



CDHD Board of Health Meeting Agenda

July 21, 2025 at 2:00 pm at the Douglas County Public
Services Building, 140 19th Street 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

I. General Business (5 Minutes):

- 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 Board. When recognized, please step up to the microphone (or unmute your screen), state your name and the county jurisdiction you reside in. The Chair will direct Citizen comments to two to three minutes each.*

III. Consent Agenda (5 Minutes):

- a. Approval of the June 16, 2025 Board Meeting Minutes (Pg. 2)
- b. Approval of June Payroll in the amount of \$360,040.35 (Pg. 5)
- c. Approval of June Benefits in the amount of \$123,603.62 (Pg. 5)
- d. Approval of Payment of Vouchers No. 20250428-20250523 in the amount of \$650,138.58 (Pg. 7)
- e. Approval of the Contract Matrix (Pg. 12)

IV. Executive Session RCW 42.30.110 (30 Minutes):

- a. **Pending Litigation – RCW 42.30.110(1)(i) (20 minutes)**
- b. **Potential Litigation – RCW 42.30.110(1)(i) (10 minutes)**

V. Old Business (20 minutes):

- a. Social Media Policy (Action Item) (Pg. 13)
- b. Small Numbers Guidelines

VI. New Business (5 minutes):

- a. Budget Amendment (Action Item) (Pg. 35)
- b. Upcoming Board Position Expirations (Pg. 39)

VII. Reports (20 minutes):

- a. Health Officer Report—Dr. James Wallace
- b. Administrator Report — Dr. Kristen Hosey (Pg. 54)

VIII. Board Discussion (if time allows)

IX. Adjournment



CDHD Board of Health

Regular Meeting Minutes June 16th, 2025

Board Members Present (quorum):

Shon Smith, Chair (2)
Brad Hawkins (1)
Jerrilea Crawford (5)
Marissa Smith (7)
Alma Chacon (9)*
Joseph Hunter (11)

Randy Agnew, Vice Chair (3)

Sharon Waters (6)
Bindu Nayak (8)
Bill Sullivan (10)

Board Members Absent:

Marc Straub (4) – excused
Carin Smith (9)

Non-Voting Alternate Board Members Present:

Michael Peterson (7)*
Daniel Moody (10)

Staff Present:

Kristen Hosey, Health Administrator
Corey Lawson, Deputy Health Administrator
Dr. James Wallace, Interim Health Officer*
Maria Christina Monroe, Communications Director*
Stefano SoloGallegos, Facilities and IT Assistant
Julian Muro, Contracts and Procurement Manager

Erin McCool, CDHD Attorney
Cari Hammond, CFH Director
Diane Forhan, PT Fiscal Director*
Susan Jacques, HR Manager*
Bob Edgerton, Operations Director

*indicates attendance online

Public Present

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

Meeting

Chair Shon Smith called the meeting to order at 2:00PM, then Chair Smith requested the Board Clerk to take attendance.

Approval of Agenda

Joey Hunter moved to approve the agenda, Randy Agnew seconded. Motion carried unanimously.

Public Comment

Chair Shon Smith 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 Smith identified the number of members of the public that wanted to speak, he allotted three minutes to each presenter.

- Laurie Buhler of Douglas County expressed concerns about the COVID-19 vaccine.
- Kim Darlington of Douglas County expressed her concerns about mRNA and COVID-19 vaccine.
- Daniel Moody from the Wenatchee Confluence Rotary Club discussed expansion of waste aversion efforts.
- Lisa Templeton of King County and Informed Choice expressed her concerns about the Moderna COVID-19 vaccine.



CDHD Board of Health

Regular Meeting Minutes June 16th, 2025

Consent Agenda

- a. Approval of the May 19, 2025 Board Meeting Minutes
- b. Approval of May Payroll in the amount of \$\$359,384.58
- c. Approval of May Benefits in the amount of \$\$126,146.12
- d. Approval of Payment of 2025 Vouchers No. 20250366-20250427 in the amount of \$135,569.91
- e. Approval of the Contract Matrix

Jerrilea Crawford moved to approve the consent agenda as presented. Randy Agnew seconded the motion. No board discussion and the motion passed unanimously.

Old Business

OSS Local Code Changes due to WAC Revision

Brian Dickey, CDHD Registered Sanitarian, was available to answer questions related to the Onsite Septic System (OSS) local code revisions. Brad Hawkins suggested that the acronym OSS be spelled out on page 15 of the packet.

Joey Hunter moved to approve the OSS Code with the suggested revision by Brad Hawkins. Randy Agnew seconded. The motion passed unanimously.

Social Media Policy

The Social Media Policy, was discussed. It will be brought back to the Board for consideration after further revisions.

New Business

Surplus Items

A list of 16 surplus items were reviewed by the board, consisting of eight (8) bookshelves, a broken standup desk and seven (7) obsolete Dell Optiplex PCs.

Jerrilea Crawford moved to approve the surplus items and to authorize the Health Administrator to dispose of the items in the most economically beneficial manner she determines appropriate. Marissa Smith seconded. Board unanimously approved.

Reports

Dr. James Wallace, Interim Health Officer

The Health Officer report was moved to after the Health Administrator report due to a medical emergency.

Dr. Kristen Hosey, Health Administrator

Dr. Hosey introduced Julian Muro, Contracts and Procurement Manager, to the Board of Health and announced the retirement of Bob Edgerton, Operations Director.

Dr. James Wallace, Interim Health Officer

The Health Officer provided his presentation to the board via Zoom.

Board Discussion



CDHD Board of Health

Regular Meeting Minutes June 16th, 2025

Chair Shon Smith asked for a motion to extend the Board meeting by 15 minutes to have board discussion. Brad Hawkins motioned and Joey Hunter seconded. Motion carried.

- Brad Hawkins discussed term expirations.
- Bill Sullivan discussed a motion he would like entertained regarding the suspension of administration and promotion of the COVID-19 vaccine.
- Brad Hawkins discussed Dr. Wallace's reporting.
- Joey Hunter asked about previous food truck activities.
- Randy Agnew informed the Board about the City of Rock Island Rockfest event on June 28, 2025.

Chair Smith declared the meeting adjourned at 5:08PM.

Shon Smith, Board Chair

Corey Lawson, Interim Clerk of the Board

Chelan-Douglas Health District
Payroll 06-25-25 for pay period 06-01 to 06-15-25

Gross Pay	178,452.08
Benefits	61,828.13
 Total Payroll Cost	 <u>240,280.21</u>
 Net Pay	 129,093.68
Due to IRS	42,779.95
Due to ESD - SUTA	1,629.84
Due to ESD - WAFMLA	1,641.76
Due to ESD - WACares Fund	949.03
Due to L&I	2,098.66
Due to DRS for PERS	27,351.82
Due to DRS for DCP	1,653.74
Due to PEBB	31,186.65
Due to AFLAC	315.84
Due to Health Equity FSA	108.36
Due to Health Equity H.S.A	273.74
Due to Union	1,197.14
 Total Payroll Expenses	 <u>240,280.21</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 \$178,452.08 in salaries and the \$61,828.13 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

Diane Forhan
Signed

6/20/25
Date

Chelan-Douglas Health District
Payroll 07-10-25 for pay period 06-16 to 06-30-25

Gross Pay	181,588.27
Benefits	61,775.49
Total Payroll Cost	<u>243,363.76</u>
Net Pay	131,033.93
Due to IRS	43,520.36
Due to ESD - SUTA	1,629.87
Due to ESD - WAFMLA	1,670.62
Due to ESD - WACares Fund	965.71
Due to L&I	2,107.80
Due to DRS for PERS	27,519.14
Due to DRS for DCP	1,653.74
Due to PEBB	30,984.28
Due to AFLAC	315.84
Due to Health Equity FSA	273.74
Due to Health Equity H.S.A	108.36
Due to Garnishment	358.72
Due to Union	1,221.65
Total Payroll Expenses	<u>243,363.76</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 \$181,588.27 in salaries and the \$61,775.49 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

Diane Forhan
Signed

7/3/25
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. 20250428** through **No. 20250445** are approved for payment in the amount of \$17,321.96 this 21 day of July, 2025

Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20250428	4Imprint, Inc.	16	Office Supplies	\$ 29.92
20250429	Alpha Media	76	Radio Advertising Expense	\$ 510.00
20250430	Bear Signs & Embroidery LLC	12	Removal of Vinyl Wrap	\$ 979.20
20250431	Cascade Training Center	12	Ecard Expense	\$ 149.59
20250432	CI Information Management	16	Onsite Shredding Services	\$ 114.50
20250433	Cintas Corporation	16	Janitorial Supplies	\$ 103.05
20250434	Coleman Oil Co.	16	Gas Expense	\$ 108.62
20250435	Column Software	44	Advertisement Expense	\$ 197.87
20250436	Enduris	16	Insurance Exepense	\$ 561.00
20250437	Injoy Health Education	63	Education Training Supplies	\$ 1,638.01
20250438	Jeffers, Danielson, Sonn & Aylward, PS	16	Legal Services	\$ 735.00
20250439	Pamatz, Miram	16	Employee Reimbursement	\$ 193.39
20250440	Ricoh USA, Inc.	16	Copier Equipment Services	\$ 251.49
20250441	Shai Creates LLC	15	Monthly Service Retainer Scope	\$ 4,500.00
20250442	SteriCycle, Inc.	83	Hazardous Drug Disposal	\$ 55.13
20250443	TK Elevator Corporation	16	Quarterly Maintenance	\$ 1,261.29
20250444	Visa	Misc	Lodging Expense, Airfare, and Other Expenditures	\$ 5,644.28
20250445	Waste Management of Wenatchee	16	Monthly Garbage Disposal Services	\$ 289.62
				\$ 17,321.96

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. 20250446** through **No. 20250466** are approved for payment in the amount of \$75,665.60 this 21 day of July, 2025.

Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20250446	4Imprint, Inc.	15 Outreach Supplies	\$ 3,629.77
20250447	Amazon Capital Services	62 Field Supplies	\$ 208.40
20250448	Ceballos, Veniece	63 Employee Reimbursement	\$ 164.15
20250449	Chandler Business Interiors, Inc.	16 Office Furniture Purchase and Installation	\$ 46,531.95
20250450	Cintas Corporation	16 Janitorial Services	\$ 182.75
20250451	Douglas County Sewer District	16 Sewer Utility Services	\$ 161.97
20250452	Express Employment Professionals	16 General Labor Services	\$ 1,145.35
20250453	In Print Printing	76 Postcards	\$ 3,230.85
20250454	Keyhole Security	16 Service Expense	\$ 156.38
20250455	Lamar Companies	76 Advertising Expense	\$ 2,950.00
20250456	Local-Tel Communications	16 Phone Expense	\$ 880.14
20250457	Monroe, Maria Christina	15 Employee Reimbursement	\$ 539.43
20250458	ODP Business Solutions, LLC.	16 Office Supplies	\$ 96.53
20250459	Point & Pay	16 Check and Card Processing Fees	\$ 2,415.00
20250460	Ricoh USA, Inc.	16 Copier and Lease Services	\$ 676.31
20250461	Taylor Water Technologies, Inc.	42 Field Supplies	\$ 316.24
20250462	The DOH Associates, PS	16 Building Renovations	\$ 4,170.89
20250463	Towsquare Media	76/41 Advertising Expense	\$ 735.00
20250464	University of Washington	16 PHM Training Expense	\$ 5,000.00
20250465	Verizon Wireless	Misc. Cellphone Expense	\$ 2,424.49
20250466	Washington State Board of Registered Sanitarians	45 Renewal Expense	\$ 50.00
			\$ 75,665.60

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. 20250467** through **No. 20250487** are approved for payment in the amount of \$274,886.37 this 21 day of July, 2025.

Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20250467	ADP, Inc.	16 ADP Comprehensive Services/ADP Time and Attendance	\$ 4,083.29
20250468	Amazon Capital Services	63 Field Supplies	\$ 690.47
20250469	Austin, Elizabeth	16 Employee Reimbursement	\$ 845.38
20250470	Berry Construction	16 Building Renovations	\$ 240,960.44
20250471	CDHD Petty Cash Fund	Misc. Replenishing Petty Cash	\$ 106.06
20250472	Ceballos, Veniece	63 Employee Reimbursement	\$ 184.45
20250473	Cintas Corporation	16 Janitorial Supplies	\$ 103.05
20250474	Confluence Health	16 Employee Test for Employment	\$ 968.00
20250475	Consensus Cloud Solutions, LLC	29/60 Efax Services	\$ 434.36
20250476	East Wenatchee Water District	16 Utilities	\$ 308.56
20250477	Empire Record Management, Inc.	16 Storage Lease Agreement for July	\$ 795.00
20250478	Gonzalez, Krishna	16 Employee Reimbursement	\$ 617.36
20250479	Inland Northwest Cinemedia	76 Theater Advertising	\$ 5,250.00
20250480	Language Link	15 Interpreting Services	\$ 19.38
20250481	Lozano, Griselda	12 Employee Reimbursement	\$ 15.48
20250482	ODP Business Solutions, LLC	16/40 Office Supplies	\$ 64.32
20250483	Ogden, Murphy, Wallace	16 Legal Services May	\$ 7,277.20
20250484	Pure Water Partners, LLC	16 Monthly Water Dispenser Expense for 100th Building	\$ 67.08
20250485	The 100th Building LLC	16 Rent and Utilities for July	\$ 2,814.00
20250486	Uline	12 Field Supplies	\$ 4,029.45
20250487	Visa	Misc. NFP Supplies, Lodging Fees, and Other Expenditures	\$ 5,253.04
			\$ 274,886.37

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. 20250488** through **No. 20250504** are approved for payment in the amount of \$173,167.71 this 21 day of July, 2025.

Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20250488	Ag Supply Co.	16	Office Supplies and Gas	\$ 1,148.35
20250489	Amazon Capital Services	63	Field Supplies	\$ 908.39
20250490	Berry Construction	16	Building Renovations	\$ 156,116.36
20250491	Budgyt Inc.	16	Platform License	\$ 5,506.20
20250492	Cintas Corporation	16	Janitorial Supplies	\$ 102.25
20250493	Guelich, Elise	60	Professional Group Photos Services	\$ 150.00
20250494	Health Equity	16	Health Care Benefit for June	\$ 125.00
20250495	How to Read Your Baby	63	PIPE, Training Materials	\$ 587.40
20250496	Identity & NFP CF Store	63	NFP Clothing Supplies	\$ 909.82
20250497	InPrint Printing	16	Business Cards	\$ 282.36
20250498	Kenoyer, Quinn	70/16	Employee Reimbursement	\$ 145.84
20250499	Macias, Ana Karen	62	Employee Reimbursement	\$ 42.66
20250500	Pilkinton, Lisa	16	Employee Reimbursement	\$ 487.20
20250501	Pitney Bowes Global Financial, LLC	16	Quarterly Postage Meter Lease	\$ 463.88
20250502	Regents of the University of Colorado	63	Annual Reassessment	\$ 72.00
20250503	Shai Creates LLC	15	CDHD Monthly Services RetainerScope	\$ 4,500.00
20250504	Townsquare Media	15/76/41	Advertising Expense	\$ 1,620.00
				\$ 173,167.71

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. 20250505** through **No. 20250523** are approved for payment in the amount of \$109,096.94 this 21 day of July, 2025.

Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20250505	Alpha Media	15 Radio Advertising Expense	\$ 510.00
20250506	Anatek Labs Inc.	43 Water Testing Services	\$ 2,260.00
20250507	Cascadia Consulting Group, Inc	55 Health Vulnerability Assessment	\$ 75,000.00
20250508	Cintas Corporation	16 Janitorial Supplies	\$ 103.05
20250509	Coleman Oil Co.	16 Gas Expense	\$ 242.59
20250510	Douglas County PUD #1	16 Utilities Expense	\$ 471.00
20250511	Firefly	16 Monthly Invoice	\$ 9,287.26
20250512	InPrint Printing	41 Inspection Forms	\$ 651.60
20250513	Keyhole Security	16 Service and Wage Labor Expense	\$ 4,294.19
20250514	Pitney Bowes Bank Inc. - Reserve Account	16 Postage Replenish	\$ 1,500.00
20250515	Point & Pay	16 Check and Card Processing fees May	\$ 2,161.98
20250516	Reynolds Real Estate, LLC	16 Parking lot maintenance 2nd quarter 2025	\$ 380.25
20250517	Smith, Kaila	16 Employee Reimbursement	\$ 200.00
20250518	Snitily, Stephanie	21 Employee Reimbursement	\$ 88.00
20250519	Sound Telecom	12 Answering Services	\$ 274.20
20250520	SteriCycle, Inc	83 Hazardous Drug Disposal	\$ 55.13
20250521	Visa	Misc. Meeting Supplies, Lodging Fees, and Other Expenditures	\$ 10,675.47
20250522	Water Solutions Inc.	16 Monthly water dispenser expense	\$ 192.22
20250523	Willhelm Consulting	16 Coaching Sessions	\$ 750.00
			\$ 109,096.94

Contract Number	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
Interagency Agreement No. C2500167 Pollution Prevention Assistance	Department of Ecology	This SOW provides technical assistance and education outreach to small businesses to prevent pollution of state waters as part of the Pollution Prevention Assistance Partnership	New	07/01/25-06/30/27	\$140,767	+140,767
Consolidated Contract CLH32044 Amendment #5 Office of Drinking Water Group B Program	Department of Health	This SOW provides financial support to LHJ's implementing Group B water systems programs	New	07/01/25-06/30/26	\$ 10,129	+ \$10,129
Consolidated Contract CLH32044 Amendment #5 Office of Drinking Water Group A Program	Department of Health	This SOW provides funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems. This revision adds funding through 12/31/27	Replace	01/01/25-12/31/27	\$ 8,400	+ \$8,400
Consolidated Contract CLH32044 Amendment #5 Office of Drinking Water - Alternative Drinking Water Provisions	Department of Health	This SOW provides funding to support Coliform and Nitrate monitoring in Douglas County with the focus on the areas of Bridgeport and in Chelan County with the focus of Lake Wenatchee and Leavenworth	New	07/01/25-06/30/26	\$ 20,050	+ \$20,050



CHELAN-DOUGLAS HEALTH DISTRICT

SOCIAL MEDIA COMMENT POLICY 2025

BOARD OF HEALTH APPROVAL: _____

REVISION: July 5/19 2025

1 Social Media Policy

- 1.01 GENERAL PROVISIONS
- 1.02 ADMINISTRATION
- 1.03 CHELAN-DOUGLAS HEALTH DISTRICT SOCIAL MEDIA ACCOUNTS
- 1.04 THIRD-PARTY CONTENT
- 1.05 CHELAN-DOUGLAS HEALTH DISTRICT SOCIAL MEDIA PUBLIC COMMENT POLICY
- 1.06 TERMS OF USE
- 1.07 PERSONAL SOCIAL MEDIA ACCOUNTS
- 1.08 GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT
- 1.09 LEGAL PROVISIONS
- 1.10 ENFORCEMENT

1.01 GENERAL PROVISIONS

- 1.01.010 Title
- 1.01.020 Purpose
- 1.01.030 Policy
- 1.01.040 Scope
- 1.01.050 Notice
- 1.01.060 Definitions

1.01.010 TITLE

This policy shall be referred to as the Chelan-Douglas Health District Social Media Policy and may be cited herein as the “Social Media Policy” or this “Policy.”

