



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

**Preliminary Board of Health Meeting Agenda**  
May 15, 2023 at 3:00 pm at the Douglas County Public  
Services Building, Hearing Room, 140 19<sup>th</sup> St. NW, East  
Wenatchee

*This Board meeting will be a hybrid of in person and online. Participants can attend via computer, phone or in person. Meeting attendance instructions are posted on the landing page of [cdhd.wa.gov](http://cdhd.wa.gov)*

## **I. General Business:**

- a. Call Meeting to Order- Roll Call
- b. Approval of the Agenda

## **II. Public Comment (20 Minutes):**

- a. *CDHD is providing opportunities for public comment in person, remotely, or by submitting written comment. The Chair will ask if there are any citizens wishing to address the Council. When recognized, please step up to the microphone (or unmute your screen), state your name and the county jurisdiction you reside in. Chair will direct Citizen comments to two to three minutes each.*

## **III. Consent Agenda:**

- a. Approval of the April 17, 2023 Board Meeting Minutes
- b. Approval of April Payroll in the amount of \$303,620.80
- c. Approval of April Benefits in the amount of \$101,020.23
- d. Approval of Payment of 2023 Vouchers No. 20230242-0300 in the amount of \$60,018.06
- e. Approval of the Contract Matrix

## **IV. Program Update:**

- a. NCW Epi Consortium – Luke Davies

## **V. New Business:**

- a. Surplus List
- b. Contracts
  - i. UW Interlocal Agreement Annual Review
  - ii. Village Reach Contract Amendment Increase by \$83,868.91 to a total of \$217,281.91 through July 31<sup>st</sup> 2024 for ongoing support of the After Action Report and Community Health Assessment Work.

## **VI. Reports:**

- a. Health Officer Update – Dr. James Wallace
- b. Administrator Report – Luke Davies

## **VII. Board Discussion (if time allows):**

- a. BOH Member Local Board Training Report Out
- b. Board Recording Discussion (from November 2022 Meeting)

## **VIII. Executive Session: RCW 42.30.110(1) (g) Employee Performance: Annual Evaluation of Health Administrator**

## **IX. Adjournment**



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

## Chelan-Douglas Health District Board of Health Regular Meeting Minutes – April 17, 2023

### **Board Members Present (quorum):**

Marc Straub, Chair (4)

Dan Sutton (3)

Kevin Overbay (1)

Shon Smith (2)

Joseph Hunter (11)

Michael Peterson- Alternate (7)

Jerrilea Crawford, Vice Chair (5)

Bindu Nayak (8)

Alma Chacon (9)

Bill Sullivan (10)

Sharon Waters (6)

### **Board Members Absent:**

Marissa Smith (7)

### **Alternate Board Members Present:**

Kristen Hosey (8)

Maria Hansen (11)

Carin Smith (9)

### **Staff Present:**

Luke Davies, Administrator

Erin McCool, CDHD Attorney

Cari Hammond, Personal Health Director

Veronica Farias, Communications and Outreach Director

Kent Sisson, EPR

Diane Forhan, Operations Director

Chuck Zimmerman, CDHD Attorney

Hollie Casey, Clerk of the Board

### **Public Present –**

Meeting was held in person and via zoom and phone conferencing with members of the public attending and listening to the meeting.

### **Meeting –**

Chair Marc Straub called the meeting to order at 3:00 PM and requested the Board Clerk to take roll to document Board member attendance.

Chair Straub discussed the YouTube censorship and the Board discussed alternative public sites for posting the Zoom audio and video meetings.

### **Approval of Agenda – (1:10)**

**Dan Sutton moved to approve the agenda as presented. Sharon Waters seconded the motion and the motion passed unanimously.**

### **Public Comment – (6:27)**

Chair Marc Straub explained that 20 minutes has been set aside for public comment and asked for those present in person and via Zoom who wanted to speak during public comment to identify themselves. Once Chair Straub identified the number of members of the public that wanted to speak, he allotted three minutes to each presenter.

- Laurie Buhler of Douglas County shared from the World Health Organization reporting other countries' COVID vaccination recommendations.
- Darlene Crum of Douglas County shared a cited report dated April 12, 2023 from Dr. Peter McCullough about US maternal death rates being up.
- Christopher Carlson of Chelan County commented on the BOH meeting recording from last month not being available after the meeting and suggested using a recording platform that can do both audio and video recordings for ideal public interface.
- Lisa Templeton of King County spoke about a book titled: Cause Unknown, the Epidemiology of Sudden Deaths, and suggested the Board Members should give it a read.

**Consent Agenda – (17:40)**

- a. Approval of the March 20, 2023 Board Meeting Minutes
- b. Approval of the March Payroll in the amount of \$302,154.31
- c. Approval of the March Benefits in the amount of \$103,588.37
- d. Approval of Payment of 2023 Vouchers No. 20230177 – 20230241 in the amount of \$125,390.61

**Kevin Overbay moved to approve the Consent Agenda. Vice Chair Jerrilea Crawford seconded the motion and the motion passed unanimously.**

**Old Business– (20:30)**

- a. Chelan County ARPA Contract  
Luke Davies, Health Administrator, gave a short explanation on the 2021 American Rescue Act. He then told the Board that the District plans to update the building and working spaces with the funds received. Board discussion followed.

**Dan Sutton moved to approve the Chelan County ARPA Contract as presented. Alma Chacon seconded. Nine were in favor, one abstained (Overbay), and one opposed (Sullivan).**

- b. Douglas County ARPA Contract  
A brief Board discussion occurred prior to the motion.

**Kevin Overbay moved to approve the Douglas County ARPA Contract as presented. Joseph Hunter seconded. Ten were in favor and one opposed (Sullivan).**

- c. RFQ- Approval to Move Forward with the CDHD Redesign  
The Health Administrator, Luke Davies, stated the District received four responses to the requests for proposals for the redesign. Of the four, the vendor DOH Associates Architects and Planners, is the vendor that the District RFP review team chose. Luke asked the Board to approve moving forward with DOH Associates Architects and Planners for the District's redesign.

**Dan Sutton moved to authorize the District Administrator to negotiate and enter into an agreement with DOH Associates Architects and Planners for the CDHD redesign. Joseph Hunter seconded the motion and the motion passed unanimously.**

**Reports – (40:32)**

**Health Officer Report given by Luke Davies, Health Administrator (40:42)**

Luke Davies, Health Administrator, stood in to give the Health Officer’s report this month. Luke gave an update on COVID activity, stating that case rates are less reliable due to the ability to test from home and lack of reporting home test results. Luke also noted that changes in COVID surveillance are in the works as the District continues to transition out of COVID. Luke reported that the Region 7 Healthcare Alliance has been meeting bimonthly, and will be meeting on April 19<sup>th</sup>. This meeting will be focusing on opioid overdose prevention. Regional epidemiology is working on community health assessments, communicable disease detection, multidrug resistant infection investigation, wildfire smoke preparedness, and opioid overdose surveillance and response throughout the region. Board discussion followed.

