

DATE: September 18, 2017 - 2:00 p.m. – Convened/Board of Health.

Present: Troy Henderson, Garth Meyer and Judy Stone.

Minutes:

1. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the Board of Health minutes of July 18, 2017, with one correction, Dr. Brad Bowman was not present at the meeting.

Health Officer:

2. On behalf of the health officer, I would like to report there is a slight increase in West Nile Virus activity statewide. Also, statewide there has been an increase number of rapid bats tested at the State Lab. It is not an increased percentage bats tested that are positive but the overall numbers are higher and I think it is because of the long hot summer.

Environmental Health:

3. There was a medical student who came up with a project that would meet a need so he thought everyone should have a thermometer. He was able to find funding and he made an educational flyer. We packaged up 700 and 500 will go out to the food banks in the small communities this week. He bought over 1,000 of them at a cost of about \$5,000.

Personal Health:

4. Last week Troy attended a conference in Kansas on cross-jurisdictional sharing. Representatives from about twelve states the north were there. The take home message from the data research was there is not a lot of money for integrating Health Departments and sharing information.

Administrative:

5. We are interviewing a new nurse as well as the two who applied for the community public health educator position.

6. The Board having an opportunity to review the Public Health Strategic Plan for 2018-2021 was recommended for adoption by Mr. Henderson. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to adopt the Public Health Strategic Plan (2018-2021).

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS
ACTING AS THE BOARD OF HEALTH**

**In the Matter of the Whitman County Public
Health Strategic Plan (2018-2021)**)
)

RESOLUTION NO. 079328

WHEREAS, the Whitman County Board of Health convened on this 18th day of September, 2017; and,

WHEREAS, the Whitman County Strategic Plan (2018-2021) was reviewed by the Board at the March 20, 2017 Board of Health meeting; and

WHEREAS, the Whitman County Public Health Director recommends adoption of said Plan.

NOW, THEREFORE, BE IT IS HEREBY RESOLVED that the attached Whitman County Public Health Strategic Plan (2018-2021) be adopted as presented.

DATED this 18th day of September, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON
ACTING AS THE BOARD OF HEALTH

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

WHITMAN COUNTY PUBLIC HEALTH STRATEGIC PLAN 2018-2021

THE DEPARTMENT OF PUBLIC HEALTH’S MISSION IS TO PROTECT, PROMOTE, IMPROVE AND MAINTAIN THE HEALTH OF THE PEOPLE AND THE ENVIRONMENT OF WHITMAN COUNTY. THIS MISSION WILL BE ACHIEVED BY JOINT EFFORTS OF PUBLIC HEALTH AND OTHER HEALTH AND HUMAN SERVICE PROFESSIONALS AND WITH THE HELP OF OUR COMMUNITY PARTNERS.

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Introduction

This strategic plan was developed by incorporating portions of past planning efforts; the community needs assessment of 2016, foundation public health services identified by the Washington State Association of Local Public Health Officials and State DOH and the standards of public health developed by the Public Health Accreditation Board. This plan should be valuable to all staff, regardless of position and duties within the department. It is a four-year plan and was written broadly so that all staff can see their work with a direct relationship between their daily activities and the overall goals of the entire department.

The standards of public health have been used to devise

10 Strategic Initiatives:

1. Community Health Data Tracking, Use and Distribution
2. Communication to the Public and Key Stakeholders
3. Community Involvement
4. Threats to the Public’s Health and Responding to Emergencies
5. Prevention and Education
6. Addressing Gaps in Critical Health Services
7. Performance Management and Quality Improvement
8. Financial Management Systems
9. Infrastructure and Collaboration with County Departments
10. Leadership and Governance

Mission and Vision

Our Vision

All Whitman County residents have the ability to pursue healthy lives in a healthy environment.

Our Mission

To protect, promote, improve and maintain the health of the people and the environment of Whitman County.

Our Work

Our commitment to the vision and mission of the department is carried out each day as we strive to provide professional public health services in a fiscally responsible way while meeting the 10 Essential Public Health Services as described by the American Public Health Association.