1.01.020 PURPOSE

Social media platforms have become meaningful and necessary mechanisms for government communication and engagement with members of the public. The purpose of this Social Media Policy is to provide Chelan-Douglas Health District employees [and authorized Board of Health members](#), with the knowledge and guidelines to conduct online communication through social media. This Policy also sets forth rules and regulations for official use of Chelan-Douglas Health District Social Media Accounts and terms of use for public use of Chelan-Douglas Health District Social Media Accounts.

1.01.030 POLICY

Chelan-Douglas Health District (CDHD) supports the secure use of authorized social media accounts to enhance communication and information exchange with the public and to increase engagement, education, and awareness with CDHD’s programs, events, and business, which aligns with our mission statement. CDHD’s communication tools and social media channels should be used in ways that provide clear communication, maximize transparency, encourage engagement, foster trust, and maintain the security of CDHD’s computer systems, networks, and information storage systems.

1.01.040 SCOPE

This Policy governs the use of social media by the Communications Department at Chelan-Douglas

Health District and use of CDHD's Social Media Accounts (Facebook, Instagram, LinkedIn, X, YouTube). To the extent permitted by law, and as more particularly provided herein, this Policy also provides guidelines regarding personal social media use by CDHD employees and staff to the extent such use impacts CDHD's business or reputation.

1.01.050 NOTICE

CDHD employees and staff shall be provided with notice of and online access to this Social Media Policy. The Social Media Manager (Communications and Language Access Director/Public Information Officer) shall be responsible for providing notice of this Policy and any amendments to all CDHD employees and staff.

1.01.060 DEFINITIONS

For purposes of this Social Media Policy, the following words and terms shall be defined as set forth herein.

- (a) **Chelan-Douglas Health District Social Media Accounts.** CDHD's Social Media Accounts (or "Health District's Social Media Accounts") are Chelan-Douglas Health District's authorized social media accounts created, managed, and maintained by the Communications Department only.
- (b) **Chelan-Douglas Health District Business.** Chelan-Douglas Health District Business refers to subject matter that directly relates to services, programs, events, initiatives, and official business for Chelan and Douglas counties by Chelan-Douglas Health District.
- (c) **Personal Social Media Accounts.** Personal social media accounts (or "Personal Accounts") are social media accounts created, managed, and maintained by CDHD's employees and staff for their own personal use and are not affiliated with, sponsored by, or directly associated with Chelan-Douglas Health District.
- (d) **Social Media.** Social media refers to online technologies used to share information, communicate, and engage with the public. Social media is used as a communication tool to distribute or amplify CDHD's Business including emergency alerts, public engagement opportunities, and general awareness of CDHD's news, events, and services.
- (e) **Social Media Agent.** Social Media Agent is any CDHD employee or Board of Health member who has authority to post to a CDHD Social Media Account on behalf of the CDHD, or on behalf of any department or employee.
- (f) **Social Media Manager.** Social Media Manager is the designated CDHD employee directed to maintain and manage CDHD Social Media Accounts and to administer and provide oversight for the implementation of this Policy. Certain roles and responsibilities of the Social Media Manager may be delegated to Social Media Agents.

1.02 ADMINISTRATION

1.02.010 Administration

1.02.020	Social Media Manager Authority
1.02.030	Social Media Manager Duties
1.02.040	Designation of Social Media Agents
1.02.050	Social Media Agent Duties
1.02.060	Account Management
1.02.070	Account Security
1.02.080	Records Management
1.02.090	Notice of Policy on Platforms

1.02.010 ADMINISTRATION

The provisions of this Policy shall be administered, interpreted, and enforced by the Social Media Manager.

1.02.020 SOCIAL MEDIA MANAGER AUTHORITY

The Social Media Manager is hereby designated as an authorized Public Information Officer (**PIO**) of the CDHD. The Social Media Manager is authorized to post to CDHD Accounts on behalf of Chelan-Douglas Health District, or on behalf of any CDHD department or employee. The Social Media Manager shall be deemed an authorized Social Media Agent for purposes of this Policy and shall be subject to all applicable provisions and posting regulations for Social Media Agents unless otherwise specifically provided herein.

1.02.030 SOCIAL MEDIA MANAGER DUTIES

In administering this Policy, the Social Media Manager should:

- (a) Define and reinforce CDHD brand standards for all social media channels.
- (b) Work with the CDHD Health Administrator to evaluate and make final determinations and recommendations for all social media channels, including requests to create new, deactivate old, and consolidate existing CDHD Social Media Accounts.
- (c) Work with the Administrative Associate, Public Records Officer and Clerk of the Board to ensure all content on authorized and official CDHD Accounts is properly and regularly archived and maintained in accordance with the provisions of this Policy and the Washington's Public Records Act.
- (d) Ensure an electronic copy or link to this Policy, and other Terms of Use and Disclaimers set forth herein, are posted on the CDHD website and on all CDHD Social Media Accounts in accordance with Section 10.02.090 (Notice of Policy on Platforms).
- (e) Work with CDHD departments to coordinate social media strategies, tactics, and campaigns for public engagement, programs, and events.
- (f) Stay up-to-date on emerging and industry best practices and provide resources and training materials to Social Media Agents.
- (g) Set standards, metrics, and benchmarking to measure effectiveness of social media efforts.
- (h) Serve as a resource to CDHD departments, including providing information, training, support, and resources related to this Social Media Policy and social media practices.
- (i) Recommend updates to this Social Media Policy and other related policies as needed.

1.02.040 DESIGNATION OF SOCIAL MEDIA AGENTS

Social Media Agents and the scope of their authority shall be designated in writing by the Social Media Manager. Such designation should also include the specific CDHD Social Media Accounts on which the Social Media Agent is authorized to post.

1.02.050 SOCIAL MEDIA AGENT DUTIES

Social Media Agents are authorized to post content to CDHD Social Media Accounts as approved by the Social Media Manager. All posting of content and management of CDHD Social Media Accounts shall comply with the specific authority granted to the Social Media Agent and shall be conducted in accordance with applicable provisions of this Policy.

(a) As part of designated duties, Social Media Agents should:

- (1) Post content to authorized accounts in accordance with the District's Terms of Use policy, as appropriate.
- (2) Monitor authorized accounts for questions from residents, questions about CDHD or department that should be addressed, and other potential issues, to the extent possible.
- (3) Respond to questions for information within a reasonable time.
- (4) Regularly track the effectiveness of posts and pages and adjust social media strategy, as needed.
- (5) Uphold brand standards and values when posting content.
- (6) Work with the Social Media Manager to develop, enhance, and use best practices for social media.
- (7) Provide the Social Media Manager with any changes made to CDHD Social Media Accounts and login information.
- (8) Work with the Administrative Associate, Public Records Officer and Clerk of the Board to ensure the retention of all public records on authorized CDHD Social Media Accounts in accordance with the provisions of this Policy and the Public Records Act.
- (9) Work with the Social Media Manager and the IT Specialist to ensure proper measures are in place to protect social media security in accordance with applicable provisions of this Policy.

(b) As part of designated duties, Social Media Agents should **not**:

- (1) Edit, hide, or delete posts or comments on CDHD Social Media Accounts unless specifically permitted to do so in this Policy or specifically directed or authorized to do so by the Social Media Manager or the Health Administrator.
- (2) Engage in arguments with members of the public on CDHD Social Media Accounts.
- (3) Comment on or answer questions on behalf of CDHD regarding CDHD Business on third-party websites or platforms. Condolence comments may be allowed if approved by the Social Media Manager.
- (4) Post content that promotes, advertises, or endorses commercial businesses, services, entities, or products on CDHD Social Media Accounts unless specifically permitted to do so in this Policy or specifically directed or authorized to do so by the Social Media Manager or Health Administrator. See, third-party posting rules set forth in Chapter 10.04 (Third-Party Content Rules).

- (5) Post content that promotes, advertises, or endorses any nonprofit or governmental entity, service, or event on CDHD Social Media Accounts unless specifically permitted to do so in this Policy or specifically directed or authorized to do so by the Social Media Manager or Health Administrator. See, third-party posting rules set forth in Chapter 10.04 (Third-Party Content Rules).

1.02.060 ACCOUNT MANAGEMENT

The Social Media Manager shall maintain a list of authorized and official CDHD Social Media Accounts and Social Media Agents. For each CDHD Social Media Account, the Social Media Manager shall retain login information and administrative privileges for security, archiving, and emergency purposes. Social Media Manager will be included as an admin on all accounts.

1.02.070 ACCOUNT SECURITY

The Social Media Manager should work with the IT Specialist to ensure appropriate social media security measures are in place for CDHD Social Media Accounts. Such security measures and practices may include, but are not limited to, enable multi-factor authentication when possible, change passwords often, change passwords immediately if Social Media Agents are removed from authorization or CDHD employment, and change passwords immediately if an authorized account has, or is suspected of being, compromised.

1.02.080 RECORDS MANAGEMENT

Any content created or maintained on CDHD Social Media Accounts including communications posted or received from citizens or users, is a public record. Chelan-Douglas Health District is responsible for maintaining such records in accordance with the Washington State Public Records Act ("Public Records Act"), as set forth in the Chapter 42.56 RCW: Public Records Act. Comments, communications, and postings on CDHD Social Media Accounts will be retained and are subject to disclosure in accordance with applicable provisions of the Public Records Act. The Administrative Associate, Public Records Officer and Clerk of the Board shall be responsible for public records management of social media records in accordance with applicable provisions of this Policy and State law. Social media records management and retention shall comply with applicable provisions of Chapter 42.56 (Public Records Act). The Social Media Manager and Social Media Agents should work with the Administrative Associate, Public Records Officer and Clerk of the Board to ensure applicable social media records are retained as required by law.

1.02.090 NOTICE OF POLICY ON PLATFORMS

An electronic copy or link to this Policy and the Terms of Use and Disclaimers set forth herein shall be posted on the CDHD website and on all CDHD Social Media Accounts. It is recommended to include a link to these policies in a similar location on the CDHD website and each CDHD Social Media Account or social networking profile.

1.03 CDHD SOCIAL MEDIA ACCOUNTS

1.03.010 CDHD Social Media Accounts

1.03.020	Uniform Design and Branding
1.03.030	Existing CDHD Accounts
1.03.040	New CDHD Accounts
1.03.050	Social Media Action Plan
1.03.060	Authority to Post Content
1.03.070	Mandatory Training Prior to Access
1.03.080	Content and Posting Goals
1.03.090	Content and Posting Guidelines
1.03.100	Posting Restrictions
1.03.110	Editing CDHD Content
1.03.120	Records Retention
1.03.130	CDHD Ownership

1.03.010 CDHD SOCIAL MEDIA ACCOUNTS

Chelan-Douglas Health District may create and use social media accounts or platforms for disseminating information about CDHD Business. Any such accounts or platforms shall be subject to the rules and regulations set forth in this Policy.

1.03.020 UNIFORM DESIGN AND BRANDING

CDHD Social Media Accounts shall bear the official title of Chelan-Douglas Health District. CDHD Social Media Accounts shall be created with a similar design and branding theme to make user interface with CDHD platforms consistent and recognizable. The Social Media Manager shall be responsible for social media design approval and criteria requirements.

1.03.030 EXISTING CDHD ACCOUNTS

Chelan-Douglas Health District has certain existing social media accounts, such as Facebook, Instagram, Linked In, X and YouTube accounts. The Social Media Manager should create a Social Media Action Plan as set forth in Section 10.03.050 (Social Media Action Plan) for all existing CDHD Social Media Accounts, as time permits.

1.03.040 NEW CDHD ACCOUNTS

The creation of a new CDHD Social Media Account must be approved by the Health Administrator. No other employee or staff, department head, or agent is authorized to create a new CDHD Social Media Account. All Social Media Accounts will be managed by the Communications Department. Any Social Media Agent requesting the creation of a new CDHD Social Media Account shall submit a written request to the Social Media Manager along with a proposed Social Media Action Plan addressing key questions, as outlined in 10.03.050. The Social Media Manager shall review and finalize the Social Media Action Plan for the proposed new CDHD Account in accordance with Section 10.03.050 (Social Media Action Plan). The Social Media Manager shall provide the Social Media Action Plan along with a written recommendation regarding the proposed new CDHD Account to the Health Administrator. The Health Administrator shall review the Social Media Action Plan and recommendation from the Social Media Manager and determine if the new CDHD Account should be approved. If the Health Administrator approves the creation of the new CDHD

Account, the Social Media Manager shall create and manage the new CDHD Account in accordance with the applicable provisions of this Policy.

1.03.050 SOCIAL MEDIA ACTION PLAN

Any Social Media Agent requesting the creation of a new CDHD Account shall work with the Social Media Manager to complete a Social Media Action Plan addressing key questions. If the Social Media Manager is proposing or initiating a new CDHD Account, the Social Media Manager shall prepare the Social Media Action Plan for the new account. The Social Media Action Plan shall include at least the following:

- (a) Overall purpose for the account and its social media strategy.
- (b) Description of why the account is needed and how it differs from existing social media channels.
- (c) Target audience, including an explanation of why existing channels fail to reach or include that audience.
- (d) Gaps in existing communication channels that will be filled by the new account.
- (e) Resources and staff time needed to create and maintain the account.
- (f) How the public records created by the account will be accessed and retained in accordance with Washington's Public Records Act.
- (g) Summary of the success metrics and monitoring for the account.
- (h) The primary employee or Social Media Agent responsible for content and management of the account.

1.03.060 AUTHORITY TO POST CONTENT

Only authorized Social Media Agents of CDHD within the Communications Department are authorized and responsible for posting content to CDHD Social Media Accounts. Any posting of content to official accounts shall comply with applicable provisions of this Policy, including, but not limited to, training, posting, and content creation provisions set forth herein.

1.03.070 MANDATORY TRAINING PRIOR TO ACCESS

Prior to gaining access to posting or editing access to a CDHD Social Media Account, the CDHD employee or staff must go through training on this Policy and social media best practices. The Social Media Manager shall create a curriculum and monitor completion of such training by authorized agents prior to access to CDHD Accounts.

1.03.080 CONTENT AND POSTING GOALS

Chelan-Douglas Health District recognizes and establishes the following goals as they relate to creation of official CDHD social media content and posts.

- (a) Increase public awareness of CDHD services, events, and programs. Build trust by enhancing transparency and accessibility of messages and communications.
- (b) Encourage residents to participate in CDHD programs, public meetings, and events.
- (c) Develop affinity for the CDHD brand by building new and existing relationships with residents.
- (d) Disseminate information regarding public safety issues or events.

1.03.090 CONTENT AND POSTING GUIDELINES

Social media content for CDHD Social Media Accounts shall be interpreted to include any information posted through words, pictures, graphics, videos, and links. When creating and posting social media content on CDHD Accounts, authorized agents shall comply with the following guidelines.

- (a) Use professional, succinct, and engaging tone of voice.
- (b) Include visual elements to accompany text when appropriate.
- (c) Use content that complies with CDHD brand standards, policies, and expectations.
- (d) Use custom CDHD images, graphics, and videos over stock images, to the extent possible.
- (e) Ensure content is ADA compliant and aiming equal treatment for all users, regardless of age, ability, or background.
- (f) Obtain written permission or release for use of private or stock images.
- (g) Comply with State open records and open meetings laws.
- (h) While GIFs and memes can be effective on social media, they should be used with caution and on a limited basis on CDHD Social Media Accounts, keeping the content's origin and context in mind, as well as the account's audience.
- (i) Content should provide a link back to CDHD's website, to the extent possible.
- (j) Use approved hashtags, when appropriate.

1.03.100 CONTENT AND POSTING RESTRICTIONS

The following restrictions apply for professional use of CDHD Social Media Accounts.

- (a) Authorized agents are prohibited from posting any content to CDHD Social Media Accounts that is hate-oriented, libelous, attacking, plagiarized, copywritten, or private information.
- (b) Authorized agents shall restrict postings to the applicable account or department and area of expertise and provide account or department updates on relevant information, events, or activities.
- (c) Authorized agents must obtain prior approval from the Social Media Manager before posting any content that promotes, advertises, or endorses any commercial business, service, entity or product. Any approval for posting such information, advertisement, or endorsement must meet the third-party posting rules set forth in Chapter 10.04 (Third-Party Content Rules).
- (d) Authorized agents must obtain prior approval from the Social Media Manager before posting any content that promotes, advertises, or endorses any nonprofit or governmental entity, service, or event. Any approval for posting such information, advertisement, or endorsement must meet the third-party posting rules set forth in Chapter 10.04 (Third-Party Content Rules).
- (e) Social media posts on CDHD Social Media Accounts that constitute a "limited public forum" shall not be deleted or hidden unless such comments or posts meet one or more of the criteria established in the Chelan-Douglas Public Health District's Social Media Comment in Chapter 10.05 (Social Media Comment Policy).
- (f) Chelan-Douglas Health District posts on CDHD Social Media Accounts that constitute a "limited public forum" shall not be edited except as otherwise provided in Chapter 10.05 (Social media Comment Policy) regarding posts that contain inaccurate or typographical or grammatical errors.
- (g) External consultants shall not be granted access to manage or post to CDHD Accounts.

1.03.110 EDITING CDHD CONTENT

Social Media Agents, including the Social Media Manager, are authorized to edit CDHD social media content and posts on CDHD Social Media Accounts when such posts or content contains inaccurate information, typographical or grammatical errors, private, protected, or controlled information, or content mistakenly posted to the wrong account. When edited, a comment should be provided as to how the post has been edited. Notwithstanding the foregoing, Social Media Agents, including the Social Media Manager, can edit any account or content on a CDHD Social Media Account or platform that is considered to be a nonpublic forum.

1.03.120 RECORDS RETENTION

Comments, communications, and postings created through CDHD Social Media Accounts are public records and shall be archived and retained by the Communications and Language Access Director in accordance with Section 10.02.080 (Records Management) and Washington's Public Records Act.