**Fiscal Report --**

Diane Forhan, Operations Director, provided the Fiscal Department report. Board discussion followed.

**Personal Health Report --**

Carl Hammond, Personal Health Director, provided the Personal Health Department report. Board discussion followed.

**Health Communications Report --**

Veronica Farias, Communications and Outreach Director, provided the Health Communications Department report. Board discussion followed.

**Environmental Health Report --**

Luke Davies, Health Administrator, provided the Environmental Health Department report. Board discussion followed.

**Luke Davies, Administrator (1:39:42)**

Luke Davies, Health Administrator, began his brief report by thanking his management team for their quarterly reports. Luke reported the District has contracted with and is using GEM for recruiting services for the Deputy Administrator position, as well as other vacancies. GEM is the same company that was used to recruit our current HR Manager. This service will cost the District anywhere between \$30,000 and \$40,000. He explained that the District has quite a few open positions and we are working hard to get these vacancies filled. May 11<sup>th</sup> ends the emergency declaration, and the District is busy wrapping up all FEMA and COVID related financial activities.

**Board Discussion- (1:41:51)**

a. May 11<sup>th</sup> COVID-19 Declaration of Emergency End Date

Chair Marc Straub introduced the original Resolution 2020-001, and requested that CDHD Attorney Chuck Zimmerman to introduce Resolution 2023-001. Chuck explained why the Administrator, Chair, and Vice-Chair believe it is time to end the CDHD COVID-19 emergency concurrent with the Federal emergency declaration ending date.

1. **Resolution 2023-001:** Resolution Repealing COVID-19 Emergency Declarations  
This resolution is set to take effect May 11<sup>th</sup>, 2023, due to fiscal still wrapping up billings related to the COVID activities within the District.

**Vice Chair Jerrilea Crawford moved to approve Resolution 2023-001 Terminating the Declaration of Emergency in the District Related to the COVID-19 Virus Effective May 11, 2023 and repealing District Resolution 2020-001. Joseph Hunter seconded the motion and the motion passed unanimously.**

**Chair Marc Straub declared the meeting adjourned at 4:53 PM.**

**Following the Board Meeting, the Board met in a closed exempt session to discuss union negotiations pursuant to RCW 42.30.140(4) until 5:45 PM. No action was taken following the closed exempt session.**

---

Marc Straub, Board Chair

---

Hollie Casey, Clerk of the Board

Chelan-Douglas Health District  
Payroll 5-10-23 for pay period 4-16 to 4-30-23

Gross Pay	152,827.71
Benefits	51,020.17
Total Payroll Cost	<u>203,847.88</u>
Net Pay	113,741.66
Due to IRS	37,484.99
Due to ESD - SUTA	1,023.95
Due to ESD - WAFMLA	1,222.63
Due to L&I	1,404.89
Due to DRS for PERS	22,219.05
Due to DRS for DCP	602.05
Due to PEBB	24,533.35
Due to AFLAC	363.96
Due to Health Equity FSA	366.67
Due to Health Equity H.S.A	105.00
Due to Armada	-
Due to Union	779.68
Total Payroll Expenses	<u>203,847.88</u>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$152,827.71 in salaries and the \$51,020.17 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

  
\_\_\_\_\_  
Signed

5/4/2023  
Date

Chelan-Douglas Health District  
Payroll 4-25-23 for pay period 4-01 to 4-15-23

Gross Pay	150,793.09
Benefits	50,000.06
Total Payroll Cost	<u>200,793.15</u>
Net Pay	113,591.30
Due to IRS	36,510.76
Due to ESD - SUTA	1,010.31
Due to ESD - WAFMLA	1,206.39
Due to L&I	1,410.66
Due to DRS for PERS	22,965.23
Due to DRS for DCP	762.05
Due to PEBB	21,703.46
Due to AFLAC	363.96
Due to Health Equity FSA	366.67
Due to Health Equity H.S.A	105.00
Due to Armada	-
Due to Union	797.36
Total Payroll Expenses	<u>200,793.15</u>

I, the undersigned, do hereby certify under penalty of perjury, that the services rendered or the labor performed as described herein and that the \$150,793.09 in salaries and the \$50,000.06 in benefits are just, true and unpaid obligations against Chelan-Douglas Health District, and that I am authorized to authenticate and certify to such claim

  
\_\_\_\_\_  
Signed

4/21/2023  
Date

We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230242** through **No. 20230261** are approved for payment in the amount of \$15,334.11 this 15 day of May, 2023.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
President of the Board of Health

Voucher Number	Claimant		Description	Amount
20230242	Alpha Media	12/41/15	Radio Advertising Expense	\$ 680.00
20230243	Brownlee, Kaila	15/16	Mileage Expense Reimbursement	\$ 16.70
20230244	Ceballos, Veniece	63	Mileage Expense Reimbursement	\$ 52.40
20230245	Coleman Oil Co.	16	Gas Expense	\$ 59.71
20230246	Douglas County Sewer District	16	Sewer Utility Services	\$ 369.57
20230247	Eastman, Rob	16	Medical Expense Reimbursement	\$ 33.72
20230248	Empire Record Management, Inc.	16	Storage Lease Agreement for May	\$ 795.00
20230249	Key Methods, LLC	16	IT Assists Workstation and Remote Access	\$ 1,387.52
20230250	Motel 6	12-1	I & Q Facility and Commercial Cleaning	\$ 3,189.29
20230251	Outfront Media	15	Poster Production	\$ 250.00
20230252	Pat Armstrong Ford Lincoln	16	Lube, Oil, and Filter Service- F550 # 7	\$ 71.57
20230253	Pure Water Partners	16	Monthly Water Dispenser	\$ 192.23
20230254	Reynolds Real Estate, LLC	16	Parking Lot Maintenance 1st Quarter 2023	\$ 479.83
20230255	Sisson, Kent	12	Travel Per Diem	\$ 66.00
20230256	SteriCycle, Inc.	12-2	Medical Waste Disposal	\$ 51.80
20230257	The 100 Building LLC	16	Monthly Rent, Utilities, and Snow Removal and De-icing	\$ 2,697.00
20230258	Visa	Misc.	Employee Health and Wellness National Public Health Week supplies and other Ex	\$ 3,323.50
20230259	WA State Department of Revenue	Misc.	Use Tax Quarter 1, 2023	\$ 1,360.47
20230260	Waste Management of Wenatchee	16	Monthly Rent, Utilities, and Snow Removal and De-icing	\$ 236.33
20230261	Young, Katherine	63	Mileage Expense Reimbursement	\$ 21.47
				\$ 15,334.11



