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Health Department
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TACOMA-PIERCE COUNTY BOARD OF HEALTH

REGULAR MEETING

MINUTES

May 5, 2010

**3629 So. "D" St., Tacoma, WA 98418-6813
(253) 798-2899 / FAX - (253) 798-7627**

These minutes are not verbatim. Recorded tapes are available upon request.

Chair Dick Muri called the regular BOH meeting to order at 3:03 p.m. with Vice-Chair Marilyn Strickland; Board Member Pat McCarthy; Board Member Patricia Johnson, representing the Pierce County (PC) Cities & Towns Association; Board Member Jake Fey; Board Member Rebecca A. Sullivan, MD; Board Member Barbara Gelman; and, Board Member Terry Lee, present. Also present were Health Department (HD) staff, Attorney Greg Jacoby from McGavick Graves PS, and the public.

COMMENTS BY THE PUBLIC [Not relating to a specific agenda item]

There were none.

CONSENT AGENDA

The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the Consent Agenda. Seconded by Board Member Johnson, the motion passed unanimously on a voice vote.

REGULAR AGENDA

Resolution No. 2010-4234—Authorization to transition the Tacoma-Pierce County Health Department's Positive Steps and At-Risk Youth Programs to the Puget Sound Educational Service District (PSESD). The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the resolution. Seconded by Board Member Gelman.

David Vance, Strengthening Families Division Director, said Dr. D.E. Brown, Health Commissioner, took possession of the first HD offices in the old City Hall 100 years ago today. The HD's first Public Health Nurse was hired 98 years ago. Throughout this time, we have had a history of important program development—incubating, fostering, and nurturing programs, then transferring them into the community.

In the 1980s, two major HD programs for a number of years were transitioned into the community—Community Health Care, various HD clinics; and, the Emergency Medical Services system for Pierce County (PC), part of the HD, was transitioned into the community. In the 1990s, the direct care Tuberculosis Clinic, Sexually Transmitted Disease Clinic, Family Planning Clinic, and a number of other programs were transitioned out into the community. This is another transition of programs that have been successfully fostered and incubated here at the HD, which amplifies a public health model at work today.

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Beth Wilson, Adolescent Health Program Coordinator for SF Division, said in creating a process to transition the Positive Steps Program to a community partner she wanted it to be open, transparent and involve as many community partners as possible. The HD could not have done this without the tools, service providers, juvenile court, and community coalitions we work with. BOH Member Pat Johnson's contribution on the committee was very important to ensure PC's rural parts are served. Ms. Wilson said she is grateful for former BOH Member Connie Ladenburg's fabulous job as committee Chair. Ms. Wilson said the committee of personnel from school districts, juvenile court, contractors, HD staff representative, and a record keeper met from October 2009 through March 2010, did a wonderful job, she is pleased with the results, yet, it is hard to watch your baby grow up and leave home.

Ms. Ladenburg thanked BOH Member Johnson for her contribution, participation, and bringing a good point of view. This program is extremely respected by the people who utilize it, the partners, and the stakeholders. Many community people were concerned about it transitioning from the HD and losing the strength this program brings to the people it serves. The committee members remained cognizant of that as we met two times with community partners from school districts, coalitions, and contractors to receive their issues / recommendations. We met with program funders to ensure funding stays with the program and were assured it will. We determined with program staff program aspects important to maintain.

A Request for Qualifications (RFQ) was issued, questions and a rating system were developed, and three good applications were reviewed. We interviewed the finalists to ensure any questions and concerns were addressed. The award went to PSESD. We feel confident of their ability, their good grant writing reputation, their breadth and depth, and their community relationships. Ms. Ladenburg said the committee had ongoing communication with Dr. Chen on how the process has moved forward. We hope if other programs need to be transitioned out of the HD that a process much like this one will be followed.

Vice-Chair Strickland asked for more information about PSESD. Ms. Ladenburg replied they are part of the Office of Superintendent of Public Instruction (OSPI) in the Puget Sound and represents King and Pierce Counties. They help schools get their identified needed services. Ms. Wilson replied PSESD provides for the public health nursing required in school districts under 800 children where their small infrastructure cannot provide that. They fill the needs of school districts that are better served regionally.