1.03.130 CDHD OWNERSHIP OF CONTENT

All content created or posted on CDHD Social Media Accounts belongs to Chelan-Douglas Health District and is considered a public record, pursuant to the Records Act. Posts, comments, replies, and messages, regardless of who created them, will be archived and managed as provided herein. CDHD employees or staff may not retain official accounts or access to any official accounts in a personal capacity or after departing employment or position with Chelan-Douglas Health District.

1.04 THIRD-PARTY CONTENT

- 1.04.010 Posting Third-Party Content**
- 1.04.020 Governmental and Nonprofit Content**
- 1.04.030 Commercial Content**
- 1.04.040 Prohibited Third-Party Content**

1.04.010 POSTING THIRD-PARTY CONTENT

The primary purpose of CDHD Social Media Accounts and usage is to provide information for citizens and the public regarding CDHD business. Chelan-Douglas Health District social media postings and

communication should primarily and substantially address CDHD business. Occasional posting of third-party content may be provided as approved by the Social Media Manager. Such determination by the Social Media Manager for posting or providing third-party content on CDHD Social Media Accounts shall be based on the criteria set forth in this Chapter. If approved, the best practice for posting any third-party content is to share the information with a link to the third-party's webpage and to clearly define and direct to an external contact.

1.04.020 GOVERNMENTAL OR NONPROFIT CONTENT

The Social Media Manager, or his or her designee, may post or provide information or advertising on CDHD Social Media Accounts for upcoming governmental, nonprofit, public safety, or public interest events, issues, projects, programs, or services that meet one or more of the following requirements:

- (a) The information is related to a governmental entity event, issue, project, program, public information, or service deemed to be in the public interest or related to public safety issues (such as advertising for the Chelan County Fair, providing information on water quality, providing fire safety information from a fire station within the Chelan or Douglas county, or providing public safety information from Washington's Department of Health);
- (b) The information is related to a governmental entity or nonprofit corporation that receives financial support or cooperation from CDHD (such as providing information about or advertising the Home Expo for Chelan and Douglas Counties supported by KPQ);
- (c) The information is related to a governmental entity or nonprofit corporation of which the CDHD is a member or has a representative on the entity's board of directors;
- (d) The information is related to an event, issue, project, program, public information, or service deemed to be in the public interest (such as advertising for La Posada for CAFÉ, Farmers Market); or
- (e) The information is related to an event, project, program, or service sponsored or funded by a governmental entity.

1.04.030 COMMERCIAL CONTENT

Content that promotes, advertises, or endorses commercial businesses, entities, services, or products is not generally allowed to be posted on CDHD Social Media Accounts. Such commercial content may be approved by the Social Media Manager in limited circumstances when such content meets one or more of the following requirements:

- (a) The content references certain businesses or entities solely for the purpose of acknowledging or recognizing certain donations or services provided to CDHD or donations or services deemed to be within the public interest (such as naming a specific business for donating materials for CDHD project or naming a specific business for donating funds to support CDHD event); or
- (b) The content is related to an event, issue, project, program, public information, or service deemed to be in the public interest (such as advertising for Trick or Treat at CVCH).

1.04.040 PROHIBITED THIRD-PARTY CONTENT

No third-party content shall be posted on any CDHD Social Media Account or platform that is political in nature or that involves any fund-raising event or information. Except as otherwise provided in Section 10.04.030 (Commercial Content), no third-party content should promote, advertise, or endorse a particular business, entity, service, or product.

1.05 CHELAN-DOUGLAS HEALTH DISTRICT SOCIAL MEDIA PUBLIC COMMENT POLICY

- 1.05.010 Public Forum
- 1.05.020 Limited Public Forum
- 1.05.030 Nonpublic Forum
- 1.05.040 Moderating Public Comments
- 1.05.050 Retaining Public Comments
- 1.05.060 Editing or Deleting Public Comments
- 1.05.070 Hiding Public Comments
- 1.05.080 Editing CDHD Comments
- 1.05.090 Prohibited Public Comments
- 1.05.100 Procedure to Hide Public Comments
- 1.05.110 Turning Off Comments
- 1.05.120 Retention of Edited Records
- 1.05.130 Notice of Chelan-Douglas Health District Social Media Public Comment Policy

1.05.010 PUBLIC FORUM

If a CDHD Social Media Account allows public comment or interaction with CDHD or other members of the public, the CDHD Social Media Account or platform may constitute a “limited public forum” subject to constitutional free speech protections. See, Section 10.05.020 (Limited Public Forum).

1.05.020 LIMITED PUBLIC FORUM

If a CDHD Social Media Account or platform allows public comment or interaction with the CDHD or other members of the public, the account or platform may constitute a “limited public forum” subject to First Amendment free speech protections. As a limited public forum, CDHD may restrict or limit certain speech such as off-topic, profane, threatening, or hateful speech. If a CDHD Social Media Account is considered a limited public forum, public comments on the account must be retained and may not be edited, except as otherwise provided herein and as allowed by law. The retention and editing of any public comments or interactions with Chelan-Douglas Health District on CDHD Social Media Accounts shall be subject to the terms and conditions of this Chapter.

1.05.030 NONPUBLIC FORUM

If CDHD Social Media Account does not allow public comment or interaction with CDHD or other members of the public, the account or platform may be considered a nonpublic forum or “government speech” which is not subject to First Amendment free speech protections. To be considered a nonpublic forum or government speech, CDHD must have complete control over the message and the account or platform cannot have any kind of “chat room,” “bulletin board,” or other public comment section or platform where private viewers can express opinions or post information or questions. If the account or platform is considered a nonpublic forum, CDHD need not allow opposing viewpoints.

1.05.040 MODERATING PUBLIC COMMENTS

The moderating, retention, and editing of any public comments on CDHD Social Media Accounts that are considered to be a limited public forum shall be subject to the following public comment moderation, retention, and editing guidelines. The Social Media Manager shall designate which accounts are limited public forums subject to the provisions of this Chapter. Except as otherwise provided herein, only the Social Media Manager can edit, hide, or remove public comments on CDHD's Social Media Account that is considered a "limited public forum." Though CDHD may moderate and monitor public comments subject to these policies, CDHD does not guarantee a response to all questions and comments posted to CDHD Social Media Accounts.

1.05.050 RETAINING PUBLIC COMMENTS

Chelan-Douglas Health District Social Media Accounts that encourage the exchange of ideas and information by allowing users to voice their opinions and ask questions inevitably results in some comments made on CDHD's Social Media Accounts that may be negative or unsavory. If comments are in context to the conversation and are not otherwise prohibited content as set forth in Section 10.05.090 (Prohibited Public Comments), the comments should remain visible, regardless of whether their content is favorable or unfavorable towards CDHD. Such public comments shall be retained as public records in accordance with the Public Records Act and Section 10.02.080 (Records Management).

1.05.060 EDITING OR DELETING PUBLIC COMMENTS

Except as otherwise provided herein, Social Media Agents, including the Social Media Manager, should not edit or delete public comments on CDHD's Social Media Accounts that are considered a limited public forum. If such comments meet the criteria for prohibited public comments under Section 10.05.090 (Prohibited Public Comments), the comments should be hidden rather than edited or deleted. An exception may be made for spam or malware comments or posts that constitute a threat to CDHD's cybersecurity or computer systems, networks, and information storage systems.

1.05.070 HIDING PUBLIC COMMENTS

Social Media Agents, including the Social Media Manager, may only hide public comments on CDHD Social Media Accounts that constitute a "limited public forum" when such comments meet the criteria for prohibited comments under Section 10.05.090 (Prohibited Public Comments). When possible, Social Media Agents should consult with the Social Media Manager before hiding comments on CDHD Accounts that constitute a "limited public forum." When time is of the essence, such as content that contains an obscenity or promotes illegal activity, Social Media Agents may immediately hide such content. In such cases, the Social Media Agent shall notify the Social Media Manager within 24 hours that the content was hidden and for what reason.

1.05.080 EDITING CDHD COMMENTS

Social Media Agents, including the Social Media Manager, are authorized to edit CDHD social media content and posts on CDHD Accounts in accordance with Section 10.03.110 (Editing CDHD Content).

1.05.090 PROHIBITED PUBLIC COMMENTS

For CDHD Social Media Accounts that constitute a “limited public forum,” public comments may not include the following listed content. Social Media Agents are allowed to hide public comments when the comments contain one or more of the following listed content.

- (a) **Commercial Solicitation:** Any content related to commercial solicitation or advertisement or of self.
- (b) **Copyright:** Any content or material that infringes on a copyright.
- (c) **Defamation:** Any statement or content constituting defamation which requires the statement must be false, an assertion of fact, and cause damage.
- (d) **Discrimination:** Any content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status regarding public assistance, national origin, physical or mental disability, or sexual orientation, including any content that encourages or promotes discriminatory government employment or hiring practices.
- (e) **Fraud:** Any content that commits or attempts to commit fraud on any person or entity or encourages others to commit fraud.
- (f) **Illegal Activities:** Any content that commits or attempts to commit a crime or encourages others to commit a crime.
- (g) **Malware:** Any content or links to malware.
- (h) **Inaccurate/Incorrect Information/Misinformation:** Any information [regarding program-specific activities, staff, operations, etc.](#), that is false, inaccurate, or misleading according to the best available evidence at the time. Note: This definition is not intended to suppress respectful dialogue, differing opinions, or critical discussion – especially on evolving or complex public health topics. The goal is to ensure accurate information is shared while allowing space for open conversation.
- (i) **Obscenity:** Any obscene, profane, or indecent utterance, act, or sexually explicit content that strongly offends the prevalent morality of the time, including emojis of such nature. Most third-party social media platforms filter obscene content on their own.
- (j) **Personally Identifiable Information:** Any personally identifiable information such as home addresses, social security numbers, driver license numbers, etc.
- (k) **Spam:** Any content not topically related to the particular social media post being commented upon, including random, duplicative (posting comments repeatedly over a short period of time) or unintelligible comments or hyperlinks to websites
- (l) **Threats:** Any communicated intent to inflict harm or loss on another that is usually very specific. A test for this is whether you could charge the statement criminally.

1.05.100 PROCEDURE TO HIDE PUBLIC COMMENTS

If a public comment meets any of the criteria above, the following steps must be taken.

- (a) The Social Media Agent or Social Media Manager will search for the comment on CDHD’s social media retention software or records to make sure the record has been retained as a public record.
- (b) The Social Media Agent or Social Media Manager should privately message the comment’s author to inform them that the comment in question is being hidden. Here is an example:

“We are reaching out to let you know that your comment made on [\[Authorized Account Name\]](#) about [\[topic\]](#) has been removed for violating Chelan-Douglas Health District Social Media Comment Policy Social Media Terms of Use. These Terms of Use can be found through [\[insert link\]](#) and are also posted on the CDHD’s website:

[insert link]. Your comment is considered a public record, pursuant to the Public Records Act. Though it is no longer visible to other social media users, the comment has been properly archived in compliance with the Public Records Act standards.”

- (c) The Social Media Agent or Social Media Manager will hide the comment (**not delete it**).
- (d) If the Social Media Manager was not consulted prior to hiding the comment due to circumstances, the Social Media Agent should notify the Social Media Manager within 24 hours.

1.05.110 TURNING OFF COMMENTS

Some third-party social media platforms allow administrators to turn off a post’s comments entirely. Social Media Agents may disable comments for certain posts if such comments are disabled immediately at the time of posting. Social Media Agents must consult with the Social Media Manager if they want to turn off comments after the posting.

1.05.120 RETENTION OF EDITED RECORDS

Any edits made to posted content and comments as provided herein, including any comments that are removed by CDHD due to inappropriate content, shall be retained in accordance with applicable provisions of the Public Records Act and Section 10.02.080 (Records Management).

1.05.130 NOTICE OF CHELAN-DOUGLAS HEALTH DISTRICT SOCIAL MEDIA PUBLIC COMMENT POLICY

The Social Media Manager shall ensure that a copy or link to the Chelan-Douglas Health District’s Social Media Comment Policy is posted and accessible to the public on each CDHD Social Media Account that is considered a “limited public forum.”

1.06 TERMS OF USE

- 1.06.010 Scope**
- 1.06.020 Accuracy Disclaimer**
- 1.06.030 Public Records Disclaimer**
- 1.06.040 Ownership of Content**
- 1.06.050 Third-Party Policies**
- 1.06.060 Notice of Terms of Use**
- 1.06.070 Terms of Use**

1.06.010 SCOPE

Any person commenting, posting, following, sharing, or otherwise using any CDHD Social Media Account shall be subject to the CDHD’s Social Media Policy and the Social Media Terms of Use (“Terms of Use”) as more particularly set forth herein.

1.06.020 ACCURACY DISCLAIMER

The Communications Department uses CDHD Social Media Accounts, including online engagement tools such as LinkedIn, social media, websites, X, and YouTube, as a public service to provide information about matters of public interest in Chelan and Douglas counties. CDHD assumes no liability for any inaccuracies in these posts and does not guarantee that the information shared on these platforms will be uninterrupted or error-free.

1.06.030 PUBLIC RECORDS DISCLAIMER

Chelan-Douglas Health District Social Media Accounts are subject to applicable public records laws. Any content maintained in a social media format related to CDHD Business, including communications posted by CDHD and communications posted or received from citizens or users is a public record.

Chelan-Douglas Health District is responsible for maintaining and classifying such records in accordance with the Public Records Act. Any user must be aware that their comments, communications, and postings on CDHD Social Media Accounts will be retained and may be shared with others, including disclosure in response to a Public Records request, even if those communications are moderated or later deleted or hidden, unless otherwise classified as private, protected, or controlled.

1.06.040 OWNERSHIP OF CONTENT

All content created or posted (e.g., posts, comments, replies, and messages) on CDHD Social Media Accounts belongs to Chelan-Douglas Health District and is considered a public record subject to retention and maintenance in accordance with the Public Records Act and CDHD's Social Media Policy.

1.06.050 THIRD-PARTY POLICIES

Third-party social media platforms (e.g., Facebook, LinkedIn, Instagram, X, YouTube) have their own privacy policies. Users of CDHD Social Media Accounts that use third-party platforms, such as Facebook and X, should refer to the terms of use and privacy policies of such social media platforms for more information as users are no longer on a CDHD website and are subject to the terms of use and privacy policies of that website or social media platform.

1.06.060 NOTICE OF TERMS OF USE

The Social Media Manager shall ensure that a copy or link to the CDHD's Social Media Terms of Use is posted and accessible to the public on each CDHD Social Media Account.

1.06.070 TERMS OF USE

Any individual or user who accesses an online platform utilized by CDHD agrees they have read, understand, and accept, without limitations, the provisions of this Chapter and the Terms of Use set forth herein. Chelan-Douglas Health District's Terms of Use are in addition to those upheld by the social media platforms.

1.07 PERSONAL SOCIAL MEDIA ACCOUNTS

- 1.07.010 Personal Use of Social Media
- 1.07.020 Protected Speech
- 1.07.030 Personal Use and Chelan-Douglas Health District Business
- 1.07.040 Employee Submittal of Public Records
- 1.07.050 Prohibited Use of CDHD Logos and Accounts
- 1.07.060 Disclaimer Regarding Personal Comments
- 1.07.070 Public Records and Discovery
- 1.07.080 Privileged, Protected and Controlled Information
- 1.07.090 Protected Concerted Activity
- 1.07.100 Matters of Public Concern
- 1.07.110 Possible Disciplinary Action for Comments on Personal Social Media Accounts
- 1.07.120 No Expectation of Privacy on CDHD Systems

1.07.010 PERSONAL USE OF SOCIAL MEDIA

Chelan-Douglas Health District recognizes employees' right to create and use personal social media accounts and employees' right to exercise his or her First Amendment free speech rights to the extent protected by law. Any use of such Personal Social Media Accounts shall be subject to the provisions of this Policy as well as the social media or related policies contained in the Employee Handbook.

1.07.020 PROTECTED SPEECH

- (a) The provisions of this Policy are not intended to be overly broad in prohibiting protected speech activities of CDHD employees and should be interpreted broadly to allow CDHD employees all rights and protections recognized by law with regards to protected speech activities.
- (b) Nothing in this Policy is intended to prevent a CDHD employee from exercising their right to protected First Amendment speech; making a complaint of discrimination or other workplace misconduct; expressing an opinion on a matter of public concern that does not unduly disrupt CDHD operations; or engaging in other activity protected or privileged by law, including, but not limited to, speech and/or expression protected under State or Federal Constitutions, as well as labor laws and other applicable laws. However, speech that significantly harms the CDHD's ability to provide public services or that violates specific provisions of this Policy may be grounds for disciplinary action, up to and including termination.
- (c) Nothing in this policy is intended to regulate or restrict employees from commenting about wages, hours, or other terms and conditions about their employment relationship with Chelan- Douglas Health District, exclusive of privileged or confidential information, or to regulate or restrict any personal comments about political belief, political affiliation, engaging in politics, or becoming a candidate for office.

1.07.030 PERSONAL USE AND CHELAN-DOUGLAS HEALTH DISTRICT BUSINESS

Employees should use their Personal Social Media Accounts for personal social media communications, comments, and postings. Employees should not use their Personal Social Media Accounts to conduct or perform Chelan-Douglas Health District Business considered to be part of their official job duties. When an employee uses their Personal Social Media Accounts to conduct CDHD Business or perform official job duties, such comments, communications, and postings create a public record. That public record must be retained, classified, and maintained in accordance with the Public Records Act. At no time should an employee use their Personal Social Media Accounts to conduct CDHD Business or perform official job duties during the employee's off-hours. If such off- hour use occurs, the employee should report the time as worked and the employee may be subject to CDHD's disciplinary policies.

1.07.040 EMPLOYEE SUBMITTAL OF PUBLIC RECORDS

Since Chelan-Douglas Health District does not maintain or have retention or archiving access to an employee's Personal Social Media Accounts, in the event an employee conducts Chelan-Douglas Health District Business on a Personal Social Media Account, the employee shall retain the record and submit the same to CDHD when required to comply with applicable provisions of the Public Records Act.

1.07.050 PROHIBITED USE OF CDHD LOGOS AND ACCOUNTS

When creating and using any Personal Social Media Accounts including blogs/vlogs, Chelan-Douglas Health District employees are prohibited from:

- (a) Using a Chelan-Douglas Health District email address (i.e., creating a personal account using [cdhd.wa.gov](mailto:cdhd@wa.gov), cdhd.com or chelandouglashealthdistrict.com email address);
- (b) Using a Chelan-Douglas Health District logo, emblem, or other CDHD identifier without posting a disclaimer in their profile, as described below;
- (c) Linking to a CDHD website URL without posting a disclaimer in their profile, as described below; and
- (d) Using "Chelan-Douglas Health District" in their identity or username.

