

**SKAMANIA COUNTY BOARD OF HEALTH**

Agenda for May 14<sup>th</sup>, 2024

1:30 PM

Skamania County Courthouse  
240 NW Vancouver Avenue, Room 18  
Stevenson, WA 98648

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Board of Health Meetings are open to public attendance with limited available seating. If you would like to attend remotely, you may do so by using the following ZOOM login information:

**To Join by Phone with Audio Only, Dial:** 1 346 248 7799

**Meeting ID:** 889 0632 1210

**Join Zoom Meeting** - <https://us02web.zoom.us/j/88906321210>

Written comments are accepted until noon on the day before the meeting. If you wish written comments to be listed on the posted agenda, they need to be submitted to the Clerk of the Board by noon on the Wednesday preceding the Tuesday/Wednesday meeting. If written comments are received after noon the day before the meeting, they will be held for the following meeting. Please email comments and public comment questions to the Clerk of the Board at [sackos@co.skamania.wa.us](mailto:sackos@co.skamania.wa.us).

**Please note, when a holiday falls on Monday, the regular meeting is held on Wednesday of that week.**

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**Tuesday, May 14<sup>th</sup>, 2024**

1:30 PM Call to Order

Public Comment (3 minutes)

Consent Agenda - Items will be considered and approved on a single motion. Any Commissioner may, by request, remove an item from the agenda prior to approval.

1. Minutes for meeting April 9<sup>th</sup>, 2024.

Non-Consent Agenda Items – Items with financial implication are at the sole discretion of the Skamania Board of County Commissioners and the opinion of non-elected Board members may serve as an advisory function.

1. Contract amendment #2 with Clark county Public Health for foundational public health services.

Environmental Health Report – David Waymire, Community Development Director

Community Health Report – Tamara Cissell, Community Health Director

Health Officer Report – Dr. Alan Melnick, Clark County Public Health Director/Officer

Discussion and consideration to adopt proposed amendments to the Board of Health bylaws.

Adjourn

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Note: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed during the meeting, and may add and act on any item not included in the above agenda. If necessary, the Board may hold executive sessions on scheduled meeting days. Meeting minutes and audio recordings may be found at [www.skamaniacounty.org](http://www.skamaniacounty.org).

**MINUTES OF SKAMANIA COUNTY BOARD OF HEALTH MEETING**

April 9<sup>th</sup>, 2024

Skamania County Courthouse  
240 NW Vancouver Avenue, Room 18  
Stevenson, WA 98648

The meeting was called to order at 1:32 p.m. on Tuesday, April 9<sup>th</sup>, 2024, at the Skamania County Courthouse, 1<sup>st</sup> Floor Meeting Room, 240 NW Vancouver Avenue in Stevenson, WA, with Board of Health Elected Representatives Commissioners T.W. Lannen, Richard Mahar, and Asa Leckie, Chair, and appointed Board of Health member Dr. Scott Yerrick, Ann Lueders, and Katie Walker.

Public comment was provided by Mary Repar, Stevenson resident, regarding rural Americans.

Commissioner Lueders moved, seconded by Commissioner Mahar, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Minutes for meeting March 12<sup>th</sup>, 2024.

The Board met with Community Health Director Tamara Cissell for the Community Health report.

The Board met with Community Development Director David Waymire for the Environmental Health report.

The Board met with Clark County Public Health Director/Officer Dr. Alan Melnick to discuss topics for future health officer reports.

The Board met to discuss proposed amendments to the Board of Health bylaws with Prosecutor Adam Kick present.

Commissioner Mahar moved, seconded by Commissioner Lueders, and the motion carried unanimously to adjourn the Board of Health meeting for Tuesday, April 9<sup>th</sup>, 2024.

The meeting adjourned at 2:36 p.m.