Chair Muri said PSESD has a \$79,000,000 budget, they are the largest one in Washington State, and they contract with school districts, especially smaller ones that cannot afford to have one of everything.

BOH Member Johnson said this was a difficult but good process, and she feels comfortable partnering with PSESD. Carbonado is one of those schools under 800 and receives services. It is so important to get services to the outlying areas. PSESD is the candidate committee members feel is capable to do so.

Ms. Ladenburg thanked the committee members for their dedication to the process. A majority of them have agreed to meet on a quarterly basis as an oversight to ensure that all of the concerns get addressed as the program moves through the transition process. BOH Member Gelman asked Ms. Ladenburg if an advisory board is needed. Ms. Ladenburg replied nothing long term. They are planning on doing this for six months to one year to ensure the transition is successful. If there are any problems, they will be brought back to the BOH Members.

Vice-Chair Strickland thanked Ms. Ladenburg for her continued advocacy for children and their families.

The motion passed unanimously on a voice vote.

Chair Muri announced the BOH Members would recess to Executive Session at 4:00 p.m., to accommodate other commitments BOH Members have this afternoon.

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Resolution No. 2010-4235—Authorization to accept \$3,750 from the City of Tacoma and to amend fund and cost center 001-030 (Assessment), from \$234,138 to \$237,888, through 2010. The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the resolution. Seconded by Board Member Gelman.

Cindan Gizzi, Community Assessment Manager, said these funds are to be used to develop and print copies of a data report that describes issues around access to healthcare in the City of Tacoma (COT). This is part of Proposition 1, approved by COT voters in 2007, asking state and federal lawmakers to enact legislation providing high quality healthcare for all individuals. In moving forward, the COT has asked the HD to develop this report as an assessment of the status of access to healthcare. We will examine barriers to healthcare services in the COT, health insurance coverage, use of preventive services, and capacity of the local healthcare system. Ms. Gizzi said this is a first step in Proposition 1.

The motion passed unanimously on a voice vote.

Resolution No. 2010-4236—Authorization to amend Contract No. 2010-701-2A2, with Macrosearch Inc., DBA Macrostaff, by \$60,000, from \$35,000 to \$95,000, through July 30, 2010. The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the resolution. Seconded by Board Member Gelman.

Stan Prothero, Information Technology Manager, said this contract is to use H1N1 funds to rewrite the vaccine ordering system we put together quickly during the pandemic and to expand upon the existing vaccine ordering inventory database to improve service to the providers and our customers by providing them with the capability of being able to look on-line to determine the status of their orders.

The motion passed unanimously on a voice vote.

Resolution No. 2010-4237—Authorization to amend Contract No. 2009-128-6A3, with Maxim Health Systems, LLC, by \$50,000, from \$39,000 to \$89,000, through July 30, 2010. The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the resolution. Seconded by Board Member Gelman.

Nigel Turner, Communicable Disease Control Division Manager, said this contract is to use H1N1 federally supplied dollars that must be spent by the end of July 2010 to continue our commitment to maximize the number of people vaccinated against H1N1 in our community. Our strategy has been to get vaccine out to the medical providers in the community to give vaccinations partnering with our Medical Reserve Corps and with the commercial vaccinator. We have developed a contract with Maxim to provide clinics free to the public at locations suggested to us to particularly reach more challenging populations we might not otherwise be reaching. They have successfully vaccinated 2,430 people and conducted over 40 clinics throughout PC in many different locations.

BOH Member McCarthy asked if this Resolution and the one for IT were things resulting from the debriefing and how all went with the initial and the ongoing disbursement pattern. Mr. Turner replied that Resolution No. 2010-4236 was a golden opportunity that presented itself. The existing H1N1 database was aging and struggling to meet our needs. This was an opportunity to use funds that would help us generally and provide resources for the next emergency. It is great to have a system that works. The Maxim contract has been in place awhile. It is acceptable to use federal funds to allow the commercial vaccinator to vaccinate when they can and to save our resources for activities better suited to public health. Mr. Turner said the After Action is still being conducted, and we look forward to seeing the report.

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Chair Muri said in August / September 2010 the new vaccine will come out. Mr. Turner said our advice to the medical providers and to the public is to continue to give and to get H1N1 vaccinations. Children six months to ten years should receive a second dose until the seasonal vaccine is readily available.

