing Aircraft Noise Conditions Affecting Student Learning (71 pages)

Board Comments/Announcements: In the following order, Board members initially provided closing comments: Commissioner Richard M. Hannold, Commissioner Helen Price Johnson, Dr. Grethe Cammermeyer and Commissioner Jill Johnson. A Brief discussion followed and Commissioner Jill Johnson proposed a motion saying "the information presented to the Board of Health is not sufficient for this Board to take action; that no public health issue has been demonstrated and there is no need for us to follow up on any other requests that have been made". Commissioner Richard M. Hannold seconded this motion. With a motion and a second the Chair asked for further discussion. Commissioner Helen Price Johnson and Commissioner Richard M. Hannold added comments. Commissioner Jill Johnson rescinded her first motion and restated her motion as follows, "Based on the information presented to the Board of Health, there is no clear public health crisis and that there is no need for further action by this body in

response to the requests made by COER". Commissioner Richard M. Hannold seconded this motion. The Chair asked for further discussion. Commissioner Helen Price Johnson stated the motion was two-part. By a vote of 2/2 (Chair Johnson, Hannold/Price Johnson, Cammermeyer) the motion failed to pass.

Adjourn: There being no further business before the Board Commissioner Jill Johnson Chair entertained a motion to adjourn. Commissioner Richard M. Hannold moved to adjourn. Commissioner Helen Price Johnson seconded the motion. Meeting adjourned at 3:03 pm.

The next Regular Session of the Island County Board of Health is scheduled for Tuesday, August 16, 2016 in the Commissioners' Hearing Room B-102 – Coupeville, Annex.

Submitted: _____
Brad Thomas, MD

Minutes approved this ____ day of ____ 2016

ISLAND COUNTY BOARD OF HEALTH

Commissioner Jill Johnson, Chair



ISLAND COUNTY PUBLIC HEALTH

Administration

PO Box 5000
Coupeville, WA 98239

August 16, 2016

TO: Island County Board of Health

FROM: Keith Higman, Health Services Director

RE: Community Health Advisory Board (CHAB)
Nomination for Re-appointment: Cary Anderson
Catherine Ballay
Jan Gross
David Macys
Patti Milligan
Celine Servatius
Doug Slaten
Sandy Ziemer

I am very pleased that eight (8) outstanding members of the CHAB have agreed to continue their service and commitment to the health of our community. It is with great pleasure that I recommend Ms. Cary Anderson, Ms. Catherine Ballay, Ms. Jan Gross, Mr. David Macys, Ms. Patti Milligan, Ms. Celine Servatius, Mr. Doug Slaten and Ms. Sandy Ziemer for reappointment to sit on the Community Health Advisory Board. All of these dedicated members have graciously agreed to the reappointment for another three (3) year term.

I and the CHAB are very grateful for their continued willingness to sit as CHAB members and for their commitment of time, effort and expertise serving our community and fellow citizens in this capacity.

Sincerely,

Keith Higman, MPH
Health Services Director

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

**Island County Septic Loan Administration
Public Health Contract No. HD-13-2015**

Amendment No. 1

AMENDMENT DESCRIPTION

This Amendment No. 1 extends the dates of the Agreement Period of the Professional Services Agreement made and entered into by and between Island County Health Department, herein referred to as "Island County," and Automatic Funds Transfer Services, Inc. (AFTS), a contract management service company, located at 151 S. Lander Street, Suite C, Seattle, WA 98134.

AGREEMENT PERIOD

This agreement is now effective through August 31, 2021.

AGREEMENT TERMS

In all other respects the Agreement to which this is an Amendment, and all attachments thereto, shall remain in full force and effect.

IN WITNESS WHEREOF, AFTS and Island County have signed and agreed to the terms of this agreement.

FOR THE CONTRACTOR:

FOR THE COUNTY:

Eric Johnson, President Date
Automatic Funds Transfer Services, Inc.

Richard M. Hannold, Chair Date
Board of County Commissioners
Island County, Washington

Jill Johnson, Chair Date
Board of Health
Island County, Washington

CONTRACT AGREEMENT FOR SERVICES

THIS AGREEMENT is made and entered into by Island County and between Skagit County Public Hospital District 304, DBA United General District #304 of Skagit County, Washington referred to as “United” and, Island County Public Health hereinafter referred to as the Contractor.