**SKAMANIA COUNTY BOARD OF HEALTH**

Attest:

\_\_\_\_\_  
Asa Leckie, Chair

\_\_\_\_\_  
Richard Mahar, Commissioner

\_\_\_\_\_  
Lisa Sackos, Clerk of the Board of Health

\_\_\_\_\_  
T.W. Lannen, Commissioner

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Scott Yerrick, Representative (Non-Elected)

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Katie Walker, Representative (Non-Elected)

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Ann Lueders, Representative (Non-Elected)

DRAFT

**COMMISSIONER'S AGENDA ITEM COMMENTARY**

<b><u>SUBMITTED BY</u></b>	Community Health Department	Signature 
<b><u>AGENDA DATE</u></b>	BOH 5/14/2024	
<b><u>SUBJECT</u></b>	Clark County contract for FPHS Services	
<b><u>ACTION REQUESTED</u></b>	BOH Signature	

**SUMMARY/BACKGROUND**

**Amends Contract with Clark County Public Health for Communicable Disease Prevention & Control, Healthy Communities/Chronic Disease Prevention and Food Establishment services to extend date and add funding.**

**FISCAL IMPACT**

\$110,000 additional

**RECOMMENDATION**

Sign Contract at the next BOH meeting.

**LIST ATTACHMENTS**

Face Sheet  
Contract

**COUNTY FACE SHEET FOR CONTRACTS/LEASES/AGREEMENTS**

1. Contract Number \_\_\_\_\_

2. Contract Status: (Check appropriate box)  Original  Renewal  Amendment #2

3. Contractor Information: Contractor: **Clark County Public Health**  
Contact: **Holly Barnfather**  
Title: **Grants and Contracts Management Analyst**  
Address: **PO Box 9825**  
Address: **Vancouver, WA 98666**  
Phone: **564-397-8226**  
Email: **cntyhealthgrantcontract@clark.wa.gov**

4. Brief description of purpose of the contract and County’s contracted duties:  
**Amends Contract with Clark County Public Health for Communicable Disease Prevention & Control, Healthy Communities/Chronic Disease Prevention and Food Establishment services to extend date and add funding.**

5. Term of Contract: From: November 1, 2021 To: June 30, 2024

6. Contract Award Process: (Check appropriate box)  
General Purchase of materials, equipment or supplies - RCW 36.32.245 & 39.04.190

- Exempt (Purchase is \$2,500 or less upon order of the Board of Commissioners)
- Informal Bid Process (Formal Quotes between \$2,500 and \$25,000)
- Formal Sealed Bid Process (Purchase is over \$25,000)
- This contract was awarded under RCW 39.29 or Skamania County Code \_\_\_\_\_. Please provide a summary of the competitive process by which this contract was awarded or the exemption and why it applies. *Single source contractor for Public Health services*  
Public Works Construction & Improvements Projects – RCW 36.32.250 & 39.04.155 (Public Works, B&G, Capital Improvements Only)

- Small Works Roster (PW projects up to \$200,000)
- Exempt (PW projects less than \$10,000 upon order of the Board of Commissioners)

7. Original Contract Amount: \$ 174,685 Source: PH Contracts  
Amendment #2: \$ 110,000 Source: PH Contracts  
TOTAL FUNDS COMMITTED: \$ 284,685

8. County Contact Person: Name: Allen Esaacson  
Title: Data & Finance Manager

9. Department Approval:   
Department Head or Elected Official Signature

Special Comments:  
Please email a signed pdf to Holly at [cntyhealthgrantcontract@clark.wa.gov](mailto:cntyhealthgrantcontract@clark.wa.gov)

**AMENDMENT TWO**  
**HDC.1791**  
 between  
**CLARK COUNTY**  
 P.O. Box 9825, Vancouver, WA 98666  
 and  
**SKAMANIA COUNTY**  
 P.O. Box 790, Stevenson, WA 98648

Project: Skamania County FPHS Services  
 Service Description: Communicable Disease Prevention & Control and Healthy Communities/Chronic Disease Prevention FPHS services to Skamania County.  
 Contract Name: CPH Skamania County FPHS Interlocal HDC.1791  
 Contract Period: July 1, 2022 ~~October 31, 2023~~ June 30, 2024  
 Total Contract Amount: \$174,685 \$284,685

<b>Clark Contacts</b>		
<b>Program</b>	<b>Fiscal</b>	<b>Contract</b>
See Exhibit A, Section 3	Josh Gossage 564.397.8102 <a href="mailto:Josh.Gossage@clark.wa.gov">Josh.Gossage@clark.wa.gov</a>	Holly Barnfather 360.949.6965 <a href="mailto:GCT@clark.wa.gov">GCT@clark.wa.gov</a>