We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230262** through **No. 20230277** are approved for payment in the amount of \$21,279.55 this 15 day of May, 2023.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230262	Amazon Capital Services	15/16/83 Office, IT, Server Room, and NFP Supplies	\$ 291.47
20230263	Eastman, Robert	16 Medical Expense Reimbursement	\$ 120.07
20230264	Espinoza, Maria G.	82 Travel Per Diem	\$ 194.00
20230265	InPrint Printing	16/44 Envelopes and Business Cards	\$ 683.56
20230266	Kenoyer, Quinn	70 Weight Loss Support Group Supplies Expense Reimbursement	\$ 34.74
20230267	Key Methods, LLC	16 Service Desk Services and Share Point/One Drive Migration Project	\$ 882.21
20230268	Local-Tel Communications	16 Phone Expenses	\$ 1,017.62
20230269	ODP Business Solutions, LLC	16 Office Supplies	\$ 159.84
20230270	Ogden, Murphy, Wallace	16 Legal Services	\$ 9,613.60
20230271	Ricoh USA, Inc.	16 Copier Lease Contract Payment	\$ 630.99
20230272	SteriCycle, Inc.	12-2 On-call services (supplies)	\$ 20.72
20230273	Towsquare Media	15/12 Radio Advertising	\$ 1,440.00
20230274	Verizon Wireless	Misc. Cell Phone Expense	\$ 1,635.29
20230275	Visa	Misc. NFP Supplies, Office Supplies, Training and Webinar Registrations, and Other Expenditures	\$ 3,632.94
20230276	WA State Dept. of Retirement Systems	16 Annual Administrative Fee	\$ 25.00
20230277	Young Innovations	82 ABCD Supplies	\$ 897.50
			\$ 21,279.55

We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230278** through **No. 20230286** are approved for payment in the amount of \$6,578.27 this 15 day of May, 2023.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230278	East Wenatchee Water District	16 Water Utility Services and Fire Line Connection	\$ 201.40
20230279	Lifeline Ambulance Inc.	12-1 Medical Health Checks at Motel 6 I&Q	\$ 319.65
20230280	Lopez, Margo	12 Travel Per Diem, Training, and I & Q Supplies Expense Reimbursement	\$ 238.58
20230281	Micah's Custom Works, LLC.	12-2 CVCH Trailer Repairs	\$ 851.78
20230282	NTT Cloud Communications US Inc.	12 Coference Call Telephone Expense	\$ 230.00
20230283	ODP Business Solutions, LLC	16 ODP Business Solutions, LLC	\$ 61.10
20230284	Pure Water Partners	16 Monthly Water Dispenser Expense for 100th Building	\$ 64.02
20230285	Visa	Misc. Monthly Wireless Alarm monitoring, NFP Gift Cards, and Other Expenditures.	\$ 4,561.74
20230286	WA State Apple Blossom Festival	15 Youth Day 2023 Booth Fee	\$ 50.00
			\$ 6,578.27

We, the Administrator and President of the Board of the Chelan-Douglas Health District , do hereby certify that the merchandise or services hereinafter specified have been received and that vouchers **No. 20230287** through **No. 20230300** are approved for payment in the amount of \$16,826.13 this 15 day of May, 2023.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
President of the Board of Health

Voucher Number	Claimant	Description	Amount
20230287	Amazon Capital Services	16 IT Supplies	\$ 30.67
20230288	Ag Supply Co.	16 Gas Expense and Office Supplies	\$ 763.88
20230289	Douglas County PUD #1	16/11 Utilities	\$ 439.00
20230290	Haglund's Trophies	63 Name plate	\$ 16.14
20230291	Harvest Valley Pest Control	16 Bird Spikes Installed	\$ 2,354.45
20230292	Jackson-Allbee, Gay	23 RN License Renewal	\$ 135.00
20230293	Lake Chelan Chamber of Commerce	15 Earth Day Fair Booth	\$ 30.00
20230294	Lamar Companies	15 Advertisement Expense	\$ 1,365.00
20230295	Local-Tel Communications	16 Network Service Hours	\$ 219.71
20230296	Outfront Media	15 Advertisement Expense	\$ 1,100.00
20230297	Sean Mouret	12 Regional Public Health Scholl Nurse Liaison for April	\$ 6,168.00
20230298	Shai Creates LLC	15 Accessibility Software	\$ 3,000.00
20230299	Visa	Misc. NFP Supplies, NFP Event Room Reservation, and Office Supplies	\$ 965.15
20230300	Volpe, Richard	44 Boots Expense Reimbursement	\$ 239.13
			\$ 16,826.13

**Contract Matrix**  
**May 15, 2023**  
Prepared by Diane Forhan

	<b>With Whom</b>	<b>Deliverables</b>	<b>New, Renew, or Replace</b>	<b>Term of Contract</b>	<b>Total Amount Of Contract</b>	<b>Impact or Adjustment</b>
WIC Nutrition Program Consolidated Contract CLH31004 Amendment #12	Department of Health	The purpose is to provide funding for WIC services. This amendment increases funding for the 10-1/12-31-23 grant period	Renew	1-1-22/12-31-23	\$364,080	+ \$1,150
WNV Mosquito Surveillance Consolidated Contract CLH31004 Amendment #12	Department of Health	The purpose is to conduct weekly mosquito surveillance for West Nile Virus and strengthen educational outreach and mosquito control to minimize the health impact of mosquito-borne disease	New	6-1-23/09-30-23	\$ 8,000	+ \$8,000
Drinking Water Group A Consolidated Contract CLH31004 Amendment #12	Department of Health	The purpose is to provide funding to conduct sanitary surveys and provide technical assistance to small Group A water systems. This amendment decreases funding	Replace	1-1-22/12-31-23	\$26,400	(\$4,000)
Foundational Public Health Services Consolidated Contract CLH31004 Amendment #12	Department of Health	The purpose is to build systems capacity and increase the availability of FPHS services. This amendment increases funding to CDHD due to a statewide reallocation	Replace	7-1-22/6-30-23	\$1,913,000	\$250,000

SURPLUS ITEMS – MAY 2023

<b>Item Description</b>	<b>Condition</b>
Large Canon Flatbed Scanner	Obsolete.
Height adjustable desk	Broken.
Vivo desk riser	Not stable, leans forward.
Logitech wireless keyboard	Does not work.
Office chair	Broken leg.

## Services Agreement

This Services Agreement ("Agreement"), dated the 1st day of January, 2022 ("Effective Date"), is by and between Chelan-Douglas Health District ("CDHD"), a Local Health Jurisdiction, with a principal place of business at 200 Valley Mall Pkwy, East Wenatchee, WA 98802, and VillageReach, a Washington non-profit corporation with its primary office at 210 S Hudson St, Suite 307, Seattle, WA 98134, U.S.A. ("VillageReach").