1.07.060 DISCLAIMER REGARDING PERSONAL COMMENTS

If an employee identifies their affiliation with Chelan-Douglas Health District when conducting personal social media activities; uses a brand, logo, emblem, or other CDHD identifier; or posts a link to a CDHD website, the employee should state in their profile or other accessible location on the social media platform that they are speaking on their own behalf and that their comments are not representative of or on behalf of Chelan-Douglas Health District. The employee should state in his or her profile that his or her comments are not representative of Chelan-Douglas Health District (e.g., "Views are my own," "Anything I share is my personal opinion and should not be considered the opinion or position of Chelan-Douglas Health District").

1.07.070 PUBLIC RECORDS AND DISCOVERY

Whether or not an employee specifies on their Personal Social Media Accounts that they work for Chelan-Douglas Health District, their employment with CDHD is public record. Employees should be mindful that whenever they discuss issues online, whether in a personal or professional capacity, their comments can be tied back to their employment with Chelan-Douglas Health District. Additionally, Personal Accounts may be obtained and used in civil proceedings, criminal trials, department investigations, and to assess bias that would erode public trust in Chelan-Douglas Health District.

1.07.080 PRIVILEGED, PROTECTED, AND CONTROLLED INFORMATION

Employees shall not share, disseminate, or otherwise disclose any information obtained as part of their job duties or employment with CDHD that is classified as private, protected, or controlled under the Public Records Act.

1.07.090 PROTECTED CONCERTED ACTIVITY

Employees shall not be subject to disciplinary action for personal comments on social media relating to certain job performance or working conditions related to CDHD employment or officials that qualify as “protected concerted activity.” Employee conduct may be considered “protected concerted activity” if the conduct: (1) relates to conditions of employment; and (2) seeks to involve other employees on issues related to employment.

1.07.100 MATTERS OF PUBLIC CONCERN

Public employees have additional protections in the employee speech realm when speaking on “matters of public concern.” Employees shall not be subject to disciplinary action for personal comments on social media when speaking on matters of public concern, such as posting about alleged government corruption or supporting a particular political candidate or ballot initiative.

1.07.110 POSSIBLE DISCIPLINARY ACTION FOR COMMENTS ON PERSONAL SOCIAL MEDIA ACCOUNTS

In limited circumstances, evidence of employee misconduct related to job performance that is gathered from social media or networking sites may be an appropriate basis for disciplinary action against employees. Any such basis for disciplinary action for misconduct must impact or have a nexus to the reputation of Chelan-Douglas Health District or CDHD’s ability to deliver services to the public. (For example, a septic inspector who posts on social media about routinely falsifying inspection reports could be subject to disciplinary action. This is because such actions directly damage the public’s trust with Chelan-Douglas Health District.)

1.07.120 NO EXPECTATION OF PRIVACY ON CDHD SYSTEMS

An employee who accesses a Personal Social Media Account from a CDHD owned, leased, or provided device, network, or technology has no right to privacy of any information created, stored, transmitted, accessed, or viewed from that device, network, or technology. Chelan-Douglas Health District may review, read, or otherwise monitor all internet activity and websites that are accessed from CDHD owned, leased, or provided device, network, or technology.

1.08 GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT

- 1.08.010 Retention of CDHD Social Media Accounts and Posts**
- 1.08.020 Notice of New CDHD Social Media Accounts**
- 1.08.030 Retention of Personal Social Media Accounts or Posts**
- 1.08.040 Responding to Records Requests**
- 1.08.050 Responding to Discovery Requests**

1.08.010 RETENTION OF CDHD SOCIAL MEDIA ACCOUNTS AND POSTS

Chelan-Douglas Health District Social Media Accounts and posts, including public comments, create and constitute a government record under the Public Records Act. Chelan-Douglas Health District must retain social media records in accordance with the Public Records Act. CDHD retains social media records by contracting with third-party social media public records capture services. Social media records shall be retained in accordance with CDHD's adopted retention schedule and applicable provisions of law. Chelan-Douglas Health District's records retention program is managed by the Administrative Associate, Public Records Officer and Clerk of the Board in accordance with Section 10.02.080 (Records Management). Unless otherwise provided by law, social media content considered spam, commercial solicitation, or malware, as defined in Section 10.05.090 (Prohibited Public Comments), is not considered a record and therefore need not be retained by Chelan-Douglas Health District.

1.08.020 NOTICE OF NEW CDHD SOCIAL MEDIA ACCOUNTS

The Social Media Manager shall notify the Administrative Associate, Public Records Officer and Clerk of the Board of the creation of any new CDHD Social Media Account. The Administrative Associate, Public Records Officer and Clerk of the Board shall notify the contracted third-party so the account can be added to the list of accounts to be monitored and retained by the social media records capture services contractor.

1.08.030 RETENTION OF PERSONAL SOCIAL MEDIA ACCOUNTS OR POSTS

Under most circumstances, Personal Social Media Accounts or posts are not considered public records and CDHD does not retain records created by Personal Social Media Accounts or posts. Personal Social Media Accounts, including campaign accounts or posts should not be used to create a public record. In order to avoid the creation of a public record, the use of Personal Social Media Accounts should not be used to conduct CDHD Business or to

otherwise comment in the official capacity of a CDHD employee or staff. However, such Personal Accounts may still be subject to discovery or court proceedings.

1.08.040 RESPONDING TO RECORDS REQUESTS

Since social media content is considered a public record, such records may need to be included in response to broadly worded Public Records request, such as “all notifications of street closures,” or “all emails and communications regarding proposed cemetery regulations.”

1.08.050 RESPONDING TO DISCOVERY REQUESTS

Social media content is increasingly requested during litigation. Failure to produce social media records in response to discovery requests may result in sanctions, fines, and compromised legal position.

1.09 LEGAL PROVISIONS

- 1.09.010 Confidentiality**
- 1.09.020 Copyright**
- 1.09.030 Legal Liability**
- 1.09.040 No Expectation of Privacy**
- 1.09.050 Amendments**

1.09.010 CONFIDENTIALITY

Confidential Chelan-Douglas Health District information must not be shared on any social media channel. This includes information subject to copyrights and other licensing agreements, contract evaluations prior to award, attorney-client privileged matters, and any other information that is exempt from disclosure as private, protected, or controlled under the Public Records Act. CDHD employees and staff shall not divulge confidential CDHD information on any social media account or page, whether as a CDHD employee or staff, or private citizen.

1.09.020 COPYRIGHT

All information and materials produced by Chelan-Douglas Health District and posted on the CDHD’s social media platforms are the Health District’s property. Commercial use of CDHD property is prohibited. Chelan-Douglas Health District does not allow unauthorized use of any CDHD-owned logos or symbols on any nonofficial social media account.

1.09.030 LEGAL LIABILITY

All authorized agents and CDHD employees and staff must recognize that they and CDHD may be liable for anything written or posted online including, but not limited to, commentary, content, or images that are defamatory, pornographic, confidential, proprietary, harassing, libelous, in violation of copyright laws, or that create a hostile work environment.

1.09.040 NO EXPECTATION OF PRIVACY

There is no expectation of privacy with social media comments or postings on CDHD Social Media Accounts or when using CDHD devices, networks, or systems. Chelan-Douglas Health District reserves the right to monitor the use of its accounts, devices, and networks and to retrieve, manage, and retain all social media comments and postings on CDHD Accounts or social media activity when using CDHD devices, networks, or systems.

1.09.050 AMENDMENTS

Chelan-Douglas Health District reserves the right to unilaterally alter, amend, except, or revoke any policy, practice, or procedure set forth herein in its sole discretion. The Communications Director shall be responsible for compiling and maintaining an updated version of this Social Media Policy and notifying applicable employees and staff of any updates hereto.

1.10 ENFORCEMENT

1.10.010 Employee Violations

1.10.020 User Violations

1.10.010 EMPLOYEE VIOLATIONS

An employee who violates the terms and conditions of this Policy may be subject to disciplinary action, up to and including termination. Authorized access to any CDHD Social Media Accounts may be temporarily or permanently restricted or prohibited. Any violation of State law as referenced herein may be subject to civil or criminal enforcement in accordance with applicable provisions of law.

1.10.020 USER VIOLATIONS

Any user who violates the terms and conditions of this Policy, including the Terms of Use and Social Media Public Comment Policy set forth herein, may be restricted or prohibited from using or posting content to CDHD Social Media Accounts. Any violation of State law as referenced herein may be subject to civil or criminal enforcement in accordance with applicable provisions of law.

Chelan-Douglas Health District
2025 Budget
7/21/2025

Description	Total
Description	
Beginning Cash Balance 1-1-25	5,276,966
Less Cash Reserves	(2,000,000)
Add ARPA funds still due from Chelan County	52,604
Less ARPA Reserves spent on Cap Improvements (+ interest earned)	(632,425)
Less 2025 Vehicle purchase (approved by BOH)	(44,374)
Less District's contribution to Cap Improvements (approved by BOH)	<u>(551,175)</u>
Cash Available to spend (includes \$1,315,000 FPHS Carryover from 2024)	2,101,596
2024 Carryover	2,101,596
2025 Program Revenue	7,297,240
2025 Program Expenses	<u>(7,307,348)</u>
12-31-2025 Balance (includes \$1,250,870 FPHS Carryover for 2026)	2,091,488
12-31-2025 Cash Reserves	<u>2,000,000</u>
12-31-25 Ending Cash Balance	4,091,488

Chelan-Douglas Health District			
2025 Budget			
7/21/2025			
Description	2025 Revised Budget 7-21-25	2025 Revised Budget 2-24-25	Change
Beginning Balance	2,101,596	2,101,596	
Revenue			
Permits			
640.001.32120.00.000 - HEALTH - BUSINESS LICENSES AND PERMITS	708,543	652,900	55,643
640.001.32210.00.000 - BUILDINGS AND STRUCTURE PERMITS	495,551	436,276	59,275
Federal Grants			-
640.001.33310.55.000 - SUPPLEMENTAL NUTRITION PROGRAM-WIC	193,980	196,279	(2,299)
640.001.33360.00.000 - EPA ENV JUSTICE GOVT-TO-GOVT GRANT	55,864	115,000	(59,136)
640.001.33393.06.000 - PUBLIC HEALTH EMERGENCY PREPAREDNESS	175,362	218,000	(42,638)
640.001.33393.08.000 - MEDICAL RESERVE CORP SMALL GRANT PROGRAM	5,000	5,000	
640.001.33393.26.000 - IMMUNIZATION GRANT	23,648	34,326	(10,678)
640.001.33393.32.000 - EPIDEMIOLOGY/LAB CAPACITY (ELC)	181,216	161,500	19,716
640.001.33393.35.000 - PUBLIC HEALTH WORKFORCE DEVELOPMENT	34,004	69,978	(35,974)
640.001.33393.77.000 - MEDICAID MATCH	319,592	300,000	19,592
640.001.33393.96.000 - PH INFRASTRUCTURE GRANT	99,535	114,000	(14,465)
640.001.33393.99.000 - PREVENTATIVE HEALTH/MCH BLOCK GRANT	107,120	125,160	(18,040)
State Grants			
640.001.33403.10.000 - DEPARTMENT OF ECOLOGY	162,184	155,000	7,184
640.001.33404.10.000 - STATE GRANT DCYF	372,912	370,000	2,912
640.001.33405.10.000 - DEPT OF NATURAL RESOURCES	148,439	165,000	(16,561)
640.001.33404.91.000 - DEPT OF HEALTH - GENERAL FUND	95,417	99,300	(3,883)
640.001.33406.90.000 - HCA GENERAL FUNDS	50,249	51,749	(1,500)
State Entitlements			
640.001.33604.24.000 - PUBLIC HEALTH ASSISTANCE	399,634	399,634	-
640.001.33604.25.000 - FOUNDATIONAL PUBLIC HEALTH SERVICES	2,541,740	2,715,000	(173,260)
Intergovernmental Revenue			
640.001.33862.00.000 - PUBLIC HEALTH ASSESSMENTS	457,819	457,819	(0)
640.001.33863.00.000 - INTERGOVERNMENTAL SERVICES REVENUE	-	75,000	(75,000)
Fees for Service			
640.001.34620.00.000 - PUBLIC HEALTH CLINIC	11,344	10,456	888
640.001.34650.00.000 - ENVIRONMENTAL HEALTH FEE FOR SERVICES	335,921	379,954	(44,033)
640.001.34670.00.000 - OTHER PUBLIC HEALTH FEES (VITAL STATS)	113,988	105,000	8,988
Miscellaneous Revenue			
640.001.35000.00.000 - FINES AND FORFEITS	(300)		(300)
640.001.36111.00.000 - INVESTMENT INTEREST	147,542	144,000	3,542
640.001.36700.00.000 - DONATIONS AND LOCAL GRANTS	53,005	-	53,005
640.001.36900.00.000 - OTHER MISCELLANEOUS REVENUES	7,932	2,000	5,932
Total Revenue	7,297,240	7,558,331	(261,090)

Chelan-Douglas Health District			
2025 Budget			
7/21/2025			
Description	2025 Revised Budget 7-21-25	2025 Revised Budget 2-24-25	Change
Expenses			
Salaries & Benefits			
640.001.56200.10.000 - SALARIES & WAGES	4,311,157	4,563,104	(251,946)
640.001.56200.20.000 - PERSONNEL BENEFITS	1,460,194	1,640,167	(179,974)
Supplies			
640.001.56200.31.100 - OFFICE SUPPLIES	37,414	44,580	(7,166)
640.001.56200.31.200 - CLINICAL SUPPLIES	1,450	1,400	50
640.001.56200.31.500 - FIELD SUPPLIES	133,945	133,300	645
640.001.56200.31.800 - JANITORIAL SUPPLIES	6,335	6,000	335
640.001.56200.35.100 - BOOKS, REFERENCES & VIDEOS	1,638		1,638
640.001.56200.35.200 - SOFTWARE	179,927	196,740	(16,813)
640.001.56200.35.300 - HARDWARE	17,700	25,200	(7,500)
640.001.56200.35.000 - SMALL TOOLS & MINOR EQUIPMENT	490	1,840	(1,350)
640.001.56200.31.300 - LABORATORY SUPPLIES	700	1,200	(500)
640.001.56200.31.400 - DRUGS & MEDICINES	4,000	7,950	(3,950)
Services			
640.001.56200.41.100 - SERVICES - LEGAL	111,287	120,000	(8,713)
640.001.56200.41.200 - SERVICES - AUDIT	32,000	32,000	-
640.001.56200.41.300 - SERVICES - INTERPRETING	3,820	6,360	(2,540)
640.001.56200.41.450 - SERVICES - ANSWERING SERVICE	2,913	2,400	513
640.001.56200.41.500 - SERVICES - OUTSIDE DRS & DENTISTS	9,100	9,000	100
640.001.56200.41.600 - SERVICES - COMPUTER	134,547	144,000	(9,453)
640.001.56200.41.800 - SERVICES - OUTSIDE LABORATORIES	140	240	(100)
640.001.56200.41.900 - SERVICES - CONTRACTS & MISC	266,273	389,353	(123,080)
640.001.56200.41.920 - SERVICES - LANDSCAPE	1,500	2,400	(900)
640.001.56200.41.930 - SERVICES - PARKING LOT MAINT	7,432	10,000	(2,568)
Communications			
640.001.56200.42.010 - TELEPHONE	43,395	46,296	(2,901)
640.001.56200.42.020 - POSTAGE	9,556	14,360	(4,804)
Travel/Training			
640.001.56200.43.100 - TRAVEL - MILEAGE	3,099	4,310	(1,211)
640.001.56200.43.200 - TRAVEL - GASOLINE & MAINTENANCE	15,351	16,990	(1,639)
640.001.56200.43.300 - PROFESSIONAL TRAVEL AND TRAINING	66,363	69,980	(3,617)
640.001.56200.43.400 - TRAVEL - CONFERENCES - MEALS & LODGING	37,427	33,025	4,402
640.001.56200.43.500 - TRAVEL - OTHER	13,916	10,410	3,506
Advertising			
640.001.56200.44.100 - ADVERTISING - NEWSPAPER	3,389	2,400	989
640.001.56200.44.200 - ADVERTISING - OTHER	31,950	31,220	730

Chelan-Douglas Health District			
2025 Budget			
7/21/2025			
Description	2025 Revised Budget 7-21-25	2025 Revised Budget 2-24-25	Change
Expenses (continued)			
Leases			
640.001.56200.45.000 - OPERATING RENTALS & LEASES	36,141	41,676	(5,535)
Utilities			
640.001.56200.47.000 - PUBLIC UTILITY SERVICES	19,379	19,200	179
Repairs & Maintenance			
640.001.56200.48.100 - EQUIPMENT	674	806	(132)
640.001.56200.48.200 - AUTOS	9,634	4,800	4,834
640.001.56200.48.300 - BUILDING	31,037	29,180	1,857
Printing			
640.001.56200.49.000 - PRINTING - OFFICE	1,532	2,290	(758)
640.001.56200.49.001 - PRINTING - COPIER	26,080	24,000	2,080
640.001.56200.49.200 - PAMPHLETS - PRINTED OR PURCHASED	2,765	7,240	(4,475)
Dues/Subscriptions			
640.001.56200.49.300 - DUES/MEMBERSHIPS/REGISTRATIONS	13,682	19,618	(5,936)
640.001.56200.49.400 - SUBSCRIPTIONS	3,863	4,990	(1,127)
Other Expenditures			
640.001.56200.46.000 - INSURANCE	140,561	140,000	561
640.001.56200.49.700 - CONTINUING EDUCATION	7,899	16,740	(8,841)
640.001.56200.49.500 - OTHER EXPENDITURES	65,693	80,248	(14,555)
Total Expenses	7,307,348	7,957,013	(649,665)
Surplus/Deficit	(10,108)	(398,683)	

Board of Health

Position 1: Brad Hawkins, Chelan County Commissioner

Position 2: Shon Smith, Chelan County Commissioner and Chair

Position 3: Randy Agnew, Douglas County Commissioner and Vice Chair

Position 4: Marc Straub, Douglas County Commissioner

Position 5: Jerrilea Crawford, East Wenatchee Mayor - term expires **12/31/25**

Position 6: Sharon Waters, Leavenworth City Counsel Member - term expires **12/31/25**

Position 7: Marissa Smith (Alternate Michael Peterson) - second term expires **12/31/26**

Position 8: Bindu Nayak (Alternate Kim Newman) - first term expires **12/31/25**

Position 9: Alma Chacon (Alternate Carin Smith)- second term expires **12/31/26**

Position 10: Bill Sullivan (Alternate Daniel Moody)- first term expires **12/31/25**

Position 11: Joseph Hunter (no current alternate) - second term expires **12/31/27**

RESOLUTION NO. 2022 - 30

Re: Approving Amended Bylaws of Chelan-Douglas Health District Board of Health

WHEREAS, the 2021 Washington State Legislature under E2SHB 1152 enacted legislation addressing the compositions and appointments to local boards of health which will require Chelan and Douglas Counties, as of July 1, 2022, to modify the Chelan-Douglas Health District Board members; and

WHEREAS, pursuant to the provisions of RCW 70.46.020(1), not amended by Section 5 of SHB 1152 having an effective date of July 1, 2022, health districts consisting of two or more counties may be created whenever two or more boards of county commissioners shall by resolution establish a district for such purpose. Such a district shall consist of all the area of the combined counties. The district board of health of such a district shall consist of not less than five members for districts of two counties and seven members for districts of more than two counties, including two representatives from each county who are members of the board of county commissioners and who are appointed by the board of county commissioners of each county within the district, and shall have a jurisdiction coextensive with the combined boundaries. The boards of county commissioners may by resolution or ordinance provide for elected officials from cities and towns and persons other than elected officials as members of the district board of health so long as persons other than elected officials do not constitute a majority; and

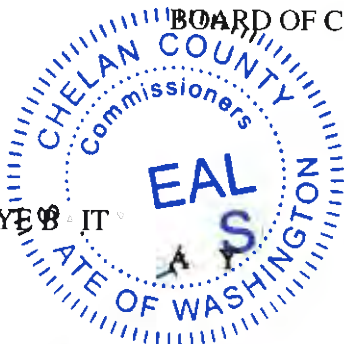
WHEREAS, the Board of Commissioners for Chelan County desire to amend the bylaws for the Chelan-Douglas Health District to be in compliance with requirements set forth in E2SHB 1152 and the aforementioned section; and

WHEREAS, the Board of County Commissioners for Chelan County has reviewed the proposed amendments set forth in the Bylaws of Chelan-Douglas Health District Board of Health dated March 1, 2022, and approves the same;

NOW, THEREFORE, IT IS HEREBY RESOLVED, the Board of Chelan County Commissioners hereby approves the Bylaws of the Chelan-Douglas Health District Board of Health dated March 1, 2022.