<b>Agency Contacts</b>		
<b>Program</b>	<b>Fiscal</b>	<b>Contract</b>
Tamara Cissell 509.427.3850 <a href="mailto:tamarac@co.skamania.wa.us">tamarac@co.skamania.wa.us</a>	Allen Esaacson 509.427.3856 <a href="mailto:allene@co.skamania.wa.us">allene@co.skamania.wa.us</a>	Allen Esaacson 509.427.3856 <a href="mailto:allene@co.skamania.wa.us">allene@co.skamania.wa.us</a>

This contract for governmental services, where both parties are public agencies, pursuant to RCW 39.34.080 is entered into between Clark County, hereinafter referred to as "Clark," and Skamania County, hereinafter referred to as "Agency." Clark and Agency agree to all terms and conditions, exhibits, and requirements of this contract.

**SKAMANIA COUNTY BOARD  
 BOARD OF HEALTH:**

**CLARK COUNTY:**

\_\_\_\_\_  
 Commissioner Date

\_\_\_\_\_  
 Kathleen Otto, County Manager Date

\_\_\_\_\_  
 Commissioner Date

APPROVED AS TO FORM ONLY:

\_\_\_\_\_  
 Commissioner Date

\_\_\_\_\_  
 Amanda Migchelbrink Date  
 Deputy Prosecuting Attorney

ATTEST:

\_\_\_\_\_  
 Clerk of the Board

\_\_\_\_\_  
 Adam Kick Date  
 Skamania County Prosecuting Attorney

## CONTRACT HISTORY

<b>Contract Term</b>	<b>Action Amount</b>	<b>Total Contract Amount</b>
Base Contract Period: July 1, 2022 – June 30, 2023	\$174,685	\$174,685
Amendment #1 Period: July 1, 2022 – October 31, 2023	\$000	\$174,685
Amendment #2 Period: November 1, 2023 – June 30, 2024	\$110,000	\$284,685

### 1. MODIFICATIONS

- 1.1. The total contract amount is increased by \$110,000 from \$174,685 to \$284,685.
- 1.2. The contract period is extended through June 30, 2024.
- 1.3. Exhibit A, Statement of Work, is replaced in its entirety with the attached Exhibit A, Statement of Work.
- 1.4. Exhibit B, Budget Summary, is replaced in its entirety with the attached Exhibit B, Budget Summary.
- 1.5. All other terms and conditions of the original contract, as amended, remain the same.

### 2. ENTIRE CONTRACT

This modification incorporates the original Contract and any subsequent modifications by reference. The parties agree that the original Contract, subsequent modifications, and this modification are the complete expression of the terms hereto and any oral representations or understanding not incorporated herein are excluded. Further, unless allowed elsewhere in the Contract, any modifications of this Contract shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute a material breach of contract and cause for termination. Both parties recognize that time is of the essence in the performance of the provisions of this modified Contract.

**EXHIBIT A  
STATEMENT OF WORK**

**1. Background/Overview**

Clark County Public Health to assist in supporting additional Public Health staff which includes the following: Epidemiologist, Public Health Nurse, Program Coordinator, and Office Assistant. These positions will support Communicable Disease Prevention & Control and Chronic Disease Prevention services.

**2. Scope of Work**

**2.1. Communicable Disease Prevention & Control Services**

**2.1.1. Communicable Disease Investigations (general CD, STD, COVID-19)**

**2.1.1.1. General CD investigations.**

- 2.1.1.1.1. Respond to provider disease-specific questions.
- 2.1.1.1.2. Conduct case and contact investigations as applicable.
- 2.1.1.1.3. Provide control measure recommendations to facilities where exposure occurred.
- 2.1.1.1.4. Conduct outbreak investigations and response follow-up.
- 2.1.1.1.5. Conduct facility investigations (including schools, businesses, and other congregate settings as appropriate).

**2.1.1.2. STI investigations (GC, CT, Syphilis, and HIV, surveillance only for herpes).**

- 2.1.1.2.1. Respond to provider disease-specific questions.
- 2.1.1.2.2. Conduct case and contact investigations as applicable.
- 2.1.1.2.3. Conduct syphilis &/or HIV field testing.

**2.1.1.3. COVID-19 facility investigations.**

- 2.1.1.3.1. Respond to COVID-specific questions.
- 2.1.1.3.2. Conduct facility investigations (schools, businesses, and other entities as appropriate).