### RECITALS

WHEREAS, CDHD wishes to retain VillageReach's services; and

WHEREAS, VillageReach desires to provide the staff, technical expertise and services necessary for the contract scope of work; and

WHEREAS, CDHD will reimburse itemized expenses to VillageReach for COVID-19 response TA Activities that are not billed to any other party,

NOW THEREFORE, in consideration of the mutual covenants contained herein and other valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

### AGREEMENT

**SCOPE OF SERVICES.** CDHD is contracting with Village Reach to provide assistance in the following areas:

- Assist the CDHD with the facilitation, coordination, and planning of COVID-19 pandemic related projects.
- Assist with data analysis to determine the need for additional or repetitive vaccination administration or testing needs within CDHD's jurisdiction (i.e. gap identification).
- Develop, distribute, and analyze results of web-based surveys to collect information for CDHD as related to the COVID-19 pandemic.
- Facilitate planning meetings or workshops specific to predetermined tasks.
- At the request of the CDHD administrator or incident commander, attend meetings virtually or by telephone related to ongoing projects.
- Assist with implementing an after-action review process regarding CDHD's response to the COVID-19 pandemic beginning in March 2020.
- Assist with other health systems projects, as mutually agreed in writing.

1. **TERM AND TERMINATION.** This Agreement shall commence on the Effective Date and shall continue until September 30, 2022 (the "Term") unless cancelled or terminated earlier as provided herein. Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party; provided, however, that CDHD shall pay VillageReach for

Services rendered up to the date of termination. CDHD may terminate this Agreement immediately in the event VillageReach's acts adversely impact patient care and safety or if VillageReach's conduct is reasonably determined by CDHD to be unprofessional, unethical, or adverse to the reputation or business of CDHD. VillageReach shall fully cooperate upon any termination or expiration of the Agreement to effectuate a smooth transition of the Services.

## 2. COMPENSATION

A. **Fee:** For the Services performed by VillageReach during the Term of this Agreement, CDHD shall pay VillageReach as outlined in Exhibit A.

B. **Payment:** All fees and costs are payable to VillageReach. VillageReach shall submit itemized Invoices no more frequently than monthly to CDHD via email to [Fiscal@cdhd.wa.gov](mailto:Fiscal@cdhd.wa.gov) and cc: [diane.forhan@cdhd.wa.gov](mailto:diane.forhan@cdhd.wa.gov) or such other email address provided by CDHD to VillageReach in the future. CDHD will pay such invoices within thirty (30) days after receipt. CDHD may withhold payment of amounts disputed in good faith or invoices submitted without supporting documentation.

C. **Compensation Warranties.** The parties acknowledge and agree that the compensation set forth herein represents the fair market value of the Services provided by VillageReach to CDHD negotiated in an arm's-length transaction and has not been determined in a manner that takes into account the volume or value of any referrals or business otherwise generated between CDHD and VillageReach.

## 3. WARRANTIES AND REPRESENTATIONS

A. **Service Warranties.** VillageReach agrees, at all times, to perform the Services to the best of its ability and to CDHD's reasonable satisfaction and approval, to inform CDHD of any cause which renders VillageReach unable to perform the work as required. VillageReach affirms that there exists no actual, potential or appearance of conflict between CDHD and its business or financial interests and VillageReach's performance of the Services.

B. **License Warranties.** VillageReach agrees that that all persons performing Services hereundershall at all times during the Term or any extension thereof have all necessary technical expertise, permits, professional or business licenses, certificates, training, and other



State law with respect to all claims for loss caused by, arising out of, relating to, or resulting from the Covered Countermeasures.

**8. COMPLIANCE WITH MEDICAL RECORDS LAWS.** The parties acknowledge that medical and other records containing PHI are protected by and subject to numerous laws, rules and regulations regarding privacy, security, confidentiality, consent, access and disclosure. The parties agree to comply with all privacy, security, confidentiality, research, consent, access and disclosure requirements, including all documentation and access requirements, of applicable federal and state laws, rules and regulations, including, without limitation, the Washington State Uniform Health Care Information Act (RCW 70.02), the Family Education Rights and Privacy Act ("FERPA"), and the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d, as modified by the Health Information Technology for Economic and Clinical Health ("HITECH") Act and any implementing administrative simplification regulations codified at 45 C.F.R. Parts 160 and 164 et seq. ("HIPM"), as such laws, rules and regulations now exist or are hereafter amended. Each party shall be responsible for its own compliance obligations under the fore-going laws, rules and regulations. As of the Effective Date, the parties acknowledge and agree that neither party is a "business associate" (as that term is defined in HIPAA) of the other party in connection with the cooperative relationship contemplated by this Agreement or any activities under-taken pursuant to the Agreement. If the parties later determine that either party is a "business associate" of the other party as that term is defined by HIPAA, the parties will enter into a mutually agreeable business associate agreement. The Parties further acknowledge and agree that COVID-19 vaccinations, as described in Section 4, are not required to be recorded in CDHD's electronic medical record, provided that such vaccinations are reported to the State via the Washington Immunization Information System ("IIS") pursuant to the CDC COVID-19 vaccination program provider agreement.

**9. COMPLIANCE WITH OTHER LAWS.** Each party shall carry out its respective activities and obligations under this agreement in conformance with applicable federal, state, and local laws and regulations. Each party agrees to comply with the licensure laws and pertinent regulations of the state of Washington and any other requirements of any other regulatory entity having legal authority as to their respective operations. The parties intend this Agreement to comply with all laws, regulations and requirements applicable to physicians, hospitals, Medicare and Medicaid participants, and healthcare professionals in general. This Agreement shall be construed in a manner consistent with compliance with such statutes and regulations. If at any time either party has reasonable grounds to believe this Agreement may not conform to evolving requirements or interpretations relevant to such matters, the Parties shall immediately reopen negotiations in good faith to bring it into compliance.

**10. ADMINISTRATION.** This Agreement shall be administered by the VP, Global Operations for VillageReach and by the Administrator for CDHD.

**11. MISCELLANEOUS PROVISIONS**



A. Entire Agreement. This Agreement contains the entire understanding between the parties and supersedes all prior representations and agreements, either oral or in writing, with respect to the subject matter of this Agreement. Unless otherwise specifically provided in this Agreement, this Agreement may be amended or changed only by mutual written consent of the duly authorized representatives of both parties. Any waiver of any of the terms and conditions hereof must be in writing to be enforceable and shall not be construed as a waiver of any other terms and conditions hereof.

B. Assignment and Subcontracting. This Agreement may not be assigned nor shall any portion of the Agreement be subcontracted by VillageReach without the prior written approval of CDHD.

C. Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the respective successors, assigns, licensees and representatives of each party hereto.

D. Notice. The respective addresses of the parties hereto for all purposes of this Agreement are set forth on page 1 hereof, unless and until notice of a different address is received by the party notified of that different address. All notices shall be in writing and shall be either served by certified or registered mail (return receipt requested), by hand delivery, or by facsimile, in each case with all charges prepaid. Notices shall be deemed effective when mailed; hand delivered, or faxed, all charges prepaid, except for notices of change of address.