These services are to:

1. **Monitor** health status to identify community health problems.
2. **Diagnose and investigate** health problems and health hazards in the community.
3. **Inform, educate, and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop policies and plans** that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public health and personal healthcare workforce.
9. **Evaluate** effectiveness, accessibility, and quality of personal and population-based health services.
10. **Research** to discover new insights and innovative solutions to health problems.

Strategic Initiative 1: *Community Health Data Tracking, Use and Distribution*

Staff will use a systematic public health data collection, tracking, analysis, and utilization system in all policy and program decisions. Data will be distributed to the public and key stakeholders on a regular basis.

Key Health Indicators: A set of key health indicators will be tracked by local, State and regional partners. Analysis of the data will identify trends and draw conclusions about conditions that affect the public's health.

Data Driven Decisions: Key health indicators will be utilized by all staff in a program planning and evaluation tool. Data will be used in the decision making process for all budgetary and programmatic decisions.

Updated Data: The Health Department will consistently use the most current data. Updated data will be reported to the Board of Health, other stakeholders, and the general public at regular intervals.

Primary Data Collection: WCPH will conduct primary data collection to identify local health risks or behaviors when deemed necessary. Staff will attempt to find existing data sources before undertaking primary data collection projects.

Key Health Indicators are a method of measuring the health of a community. By collecting, tracking, and analyzing data in certain areas, it is possible to make connections between program activities and measurable impacts in the community.

Strategic Initiative 2: *Communication to the Public and Key Stakeholders*

All staff will use a systematic public information development, review, publication, and distribution process. WCPH will communicate urgent Public Health messages in a timely and accurate manner.

Public Information: All publically distributed communications will follow established policy. Public information will increase WCPH's visibility and credibility within the community. An updated website with all required and pertinent information will be maintained.

Appearance: All reports and publications will be uniform in appearance, using approved logos, letterhead, business cards, and brochure and newsletter templates.

Emergency Communication: The Director, Health Officer or Board of Health will approve talking points, public service announcements, press releases, and health alerts for emergency events or potentially controversial topics. WCPH will support and participate in local, countywide, and regional emergency communication activities.

Materials: Health education materials may include flyers, brochures, pamphlets, newsletters, radio interviews, newspaper articles, and other publicly distributed materials. Materials will be culturally competent and age and audience appropriate.

Updated Materials: All programs and services will review educational materials and update as needed.

WCPH will keep the community informed using appropriate routine and emergency communication methods. A variety of methods can be used including websites, newspaper articles, radio interviews, and printed materials.

Strategic Initiative 3: *Community Involvement*

The development of collaborative partnerships and active involvement of community members will address community health risks and issues, prevention priorities, health disparities, and gaps in healthcare resources and critical health services.

Medical Partners: Departmental staff will work with other medical providers in the community to develop and implement medical interventions with demonstrated results for healthier communities.

Community Groups: Department staff will participate in community groups, coalitions, projects, and initiatives as appropriate. Active participation in collaborations that address public health issues will ensure community awareness.

Regional and Statewide Participation: Department staff will attend regional and statewide meetings and forums to keep apprised of regional and statewide trends, activities, and opportunities.

Regional Health Improvement: The Department will participate with and best utilize resources and information from the **Accountable Communities of Health**.

Community Groups provide an opportunity for invested local citizens to share their perspective and opinion with program staff. This interaction helps ensure programs are focused on what matters most to the community.

Strategic Initiative 4: Threats to the Public's Health and Responding to Emergencies

A systematic monitoring and reporting process will identify emerging threats to the public's health. WCPH will respond quickly and effectively to emergency situations.

Responsibility: The Communicable Disease and Environmental Health divisions are primarily responsible for monitoring, investigating, and reporting threats to the public's health, and containing the transmission of communicable diseases. WCPH is also responsible for enforcing public health code and law.

Threat Reporting: The public and key stakeholders will be able to report, per State requirements, any public health concerns or complaints through a variety of 24-hour emergency reporting systems.

Collaboration: All monitoring, investigating, enforcing, and reporting activities will be planned and implemented in collaboration with medical providers and veterinarians. When responding to emergencies, a regional approach may be used, or assistance may be requested from other agencies, allowing trained responders to be available 24/7.

Practice: WCPH will ensure preparedness through the maintenance and regular practice of the emergency response plan.

After Action Reports: WCPH will complete an after action report after all real and practice emergency activities. The WCPH emergency response plan will be revised as needed.