THE PURPOSE OF THIS AGREEMENT – Implement youth tobacco prevention activities outlined in the Island County Public Health work plan.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The contractor shall ensure the below mutual agreed upon activities are implemented:

Goal 1: Prevent initiation among youth and enhance community participation in youth tobacco prevention and control	
Proposed Strategy	Include activities your county would like to implement related to these strategies
Educate and inform stakeholders and decisions makers about evidence based policies and programs to prevent the initiation of tobacco use.	Provide educational material to local stakeholders (County, City and Town) educating them on current tobacco, e-cigarettes, vaping and marijuana trends among youth. Discuss current policies that have been passed on a local level (Grant County, Clark County, City of Pasco) in regards to including “vaping” as part of the Smoking In Public Places Law on a local level. Explore passing similar policies in the county. Educate local stakeholders on current school policies that are in effect for tobacco use on “school grounds”. We will work directly with County, City, Town and School Officials by attending Council and Board meetings to discuss such topics.
Mobilize the community and educate policy and other decision makers to reduce or eliminate youth initiation and to reduce access to tobacco/alcohol/illegal substances.	Educate community groups and organizations about current policies regarding youth access to tobacco, alcohol and other substances. Work together to help reduce and or eliminate youth initiation of these substances, through educational awareness and policy exploration. Meetings will be held with different organizations in the community to discuss such concerns. Educational material will be provided to these groups.

PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence July 1, 2016 through June 30, 2017.

PAYMENT

The cost of accomplishing the work herein will not exceed \$3,500 and must be in accordance with the Statement of Work and submitted budget (**Exhibit A**). This contract amount is based on actual reimbursements. Compensation for services provided shall be issued upon receiving a quarterly report (**Exhibit B**) and an

invoice voucher (**Exhibit C**) with proper detailed back-up documentation. Food and equipment purchases are not allowable expenses.

BILLING PROCEDURES

Payment to the Contractor for approved and completed work will be made by warrant by United within 14 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted with 5 days after the expiration date.

AGREEMENT ALTERATIONS AND AMENDMENTS

This agreement may be amended by mutual agreement of the parties. Such agreements shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

CONTRACT MANAGEMENT

The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this agreement.

The Contract Manager for United is:
Carol Hawk
360-854-7170
United General District #304
2241 Hospital Drive
Sedro Woolley WA 98283

The Contract Manager for the Contractor is:
Emily Maughan
360-678-7917
e.maughan@co.island.wa.us
PO Box 5000
Coupeville, WA, 98239

OWNERSHIP OF WORK PRODUCTS

All data, materials, intellectual properties, discoveries, deliverables, memoranda and other documents developed under this Agreement, whether finished or not, shall become property of United, shall be forwarded to United at its request and may be used by United as it sees fit.

GOVERNANCE AND DISPUTES

This Agreement shall be construed under the laws of the State of Washington and applicable federal laws. Venue and jurisdiction over any dispute involving this Agreement shall be exclusively in the Superior Court in Skagit County, Washington. In the event either party, with respect to this Agreement, commences legal proceedings, the prevailing party shall be entitled to recover all costs and expenses incurred in connection with such action, including reasonable attorneys' fees.

HOLD HARMLESS

The Contractor shall defend, protect and hold harmless United General District #304, or any employees thereof, from and against all claims, suits or actions arising for any intentional or negligent act or omission of the contractor, while performing under the terms of this contract.

United General District #304 shall defend, protect and hold harmless Contractor, or any employees, officials and volunteers thereof, from and against all claims,



suits or actions arising from any intentional or negligent act or omission of United General District #304, while performing under the terms of this contract.

PRIVACY

Personal information collected, used, or acquired in connection with this contract shall be used solely for the purposes of this contract. Contractor agrees not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law. Contractor agrees to implement physical, electronic, managerial safeguards to prevent unauthorized access to personal information.

TERMINATION

Either party may terminate the Agreement upon 30 days prior written notification to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of the termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this agreement or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation. If failure of violation is not corrected, this Agreement may be terminated immediately.

ENTIRE AGREEMENT

This agreement and attachment contain all the terms and condition agreed upon by the parties. No other understandings, oral, otherwise not contained herein shall be binding upon either party.