The motion passed unanimously on a voice vote.

Resolution No. 2010-4238—Authorization to accept \$185,389, outlined on *EXHIBIT A*, from the Washington State Department of Health, for the Communicable Disease Control Division, January 1, 2010 through December 31, 2010. The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the resolution. Seconded by Board Member Gelman.

Mr. Turner said this is to accept money from the Washington State Department of Health for four things: (1) \$5,000 - Hepatitis C testing in the community and Hepatitis A and B vaccine distributed to community partners particularly for the intravenous drug user (IDU) population; (2) \$83,139 - HIV federal dollars coming through the HD as the lead agency in the Region V AIDSNet structure that we distribute to Kitsap County Health District (KCHD) for HIV prevention according to an established formula (18% to KCHD and the remainder to PC according to the population); (3) \$1,250 – Ryan White federal HIV care dollars that will be going to the PC AIDS Foundation for the facilitation of the HIV Care Planning Group in PC; and, (4) \$96,000 Susan G. Komen Foundation – Funds to screen an additional 200 women for Breast Cancer that goes into our overall funding of community partners for Breast & Cervical Health Screening.

The motion passed unanimously on a voice vote.

Resolution No. 2010-4239—Authorization to accept \$21,436 from the Washington State Department of Health; to accept \$99,307 from the MultiCare Health System; and, to accept \$108,213 from the Franciscan Health System and to amend fund and cost center 101-122 (ASPR PanFlu), from \$-0- to \$228,956, through December 31, 2010. The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the resolution. Seconded by Board Member Gelman.

Joby Winans, Public Information Officer (PIO) and Public Health Emergency & Preparedness Response (PHEPR) Manager, said last fall she came before the BOH Members and asked for the ability to buy some antivirals for Franciscan and MultiCare Health Systems. The federal government allowed states to allow local health jurisdictions to buy antivirals at a lower than market cost. The BOH Members approved the request, the order was placed, and it took until the end of January and early February 2010 to get the antivirals to them. Now, they are reimbursing the HD for having ordered those antivirals for them. The \$21,436 from the Assistant Secretary Preparedness & Response (ASPR—Homeland Security) allows us to have some funds to conduct some training for flu pandemic in case it ever happens. We receive approximately \$25,000 to prepare hospitals for dealing with a pandemic, and this is the money for 2010.

The motion passed unanimously on a voice vote.

Resolution No. 2010-4240—Authorization to contract with New World Systems Corporation, for \$440,850, to provide Software System Installation, Training, and Maintenance for the Health Department's Financial Management, Reporting, Human Resources, Payroll, Purchasing, and Timekeeping Activities, May 6, 2010 through December 31, 2010. An additional \$25,319 of Use Tax shall be paid directly to the Washington State Department of Revenue. And, further authorization to, contract with New World Systems Corporation, for \$201,500, to provide System Support, Upgrades, and Maintenance, January 1, 2011 through May 5, 2015. An additional \$18,740 of Use Tax shall be paid directly to the Washington State Department of Revenue. The Clerk read the title into the record. Vice-Chair Strickland moved to adopt the resolution. Seconded by Board Member Gelman.

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Laurie Jinkins, Deputy Director of Health, said the HD's financial system is unable to allow us to conduct real time management tracking of our budget and to ensure that we are managing with the level of accountability that we want to, especially in these times. The HD has been saving money since she arrived to pay for a new system.

Kathleen Nolte, Project Manager, gave a PowerPoint presentation, *The FPS Upgrade Project Request for Contract Approval TPCHD Board of Health, May 5, 2010*. Copies are available upon request from Cheryl Rexroat at (253) 798-2899 or crexroat@tpchd.org.

Why Do We Need a New Finance and Planning System? (1) A recent HD study highlighted several critical limitations with the current systems; (2) Current business systems do not support sound financial management practices; (3) Cannot track or analyze cost of individual functions or services; (4) Cannot report cost against programs; and, (5) Managers do not always have timely access to variance reports.