**2.1.1.4. Operational support.**

- 2.1.1.4.1. Review and update CD-related policies/procedures/protocols, including foodborne and waterborne illness investigation processes, in coordination with Skamania staff.
- 2.1.1.4.2. Assist with developing and implementing school STI/CD outreach and education.

**2.1.2. TB Case Management**

- 2.1.2.1. Respond to provider questions.
- 2.1.2.2. Support suspect case evaluation including testing as needed.
- 2.1.2.3. Provide case management services for all active cases of TB disease:
  - 2.1.2.3.1. Electronic daily observed therapy (eDOT)/ daily observed therapy (DOT).
  - 2.1.2.3.2. Provide medications.



- 2.1.2.4. Conduct contact investigations for infectious cases.

### **2.1.3. Illness Complaint Follow-up & Outbreak Investigation**

- 2.1.3.1. Conduct illness-compliant interviews.
- 2.1.3.2. Provide recommendations to Food or Water Safety teams on the need for an Environmental Assessment or recommendation for a prioritized inspection. Coordinate with EPH division(s) as appropriate.
- 2.1.3.3. Provide outbreak investigation support and epidemiology services.

### **2.1.4. Epidemiology Support**

- 2.1.4.1. State surveillance & investigation-related systems management and data stewards (may include WDRS, PHIMS, and other data systems).
- 2.1.4.2. Routine data audits and data clean-up.
- 2.1.4.3. Routine and ad hoc epidemiology product generation.
- 2.1.4.4. Outbreak data management support.

## **2.2. Healthy Communities**

### **2.2.1. Health Assessment and Evaluation Services**

- 2.2.1.1. Program Coordinator will work with regional partners and community leaders to provide the following services:
  - 2.2.1.1.1. Conduct regular, comprehensive community health assessments (CHA). In collaboration with Skamania County Public Health, identify health priorities based on information collected from the CHA, including analysis of health disparities, health inequities, and relevant social determinants of health.
  - 2.2.1.1.2. Facilitate and participate in the collaborative development of a Community Health Improvement Plan (CHIP) and implementation cycles that devise, implement, and evaluate the impact of health improvement strategies for priority health issues identified in the CHA.

## **2.3. Environmental Public Health**

### **2.3.1. Food Establishment Inspection Training**

- 2.3.1.1. Provide food establishment inspection training to Skamania County Environmental Health Specialist.
  - 2.3.1.1.1. Discuss various inspection types (routine, educational, follow-up, and complaints)
  - 2.3.1.1.2. Review the importance for conducting a file review (approved plans, previous inspections, submitted complaints) prior to conducting an inspection.
  - 2.3.1.1.3. Demonstrate how you approach planning your inspections for the week.

- 2.3.1.1.4. Review of necessary inspection equipment (i.e., test strips, calibrated thermometers, alcohol swabs, etc.)
- 2.3.1.1.5. Ensure trainee has printed red/blue inspection forms.
- 2.3.1.1.6. Each item in the Secondary Field Trainers section.

**2.3.2. Foodborne Illness Investigation Training**

- 2.3.2.1. Provide foodborne illness training to Skamania County Environmental Health Specialist.
  - 2.3.2.1.1. FDA Foodborne Illness-Causing Organisms reference.
  - 2.3.2.1.2. Environmental Assessment (EA) "Field Guide" reference.
  - 2.3.2.1.3. Prioritized routine EA vs. outbreak investigation.
  - 2.3.2.1.4. Conducting an EA.
  - 2.3.2.1.5. Locating and completing EA forms.
  - 2.3.2.1.6. Outbreak investigation "go" kit.
  - 2.3.2.1.7. Illness interviews.
  - 2.3.2.1.8. Communication during an outbreak investigation.
  - 2.3.2.1.9. NORS reporting form.