United General District #304

**CONTRACTOR
Island County, Washington**

Ted Brockmann | CEO/CFO

Richard M. Hannold, Chair
Board of County Commissioners

Date

Date

Carol Hawk | Director

Jill Johnson, Chair
Island County Board of Health

Date

Date



Youth Tobacco Prevention Program | Budget Worksheet – Year Two

Personnel / Honorarium / Stipend	Amount
\$36.84 x 74 hrs. = \$2726.16	\$2,726.16
Total Personnel Cost	\$2,726.16
<p>Brief Narrative – How do the funds in this category support the activities in your work plan:</p> <p>Emily Maughan, Public Health Coordinator for Island County Public Health will be working on this grant. She will need time to explore current trends and policies. She will also need to find or create educational material and meet with several different jurisdictions and organizations to discuss trends and policies. Her current hourly wage, including benefits is \$35.87. It is estimated that she will need approximately 70 hours to complete this work. That includes travel time to the different jurisdictions in the County.</p>	
Travel	Amount
Travel Coupeville to Langley (64 miles roundtrip); 5 times at \$.10 per mile	\$32.00
Travel Coupeville to Oak Harbor (22 miles roundtrip); 5 times \$.10 per mile	\$11.00
Total Travel Cost:	\$43.00
<p>Brief Narrative – How do the funds in this category support the activities in your work plan:</p> <p>Travel between Coupeville and Langley (64 miles round trip), Coupeville and Oak Harbor (22 miles roundtrip). The mileage reimbursement rate is \$.10 per mile. It is anticipated that staff will travel to each location 5 times.</p> <p>64x 5 =320 x \$.10= \$32 22x5=110 x \$.10 = \$11</p>	
Supplies and Materials	Amount
Paper and Printing Cost for Educational Material for government officials, schools and community groups.	\$53.42
Total Supplies and Materials Cost	\$53.42
<p>Brief Narrative – How do the funds in this category support the activities in your work plan:</p> <p>Educational Handouts will be provided to City, County and Town Official about current tobacco, e-cigarette and vaping trends. Educational Handouts will also be provided to schools, and other community organizations about current trends and policies regarding youth’s access to alcohol, tobacco and other illegal substances.</p>	
Other	Amount
Indirect Cost	\$677.42
Total Other	
<p>Brief Narrative – How do the funds in this category support the activities in your work plan:</p> <p>The County has an indirect cost of 24 % for all direct costs.</p>	
Project Total	\$3,500.00

Youth Tobacco Prevention Programs

Quarterly Report Form

Due: _____

County: Island County

Program/Island Contact: Emily Maughan

Goal 1: Prevent initiation among youth and enhance community participation in youth tobacco prevention and control	
Proposed Strategy	Include activities your county would like to implement related to these strategies
<p>Educate and inform stakeholders and decisions makers about evidence based policies and programs to prevent the initiation of tobacco use.</p>	<p>Provide educational material to local stakeholders (County, City and Town) educating them on current tobacco, e-cigarettes, vaping and marijuana trends among youth. Discuss current policies that have been passed on a local level (Grant County, Clark County, City of Pasco) in regards to including “vaping” as part of the Smoking In Public Places Law on a local level. Explore passing similar policies in the county. Educate local stakeholders on current school policies that are in effect for tobacco use on “school grounds”.</p> <p>We will work directly with County, City, Town and School Officials by attending Council and Board meetings to discuss such topics.</p>
<p>Provide a brief description of the status of your planned activity:</p>	
<p>Please list all of the agencies/organization and other who have been active partners in this planned activity:</p>	
<p>Have there been barriers to the success of this planned activity? If so, please describe:</p>	
<p>What have been the successes related to this planned activity:</p>	
<p>Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.):</p> <ul style="list-style-type: none"> • 	
<p>Any additional comments/questions/concerns:</p>	

Proposed Strategy	Include activities your county would like to implement related to these strategies
Mobilize the community and educate policy and other decision makers to reduce or eliminate youth initiation and to reduce access to tobacco/alcohol/illegal substances.	Educate community groups and organizations about current policies regarding youth access to tobacco, alcohol and other substances. Work together to help reduce and or eliminate youth initiation of these substances, through educational awareness and policy exploration. Meetings will be held with different organizations in the community to discuss such concerns. Educational material will be provided to these groups.
Provide a brief description of the status of your planned activity:	
Please list all of the agencies/organization and other who have been active partners in this planned activity:	
Have there been barriers to the success of this planned activity? If so, please describe:	
What have been the successes related to this planned activity:	
Please list your project outputs or outcomes (examples- number of new members of the CPWI coalition, number of new partnerships on projects, etc.): •	
Any additional comments/questions/concerns:	



United General Hospital		INVOICE
Community Health Outreach Programs	Invoice Number:	
2000 Hospital Drive		
Sedro-Woolley, WA 98284	Invoice Date:	
360-854-7170		
FAX: 360-856-4970		

QUESTIONS: Contact Tori Sanchez - tori.sanchez@unitedgeneral.org

Billing Address:	
Company	
Contact	
Address	
City/State/Zip	
Reference - PO #	

Description	Amount
Grand Total:	\$0.00

Submit Payment to:
Public Hospital District #304 dba, UNITED GENERAL HOSPITAL
2241 Hospital Drive Sedro Woolley WA 98284
INVOICES DUE - QUARTERLY Oct 1, 2016 Jan 1, 2017 Apr 1, 2017 Jul 1, 2017

Exhibit C
Agreement No. HD-09-2016