E. Severability. If any part of the Agreement is held to be invalid, such part shall be conformed to the minimum requirements of law and the remaining parts of the Agreement shall remain in full force and effect.

F. Attorney Fees. In the event of any action, suit, or proceeding arising from or based upon this agreement brought by either party hereto against the other, the prevailing party shall be entitled to recover from the other its reasonable attorneys' fees in connection therewith in addition to the costs of such action, suit, or proceeding.

G. Governing law. This Agreement is governed by the laws of the state of Washington and venue for resolution of any disputes shall reside in the state courts in Chelan County, Washington. Each party consents to the personal jurisdiction of the state courts located in Chelan County, Washington.

H. Trademarks. VillageReach agrees not to use any CDHD name, logo, or trademark without CDHD's prior written permission.

I. Counterparts. This Agreement may be executed and delivered by facsimile or pdf copy and the signature of any party to this Agreement delivered by facsimile or pdf copy shall be deemed an original signature for all purposes. This Agreement may be executed in

counterparts, each of which will be deemed an original, but all of which shall constitute one and the same instrument. The partially executed signature page of any counterpart of this Agreement may be attached to any other partially executed counterpart of this Agreement without impairing the legal effect of the signature(s) on such signature page.

*REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.*

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the dates below.

**Village Reach**

Name: Ann Holmes

Title: VP, Global Operations

Date: 01/28/2022

By: Ann Holmes -

**Chelan-Douglas Health District**

Name: Luke Davies

Title: Chelan Douglas Health District Administrator

Date: 1/28/2022

By: Luke Davies -

## EXHIBIT A

Period of Performance: January 1, 2022 through September 30, 2022

### Task/Description

COHO is contracting with Village Reach to provide assistance in the following areas:

- Assist the CDHD with the facilitation, coordination and planning of COVID-19 pandemic related projects.
- Assist with data analysis to determine the need for additional or repetitive vaccination administration or testing needs within CDHD's (i.e. gap identification).
- Develop, distribute and analyze results of web-based surveys to collect information for COHO as related to the COVID-19 pandemic.
- Facilitate planning meetings or workshops specific to predetermined tasks.
- At the request of the CDHD administrator or incident commander, attend meetings virtually or by telephone related to ongoing projects.
- Assist with implementing an after action review process regarding CDHD's response to the COVID-19 pandemic beginning in March 2020
- Assist with other health systems projects, as mutually agreed in writing

### Payment

VillageReach will invoice monthly, within 45 days of each month's end, with a detailed invoice according to the below terms, according to the invoicing instructions in Article 2B:

Type of Expense	Term
Personnel	Actual expenditures of time, billed to a max ceiling of \$113,014
Mileage	Billed at a set rate of \$0.56/mile for all travel as requested by COHO
Per Diem - Full Day	Billed at a set rate of \$59/day for all travel as requested by CDHD
Per Diem - Travel Day	Billed at a set rate of \$44.25/day for all travel as requested by COHO
Hotel	Billed as incurred for all travel as requested by CDHD. Should the rate exceed the \$96/night GSA rate pre-tax, VillageReach will seek pre-approval of the rate before incurring the cost.
Other Direct Costs	Billed as pre-approved by CDHD
Indirect	18.05% on all expenses incurred by VillageReach

**SIGNATURE CERTIFICATE**




**REFERENCE NUMBER**

A663B159-1EE2-41F4-8C7E-96703AC2117D

TRANSACTION DETAILS	DOCUMENT DETAILS
<p><b>Reference Number</b> A663B159-1EE2-41F4-8C7E-96703AC2117D</p> <p><b>Transaction Type</b> Signature Request</p> <p><b>Sent At</b> 01/27/2022 08:35 EST</p> <p><b>Executed At</b> 01/28/2022 08:55 EST</p> <p><b>Identity Method</b> email</p> <p><b>Distribution Method</b> email</p> <p><b>Signed Checksum</b> 0931ea2fb8a9921456374660a1e71ee24ee6d817d8044af39db1fcc484410544</p> <p><b>Signer Sequencing</b> Disabled</p> <p><b>Document Passcode</b> Disabled</p>	<p><b>Document Name</b> Village Reach Agreement - Final</p> <p><b>Filename</b> village_reach_agreement_-_final.pdf</p> <p><b>Pages</b> 7 pages</p> <p><b>Content Type</b> application/pdf</p> <p><b>File Size</b> 3.77 MB</p> <p><b>Original Checksum</b> f8e31b093facc0323585347c55c6b2283709a691d9237941a1f841d796451357</p>

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Ann Holmes</p> <p><b>Email</b> ann.holmes@villagereach.org</p> <p><b>Components</b> 3</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> df95e8c8e83f6f8e522d895a13248f051360c4e7663b84d0ab1479f6327e181f</p> <p><b>IP Address</b> 67.182.140.22</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Drawn Signature</b> </p> <p><b>Signature Reference ID</b> A14B2D2C</p> <p><b>Signature Biometric Count</b> 142</p>	<p><b>Viewed At</b> 01/28/2022 08:54 EST</p> <p><b>Identity Authenticated At</b> 01/28/2022 08:55 EST</p> <p><b>Signed At</b> 01/28/2022 08:55 EST</p>

**AUDITS**

TIMESTAMP	AUDIT
01/27/2022 08:35 EST	Lisbee Mumford (lisbee.mumford@villagereach.org) created document 'village_reach_agreement_-_final.pdf' on Chrome via Windows from 73.39.123.3.
01/27/2022 08:35 EST	Ann Holmes (ann.holmes@villagereach.org) was emailed a link to sign.
01/28/2022 08:54 EST	Ann Holmes (ann.holmes@villagereach.org) viewed the document on Chrome via Windows from 67.182.140.22.
01/28/2022 08:55 EST	Ann Holmes (ann.holmes@villagereach.org) authenticated via email on Chrome via Windows from 67.182.140.22.
01/28/2022 08:55 EST	Ann Holmes (ann.holmes@villagereach.org) signed the document on Chrome via Windows from 67.182.140.22.


## Second Amendment to the Services Agreement

This Second Amendment (“Amendment”) to the Services Agreement (“Agreement”) is effective 19 December 2022 by and between Chelan-Douglas Health District (“CDHD”), a Local Health Jurisdiction with a principal place of business at 200 Valley Mall Pkwy, East Wenatchee, WA 98802, and VillageReach, a Washington non-profit corporation with its primary office at 210 S Hudson St, Suite 307, Seattle, Washington, 98134 (“VillageReach”).