**2.3.3. Food Establishment Plan Review Training**

- 2.3.3.1. Provide food establishment plan review training to Skamania County Environmental Health Specialist.
  - 2.3.3.1.1. Review and discuss submittal requirements.
  - 2.3.3.1.2. Demonstrate an initial submittal review.
  - 2.3.3.1.3. Demonstrate tracking tools.
  - 2.3.3.1.4. Compile & send initial review email.
  - 2.3.3.1.5. Complete hot water calculations for a facility.
  - 2.3.3.1.6. Demonstrate continuing reviews after receipt of more information.
  - 2.3.3.1.7. Discuss mitigations of commonly encountered variance requests, approvals.
  - 2.3.3.1.8. Drafting and sending approval letters.
  - 2.3.3.1.9. Review submittal requirements.
  - 2.3.3.1.10. Highlight specific code sections.
  - 2.3.3.1.11. Review submittal requirements.
  - 2.3.3.1.12. Mobile specific requirements.
  - 2.3.3.1.13. Reciprocity.
  - 2.3.3.1.14. Provide orientation - preparing for pre-opening inspection.
  - 2.3.3.1.15. Review the inspection form; discuss how each item is field assessed.
  - 2.3.3.1.16. Review pre-opening packet handouts.
  - 2.3.3.1.17. Assess field readiness (i.e., equipment; attire; shoes, etc.).
  - 2.3.3.1.18. Provide blank pre-opening inspection form.

### 3. Clark County Program Contacts

<b>Communicable Disease Prevention &amp; Control Services</b>	
General CD Investigations and Operation Support, TB Case Management, Illness Complaint Follow-up & Outbreak Investigation, Epidemiology Support, Vaccine Support, Additional Nursing Support	Alyssa Carlson, MPH O: 564.397.8002 C: 360.836.9086 <a href="mailto:Alyssa.Carlson@clark.wa.gov">Alyssa.Carlson@clark.wa.gov</a>
COVID-19 Facility Investigations	Dana Nguyen BSN, RN, CIC 564.397.7272 <a href="mailto:Dana.Nguyen@clark.wa.gov">Dana.Nguyen@clark.wa.gov</a>
STI Investigations	Rachel Vinson BSN, RN 360.949.6146 <a href="mailto:Rachel.Vinson@clark.wa.gov">Rachel.Vinson@clark.wa.gov</a>
<b>Healthy Communities</b>	
Health Assessment and Evaluation	Andrea Pruett, MPH 564.397.8112 <a href="mailto:Andrea.Pruett@clark.wa.gov">Andrea.Pruett@clark.wa.gov</a>
<b>Environmental Public Health</b>	
Food Establishment Inspection, Foodborne Illness Investigation, Food Establishment Plan Review	Brigette Holland, Food Safety Manager 564.397.8411 <a href="mailto:Brigette.Holland@clark.wa.gov">Brigette.Holland@clark.wa.gov</a>

**EXHIBIT B  
BUDGET SUMMARY**

<b>FPHS SUPPORT SERVICES</b>	<b>AMOUNT 11/1/23 – 6/30/24</b>
Salaries, Benefits, Supplies, Travel/Mileage, and Indirect Costs	\$110,000

BYLAWS  
OF  
SKAMANIA COUNTY BOARD OF HEALTH  
STATE OF WASHINGTON

(Adopted at Board of County Commissioners meeting on: \_\_\_\_\_)

**ARTICLE I**

**Offices**

The principal offices of the Board of Health for the County of Skamania, State of Washington, hereinafter referred to as the Board of Health (BOH), shall be located at 240 NW Vancouver Ave, Room 15, Stevenson, Washington.

**ARTICLE II**

**Purpose**

In accordance with Chapter 70.05.060, for public health and safety, of the Revised Code of Washington (RCW), the Board of Health shall have supervision over all matters pertaining to preservation of the life and health of people within Skamania County. Areas of responsibility include enforcement of state public health statutes, rules of the state board of health and Secretary of Health, supervision of health and sanitary measures for the provision of the public health, enacting local rules and regulations to preserve, promote and improve public health, control and prevention of any dangerous, contagious or infectious disease, and prevention, control and abatement of nuisance detrimental to the public health.

These bylaws are in addition to the requirement set forth in RCW 70.05.030 and ordinance 2022-02, adopted by the Board of County Commissioners on April 19, 2022, amending Skamania County Code Chapter 8.04.040.

**ARTICLE III**

**Membership of the local Board of Health**

Section 1. **Membership**

The Membership of the Board of Health shall be approved by majority vote and appointed by the Skamania County Board of County Commissioners.

Section 2. Members

In addition to the three (3) elected County Commissioners, there shall be three (3) non-elected Members, pursuant to RCW 70.05.030, appointed to the Board of Health for three (3) year terms. Initial terms will be randomly assigned and staggered as one (1), two (2), or (3) year terms. Board of Health members may serve more than one term and terms can be consecutive. During their term of membership each member shall be a resident of Skamania County, or a health provider practicing or employed in the county. No business or professional group shall constitute a majority of the Board of Health.