DATED at Wenatchee, Washington this 7 day of March, 2022.

BOARD OF CHELAN COUNTY COMMISSIONERS



ATTEST: CARLYE B. IT

KEVIN OVERBAY, CHAIRMAN

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BOB BUGERT, COMMISSIONER

2022
BYLAWS OF CHELAN-DOUGLAS HEALTH DISTRICT
BOARD OF HEALTH

ARTICLE I - NAME

The name of this organization shall be the Chelan-Douglas Health District, sometimes hereinafter referred to as the "District" or the "Health District."

ARTICLE II - OBJECTIVES

The objectives of this organization are (1) to promote the arts and sciences of preventive medicine and the betterment of public health; (2) to unite the cities and said counties in a cooperative effort according to Chapter 70.46, Revised Code of Washington; (3) to promote a uniform health policy within said area; and (4) to make possible and invite active participation of all agencies interested in public health including members of the medical, dental and nursing professions and other interested parties.

ARTICLE III – DISTRICT BOARD OF HEALTH MEMBERSHIP

Section 3.1: The Chelan-Douglas Health District shall include all areas of the combined counties including all cities and towns. References in these Bylaws to cities shall be considered references to towns in all instances, unless specifically stated otherwise.

Section 3.2: The Chelan-Douglas Health District Board of Health (the "District Board of Health") shall consist of twelve (12) members.^s

Section 3.3: The twelve 12 members of the District Board of Health shall be appointed as follows: o

Position 1. Position 1 shall be a Chelan County Commissioner selected by the Chelan County Commissioners.

Position 2. Position 2 shall be a Chelan County Commissioner selected by the Chelan County Commissioners.^s

Position 3. Position 3 shall be a Douglas County Commissioner selected by the Douglas County Commissioners.^s

Position 4. Position 4 shall be a Douglas County Commissioner selected by the Douglas County Commissioners.^s

Position 5. Position 5 shall be filled by a Mayor or Council Member from the City of East Wenatchee or the City of Wenatchee which shall rotate from term to term. The selection shall be made by the joint vote of the Boards of Commissioners of Chelan and Douglas Counties. The initial term shall be filled by the Mayor or a City Council Member from the City of East Wenatchee. The initial term shall expire on December 31,^{31/72022}

2025. The two Boards of County Commissioners shall select a specific alternate from the same City as the primary individual selected to serve and the alternate shall serve in the absence of the primary individual selected by the two Boards of County Commissioners. If during the term of the primary individual or the alternate, a change must be made because the primary individual or the alternate is no longer serving in the position of Mayor or Council Member for the City, the two Boards of County Commissioners shall select a new primary representative or alternate, as applicable, to fill the remainder of the unexpired term of the primary individual or alternate.

Position 6. Position 6 shall be an individual selected and appointed by the two Boards of County Commissioners from among the elected Mayors and Council Members from the cities within the two Counties, other than the Cities of Wenatchee and East Wenatchee, and shall be rotated at the end of each term so that the individual appointed to the Position shall be from a small city from one of the two counties in alternate terms. The initial term shall be filled by an individual serving as Mayor or Council Member in a City in Chelan County other than the City of Wenatchee. In addition to the primary person appointed to this Position, the two Boards of County Commissioners shall appoint an alternate to serve in this Position. The alternate shall serve in the absence of the primary person appointed to this Position. The alternate shall be from the same city as the primary representative. The term of the primary appointee and alternate shall coincide. If during the term of the primary appointee or the alternate appointee to this Position, either is no longer serving as the Mayor or a Council Member, the two Boards of County Commissioners shall appoint an individual to serve the remainder of the unexpired term of the person holding the primary Position or the alternate Position. The initial term for the primary appointee and alternate to this Position shall run through December 31, 2025.

Position 7. Position 7 shall be filled by an individual who resides in the District and meets the qualifications for the category of "Public health, health care facilities, and providers" as described in RCW 70.46.020(1). The individual appointed to this Position may not be an elected official. In addition to the primary person appointed to this Position, an alternate shall be appointed to serve in the absence of the primary person appointed. Both the primary person and the alternate shall be selected by the two Boards of County Commissioners. If during the term, the primary appointee or alternate appointee to this Position, no longer meet the qualifications to serve in the Position, the two Boards of County Commissioners shall appoint a new primary individual or alternate individual, as applicable, to serve the remainder of the unexpired term for this Position. The initial term of the primary appointee and the alternate shall run through December 31, 2023.

Position 8. Position 8 shall be filled by an individual who resides in the District and meets the qualifications for the category of "Public health, health care facilities, and providers" as described in RCW 70.46.020(1). The individual appointed to this Position may not be an elected official. In addition to the primary person appointed to this Position, an alternate shall be appointed to serve in the absence of the primary person appointed. Both the primary person and the alternate shall be selected by the two Boards of County Commissioners. If during the term, the primary appointee or alternate appointee to this Position, no longer meet the qualifications to serve in the Position, the two Boards

of County Commissioners shall appoint a new primary individual or alternate individual, as applicable, to serve the remainder of the unexpired term for this Position. The initial term of the primary appointee and the alternate shall run through December 31, 2025.

Position 9. Position 9 shall be filled by an individual who resides in the District and meets the qualifications for the category of "Other community stakeholders" as described in RCW 70.46.020(1). The individual appointed to this Position may not be an elected official. In addition to the primary person appointed to this Position, an alternate shall be appointed to serve in the absence of the primary person appointed. Both the primary person and the alternate shall be selected by the two Boards of County Commissioners. If during the term, the primary appointee or alternate appointee to this Position no longer meet the qualifications to serve in the Position, the two Boards of County Commissioners shall appoint a new primary individual or alternate individual, as applicable, to serve the remainder of the unexpired term for this Position. The initial term of the primary appointee and the alternate shall run through December 31, 2023.

Position 10. Position 10 shall be filled by an individual out of the category of "Other community stakeholders" as described in RCW 70.46.020(1). The individual appointed to this Position may not be an elected official. In addition to the primary person appointed to this Position, an alternate shall be appointed to serve in the absence of the primary person appointed. Both the primary person and the alternate shall be selected by the two Boards of County Commissioners. If during the term, the primary appointee or alternate appointee to this Position no longer meet the qualifications to serve in the Position, the two Boards of County Commissioners shall appoint a new primary individual or alternate individual, as applicable, to serve the remainder of the unexpired term for this Position. The initial term of the primary appointee and the alternate shall run through December 31, 2025.

Position 11. Position 11 shall be filled by an individual who resides in the District and meets the qualifications for the category of "Consumers of public health" as described in RCW 70.46.020(1). The individual appointed to this Position may not be an elected official. In addition to the primary person appointed to this Position, an alternate shall be appointed to serve in the absence of the primary person appointed. Both the primary person and the alternate shall be selected by the two Boards of County Commissioners. If during the term, the primary appointee or alternate appointee to this Position no longer meet the qualifications to serve in the Position, the two Boards of County Commissioners shall appoint a new primary individual or alternate individual, as applicable, to serve the remainder of the unexpired term for this Position. The initial term of the primary appointee and the alternate shall run through December 31, 2024.

Position 12. Pursuant to RCW 70.46.020(1), Position 12 shall be held by "a tribal representative selected by the American Indian health commission." A primary and an alternate tribal representative shall be designated by the American Indian health commission in writing at such times as the American Indian health commission may determine.

Section 3.4: Additional Provisions Applicable to Positions 5 through 11.

Primary individuals appointed to the Board of Health to Positions 5 through 11 who accumulate four or more unexcused absences from Regular Board Meetings of the Board of Health in any calendar year may be removed from the Board of Health by the two Boards of County Commissioners. Excused absences must be approved by a majority vote of the Board Members in attendance at the Regular Board Meeting that is missed by the individual appointed to the primary Board Position.

Section 3.5: Additional Provisions Applicable to Positions 7 through 11.

The primary individual appointed to serve on the Board of Health in Positions 7 through 11, may serve only a single term of three or more years. If the primary individual appointed to serve has an initial term of less than three years, that individual may be reappointed by the two Boards of County Commissioners to serve one additional full three-year term. If an individual appointed to serve as the primary individual for one of these Positions has an initial term that extends three or more years, that individual shall not be eligible for reappointment to the Board of Health until at least one full three-year term cycle has passed. Following the initial appointments to these Positions on the Board of Health, all subsequent appointments shall be for three year terms running from January 1 through December 31 of the third year following the commencement of the term. In the event an individual is appointed to fill the remainder of an unexpired term as the primary individual serving in the position, that individual may fill the unexpired term and may be appointed by the two Boards of County Commissioners to serve one additional full three-year term. Individuals serving as alternates to the primary individual appointed to these Positions may be reappointed as alternates or may be appointed as the primary individual to serve in the position. There shall be no limitation on the number of terms an individual may serve consecutively as an alternate. Service as an alternate shall have no impact on the number of years an individual may serve as the primary individual appointed to one of these Positions.

Section 3.6: Additional Provisions Applicable to Positions 7 through 10.

RCW 70.46.020(1)(d) provides that there may be no more than one (1) individual selected to serve on the Board under RCW 70.46.020(1)(a), which includes Positions 7 through 10, from any one type of background or position. The two Boards of County Commissioners shall take this statutory provision into consideration when making appointments to Positions 7, 8, 9, and 10 so that the individuals serving in Positions 7 and 8 are not from the same type of background or position and the individuals serving in Positions 9 and 10 are not from the same type of background or position.

Section 3.7: Mileage Reimbursement.

Individuals serving on the Board of Health shall be reimbursed by the District for mileage expense for attendance at Board of Health and other meetings at which their attendance is requested at the Internal Revenue Service mileage reimbursement rate in effect at the time the mileage is incurred. No other compensation shall be paid by the District to individuals

serving on the District Board of Health.

ARTICLE IV - LEGISLATIVE POWERS, DUTIES

Section 4.1: As of the Effective Date of these Bylaws all previously adopted rules and regulations that are in full force and effect will continue to be in full force and effect. Any action taken by the District Health Officer or District Administrator in their capacities to enforce rules and regulations shall be enforced and considered valid. The presently existing rules and regulations may be later amended by the Board of Health.

Section 4.2: It shall be the policy of the District Board of Health to permit the counties, cities, and towns to continue to have the power of adoption of ordinances or to validate the ordinances already in existence for the control of communicable diseases and other health problems, except those ordinances which in any way may be less stringent than or in conflict with the District or State Board of Health rules and regulations. It is desirable that those municipalities anticipating ordinances of a health related nature should submit those to the District Board of Health for review and comment before formal action.

Section 4.3: The District Board of Health shall have jurisdiction over all matters delegated to it by state or federal statutes to protect the life and health of people within the District.

Section 4.4: The District Board of Health shall enforce through the District Health Officer and District Administrator the public health statutes of the State and rules and regulations promulgated by the State Board of Health and the State Department of Health.

Section 4.5: The District Board of Health shall, through the District Health Officer and District Administrator, supervise the maintenance of all health and sanitary measures for the protection of the public health within its jurisdiction.

Section 4.6: The District Board of Health shall enact such local rules and regulations as are necessary in order to preserve, promote, and improve the public health and provide for the enforcement thereof within the District.

Section 4.7: The District Board of Health shall promulgate rules and regulations for the control of communicable diseases and other conditions dangerous to the public health and in conformity with the provisions of the laws of the State of Washington.

Section 4.8: The District Board of Health shall provide for the prevention, control and abatement of nuisances detrimental to the public health.

Section 4.9: The District Board of Health shall make such reports to the State Board of Health through the District Health Officer and/or District Administrator, as the State Board of Health may require.

Section 4.10: The District Board of Health will review, provide and approve the necessary finances and budget to carry on an adequate public health program.

Section 4.11: The District Board of Health may request and will receive reports from the District Health Officer and/or District Administrator of the activities of the District.

Section 4.12: The District Board of Health shall establish fees for issuing or renewing licenses or permits for such services as are authorized by the laws, rules, and regulations

of the State Board of Health.

Section 4.13: The District Board of Health will hold hearings and meetings as prescribed by the open public meetings law of the State of Washington. Those hearings and meetings will be advertised in conformance with the open public meetings law.

Section 4.14: The District Board of Health will cooperate with and coordinate activities, through the District Health Officer or District Administrator, with the local medical, dental, nursing and allied professions including pharmaceutical and all public agencies, including schools, and solicit their cooperation and services in carrying out a sound program of public health administration within the District.

Section 4.15: The District Board of Health shall have all other powers and authorities delegated to the District Board of Health by State law.

ARTICLE V - OFFICERS AND THEIR DUTIES

Section 5.1: There shall be elected from the members of the Board a Chair and a Vice-Chair by majority vote of the District Board of Health in January of each year and the Chair and Vice-Chair shall serve until their successors are elected the next year.

Section 5.2: No Chair or Vice-Chair shall succeed themselves for more than two (2) consecutive terms.

Section 5.3: The Chair shall preside at the meetings of the Board of Health and shall perform such other duties as custom and parliamentary procedures require.

Section 5.4: The Chair shall appoint the members of standing committees as the Chair deems necessary, but whose duties and function shall not overlap with the duties and functions of any other standing committee.

Section 5.5: The Vice Chair shall perform the duties of the Chair in the event the Chair is absent or unable to perform and shall assume the office of Chair for the unexpired term in the event of a vacancy in that office. If this occurs, a new Vice-Chair shall be elected by the District Board of Health to serve the unexpired term of the Vice-Chair who assumed the Chair position.

Section 5.6: The Chair, Vice-Chair, and District Administrator shall serve as the District Executive Team.

ARTICLE VI – DISTRICT HEALTH OFFICER

Section 6.1: The District Health Officer shall be appointed by the Board of Health in accordance with RCW 70.05.050 and RCW 70.05.051, and shall perform such duties as required by law and assigned by the District Administrator in accordance with RCW 70.05.070.

~~Section 6.2:~~ Section 6.2: The District Health Officer shall be paid such salary and be allowed such expenses as shall be determined by the District Board of Health.

ARTICLE VII – DISTRICT ADMINISTRATOR

Section 7.1: The District Administrator shall be appointed by the District Board of Health in accordance with RCW 70.05.040, RCW 70.05.045, and RCW 70.05.051, and shall perform such duties as required by law and assigned by the District Board of Health.

Section 7.2: The District Administrator shall serve at the pleasure of the District Board of Health, act as executive secretary to and administrative officer of the District Board, and shall be paid such salary and be allowed such expenses as shall be determined by the District Board of Health.

Section 7.3: It shall be the duty of the District Administrator or their designee to:

- (a) Announce, advertise, prepare agendas and otherwise publicize meetings of the District Board of Health;
- (b) Record minutes of all meetings of the District Board of Health;
- (c) Be the custodian of all the records, books, and papers belonging to the District;
- (d) Carry on usual correspondence of the District Board of Health including such matters as notifying members and financial participating agencies of meetings and notifying officers of their elections and committees of their appointments and duties;
- (e) Either personally or by a representative attend all public meetings dealing with health problems of the individual governmental agencies and make written recommendations thereon; and
- (f) Perform such other duties as authorized by state law that are not in conflict with these Bylaws.

Section 7.4: The District Administrator shall make such reports concerning District personnel and changes therein as may be necessary.

Section 7.5: Payments of accounts, vouchers and payroll shall be prepared by the District Administrator or their designee and shall be presented monthly to the Chair of the Board of Health. All accounts shall be reviewed by the District Board of Health and approved for payment by the District Board of Health and be paid upon the signature of the Chair of the District Board of Health and the District Administrator or by such other person(s) as authorized by the District Board of Health.

Section 7.6: The Chair, or the Vice-Chair in the absence of the Chair, will review for approval all expenses of the District Administrator.

ARTICLE VIII - TREASURER AND AUDITOR

Section 8.1: A District Health Fund shall be created pursuant to Article X, Section 10.2 of these Bylaws. The Chelan County Treasurer shall be the custodian of the fund and the Chelan County Auditor shall keep the record of the receipts and disbursements, and the Chelan County Treasurer shall honor and pay all warrants, which shall be approved before issuance and payment as directed by the District Board of Health. This procedure is in accordance with RCW 70.05.135 and RCW 70.46.080. All warrants shall be paid from the District Health Fund. The District Health Fund shall be exclusive of all tuberculosis related

expenses.

Section 8.2: A special fund exclusively for tuberculosis maintenance and control shall be fully funded by the Board of County Commissioners of each respective county and not be the responsibility of any other municipality within the Health District.

Section 8.3: The District payroll function may be handled by a third party vendor pursuant to contract provisions approved pursuant to District Board of Health Resolution No. 2021-003 or such other subsequent resolution(s) which may be approved by the District Board of Health.