1. VillageReach and Subrecipient are parties to an Agreement effective as 1 January 2022, and amended as of 1 April 2022.
2. The parties agree to amend the Agreement as follows:
  - a. Article 1: Term and Termination, extend the Term from an end date of December 31, 2022 to June 30, 2023.
  - b. Exhibit A, Period of Performance, extend the Period of Performance from an end date of December 31, 2022 to June 30, 2023.
3. All other terms and conditions of the Agreement shall remain unchanged. If there is a conflict or inconsistency between the terms and conditions of this Amendment and the Agreement, the terms and conditions of the Amendment shall prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the Amendment Effective Date above.

VillageReach

Signature   
Name Ann M. Holmes  
Title VP, Global Operations  
Date 12/19/2022

Chelan-Douglas Health District

Signature   
Name Luke D. Davies  
Title Health Administrator  
Date 12/23/2022

**SIGNATURE CERTIFICATE**





**REFERENCE NUMBER**

5093CE2F-872C-4DD8-821B-B3455C39F374

TRANSACTION DETAILS	DOCUMENT DETAILS
<p><b>Reference Number</b> 5093CE2F-872C-4DD8-821B-B3455C39F374</p> <p><b>Transaction Type</b> Signature Request</p> <p><b>Sent At</b> 12/19/2022 19:53 EST</p> <p><b>Executed At</b> 12/23/2022 16:16 EST</p> <p><b>Identity Method</b> email</p> <p><b>Distribution Method</b> email</p> <p><b>Signed Checksum</b> 94bb3f438af5106846dcfd03c01302621395627a04f939e3b98952b1de7e03eb</p> <p><b>Signer Sequencing</b> Disabled</p> <p><b>Document Passcode</b> Disabled</p>	<p><b>Document Name</b> Cdhd Villagereach Amendment 2</p> <p><b>Filename</b> cdhd_villagereach_amendment_2.pdf</p> <p><b>Pages</b> 1 page</p> <p><b>Content Type</b> application/pdf</p> <p><b>File Size</b> 85.9 KB</p> <p><b>Original Checksum</b> 25594267402b3c2597f039c69ce665bef647715552a1de60d94520824517c46c</p>

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Luke Davies</p> <p><b>Email</b> luke.davies@cdhd.wa.gov</p> <p><b>Components</b> 4</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> c37f91ecfc15072f1b30043bd5cccad967b033c9c97ee3a34b461c4e6602502b</p> <p><b>IP Address</b> 66.172.101.151</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Typed Signature</b> </p> <p><b>Signature Reference ID</b> 96E672BD</p>	<p><b>Viewed At</b> 12/23/2022 16:16 EST</p> <p><b>Identity Authenticated At</b> 12/23/2022 16:16 EST</p> <p><b>Signed At</b> 12/23/2022 16:16 EST</p>
<p><b>Name</b> Ann Holmes</p> <p><b>Email</b> ann.holmes@villagereach.org</p> <p><b>Components</b> 2</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> a94611e41bce788d9546fef384a47b87dc3d7dcefcba45ae2b19282aa1cbb8d1</p> <p><b>IP Address</b> 71.212.168.64</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Drawn Signature</b> </p> <p><b>Signature Reference ID</b> F7DA731B</p> <p><b>Signature Biometric Count</b> 163</p>	<p><b>Viewed At</b> 12/19/2022 22:30 EST</p> <p><b>Identity Authenticated At</b> 12/19/2022 22:31 EST</p> <p><b>Signed At</b> 12/19/2022 22:31 EST</p>

**AUDITS**

TIMESTAMP	AUDIT
12/19/2022 19:53 EST	Lisbee Mumford (lisbee.mumford@villagereach.org) created document 'cdhd_villagereach_amendment_2.pdf' on Chrome via Windows from 73.239.120.188.
12/19/2022 19:53 EST	Luke Davies (luke.davies@cdhd.wa.gov) was emailed a link to sign.
12/19/2022 19:53 EST	Ann Holmes (ann.holmes@villagereach.org) was emailed a link to sign.
12/19/2022 22:30 EST	Ann Holmes (ann.holmes@villagereach.org) viewed the document on Chrome via Windows from 71.212.168.64.
12/19/2022 22:31 EST	Ann Holmes (ann.holmes@villagereach.org) authenticated via email on Chrome via Windows from 71.212.168.64.
12/19/2022 22:31 EST	Ann Holmes (ann.holmes@villagereach.org) signed the document on Chrome via Windows from 71.212.168.64.
12/23/2022 16:16 EST	Luke Davies (luke.davies@cdhd.wa.gov) viewed the document on Chrome via Windows from 66.172.101.151.
12/23/2022 16:16 EST	Luke Davies (luke.davies@cdhd.wa.gov) authenticated via email on Chrome via Windows from 66.172.101.151.
12/23/2022 16:16 EST	Luke Davies (luke.davies@cdhd.wa.gov) signed the document on Chrome via Windows from 66.172.101.151.



### Third Amendment to the Services Agreement

This Third Amendment (“Amendment”) to the Services Agreement (“Agreement”) is effective 8 May 2023 by and between Chelan-Douglas Health District (“CDHD”), a Local Health Jurisdiction with a principal place of business at 200 Valley Mall Pkwy, East Wenatchee, WA 98802, and VillageReach, a Washington non-profit corporation with its primary office at 210 S Hudson St, Suite 307, Seattle, Washington, 98134 (“VillageReach”).

1. VillageReach and Subrecipient are parties to an Agreement effective as 1 January 2022, and amended as of 1 April 2022 and 19 December 2022.
2. The parties agree to amend the Agreement as follows:
  - a. Article 1: Term and Termination, extend the Term from an end date of June 30, 2023 to 31 July 2024.
  - b. Exhibit A, Period of Performance, extend the Period of Performance from an end date of June 30, 2023 to 31 July 2024.
  - c. Exhibit A Task/Description: Expand the Tasks by **inserting the following in its entirety:**

Mental Health Mapping

- Create GIS maps that depict access dimensions for accessing behavioral health care in the region, sourcing data from publicly available sources, surveys of providers, and interviews with providers
- Coordinate with Thriving Together NCW on the mental health/behavioral health mapping, as well as qualitative exploration components outlined in the Community Health Assessment task.

Okanogan Technical Assistance

- Support Okanogan County Public Health District with technical assistance related to planning, executing, analyzing, and writing their Community Health Assessment
- As desired, support Okanogan County Public Health District in other dimensions such as additional assessment work, Community Health Improvement Plan design, strategic planning, program design, etc.

- d. Exhibit A Payment: **Delete and insert in its entirety:**  
VillageReach will invoice monthly, within 45 days of each month’s end, with a detailed invoice according to the below budget categories.