If the membership is full and the American Indian Health Commission appointments a tribal representative, the tribal representative will: replace the person holding a position in the category that best aligns with the category the tribal representative qualifies for or the person with the least amount of time left on their term or the BOH may vote to increase membership to (4) non-elected members.

Section 3. Vacancies

Any vacancy on the Board of Health shall be filled by the County Commissioners of Skamania County in the same manner as full-term appointments by the appointment of a qualified person for the balance of the unexpired term.

Section 4. Compensation

If a funding source is identified and compensation is approved by the Skamania County Board of County Commissioners, non-elected Board of Health members may be eligible for a stipend or travel reimbursement, at the Skamania County approved rate.

**ARTICLE IV**

**Officers**

Section 1. Officers

For continuity of official Skamania County business, the Officers of the Board of Health shall be the Chair and Vice-Chair of the Skamania County Board of County Commissioners.

Section 2. Election and Term of Office

Election and term, for the Chair and Vice Chair, will align with the Officer's Skamania County elected position. Chair and Vice-Chair positions will align with annual assignment of the Skamania County Board of County Commissioners.

Section 3. Vacancies

Any vacancy in any officer position caused by death, resignation, removal, disqualification, or otherwise, will be filled according to Skamania County procedure.

Section 4. Powers and Duties

The duties of the Officers are as usually imposed upon such officials or public committees, official commissions, and those required by law. The Chair and Vice Chair have signature authority for Skamania County Public Health and Environmental Health. The Chair and Vice Chair may delegate signature authority to the Public Health or Environmental Health Director by rule or regulation.

Section 5. Public Health Director

The Public Health Director is a full-time employee of Skamania County in the Community Health Department. The Public Health Director is the program administrator and executive head for the public health program in Skamania County. The program administrator shall possess such qualifications as may be prescribed by the State Board of Health and shall receive such annual compensation and expense allowance as adopted by the Skamania County Board of County Commissioners. The Public Health Director shall be the custodian of all records pertaining to public health programs and services provided by the Community Health Department in Skamania County. In the event of a tie vote related to public health, the Public Health Director shall cast a tie breaking vote.

Section 6. Environmental Health Director

The Environmental Health Director is a full-time employee of Skamania County in the Community Development Department. The Environmental Health Director is the program administrator and executive head for the environmental health program in Skamania County. The program administrator shall possess such qualifications as may be prescribed by the State Board of Health and shall receive such annual compensation and expense allowance as adopted by the Skamania County Board of County Commissioners. The Environmental Health Director shall be the custodian of all records pertaining to environmental health programs and services provided by the Community Development Department in Skamania County. In the event of a tie vote related to environmental health, the Environmental Health Director shall cast a tie breaking vote.

Section 7. Health Officer

Skamania County Community Health contracts for health officer services. The health officer shall be a qualified physician trained and experienced in public health and possess qualifications as prescribed in RCW 70.05.051 by the Washington State Board of Health. The health officer shall exercise the powers, and perform the duties as prescribed in RCW 70.05.070.

Section 8. Additional Personnel

All other personnel required by Skamania County Public or Environmental Health shall be appointed by the department director and shall possess required qualifications and shall receive compensation and expense allowance as is provided for in the employee classification system adopted by Skamania County. Others may be involved on a contractual basis.

The Clerk of the Board for the Skamania County Board of County Commissioners will serve as Secretary for Skamania County Board of Health.

## **ARTICLE V**

### **Meetings**

#### Section 1. Meetings

The Board of Health shall meet a minimum of four (4) times per calendar year. Nothing in these Bylaws shall prohibit the Board from meeting more frequently.

Generally, the Board will be scheduled to meet on the second Tuesday of each month. Within seven business days prior, and at the recommendation of the Community Health Director, the Chair may cancel the scheduled monthly meeting for lack of business. Upon such cancellation, notice shall be provided to the members of the Board of Health. Notice may be provided through email.

#### Section 2. Special Meetings

Shall be called consistent with RCW 42.30.080.

#### Section 3. Executive Sessions

The Board of Health may hold executive sessions for the purposes set forth in RCW 42.30.110. The public may be excluded from meetings held in Executive Session.