ARTICLE IX - MEETINGS OF THE BOARD OF HEALTH

Section 9.1: The District Board of Health shall meet monthly at a regular meeting held pursuant to Chapter 42.30 RCW, the State Open Public Meetings Act. The date, time, and place of the regular monthly meeting shall be determined by resolution of the District Board of Health.

Section 9.2: The meeting in January of each year shall be designated as the annual meeting at which the District Board of Health shall elect officers for the ensuing year, receive the annual report from the District Administrator and the District Health Officer, and hear the proposals for programs to be planned for the coming year.

Section 9.3: The July meeting each year shall be designated as the meeting at which the midyear status of the approved annual budget shall be discussed and the financial conditions and proposed financial needs of the Health District shall be discussed.

Section 9.4: The District Administrator shall prepare and present an annual budget with breakdown of expense and revenue no later than the first meeting in September of each year.

5

REGULAR MEETING AGENDA - NOTICE

Section 9.5: The District Administrator or their designee shall provide a copy of the preliminary meeting agenda via e mail to the city clerk for each city in the Health District and to the office of the County Commissioners for each County in the Health District at least three business day prior to each scheduled regular meeting.

Section 9.6: Each of the aforementioned recipients of the preliminary regular meeting agenda shall be requested to post the agenda in a place open to the public and generally used by the receiving governmental entity for the posting of public notices and meeting agendas.

SPECIAL MEETINGS

Section 9.7: Special meetings may be called by the Chair or by a majority of the members of the District Board of Health by delivering written notice to each member of the District Board of Health, the District Health Officer, and the District Administrator in accordance with and otherwise in compliance with RCW 42.30.080.

QUORUM

Section 9.8: The presence of six (6) members of the District Board of Health or their duly appointed alternates shall constitute a quorum for conducting all meetings and business of the Health District.

VOTING

Section 9.9: The Chair of the District Board of Health may vote on all matters. The affirmative vote of a majority of the voting members of the District Board of Health (or their alternates) present at any meeting of the Board of Health and eligible to vote on the matters in accordance with Section 9.11 shall be required for the passage of any formal Resolution or motion of the District Board of Health. In the case of a tie vote, the formal Resolution or motion shall fail. All abstentions shall not be considered votes in favor of passage or against passage of any formal Resolution or motion presented for a vote.

Section 9.10: When a motion and second have been made for the passage of a matter pending before the District Board of Health and a motion to amend the motion is made and seconded, the motion to amend shall be voted on prior to voting on the initial pending motion.

Section 9.11: RCW 70.46.020(1)(l) provides as follows:

“Any decision by the board of health related to setting or modification of permit, licensing, and application fees may only be determined by the city and county elected officials on the board.”

Individuals serving in Positions 7 through 12 on the District Board of Health shall have equal voting rights to all other members of the District Board of Health, but shall not be entitled to vote on matters that fall within the category of matters identified in RCW 70.46.020(1)(l).

RULES OF ORDER

Section 9.13: Unless otherwise provided in these Bylaws to the contrary, all meetings of the District Board of Health and its committees shall be governed by the parliamentary rules and usages contained in the edition of Robert's Rules of Order in effect at the time of the meeting.

Section 9.14: The Chair may act as parliamentarian, or may designate a parliamentarian if they so desire.

ARTICLE X – FINANCES

EXPENSES AND FUNDING FOR PUBLIC HEALTH SERVICES

Section 10.1: The District Board of Health shall be funded pursuant to Title 70 RCW and

other State and Federal laws, and the expense of providing public health services shall be borne by Chelan and Douglas counties pursuant to RCW 70.46.085.

Section 10.2: The District Board of Health shall establish a "District Health Fund" pursuant to RCW 70.46.080, in which shall be placed all sums received by the District from any source, and out of which shall be expended all sums disbursed by the District.

Section 10.3: The Maintenance and Operations budget shall be developed and approved by the District Board of Health and shall be funded pursuant to this Article.

Section 10.4: Nothing in these Bylaws shall preclude cities and towns from contributing funds to the District Health Fund in addition to amounts provided by State law, Federal law, and the counties.

ARTICLE XI - WITHDRAWAL

Section 11.1: Any decision by a County to withdraw from the District shall comply with and be processed in accordance with RCW 70.46.090. No withdrawal shall entitle any withdrawing County to a refund of moneys paid to the District nor relieve it of any obligations to pay to the District all sums for which it obligated itself due and owing by it to the District for the year at the end of which the withdrawal is to be effective.

ARTICLE XII - POWERS TO ACQUIRE, MAINTAIN OR DISPOSE OF PROPERTY

Section 12.1: In addition to all other powers and duties the Health District shall have the power to own, construct, purchase, lease, add to and maintain any real and personal property or property rights necessary for the conduct of the affairs of the District.

Section 12.2: The Health District may sell, lease, convey or otherwise dispose of any District real or personal property no longer necessary for the conduct of the affairs of the District.

Section 12.3: The Health District may enter into contracts to carry out the provisions of this Article, in accordance with RCW 70.46.100.

ARTICLE XIII - LICENSE OR PERMIT FEES

In addition to all other powers and duties the Health District shall have the power to charge fees in connection with the issuance or renewal of a license or permit required by law; provided, that the fees charged shall not exceed the actual cost involved in issuing or renewing the license or permit. This article is in compliance with RCW 70.46.120.

ARTICLE XIV - CONTRACTS

In accordance with RCW 70.05.150, the District Board of Health may enter into contracts for the sale or purchase of health services with other local health departments.

ARTICLE XV - LEGAL CHALLENGES

Actions and decisions by or through the members of the District Board of Health, the District Health Officer, and/or the District Administrator taken within the scope of their respective powers, duties, and functional responsibilities that were rendered in accordance with the rules and policies adopted in these Bylaws, or otherwise approved by the District Board of Health, shall be deemed the actions of the District. The Health District shall defend and indemnify the Health District, members of the District Board of Health, the District Health Officer, and the District Administrator from and against any claims or legal actions arising out of any such actions and/or decisions.

ARTICLE XVI - SEVERABILITY AND CONFLICT OF LAWS AND REFERENCES TO LAWS

If any section, sentence, clause or phrase of these Bylaws are in conflict with any provision of State or Federal law or are hereafter held to be invalid or unconstitutional by a court of competent jurisdiction, such conflict, invalidity or unconstitutionality shall not affect the validity or the constitutionality of any other section, sentence, clause or phrase of these Bylaws. In the event of a conflict between State law, Federal law, or constitutional law, the section, sentence, clause or phrases of these Bylaws in conflict shall be replaced with the State, Federal or constitutional law with which it conflicts and the remaining portions of these Bylaws shall be read to give meaning to all of the remaining terms of these Bylaws. All references in these Bylaws to State, Federal, or local laws, rules, or regulations, shall be considered references to those laws, rules, and regulations as the same exist now or as they may hereafter be amended.

ARTICLE XVII - AMENDMENT OF EXISTING POLICIES

To the extent these Bylaws conflict with existing formal Resolutions, motions, or other policies of the Health District, the conflicting provisions contained in all such formal Resolutions, motions and policies of the Health District are hereby amended to conform to the provision in the Bylaw.

ARTICLE XVIII - EFFECTIVE DATE

These Bylaws shall be effective June 1, 2022 following passage of a County resolution by the Board of Commissioners for Chelan County and passage of a County resolution by the Board of Commissioners for Douglas County.

ARTICLE XIX - AMENDMENTS

These Bylaws may be amended by the passage of resolution amending the provisions of these Bylaws by the Board of County Commissioners for Chelan County and the Board of County Commissioners for Douglas County.

Approved by the Board of Commissioners
of Chelan County by passage of Chelan
County Resolution No. 2022- 0 on the
day of , 2022.

5th March 3

Approved by the Board of Commissioners
of Douglas County by passage of
Douglas County Resolution No.
on the ____ day of _____, 2022.

Administrator's Report

Highlights:

Fiscal

Community and Family Health

Emergency Preparedness and Response

Communicable Disease and Epidemiology

Communications and Outreach

Environmental Health

Administrator Update



Highlights:

During Q2, the District promoted Ady Morales from Staff Accountant to Fiscal Supervisor, Krishna Gonzalez from Fiscal Assistant to Staff Accountant and AnaMaria Ruelas from Chief Deputy Registrar to Fiscal Assistant. Training for all fiscal staff in new positions is ongoing.

The Fiscal Supervisor and the Staff Accountant attended a virtual grants management training hosted by WFOA (Washington Financial Officers Association) and conducted by the State Auditor's office (SAO).

SAO has requested lists of documents for the annual audit. This year the District will have a Federal Single Audit, which includes an audit of the financial statements and selected federal programs, and an Accountability Audit. The Accountability Audit is normally conducted once every three years. SAO anticipates starting field work on Monday, August 11. The expectation is for the Auditors to be onsite for four weeks. Fiscal staff will begin to gather documentation for audits.

Department of Children, Youth, and Families (DCYF) is conducting a desk audit for the Nurse-Family Partnership program, covering the contract period of July 1, 2024, through June 30, 2025. Fiscal staff is working on gathering documentation for this audit, with a tentative completion date of September 16, 2025.

Fiscal staff attended a virtual meeting for Foundational Public Health (FPHS) Annual Reporting Form hosted by WSALPHO. Fiscal staff will work with management to complete FPHS report due at the end of July. This report must be submitted before the District can receive the 2025-2026 FPHS funds.

Essential Data:

Through June 30th, with 50% of the year complete, the District is at 34.6% of budgeted revenue and 46.5% of budgeted expenses.

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs. Actuals 2025 Approved Budget
YTD June 2025

	Actual	Total Revised Budget	% of Budget
Income			
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	426,573.00	652,900.00	65.34%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	319,340.00	436,276.00	73.20%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	96,231.28	196,278.96	49.03%
640.001.33360.00.000 EPA ENV JUSTICE GOVT-TO-GOVT GRANT	55,864.32	115,000.00	48.58%
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	94,950.62	218,000.00	43.56%
640.001.33393.08.000 MEDICAL RESERVE CORP SMALL GRANT PROGRAM	5,000.00	5,000.00	100.00%
640.001.33393.26.000 IMMUNIZATION GRANT	13,364.68	34,326.00	38.93%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	139,090.54	161,500.00	86.12%
640.001.33393.35.000 PUBLIC HEALTH WORKFORCE DEVELOPMENT	33,881.32	69,978.00	48.42%
640.001.33393.77.000 MEDICAID MATCH	192,530.79	300,000.00	64.18%
640.001.33393.96.000 PH INFRASTRUCTURE GRANT	21,040.66	114,000.00	18.46%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	42,737.34	125,160.00	34.15%
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	84,684.08	155,000.00	54.63%
640.001.33404.10.000 STATE GRANT DCYF	187,311.38	370,000.00	50.62%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	43,999.68	99,300.00	44.31%
640.001.33405.10.000 DEPT OF NATURAL RESOURCES	60,303.73	165,000.00	36.55%
640.001.33406.90.000 HCA GENERAL FUNDS	28,187.00	51,748.50	54.47%
640.001.33604.24.000 PUBLIC HEALTH ASSISTANCE	199,817.00	399,634.00	50.00%
640.001.33604.25.000 FOUNDATIONAL PUBLIC HEALTH SERVICES	40,000.00	2,715,000.00	1.47% *
640.001.33862.00.000 PUBLIC HEALTH ASSESSMENTS	228,909.30	457,819.00	50.00%
640.001.33863.00.000 INTERGOVERNMENTAL SERVICES REVENUE	0.00	75,000.00	0.00% **
640.001.34620.00.000 PUBLIC HEALTH CLINIC	6,679.00	10,456.00	63.88%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	149,316.30	379,953.64	39.30%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	61,912.00	105,000.00	58.96%
640.001.36111.00.000 INVESTMENT INTEREST	78,499.81	144,000.00	54.51%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	3,134.86	2,000.00	156.74%
Total Income	\$ 2,613,058.69	\$ 7,558,330.10	34.57%

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs. Actuals 2025 Approved Budget
YTD June 2025

	Total		
	Actual	Revised Budget	% of Budget
Expenses			
640.001.56200.10.000 SALARIES & WAGES	2,142,768.85	4,563,103.67	46.96%
640.001.56200.20.000 PERSONNEL BENEFITS	748,538.83	1,640,167.05	45.64%
640.001.56200.30.000 SUPPLIES	126,246.77	196,270.04	64.32%
640.001.56200.35.200 SOFTWARE	107,705.50	196,740.00	54.75%
640.001.56200.35.300 HARDWARE	3,000.21	25,200.00	11.91%
640.001.56200.41.100 SERVICES - LEGAL	49,299.30	120,000.00	41.08%
640.001.56200.41.200 SERVICES - AUDIT	0.00	32,000.00	0.00%
640.001.56200.41.300 SERVICES - INTERPRETING	285.02	6,360.00	4.48%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	2,013.55	2,400.00	83.90%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	2,275.00	9,000.00	25.28%
640.001.56200.41.600 SERVICES - COMPUTER	59,833.87	144,000.00	41.55%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	193,847.69	389,593.00	49.76%
640.001.56200.41.920 SERVICES - LANDSCAPING	0.00	2,400.00	0.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	1,931.77	10,000.00	19.32%
640.001.56200.42.010 TELEPHONE	19,693.82	46,296.00	42.54%
640.001.56200.42.020 POSTAGE	6,428.53	14,360.00	44.77%
640.001.56200.43.000 TRAVEL/TRAINING	71,573.39	134,085.00	53.38%
640.001.56200.40.000 ADVERTISING	29,311.76	33,620.00	87.19%
640.001.56200.45.000 OPERATING RENTALS & LEASES	21,764.70	41,676.00	52.22%
640.001.56200.46.000 INSURANCE	561.00	140,000.00	0.40%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	9,594.40	19,200.00	49.97%
640.001.56200.48.000 REPAIRS	26,452.62	34,786.20	76.04%
640.001.56200.49.000 PRINTING - OFFICE	3,667.42	2,290.00	160.15%
640.001.56200.49.001 PRINTING - COPIER	12,756.50	24,000.00	53.15%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	0.00	7,240.00	0.00%
640.001.56200.49.300 DUES & MEMBERSHIPS	10,087.82	20,248.00	49.82%
640.001.56200.49.400 SUBSCRIPTIONS	222.75	4,990.00	4.46%
640.001.56200.49.500 OTHER EXPENDITURES	50,310.77	80,248.00	62.69%
640.001.56200.49.700 CONTINUING EDUCATION	2,466.47	16,740.00	14.73%
Total Expenses	\$ 3,702,638.31	\$ 7,957,012.96	46.53%
Surplus / (Deficit)	\$ (1,089,579.62)	\$ (398,682.86)	

** reminder that the majoritiy of FPHS fund will be received in one lump sum in August*

*** funds received from other LHJ's will be negotiated after FPHS funds are distributed*

CHELAN-DOUGLAS HEALTH DISTRICT
Cash/Investments
6/30/2025

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	128,698.56	
Payroll Clearing Account - Key Bank	79,724.13	
Investment Account - Chelan County Treasurer	3,673,086.66	
<i>Investment broken out as follows:</i>		
Reserves		2,000,000.00
ARPA Building Remodel Reserves		-
General Investment		1,673,086.66
Total Cash/Investments	3,882,009.35	

CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs Actuals 2025 Budget
YTD June 2025

	<u>YTD</u>	<u>Budget</u>	
Permits	745,913.00	1,089,176.00	68.5%
Federal Grants	694,691.55	1,339,242.96	51.9%
State Grants	404,485.87	841,048.50	48.1%
State Entitlements	239,817.00	3,114,634.00	7.7%
Assessments/Intergov Rev	228,909.30	532,819.00	43.0%
Fees	217,907.30	495,409.64	44.0%
Interest	78,499.81	144,000.00	54.5%
Other Revenue	2,834.86	2,000.00	141.7%
Total Revenue	2,613,058.69	7,558,330.10	34.6%
Wages	2,142,768.85	4,563,103.67	47.0%
Benefits	748,538.83	1,640,167.05	45.6%
Supplies	286,251.78	418,210.04	68.4%
Services	525,078.85	1,335,532.20	39.3%
Total Expenses	3,702,638.31	7,957,012.96	46.5%
Surplus /Deficit	(1,089,579.62)	(398,682.86)	

CHELAN-DOUGLAS HEALTH DISTRICT
2025 Capital Budget
Jun-25

Project to date (includes 2024 Expenditures)	<u>Approved</u>	<u>Expended</u>	<u>%</u>	
640.001.56200.62.030 IMPROVEMENTS TO BUILDING				
Bathroom Remodel	459,129.00	403,292.58	87.84%	remaining
Remodel /Workstations/General Office Imp	1,159,404.00	906,042.36	78.15%	309,198.06
 WSALPHO Additional FPHS for wiring	 110,000.00	 110,000.00	 100.00%	
 Total	 <u><u>1,728,533.00</u></u>	 <u>1,419,334.94</u>	 <u>82.11%</u>	
 Approved 12-16-24 for 2025				
640.001.56200.64.100 VEHICLES	42,132.00	44,373.75	105.32%	



Community and Family Health BOH Report

Q2
2025

Community & Family Health Team



Cari Hammond
CFH Director



Lisa Pilkinton
Health Educator



Emily Gilmore
MCH Lead



Stephanie Snitily
Immunization Coordinator



Katie Young
NFP Supervisor/NHV



Julia Austin
NFP NHV



Veniece Ceballos
NFP NHV



Brianna Rice
Community Health Dietitian



Ana Macias
WIC Coord./Certifier



Yanet Lozano
WIC Certifier/Clerk



Quinn Kenoyer
Health Systems Improvement Coordinator



Norma Renteria
Program Assistant



Lupita Espinoza
ABCD Coordinator



Garth Donald
Mental Health & Substance Use Coordinator

Highlights:

- The department continues to be fully staffed.
- Received a grant of \$20,000 to establish a perinatal mental health support group for our NFP clients.
- Exploring becoming the lead agency for Chelan-Douglas Safe Kids Coalition.

Nurse-Family Partnership (NFP):

The NFP team completed certification training in danger assessment, which is a tool used to further assess risk in cases of intimate partner violence (IPV); this was the final element of their continuous quality improvement project to improve IPV screening and intervention rates.



Community and Family Health BOH Report

Q2
2025

NFP Testimonial: "I appreciate the check in (from my nurse home visitor). Sometimes I forget the things I'm doing well. It's nice to have someone to talk through what is going well and what I want to work on. The nurse has become part of my support system."