Expenditure Categories	Total Budget
AFTER ACTION REVIEW	
Personnel/Salary	\$48,897.99

Travel	\$786.37
Other Direct Cost	\$0.00
Indirect Costs (18.05%)	\$8,968.04
<b>COMMUNITY HEALTH ASSESMENT</b>	
Personnel/Salary	\$42,529.20
Travel	\$0.00
Other Direct Cost	\$0.00
Indirect Costs (18.05%)	\$7,676.53
<b>MENTAL HEALTH MAPPING</b>	
Personnel/Salary	\$70,777.74
Travel	\$4,000.00
Other Direct Cost	\$0.00
Indirect Costs (18.05%)	\$13,497.38
<b>OKANOGAN TECHNICAL ASSISTANCE</b>	
Personnel/Salary	\$17,067.90
Travel	
Other Direct Cost	
Indirect Costs (18.05%)	\$3,080.76
<b>Total</b>	<b>\$217,281.91</b>

Travel and Other Direct Costs are projections based on anticipated needs of the project. For travel expenditures, mileage will be billed at a set rate of \$0.56/mile; per diem full day will be billed at a set rate of \$59/day, per diem travel day will be billed at a set rate of \$44.25/day.

VillageReach will seek approval from CDHD in the following events:

- Travel or Other Direct Costs are expected to surpass the anticipated budget to an extent that requires a higher overall budget ceiling.
- Hotel costs for travel are expected to surpass the GSA ceiling rate/night pre-tax.

3. All other terms and conditions of the Agreement shall remain unchanged. If there is a conflict or inconsistency between the terms and conditions of this Amendment and the Agreement, the terms and conditions of the Amendment shall prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the Amendment Effective Date above.

VillageReach

Chelan-Douglas Health District

Signature \_\_\_\_\_  
Name Ann M. Holmes  
Title VP, Global Operations  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_



# Administrator's Report

## Highlights:

Fiscal

Personal Health

Communications

Environmental Health

Administrator Update

**CHELAN-DOUGLAS HEALTH DISTRICT**

**Budget vs. Actuals 2023 Budget**

**YTD April 2023**

	<b>Actual</b>	<b>Total Budget</b>	<b>% of Budget</b>
<b>Income</b>			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	161,222.20	623,121.00	25.87%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	116,275.31	485,072.00	23.97%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	72,507.27	168,138.00	43.12%
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	94,396.27	218,493.00	43.20%
640.001.33393.10.000 FDA RESEARCH	4,235.92		
640.001.33393.26.000 IMMUNIZATION GRANT	87,116.26	439,199.75	19.84%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	130,907.52	1,002,186.00	13.06%
640.001.33393.77.000 MEDICAID MATCH	73,721.19	100,000.00	73.72%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	29,597.95	125,159.00	23.65%
640.001.33397.03.000 FEMA DISASTER ASSISTANCE	185,514.57		
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	45,103.71	111,000.00	40.63%
640.001.33406.90.000 HCA GENERAL FUNDS	151,005.48	450,877.00	33.49%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	199,817.00	399,633.00	50.00%
640.001.33604.25.000 FOUNDATIONAL PUBLIC HEALTH SERVICES	831,500.00	1,663,000.00	50.00%
640.001.33862.00.000 PUBLIC HEALTH	152,606.24	457,818.92	33.33%
640.001.34620.00.000 PUBLIC HEALTH CLINIC	710.22	8,000.00	8.88%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	106,257.28	314,123.00	33.83%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	42,125.60	105,000.00	40.12%
640.001.35000.00.000 FINES AND FORFEITS	1,200.00		
640.001.36111.00.000 INVESTMENT INTEREST	21,016.87	30,000.00	70.06%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	3,339.20	60,000.00	5.57%
<b>Total Income</b>	<b>\$ 2,510,176.06</b>	<b>\$ 6,760,820.67</b>	<b>37.13%</b>

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs. Actuals 2023 Budget**  
**YTD April 2023**

Expenses	Total		
	Actual	Budget	% of Budget
640.001.56200.10.000 SALARIES & WAGES	1,194,848.03	3,926,861.02	30.43%
640.001.56200.20.000 PERSONNEL BENEFITS	418,299.55	1,365,625.32	30.63%
640.001.56200.30.000 SUPPLIES	13,258.22	96,381.32	13.76%
640.001.56200.35.000 SMALL TOOLS & MINOR EQUIPMENT	0.00	800.00	0.00%
640.001.56200.35.100 BOOKS, REFERENCES & VIDEOS	668.18	1,650.00	40.50%
640.001.56200.35.200 SOFTWARE	46,003.63	162,700.00	28.28%
640.001.56200.35.300 HARDWARE	18,840.42	2,050.00	919.04%
640.001.56200.41.100 SERVICES - LEGAL	47,717.60	90,000.00	53.02%
640.001.56200.41.200 SERVICES - AUDIT	0.00	25,000.00	0.00%
640.001.56200.41.300 SERVICES - INTERPRETING	343.64	11,000.00	3.12%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	822.83	2,400.00	34.28%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	0.00	10,000.00	0.00%
640.001.56200.41.600 SERVICES - COMPUTER	882.21	4,600.00	19.18%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	248,552.47	426,144.00	58.33%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	7,386.29	5,000.00	147.73%
640.001.56200.42.010 TELEPHONE	10,437.25	39,776.00	26.24%
640.001.56200.42.020 POSTAGE	3,981.91	3,500.00	113.77%
640.001.56200.43.000 TRAVEL/TRAINING	38,586.69	83,223.00	46.37%
640.001.56200.40.000 ADVERTISING	35,556.62	82,500.04	43.10%
640.001.56200.45.000 OPERATING RENTALS & LEASES	11,732.00	31,500.00	37.24%
640.001.56200.46.000 INSURANCE	0.00	125,000.00	0.00%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	6,337.41	16,000.00	39.61%
640.001.56200.48.000 REPAIRS	16,087.68	24,200.00	66.48%
640.001.56200.49.000 PRINTING - OFFICE	1,571.64	4,299.96	36.55%
640.001.56200.49.001 PRINTING - COPIER	4,900.84	18,000.00	27.23%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	0.00	10,000.00	0.00%
640.001.56200.49.300 DUES & MEMBERSHIPS	11,044.56	21,200.04	52.10%
640.001.56200.49.400 SUBSCRIPTIONS	1,632.07	2,000.04	81.60%
640.001.56200.49.500 OTHER EXPENDITURES	29,932.93	152,233.00	19.66%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	1,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 2,169,424.67</b>	<b>\$ 6,743,843.74</b>	<b>32.17%</b>

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Cash/Investments**  
**Apr-23**

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	70,538.82	
Payroll Clearing Account - Key Bank	34,675.86	
Investment Account - Chelan County Treasurer	2,610,851.35	
<i>Investment broken out as follows:</i>		
<i>Public Health Emergency Reserves</i>		169,335.12
<i>Vehicle Reserves</i>		89,160.13
<i>General Investment</i>		2,352,356.10
 Total Cash/Investments	 2,716,566.03	