#### Section 3. Absences

Board of Health members shall notify the Clerk of the Board in advance if unable to attend a regular meeting of the Board of Health. Appointed board members may be removed from board membership, by action of the Skamania County Board of Commissioners, for lack of attendance. Three or more unexcused absences from regular Board of Health meetings, in one calendar year, will be considered cause for removal from the board.

## **ARTICLE VI**

### **Operating Rules**

#### Section 1. Rules of Business

Business shall be conducted in accordance with Robert's Rules of Order. All regular and special meetings of the Board of Health are open to the public and shall be recorded electronically. Written minutes of each Board of Health meeting shall be prepared and approved at the subsequent regular meeting and agendas and material related to action items shall be sent to Board members in advance of the meeting, except in the case of an emergency. A majority of all voting Board members, including at least one (1) Skamania County Commissioner, shall constitute a quorum for board action.



Section 2. Voting

Each Board member shall be entitled to one vote on all actions of the Board that require a vote. A quorum, and affirmative vote by the majority of voting members, including at least one Skamania County Commissioner, shall be required to pass an action of the Board.

Items with financial implication like setting fees, permitting, licensing, and contracting are at the sole discretion of the Skamania County Board of County Commissioners and the opinion of non-elected Board members may serve as an advisory function.

There will be no voting by proxy on any items before the Board.

Any vote that results in an equal number of votes for and against shall be resolved in one of the following ways: Board will further discuss and revote, the Public Health or Environmental Health Director will be asked to vote, or the item will be set over and brought back for reconsideration at the next regularly scheduled meeting.

Section 3. Conflict of Interest

If a Board member has a personal or profession interest on an action item, the Board member shall bring it to the attention of the Board. If the conflict of interest is determined to be significant, by the Board member or by majority vote of the Board the member shall refrain from discussing or voting on the matter.

**ARTICLE VII**

**Amendments to Bylaws**

Requests to change bylaws shall be submitted, in writing, to the Clerk of the Board no less than two (2) weeks before a regular meeting for Board discussion at next regular meeting.

Amended this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

# Skamania County Board of Health Administrative Guidelines

## Soliciting and Appointment of Board Members

### **Purpose:**

It shall be the purpose of this document to provide Skamania County Board of Health direction to carry out the process of seeking and appointing Board members.

### **Scope:**

Skamania County Board of Health.

### **Authority and Responsibility**

RCW 70.05.030

### **Determining a Vacancy**

Vacancies are created by expiration of a members' term, resignation or removal of an existing Board member, as outlined in the Skamania County Board of Health by laws. A/the vacancy shall be deemed official upon formal notice being issued to the Board of Health at a regularly scheduled meeting. Notice may be delivered by the departing Board member or the Clerk of the Board, shall include the date vacancy occurred (or will occur) and the position vacated (e.g. the consumer position).

### **Soliciting Interest:**

The Clerk of the Board shall draft and publish, for a period of not less than thirty-days, a notice seeking letters of interest or applications, as outlined below, to fill the vacated Board of Health position. Said notice shall be published in the local paper of record and on a/the website managed by Skamania County. In the event no interested parties submit application for appointment, the process to solicit interest shall occur for an additional thirty-days.

Letters of Interest: Letters of interest may only be submitted by existing Board Members who wish to be reappointed, and must include confirmation their reappointment would be consistent with the position category they are serving in.

Application for Appointment: Applications will be required from any new individuals who desire to be appointed to the Board of Health. Applications will include a section requiring the applicant to detail their eligibility to meet requirements outlined for the position category.

### **Review of Applicants, Interview of Candidates**

Within ten (10) days following the close of the solicitation period, qualified applicants shall be forwarded to the sitting Board of Health members for review. As necessary, candidate interviews may be scheduled at a special or regular meeting of the Board of Health.

### **Selection of Candidate to Fill Position:**

Following review of candidates, and as necessary, in person interviews, the Board of Health may participate in an Executive Session to review candidate qualifications.

Thereafter, the Board of Health, by majority vote shall forward their recommendation to the Board of County Commissioners for appointment. In the event no candidate receives a majority vote, the entire candidate pool shall be submitted to the Board of County Commissioners for consideration.

### **Appointment Date**

The appointment of the new Board member shall become effective on the first of the month following the meeting of the Board of County Commissioners in which the member is appointed; **or** on the first of the month following expiration of the exiting term, whichever comes first.

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