Number of Families Enrolled	Number of Families Served		Number of Children Served	New Clients Enrolled	Clients Closed	Number of Graduates	Total Completed Encounters for the period	Total Outgoing Referrals to Other Services
56	62		47	12	*2	6	212	38

*Dismissed from program for other reasons (moving out of area, unable to contact)

Childcare Consultation:

Completed 6 childcare consultations: education provided on developmental milestones through infancy, starting solids, and when to seek medical attention for an infant with colic.

Women Infants & Children (WIC):

The Washington State Department of Health is rolling out major updates to WIC food packages to better meet nutritional needs and offer more flexibility. The key changes include: less juice, more fresh fruits and vegetables, more yogurt, less milk, expanded whole grain options, egg substitution options, fresh herbs, canned fish for children and adults.

June 2025	FMNP Fund Allocated	Amount Issued	Remaining FMNP Balance
East Wenatchee	\$4,800.00	\$1,380.00	\$3,420.00
Leavenworth	\$60.00	\$0.00	\$60.00

April 2025	Total Women Enrolled	Total Infants Enrolled	Total Children Enrolled	Total Caseload	Agency Total
East Wenatchee	115	105	404	624	632
Leavenworth	2	2	4	8	



Community and Family Health BOH Report

Q2
2025

May 2025	Total Women Enrolled	Total Infants Enrolled	Total Children Enrolled	Total Caseload	Agency Total
East Wenatchee	116	112	388	616	621
Leavenworth	0	1	4	5	

* June data has not been released

Immunizations:

VFC Site Visits	IQIP Visits	Unannounced S & H Visits	IIS Trainings for Providers	Trainings related to regional scope of work
11	2 initial visits 4 2-month follow-up visits 1 12-month follow-up visits Total: 7	1	2	19

Access to Baby & Child Dentistry (ABCD):

Medicaid dental rates for adults and children have been reduced, effective July 1, 2025. This reduction may lead to a decrease in the number of dentists willing to participate in the ABCD program, potentially limiting children's access to preventive dental services and treatment and impacting over health and well-being, especially in children living in underserved, rural areas.

Number of Children Enrolled	Number of Community Outreach Events / total # reached	Number of partners visited	Total Outgoing Referrals to Other Services
76	11/1790	11	113



Community and Family Health BOH Report

Q2
2025

Children & Youth with Special Health Care Needs (CYSHCN):

Number of Clients Served	New Referrals Received	New Clients Enrolled	Clients Closed	Total Completed Encounters for the period	Total Outgoing Referrals to Other Services	Number of Community Outreach Events / total # reached
46	20	16	2	220	50	7/310

Lifecourse:

Opioid Prevention Grant Activities

The grant funding ended on June 30, 2025

Residential Mailers	Posters Distributed	Billboards	Newspaper ads	Naloxone Trainings
20, 542 Sent postcards to all residential households in Manson, Cashmere, Dryden, Entiat, Waterville, Orondo, Chelan, Chelan Falls, Leavenworth, Bridgeport, Malaga, Mansfield, Rocak Island, Peshastin	200 (100 English & 100 Spanish)	3	Quad City Herald- 1 Leavenworth Echo- 1 Cashmere Valley Echo-1 Wenatchee World-1 The Comet-6 Total- 11	Lighthouse- 16 attendees Sage Hills- 24 attendees Catholic Charities- 2 attendees

Water Safety

We collaborated with WA State Parks Department to secure free infant, youth and adult life jackets to give away at community events.

Event	Distribution Number
Cashmere Farmers Market	37
Dia Del Ninos	76



Community and Family Health BOH Report

Q2
2025

Firearm Safety

We distributed gun safety devices at Hell on Hooves Rodeo.

City	Distribution Number
Wenatchee	41
Cashmere	9
Dryden	3
Entiat	1
Leavenworth	1
Malaga	7
Peshastin	3
Stehekin	1
East Wenatchee	31
Brewster	1
Quincy	2
Rock Island	2
Waterville	3
TOTAL	105

Table represents number of devices given to residents by zip code (city).

Health Education

Event	Topic
YMCA Healthy Kids Day - reached 100 children	Handwashing Demonstration
Holistic Wellness at Library- reached 8 people	WA's Be Well Campaign
<i>Screenagers</i> screening at WVC- reached 20 adults and 30 youth	Impact of social media on teens and families
Youth Apple Blossom Day-reached 150 people	OTC & Rx medications- demonstration on how they look like candy and can be dangerous for kids
Classy Chassis- reached 50 people	OTC & Rx medications- demonstration on how they look like candy and can be dangerous for kids
WVC Wellness Expo- reached 40 people	Healthy/unhealthy relationships, vaping



Community and Family Health BOH Report

Q2
2025

Community Health Nutrition

Presentations	Cooking Classes	After School Program
WHS Exercise Science Class- Importance of nutrition for sports performance- presented to 91 students	1 (7 participants at YWCA)	3 sessions- 20 students per session
Regional School Nurses – Food allergies, social media and eating disorders among school aged kids		
WHS Advanced Health and Human Performance Class- Impact of nutrition on general health and physical performance- presented to 13 students		

Definitions:

NFP- Nurse-Family Partnership

NSO- National Service Office

ABCD- Access to Baby and Child Dentistry

YAB- Youth Advisory Board

CADT- Center for Alcohol & Drug Treatment

WIC- Women, Infants, Children

CVP- Childhood Vaccine Program

VFC- Vaccine for Children

IQIP- Immunization Quality Improvement for Providers

AVP- Adult Vaccine Program

HCA- Health Care Authority

MOUD- Medications for Opioid Use Disorder

CD/I/V Prevention- Chronic Disease, Injury, Violence Prevention

MCH- Maternal Child Health

Lifecourse- MCH, Access & Linkage to Care, CD/I/V Prevention

CYSHCN- Children & Youth with Special Health Care Needs

S&H- Storage & Handling

FMNP- Farmers Market Nutrition Program



Emergency Preparedness and Response Report

Q2
2025

Emergency Preparedness and Response Team



Kaila Smith
Regional Emergency
Response
Coordinator



Lexy Lieurance
Local Emergency
Response
Coordinator



Eric Torres
Regional Environmental
Hazards Mitigation Program



Griselda Lozano
Program Assistant

Community Medical Needs Vending Machine:

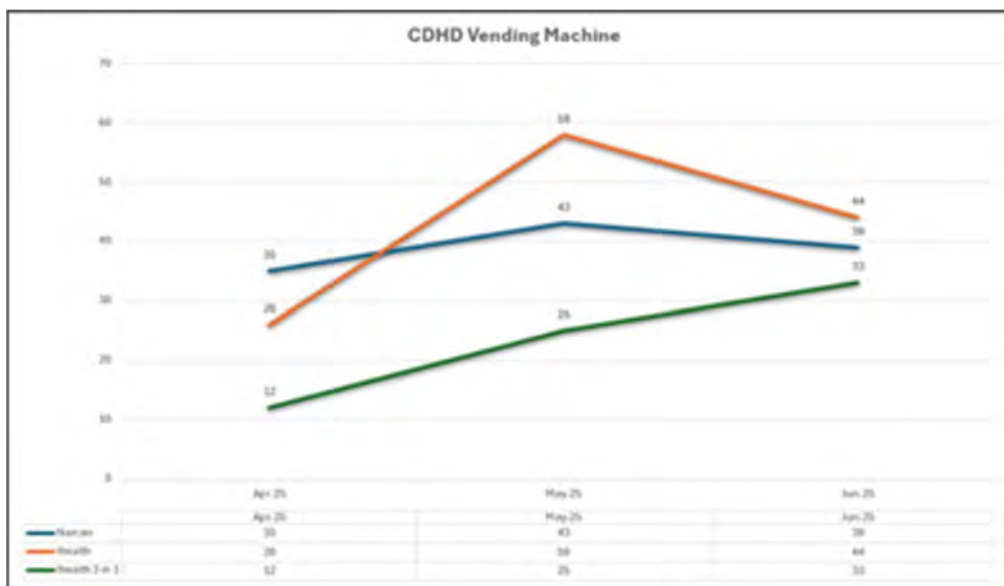
Location: **Lake Chelan Hospital**

The kiosk continues to serve community needs by distributing:

- **Narcan by EMS**
- **Narcan by Kiosk** (single doses)
- **COVID/Flu test kits** (2 tests per box)
- **Feminine hygiene products**

Recent usage trends:

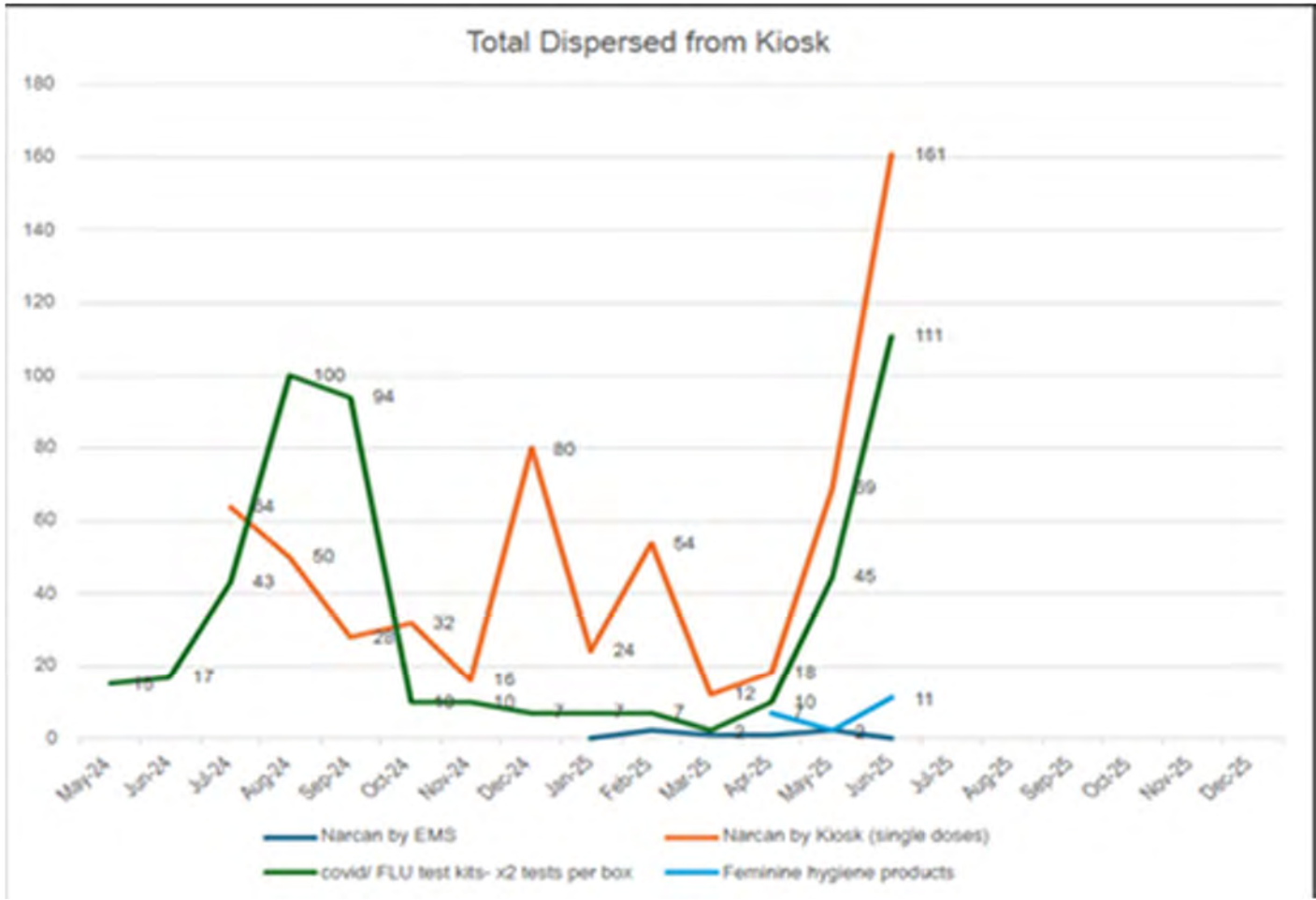
- Notable increase in **Narcan by Kiosk**, reaching **161 single doses dispersed in June**
- **Narcan by EMS** also increased, reaching **111 doses in June**
- Distribution of COVID/Flu test kits and feminine hygiene products remain steady





Emergency Preparedness and Response Report

Q2
2025



Medical Reserve Corps

- Delivered **Stop the Bleed** training to 91 people in Chelan & Douglas County
- **4 Medical Reserve Corps members** fingerprinted & registered
- **3 Medical Reserve Corps members** are ready for fingerprinting
- **1 new Medical Reserve Corps member** working through training ladder

Alternate Care Facility Trailers

Chelan-Douglas Health District EPR Staff have been working with regional partners to update the Regional ACF trailers. These trailers serve as support to the Public Health Emergency Planning Region 7 in the event of an emergency. Several of the trailers needed new tires, weather stripping, re-branding and updated Personal Protective Equipment (PPE).

Work on the 5 Alternate Care Facility Trailers and 2 Administrative trailers throughout Chelan, Douglas, Grant, Kittitas and Okanogan counties have been completed. All trailers have been equipped with new Region 7 Healthcare Alliance branding, received mechanical updates and updated Personal Protective Equipment. A huge thank you to Anthony Stone for leading this project!



Emergency Preparedness and Response Report

Q2
2025

Regional Environmental Hazards Mitigation Program

- Distributed air quality equipment (**HEPA units, ISO-Air cleaner, box fan kits**) to mitigate wildfire smoke impacts
- **DNR Vulnerability Assessment:** Reviewed and presented results of the **Wildfire & Smoke Vulnerability Assessment** at Region 7 Healthcare Alliance (6/18)
- **Central Washington Initiative:** Continuing to develop operations plans with the Forest Service, DNR, Ecology, DOH and other local health jurisdictions for the Fall prescribed burning season. Serving as Public Health Lead for this initiative.
- Received a one-time allotment of **5 ISO-Air commercial air cleaners** from DNR
- Received a one-time allotment of **26 HEPA air cleaners** from DNR
- RERC completed **2 Site-Visits to Holden Village** and installed **1 Indoor** (private) and **1 outdoor** purple air monitor.

Distribution:

- Distributed **25 box fan kits** at Bridgeport Mobile Food Pantry
- Distributed **50 box fan kits** to CAFE for Pachanga y Mercadito
- Provided **4 HEPA air cleaners** to Beaver Valley School, Plain
- Staged **1 ISO-Air commercial air cleaner** in Holden, with additional HEPA units ready for wildfire smoke response.
- Staged **5 ISO-Air Commercial air cleaners** to stage in Kittitas County
- Distributed **25 box fan kits** to Kittitas County Health District for distribution

Regional Update

Kaila Smith, Regional Emergency Response Coordinator, has completed 7 Site-Visits to partners in Okanogan, Kittitas and Grant counties in Quarter 2.

RERC, Logistics Coordinator and Grant County's Lead Disease Investigator toured the new Quincy Valley Medical Center in Grant County and attended the Local Emergency Preparedness Coalition (LEPC). We took the Region 7 Mobile Command unit and were able to discuss MOUs, capabilities, and equipment available to Region 7 partners.

Public Health Emergency Preparedness End of Year Report

The Public Health Emergency Preparedness end of year report has been completed and sent to the state for review. We have not received any feedback or requests for more information. This report requests information on 15 activities the Emergency Preparedness and Response division is required to complete during the second half of the contract/budget year as well as submit many of our Preparedness and Response plans.

Training



Emergency Preparedness and Response Report

Q2
2025

Lexy Lieurance and Kaila Smith attended the **Preparedness Summit** in San Antonio, Texas. Over 2400 attendees participated in facilitated discussions and learning sessions. Lexy was the recipient of a grant that allowed her the opportunity to meet with fellow MRC members in a NACCHO workgroup on Monday before the conference started to general attendees.

The Emergency Preparedness and Response division is working with regional partners to do a deployment of each individual trailer. On April 23rd, EPR staff conducted a functional deployment, in partnership with Confluence Health of the ACF trailer located at their facility. Staff were able to identify needs, gaps and training needs for the rapid deployment of the trailers in the future.

The Regional Emergency Response Coordinator, Kaila Smith attended the **Washington State Association of Local Public Health Officials** retreat in Walla Walla, Washington May 12th -15th. Participants learned about Results Based Accountability (RBA), a method that uses data to drive decision making in public health programs. This was a wonderful opportunity to network with other public health officials and work together to identify gaps and challenges facing public health.

Chelan Douglas Health District's Emergency Preparedness and Response division hosted the **L0962- Planning Section Chief** course May 19th -22nd. This course was open to Region 7 Healthcare partners and other Emergency Responders throughout Washington State. Eight (8) people attended the training and several of these members will now be able to support the Regional Incident Management Team (IMT). A BIG congratulations to Lexy Lieurance, our Local Emergency Response Coordinator on her successful completion of this course!

Staffing

The expiration of ELC funding led to a difficult staffing change, impacting one of our team members. As of June 30th, 2025, Anthony Stone is no longer with the department.



Communicable Disease & Epidemiology (CD-Epi) Report

Q2
2025

CD-EPI Team



Elizabeth Austin,
Regional
Epidemiologist &
Biostatistician



Jenny Ezpeleta,
Regional Assessment
Coordinator



Haron Siringi,
CD Supervisor



Margo Lopez,
Medical Assistant



Devin Wall
TB & Communicable
Disease Specialist



Alissa Sindelar
TB & Communicable
Disease Specialist

Highlights:

- Regional staff facilitated discussions at a Regional Town Hall focused on the Environmental Health Disparities Map, held in collaboration with the Washington State Department of Health (DOH), Thriving Together NCW, and CDHD's Environmental Health team. The event took place at Wenatchee Valley College on April 17th and drew participation from over 120 community members.
- The Communicable Disease team managed and provided guidance during COVID-19 outbreaks at two long-term care facilities, collectively involving over 50 cases. Thanks to the team's efforts, both outbreaks have since been successfully closed.
- The Regional Epidemiologist is analyzing regional data on emergency department visit trends related to wildfire smoke exposure and comparing these with daily maximum PM2.5 levels to illustrate the health impacts of wildfire smoke on local communities.



Communicable Disease & Epidemiology (CD-Epi) Report

Q2
2025

Communicable Disease Investigations:

In the second quarter of 2025 (April–June), the Communicable Disease Department conducted investigations into 122 notifiable conditions and 123 sexually transmitted infections (STIs).