**CHELAN-DOUGLAS HEALTH DISTRICT**  
**Budget vs Actuals 2023 Budget**  
**YTD April 2023**

	Actual	Budget	
Permits	277,497.51	1,108,193.00	25.0%
Federal Grants	677,996.95	2,053,175.75	33.0%
State Grants	196,109.19	561,877.00	34.9%
State Entitlements	1,031,317.00	2,062,633.00	50.0%
County Assessments	152,606.24	457,818.92	33.3%
Fees	149,093.10	427,123.00	34.9%
Interest	21,016.87	30,000.00	70.1%
Other Revenue	4,539.20	60,000.00	7.6%
Total Revenue	2,510,176.06	6,760,820.67	37.1%
 Wages	 1,194,848.03	 3,926,861.02	 30.4%
Benefits	418,299.55	1,365,625.32	30.6%
Supplies	78,770.45	262,781.32	30.0%
Services	477,506.64	1,188,576.08	40.2%
Total Expenses	2,169,424.67	6,743,843.74	32.2%



## **Highlights:**

The DOH Fiscal Monitoring team was scheduled to conduct the annual fiscal monitoring at the District the first week of May, but they needed to reschedule at the last minute. They have not confirmed a new date yet.

The District submitted the Annual report to the State Auditor during the 3<sup>rd</sup> week of April. We are now waiting for the State Auditor's office to schedule the 2022 Single Audit.

The Fiscal Department is working on cross-training so that we have fiscal support during staff absences.

Several staff members met with DOH Associates to start the plan for the redesign. It will take DOH Associates a few months to create a plan and a budget for the District. Once we have a budget, Luke and I will present it to the Board of Health for approval. Meanwhile, the District received 90% of the ARPA funds from Chelan County in the first week of May, and we anticipate Douglas County ARPA funds to come in later this month. Those funds will be moved to the District's Investment account and will be listed separately on the Cash/Investments report going forward.

## **Essential Data:**

With 33.3% of the year completed, the District is at 37.1% of budgeted revenue and 32.2% of budgeted expenses.



## **Highlights:**

Immunization Coordinator completed 6 compliance site visits and 1 IQIP visit for CVP Providers in Okanogan County.

Infection Preventionist performed Carbapenemase- Producing Organism (CPO) surveillance testing on patients discharged from a local medical facility to LTCFs.

CPO refers to bacteria such as E.coli that are found in normal human intestine, but these bacteria have mutated and become resistant to carbapenem antibiotics and have the ability to spread outside the gut and become difficult to treat.

WIC started introducing a new WIC education platform to clients called WICHealth. It will be utilized for remote learning when clients cannot complete in-person education; The WIC Farmers Market Program has transitioned to using QR codes to redeem benefits at local farmers markets.

NFP had its annual monitor visit with DCYF- no follow-up actions were required.

We were awarded \$20,000 from DOH to pilot use of the new statewide Universal Developmental Screening (UDS) Database called Strong Start. Our NFP team will be introducing this system to families and entering UDS results in the system and providing feedback to DOH on functionality of the system before it is rolled out statewide.

## **Essential Data:**

### **Immunizations**

Administered 15 vaccine doses at Chelan County Regional Jail (monthly clinic):

COVID-2

FLU- 8

Hep A- 5

### **WIC**

Total Caseload-615 (131 women, 127 infants, 357 children)

### **CYSHCN**

Families served- 28

6 EBLL cases

Referrals to outside services- 44



**NFP**

Families Served- 60/62  
Children Served- 49  
New Clients Enrolled- 7  
Cases Closed- 4  
Number of Graduates- 2

**ABCD**

New enrollees- 33  
Attended 4 outreach events- reached 771 people

**Definitions:**

NFP- Nurse-Family Partnership  
NSO- National Service Office  
DCYF- Department of Children Youth and Families  
ABCD- Access to Baby and Child Dentistry  
WIC- Women, Infants, Children  
CYSHCN- Children & Youth with Special Health Care Needs  
TB- Tuberculosis  
LTBI- Latent TB Infection  
EDN- Electronic Disease Notification  
DOC- Department of Corrections  
CVP- Childhood Vaccine Program  
IQIP- Immunization Quality Improvement for Providers  
AVP- Adult Vaccine Program  
EBLL- Elevated Blood Lead Level  
Hep A- Hepatitis A  
CD- Communicable Disease  
HAI- Healthcare- Associated Infection  
SNF- Skilled Nursing Facility  
ALF- Assisted Living Facility  
AFH- Adult Family Home  
LTCF- Long-Term Care Facility



## Highlights:

- April's Prepare in a Year campaign: *Grab and Go Kits!*
- May's Prepare in a Year campaign: *Secure Important Documents!*
- Ongoing radio ads to support Prepare in a Year campaign (KPQ and La Nueva)
- Updated PH's CYSHCN trifold/brochure
- In-process of updating EH's "Opening a New Food Establishment" trifold/brochure
- In-process of featuring CDHD calendar on website (featuring BOH meeting dates, annual EH permit due dates and outreach events)
- Staff attended the Government Social Media Conference in Reno, NV (5/1 – 5/5)
- Ongoing *Learning to People Better, Together* learning series by NCW Equity Alliance
- Outreach team continues to support personal health's monthly weight loss class and weekly Spanish diabetes support group



Current billboard on Sunset Ave., Highway 97A and Wenatchee Ave.

## Essential Data:

- 4/3 – Diabetes Support Group at Pinnacles Prep in Wenatchee (**5 attendees**)
- 4/5 – Weight Loss Support Group at Eastmont Community Center (**12 attendees**)
- 4/5 – ABCD Program at Molina Market in Brewster (**17 kids enrolled in ABCD and over 350 community interactions**)
- 4/10 – Diabetes Support Group at Pinnacles Prep in Wenatchee (**7 attendees**)
- 4/15 – Earth Day in Chelan (**Over 120 community interactions**)
- 4/15 – ABCD & CYSHCN at Brave Warrior Resource Fair (**2 kids enrolled in ABCD and over 200 community interactions**)
- 4/22 – Eastmont Day of the Child (**Over 300 community interactions**)
- 4/24 – Diabetes Support Group at Pinnacles Prep in Wenatchee (**8 attendees**)
- 4/30 – Apple Blossom Kid's Day in Wenatchee (**Over 800 community interactions**)
- 4/30 – Confluence Health Fair in Wenatchee (**Over 200 community interactions**)



# Environmental Health BOH Report

May 2023

## **Highlights:**

Currently experiencing increased permit levels and are understaffed across the department with 5 vacancies in Environmental Health.

Prioritization of essential services for Onsite Septic, Food Safety, Drinking Water, and Living Environment.

Hiring and training the staff is our priority.

## **Essential Data:**

OSS and Land Use – Over 150 permits, land use applications, and other outstanding items; 6-7 week follow up

Food Safety – 12+ Planning and Permit Reviews; F2's and F1's Permit prioritization

Water Rec – Renewals went out