How Did We Choose a New System? (1) December 2009, the HD released a Request for Proposal (RFP); (2) Five vendors responded; three finalists were selected; (3) Dedicated Group of HD Staff – Evaluated the bids; Conducted demonstrations of each of the finalist's systems; and, Recommended for selection the highest scoring bidder, New World Systems (NWS) out of Detroit, Michigan.

New World Logos.Net System Will Provide (1) Industry standards for managing finance, payroll, and purchasing (we are looking at fixed assets also); (2) Access to real time data on what is being spent on services; (3) Tie spending to program outcomes allowing the HD to see if they are buying the right kinds of services that are improving the lives of PC's citizens. Further New World Benefits (1) Web-based system will allow us flexibility in budgeting and reporting; (2) Powerful business analytics from a reporting and performance management perspective will allow management to assess spending and make necessary corrections; and, (3) Ability to implement some Strategic Plan objectives will be increased.

System Costs (1) Initial software to be paid in this fiscal year (\$466,169 to include \$25,319 in Use Tax; (2) Maintenance fees spread out over the next five years (total of \$220,240 to include \$18,740 in Use Tax). The complete contract was reduced by 19% during final contract negotiations with New World.

Ms. Nolte said a contingency budget of \$20,000 for customization is included. Our language has been very strong about not allowing any customization unless to meet any legal requirements. The off the shelf system will have to be configured with the HD's Chart of Accounts.

BOH Member Fey said software contracts are a challenge. Who are the normal customers? Ms. Nolte replied some health departments, but a lot of city and county government. BOH Member Fey asked how upgrades will be handled. Ms. Nolte replied upgrades are part of the Maintenance Agreement and currently occur about four times per year. We will be developing a test bed for testing upgrades to ensure nothing breaks in between times. The company is fairly new, has had 750 installations, the product is fairly new and modern, and we are getting more upgrades than we might with a system out for awhile.

BOH Member Lee asked if we have been able to quantify the fiscal benefits. Ms. Nolte said we are going to be replacing three other systems that are currently in use—Fundware (financial management), ABRA (HR functionality and fixed assets), and Planning System (Strategic Planning). We have looked at the costs for those systems with continuing Maintenance Agreements. BOH Member Lee said he would be interested in seeing a cost benefit analysis when one is available other than the efficiencies that Ms. Nolte described. Ms. Jinkins said one of the challenges to doing a cost benefit analysis is our current system does not meet any of our requirements for managing money outlined for the new system.

BOH Member Gelman asked if anyone in Washington State is using this system, and if so, have we communicated with them. Ms. Nolte replied two new contracts in Whitman and Pend Oreille Counties.

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The closest installation to us is in McMinnville, Oregon. One reason why NWS does not have many in Washington State is because they had not been compliant with the BARS requirement for state accounting. They have now become compliant and are moving into Washington State.

BOH Member McCarthy recommended that we communicate with Whitman and Pend Oreille Counties. Ms. Nolte replied there is a user group in Washington State we have been invited to the end of this month in SeaTac. BOH Member McCarthy asked about hardware costs. Mr. Prothero replied the last two years the HD has revamped with a leading edge, scalable, flexible IT architecture to accommodate / provision new systems.

The motion passed unanimously on a voice vote.

DIRECTOR OF HEALTH COMMENTS - (Laurie A. Jinkins, Deputy Director of Health)

Air Quality Issues in Pierce County. Frank DiBiase, Assistant EH Division Director, said we have recently formed a local team existing of members from the COT and PC to talk primarily about the designation of non-attainment in PC related to particulate matter and the need to take a proactive approach to ensure when a plan is developed that it fits for our local community.

Randy Harrison, Special Assistant to PC, said regions of PC have been designated as having a PM2.5 attainment problem of which about 50% has been identified as coming from wood smoke within the monitoring station Wapato Hills. Locally, we need to get the BOH Members' direct involvement to form a partnership between the HD, COT, PC, and the Puyallup Tribe and find a local solution.

Mr. Harrison said an uncertified wood burning stove is 500 times dirtier than gas heat, the carcinogen level of wood smoke enters other people's homes, it affects children and the elderly, and the Centers for Disease Control and Prevention says one out of seven children have Asthma, and it is the highest cause of childhood illness and absenteeism from school. The Clean Air Act envisions those in non-attainment going through a State Implementation Plan, which takes three years to get and then act on it.