Top 3 Investigated Diseases & Conditions Investigated in April-June 2025

<u>Condition</u>	<u>Number of Cases</u>
Hepatitis C	40
Campylobacter	13
Hepatitis B	12

Other Diseases & Conditions Investigated (April–June 2025)

- Animal bites & bats
- Botulism (infant)
- Coccidioidomycosis
- Carbapenem-resistant organism (CRO)
- Dead animals
- Dengue
- Diphtheria
- Giardia
- Haemophilus Influenzae
- Hepatitis A
- Highly antibiotic-resistant organism (CRE)
- Influenza death
- Child blood lead
- Legionella UAT
- Lyme disease
- Measles exposure notifications
- Pertussis DBA+
- Rabies post-exposure prophylaxis
- Salmonella
- Shigellosis
- Shiga-toxin producing *E. coli* (STEC)
- Tuberculosis (TB)
- **Grand Total:** 122 investigations conducted during the second quarter of 2025.

Sexually Transmitted Diseases

- Chlamydia



Communicable Disease & Epidemiology (CD-Epi) Report

Q2
2025

- Gonorrhea
- Herpes
- HIV
- Syphilis
- **Grand Total:** 123 Investigations

Epidemiology & Regional Support Highlights

NCW Epi Consortium

- 11 meetings facilitated this quarter.
- 4 projects developed for the Communicable Disease and Emergency Preparedness Departments.
- 4 students recruited from the UW SEAL program and assigned to each project.

Emergency Preparedness

- Participated in 2 measles preparedness calls:
 - CDHD Readiness Tabletop Exercise – Measles Testing & Response
 - Grant County Public Health Emergency Preparedness – Measles Testing & Response

Regional Site Visits

- 4 site visits to Okanogan County Public Health District.
- 2 virtual site visits with Grant County Health District.
- 1 virtual site visit with Kittitas County Health District.

Presentations

- 1 presentation on Notifiable Conditions Series: Foodborne Illness Outbreak Investigations.
- 1 presentation during the Region 7 LHJ Provider Call.
- 2 presentations during the Region 7 Healthcare Alliance Call.

Conferences, Trainings & Events Attended

- Foodborne Illness & Outbreak Investigation training.
- Washington State One Health, Zoonotic & Vector-borne Disease Conference.
- Grant County Air Quality & Outdoor Events Informational Meeting.
- Statewide Assessment Meeting.
- Council of State & Territorial Epidemiologists (CSTE) Annual Conference, Grand Rapids, MI



Communicable Disease & Epidemiology (CD-Epi) Report

Q2
2025

Community Health Assessment

- 4 chapters drafted.
- 2 chapters finalized (Spanish translations in progress).
- 2 chapters in progress

Community Engagement

- 5 data walks co-facilitated for CDHD staff.
- 2 community meetings facilitated:
 - Statewide Health Improvement Plan (SHIP) Listening Session.
 - Regional Town Hall for the DOH Environmental Health Disparities Map (120+ community members attended; 4 CDHD staff facilitated tables).

Statewide Committee Participation

- SHIP Alliance: 4 meetings attended; joined SHA/SHIP Data Indicators Group workgroup.
- WSALPHO Assessment Committee: 4 meetings attended.



Communications & Outreach Report

Q2
2025

Introduction:

During the second quarter, the Communications and Outreach team successfully executed public information campaigns and provided vital support for departmental communication needs through webpage updates, banners, fliers, newsletters, social media, and more.

Outreach participated in 34 outreach events in the second quarter and had 3,620 different interactions with community members.

Communications Team



Maria Christina Monroe
Communications &
Language Access
Director



Miriam Pamatz
Public Health
Communications &
Outreach Coordinator



Adelaida Caballero
Outreach Worker

News Releases:

- Air Quality and Wildfire Smoke
- Champions of Public Health

Radio interviews and ads: Two radio interviews were completed, and five radio ads (in English and Spanish) ran for several weeks during second quarter.

- **Water Safety Tips**
- **Fireworks banned in Chelan and Douglas Counties**
- Chick Days
- Food Temp Permits
- Opioid
- Pet bites/Vaccinations

Highlights:

- Hosted Champions of Public Health event
- Created activities for National Public Health Week with CDHD staff
- Submission of Social Medica Policy



Communications & Outreach Report

Q2
2025

- Started the Language Access Plan
- Responded to 145 “Contact Us” inquiries
- Collaborated with radio, billboard, cinema, and newspaper partnerships
- Assisted with the Opioid and Firework ban campaign

Social Media analytics:

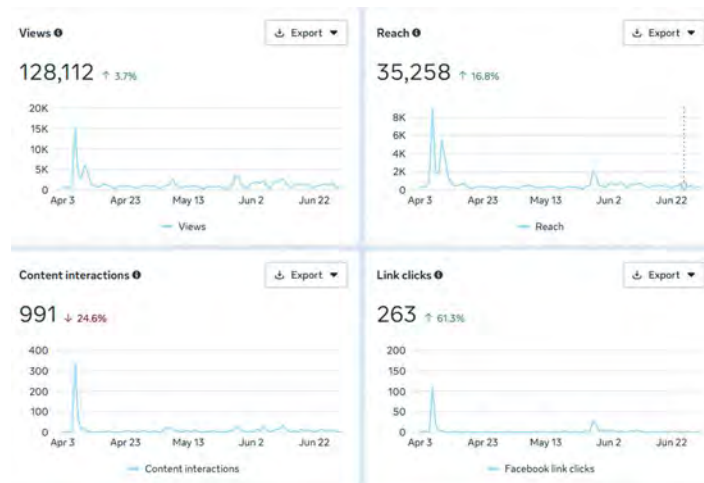
Facebook Analytics (5.4K Followers)

Gender:

80.7% are women
19.3% are men

Age:

1.3% are ages 18–24
14.5% are ages 25–34
30.9% are ages 35–44
23.9% are ages 45–54
14.8% are ages 55–64
14.6% are ages 65+



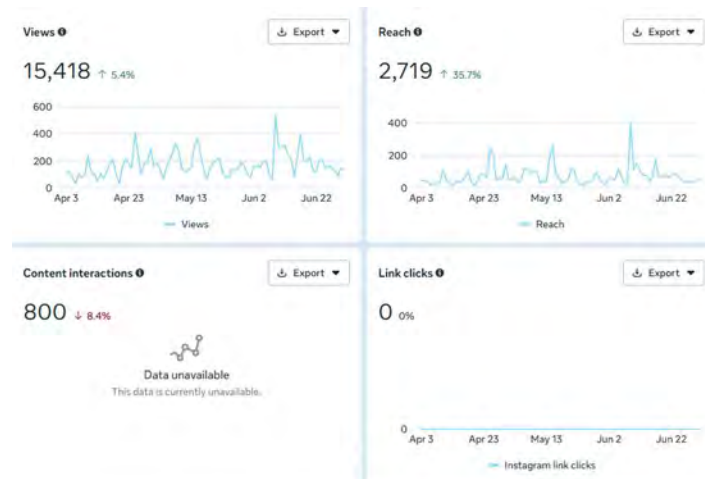
Instagram analytics (1K Followers)

Gender:

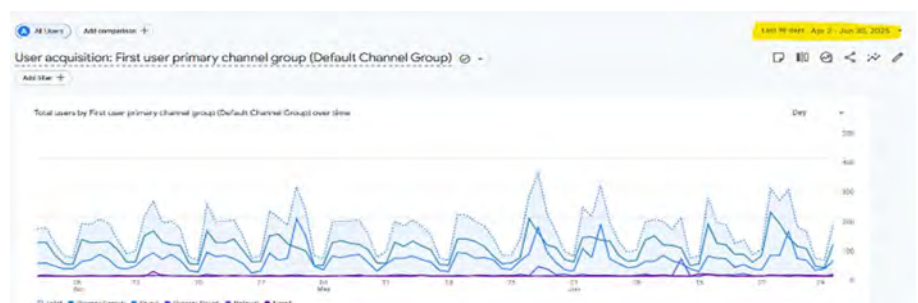
77.6% are women
22.4% are men

Age:

2.2% are ages 18–24
14.1% are ages 25–34
33.1% are ages 35–44
23.5% are ages 45–54
17.5% are ages 55–64
8.6% are ages 65+



CDHD’s website (11K active users)





Environmental Health Report

Q2
2025

Environmental Health Team

Food and Living Environment:



Dominique Gilley
(Supervisor)



Erika Betancourt
(Inspector)



Lisa O'Daffer
(Inspector)



Maria Gonzalez
(Clerk)



Reid Brownlee
(Inspector)



Giovanni Cervantes
(Inspector)

Onsite/Land-Use/Drinking Water Program:



Richmond Petty
(Supervisor)



Juanita Garibay
(Inspector)



Dom Cimmiyotti
(Inspector)



Susan Baker
(Program Asst)

Solid Waste Program:



Brian Dickey
(Supervisor)



Javier Ramos
(Tech)



Karina Castro
(Health Educator)



Programmatic Highlights:

Administrative

- Collaboration with FDA partners continue with enrollment in the FDA Retail Program Standards. Agency will be prepared to apply for grant funding during the next cycle. Grant funding noted subject to change.
- RedCap software productivity and workforce monitoring tool created and implemented.
- Land-use reviews transferred from “paper billing” to SmartGov – streamlining the process and reducing turn-around time

Food Program

- Participated in nation-wide brown egg recall for Salmonella in collaboration with DOH and FDA
- Participated in baby-food recall in collaboration with DOH and FDA
- Legionella investigation and remediation ongoing at a long-term care facility in Wenatchee, WA
- Consulted with Chelan County Jail on plumbing project involving kitchen

Onsite-Wastewater Program

- WAC revisions approved by the Local Board of Health at June 2025 meeting. Local WAC revisions under state review for approval with an implementation date of August 1st, 2025.
- DOH-Office of Drinking Water Group B JPR (Joint Plan of Responsibility) modified to increase funding by \$6,500
- Collaborated with Chelan & Douglas County agencies regarding CDHD Project Review guidelines
- Kait Schilling – Legal Council completed review of CDHD Code regarding Water Availability. Chapter 4.20 removed and transferred to Chapter 4.36 with a proposed title of “Drinking Water Source”. Revision will be independent of WAC revisions and an SOP for the OSS-Program.
- WAC 246-272A addressed in Land Use Guidance review as control radius from private wells increased from 50’ to 100’ for OSS systems. Guidance developed and website updated to address WAC revision.

Water Rec Program

- Water Rec program renewals have been completed, a **total of 218 Licenses**.
- One pool injury-incident/investigation performed
- Water Rec – Pool/Spa Inspection Refresh Training conducted for Environmental Health staff

Solid Waste Program

- 2025-2026 Solid Waste Facility permits issued (16)
- Stop work order posted at the BCI-Bremmer inert waste facility in Rock Island. The solid waste permit expired with no contact from the owner. The operator stated the facility has permanently closed.
- Douglas County Moderate Risk Waste Facility undergoing WA Dept. of Ecology review.
- Provided updated list of **650 restaurants data** to county public works officials for BOMA and organics management requirements
- Presented at Rotary Club regarding BOMA program



Environmental Health Report

Q2
2025

Essential Data:

Food Program Essential Data				
	April	May	June	Quarter 2
Routine Inspections	41	29	71	141
Pre-Opening Inspections	5	18	15	38
Plan and Menu Review	19	16	8	43
Temporary Event Permits	87	72	77	236
Exempt Temporary Event Permits	10	0	8	18
Complaints	6	10	10	26

Water Recreation Program Essential Data				
	April	May	June	Quarter 2
Routine Inspections	4	6	16	26
Pre-Opening Inspections	0	2	2	4
Complaints	0	0	1	1
Injury Investigations	0	0	1	1
Variance Reviews	0	0	0	0

Solid Waste Essential Data				
	April	May	June	Quarter 2
Facility Inspections	4	5	6	15
Solid Waste Complaints	16	13	17	46
Misc. Complaints	12	15	17	44
PPA Visits/Screening	13	12	16	41

On-Site Wastewater Essential Data				
	April	May	June	Quarter 2
Septic System Reviews	54	45	58	157
OSS Permits	49	40	48	137
Project Reviews	5	5	10	20
Drinking Water Reviews	23	24	17	64
Private Water Reviews	20	3	16	39
Public Water Reviews	3	3	1	7
Land Use Reviews	21	20	20	61
Plat/CUP Reviews	14	17	11	42
Mylar Reviews	7	1	4	12
Misc. Reviews	0	2	5	7
Field Inspections	25	66	58	149
Occupancy Approvals	24	29	28	81
Complaints	4	2	4	10



Administrator's Report

Q2
2025

Highlights:

With half the year behind us, this report outlines our progress toward the 2025 Goals selected by CDHD staff last year (see below). Additional highlights since our last meeting include:

- **Building Renovation** – We remain on track to complete construction of the second floor by **July 25th**, with furniture installation anticipated to take an additional week before staff can move in. We are currently projected to come in under budget.
- **Staffing Updates:**
 - One staff member was laid off on June 30th due to discontinuation of grant funding.
 - The Clerk III position and the CD-Epi Director position will not be refilled in order to preserve current staffing levels.
 - We are currently interviewing candidates for the **Operations Director** and **Chief Deputy Registrar** positions. The **Policy Analyst** position remains in the budget, but recruitment will not begin until the two aforementioned positions are filled.
- **Contract Updates:**
 - Contracts between \$10,000 and \$25,000:
 - \$12,108 was approved for CDHD could host the EMI L962 Planning Section Chief Course.
 - Executive Team Contracts between \$25,001-\$65,000:
 - \$31,120 was approved for eight leadership workshops to be delivered over the next two years by **Nash Consulting**. This leadership training is approved and funded by the state, and aligns with recommendations from the **COVID-19 After Action Report**. Nash Consulting, a local agency, submitted a lower-cost bid due to reduced travel expenses. The quote analysis form is attached for reference.

2025 Goals for 2025:

At the end of last year CDHD staff reflected on our goals for 2025. A survey was sent to staff, and a committee of staff was formed to workshop key issues the agency would like to work on, while considering the survey results, the 2023 COVID-19 After Action Report and the CDHD Strategic Plan. General goals were developed and reviewed at the December All-Staff meeting. CDHD has nine (9) priority areas of focus, and updates this quarter are listed below.

1. Improve assessment capabilities for data-driven decision-making.

In Quarter 1, the following assessment and surveillance (Public Health Essential Services 1 and 2) activities have included:

- **Community Health Assessment (CHA)** “chapters” are under development. The first two chapters—**Behavioral Health** and **Demographics**—were completed in Quarter 1, though Spanish translation experienced delays.



Administrator's Report

Q2
2025

- Behavioral Health Chapter: Staff conducted a series of *data walks* to review the English version. Dissemination beyond CDHD will occur this quarter. The chapters are currently being translated into Spanish and will be posted on the CDHD website.
- Chapters in Progress: Two additional CHA Chapters that are underway are Maternal Child Health and the Injury and Violence Prevention.

2. Invest in communications resources and standards to ensure that all information provided by CDHD is evidence-based and presented in a way that the public can understand it.

CDHD developed its first Social Media Policy in Quarter 1, which is currently under Board review for finalization and implementation.

A state-funded opioid awareness campaign concluded this quarter. It included social media posts, Naloxone training, radio and TV ads, billboards, posters distributed to local businesses, and postcards mailed to 20,000 households in rural areas.

3. Prepare for emergency threats to community health and wellbeing and threats to the CDHD's continuity of operations.

- CDHD partnered with agencies to update the Alternate Care Facility (ACF) trailers in Quarter 2.
- CDHD is also hosted the L0962 AHPS Planning Section Chief training in May in Wenatchee.
- This week, CDHD is hosting the G2303 Emergency Operations Center (EOC) Leaders Skillset course.

4. Devise strategies for more inclusive and equity-focused programs.

The communications team, in coordination with the Language Access group, has started working on a Language Access Plan for CDHD.

A *data walk* was held with CDHD staff to review Behavioral Health data findings. Staff provided feedback on data interpretation to inform broader community dissemination this quarter.

5. Maintain financial stability and plan for any decline in federal or state funds.

Several actions were taken this quarter in preparation for potential funding decreases:

- A revised budget that was submitted to the board this week brought us closer to zero – special thanks to Diane as we came into this year with a deficit.
- Two (2) positions were frozen pending budget approval.
- The Communicable Disease and Epidemiology (CD-Epi) Director position, as well as a Clerk III position, will not be filled to offset anticipated state-level cuts.
- CDHD partnered with Action Health Partners to contract for community care coordination to help retain staff and programming for \$126,782.
- Renovations are projected to be under budget, and will wrap up at the end of the month.



6. Enhance operations and safety at CDHD.

Building renovations are scheduled to wrap up soon. In preparation for Bob's retirement as Operations Director, the Health Administrator and Deputy Administrator have drafted an Operations Manual. It includes information on safety protocols, cybersecurity procedures, and maintenance guidance to institutionalize the director's knowledge.

7. Strengthen and sustain community partnerships.

- The Youth Advisory Board, comprising middle school and high school students, held their first meeting on April 30th.
- The Communication and Language Access Director is working with local religious organizations to host community events.
- CDHD distributed box fan kits, HEPA air cleaners, and ISO commercial air cleaners schools and areas experiencing poor air quality.

8. Develop and maintain technology resources that supports current and future public health practice needs.

This quarter the Regional Epidemiologist and the Regional Assessment Coordinator collaborated with staff to strengthen monitoring and evaluation of program outcomes. The Regional Epidemiologist created a RedCap survey for tracking environmental health workload, which will be piloted this quarter.

Smartgov, the platform used by the Environmental Health Department, has been expanded to include Land Use intake.

9. Foster a sustainable and skilled public health workforce.

- Multiple qualified staff have been promoted to new positions this quarter.
- All supervisory staff continue to be enrolled in the Nash Trainings on Managing with Hearts and Minds.
- CDHD is reviewing newly released **PH WINS** data, which compares staffing trends in local health jurisdictions to state and national benchmarks.



Vendor Bid & Quote Analysis

Completed by: **Kristen Hosey**

Date: **7.10.25**

Vendor: **Nash Consulting**

Willhelm Consulting

Date Received: **2.27.25**

5.21.25

Telephone & Email: **Tom@nashconsulting.org**

verhanika@willhelmconsulting.com

Hourly Rate	Daily Hours	Total	Hourly Rate	Daily Hours	Total	Hourly Rate	Daily Hours	Total	Hourly Rate	Daily Hours	Total
		\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00

Notes:

The total cost is \$31,120.00
This would include 8 half-day trainings as well as 8 hours of miscellaneous meetings, etc.

Notes:

The total cost is \$35,700.
This would include 8 trainings, as well as travel, lodging and planning as this vendor is outside of Wenatchee.

Notes:

Notes:

Selected Vendor: **Nash Consulting**

☐ Only Single offer received after competitive solicitation

Selection Justification: **Lower cost due to the vendor being local.**

Attach scope of work on a separate page.