



*To Protect and Promote the Health and the Environment of the People of Kittitas County*

Public Health Study Session  
May 25, 2023  
11:00 a.m.  
Commissioner's Conference Room  
Meeting Minutes

**Attendees:**

Brett Wachsmith, Laura Osiadacz, Chelsey Loeffers, Candi Blackford, Greg Zempel, Patti Stacey

Absent: Cory Wright

**Call to Order**

The meeting was called to order at 10:00 am

**Citizen Comment (1 minute time limit)**

There were no members of the public present.

**Other County Department Business**

Prosecutors' office request for funding

Greg Zempel presented the board with 3 funding options for their new office as they prepare to move.

Discussion about the three different proposed options:

Option 1: with p-shape desks and new CFI equipment \$170,598.61

Option 2: U shape desk and new CFI equipment \$160,678.47

Option 3: U shape desk without new CFI equipment \$156,319.86

IT funding is approximately \$44,672.53. The Prosecutors' office will attempt to apply for a grant to help with these costs.

Motion 05.01: Motion to approve funding for \$160,378.47 (option 3). Brett Wachsmith moved to approve funding for \$160,378.47 (option 3). Laura Osiadacz second. Cory Wright Absent. Motion carried to approve funding for \$160,378.47 (option 3).

**Department Business**

Strategic Plan progress update

No update at this meeting.

Request to approve Local Emergency Response Coordinator position

Chelsey Loeffers reviewed a staff report for a new position and asked the board for approval for posting.

The FPHS funding will be approved on June 1. FPHS will fund 60 percent and the Washington State

Department of Health's ORS program - will fund 40 percent. If the FPHS funding is not approved Ms.

Loeffers noted that the health department has funds for this position if it is not approved on the 1<sup>st</sup>.

APPROVED

7-5-23



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Motion 05.02: Motion to approve the Local Emergency Response Coordinator. Laura Osiadacz moved to approve the Local Emergency Response Coordinator position. Brett Wachsmith second. Cory Wright was absent. Motion carried to approve the Local Emergency Response Coordinator position.

#### Boots and Clothing Allowance for inspectors' discussion

Chelsey Loeffers requested authorization from the board to include a \$300.00 annual allowance for the department's environmental health inspectors for boots and clothing allowance. Total staff allowance would be \$2100.00 a year. The board approved for cost to be incorporated into 2024 fee schedule and budget for consideration.

#### Board of Health Formatting Discussion

Chelsey Loeffers presented a new format for the Board of Health agenda that would be a little more detailed for board members. The board discussed that the Commissioner's Office will be sending out information soon about minutes and agendas to make them universal across the departments. The health department will wait for further direction.

#### Virtual Board of Health Attendees Discussion

Discussion was had about board members attending virtually. The board did not have an issue with this, but will make sure this is ok with legal before sending it out to board members.

#### Board of Health Feedback Discussion

Brief discussion about board input and if it is possible to let them know in advance. Members can then prepare feedback when asked.

Bylaws presentations at the last BOH meeting will be pushed to July as DPA Stephanie Hartung is not available in June. No concerns from the board.

#### **Other Business**

Executive Session in accordance with RCW 42.30.11(1)(g) to evaluate the qualifications of an applicant of public employment or to review the performance of public employee.

Entered Executive Session: 10:48 am

Exit Executive Session: 11:48

Action: Staff evaluation complete. Both signature of employee and supervisor was done. Offer a 5% increase in pay. Will get PAF to HR for completion.



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Motion 05.03: Motion to finalize the evaluation of Chelsey Loeffers, Kittitas County Public Health Director with a 5% increase in pay. Brett Wachsmith moved to finalize the evaluation of Chelsey Loeffers, Kittitas County Public Health Director with a 5% increase in pay. Laura Osiadacz second. Cory Wright was absent. Motion 05.03 carried to finalize the evaluation of Chelsey Loeffers, Kittitas County Public Health Director, with the recommendation of a 5% increase in pay.

Concluded at 10:48 am

A handwritten signature in blue ink, appearing to be "Cory Wright", written over a horizontal line.

Cory Wright, BOCC Chair

A handwritten signature in blue ink, appearing to be "Candi Blackford", written over a horizontal line.

Candi Blackford, Clerk