Mr. Harrison further said with a Cap-C Program, the parties affected by non-attainment can sign a Memorandum of Understanding (MOU) that outlines a quicker way to get consensus of how to get to the root of the problem. An Action Plan (AP) is developed, the MOU defines the timeframe for the AP to engage a very aggressive, short stakeholder group of industry, environmental, and governmental officials between January and August of 2011. A local task force led by the HD, COT, PC, and the Puyallup Tribe will find creative ways to spend money the Legislature gives us. We have targeted with an energy efficiency grant swapping out of wood stoves for other forms of heat or for certified, clean wood stoves. We want to bring the region back into attainment for residents' health and the region's vitality. Being in non-attainment prohibits us from proceeding with lots of economic development opportunities.

Ryan Dicks, Pierce County Sustainability Manager, said we need to tackle non-attainment. We have formed a partnership with the HD, COT, PC, and the Puyallup Tribe and are actively working on our wood pellet stove removal project. We have over \$2,000,000 between the COT, PC, and the Puget Sound Clean Air Agency (PSCAA) to do this work. We have targeted actual zip codes, have \$4,000 to remove wood stoves and replace them with gas stoves, energy electricity, and weatherization as well. We have a good program, 225 projects starting up (COT 100, PC 125). We need to ensure we can spend the money as quickly as possible and move this process forward. Over the last decade, the air quality in PC has improved. The difficulty is the Environmental Protection Agency (EPA) is lowering the threshold. We hope this will be a fruitful endeavor whereby we can clean up our air quality in PC.

Mr. Harrison said England has banned wood and coal burning in town since 1956. The State of Iowa Supreme Court declared that government did not have the right to allow the burning of wood that allows

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smoke to cross a property boundary. This is all driven by a health concern. Particulate matters are so small, get deep into people's lungs, and have the same composition as cigarettes.

BOH Member Fey said a voluntary program might not be sufficient because of the time for conversion, and it may require a regulatory approach. Mr. Harrison said we need to find out how far we can go on a voluntary basis with community outreach and education before a possible regulatory approach becomes necessary. Mr. Dicks said we will have to work with Utilities to see if there is a subsidy to help folks with the conversion process and ongoing energy costs.

EXECUTIVE SESSION

At 4:05 p.m., Chair Muri said the BOH would now move into an Executive Session, not to exceed ten minutes, to discuss pending litigation and personnel issues. The meeting reconvened at 4:15 p.m.

2010 Budget. Ms. Jinkins said we have a structural challenge in this agency; our revenue does not meet our expenses. Over the last two years, we have been trying to bring those lines closer. In 2010 - 2011, we will have to move those lines even closer. Ms. Jinkins said we will keep the BOH Members advised.

HD Remodel Effort. Last year, Sterling and Associates conducted an assessment and gave us some recommendations. One of the things we have done is to fully integrate the front desk counter area (Environmental Health and Food & Community Safety). We now have one central customer service area. Located near the front door, we also have a Receptionist to direct people to where they need to go.

Articles in the Tacoma News Tribune. Ms. Jinkins said the HD has been in the paper a lot recently regarding El Gaucho, Food Carts, and Menu Labeling. We are excited about trying to encourage more Food Carts in the community. The HD's perspective is to ensure that people have safe and healthy food. People actually do make wiser, healthier choices when there is menu labeling. Also, it was mentioned to Ms. Jinkins that someone saw a comment from a staff person on how the HD deals with rodent issues.

Facilities. BOH Member Lee asked about the HD building and the HVAC system. Ms. Jinkins replied the HVAC system is beyond its life expectancy with no way to replace it if it stops functioning. If it does become inoperable, the building will likely be uninhabitable without a huge infrastructure investment. Ms. Nolte has looked at getting out of the Union Avenue Building and moving the Methadone Clinic. Those two options did not offer cost savings. What we do will continue to be a long-term plan for us.

COMMENTS BY BOARD OF HEALTH MEMBERS

There were none.

ADJOURNMENT

Upon proper motion and second, the meeting adjourned at 4:20 p.m.

ATTEST:

Cheryl J. Rexroat, Clerk, Board of Health

Dick Muri, Chair, Board of Health

Date Signed: June 2, 2010