Inspections: Regular inspections of permitted facilities will be conducted as required by law.

WCPH will encourage compliance with regulations through education, information, investigation, permit and license conditions, inspections, and development of enforcement code. Proper compliance will reduce the likelihood of a threat to the public's health.

Strategic Initiative 5: *Prevention and Education*

All public health programs and activities will include prevention and education as a planned component. Education can include information regarding health risks, health behaviors, health needs, prevention tips, or wellness approaches.

Community Education: WCPH will educate the community about the department as a whole, including programs and available services, thereby increasing WCPH's visibility and credibility.

Education: Public health programs will develop and sustain education programs. This will include education regarding relevant laws that apply to program activities.

Preventable Conditions: Health promotion strategies will be implemented to protect the population from preventable conditions. These strategies will be research based interventions (best practices) and will involve the collaboration of community partners when appropriate.

Regulated Entities: At every opportunity, staff will provide regulated entities with education regarding their responsibilities and methods to achieve full compliance with applicable laws.

Outreach: WCPH will conduct outreach to the community to promote health department programs. Outreach may target special populations.

Health promotion strategies are implemented to protect the population from preventable conditions. Implemented strategies are based on community need and research-based interventions.

Strategic Initiative 6: Addressing Gaps in Critical Health Services

WCPH will convene, facilitate and provide support for partnerships intended to reduce disparities and specific gaps in access to critical health services.

Capacity Building: WCPH will support and promote capacity building and resource-sharing activities within the county.

Data Sources: WCPH will identify, analyze, prioritize, and publish data sources to empower community leaders to make data driven decisions. This includes data on medical care access, key health indicators, the Community Needs Assessment and other health data.

Prioritize: WCPH will help the community identify gaps in services and health disparities through data analysis. Community Health partners will provide input to WCPH and the Board of Health to address identified areas of health need, including medical care access.

Critical Health Needs: Identified areas of critical health importance will be addressed collaboratively through a variety of activities as each situation warrants, employing culturally competent initiatives. The role of WCPH may be to monitor, participate, or facilitate particular activities.

After reviewing the Key Health Indicator Report, the Department will identify gaps and list out top priorities. If other community groups are already addressing the issue, WCPH's role will be to monitor the situation and provide assistance when necessary.

Strategic Initiative 7: *Performance Management and Quality Improvement*

Effective financial management systems will support all programs and services. These systems will adhere to county financial policies.

Customer Satisfaction: Programs that serve the public or other stakeholders will survey its customers to gauge their perceptions regarding program success and areas for improvement.

Evaluation: All programs will continually use feedback for program evaluation. Evaluations may include review of the program logic model, a records review, and analysis of customer service survey data.

Quality Improvement: WCPH will implement an on-going Quality Improvement process led by Department leadership utilizing feedback from all staff to maximize program efficiencies.

Data Driven: Data driven decisions will be coupled with research based interventions (best practices) to ensure each program operates as effectively and efficiently as possible.

Performance management and quality improvement techniques help programs stay on track and measure their progress. Improving the quality of programs offered by WCPH can improve the health of the individuals that WCPH serves.

Strategic Initiative 8: *Financial Management Systems*

Public health programs and activities will identify specific goals, objectives, and performance measures, and will establish mechanisms for regular tracking, reporting, and use of results.

Written Agreements: WCPH will maintain written financial agreements with outside entities when appropriate.

Budget: The Department's budget is part of the Counties overall budget and as such will be developed while working with county leadership and other Departments in order to demonstrate fiscal responsibility of public funds.

Review: Monthly budget reports will be prepared so that management may review their budgets on a regular basis. WCPH will participate in audits as required.

External Funding: WCPH will actively seek external grant funding as appropriate. Financial management systems will ensure that all requirements are met for externally funded programs.

Department financial systems are **managed in conjunction** with the County Auditor's office. Systems for financial accounting, databases, billing and budget codes, budget review, indirect cost allocation plans, and the budgeting and billing processes will be streamlined to maximize accuracy and efficiency.

Strategic Initiative 9: Infrastructure and Collaboration with County Departments

County systems will continue to provide important functions for the department. WCPH will hire and retain well qualified employees.

County Policies: WCPH is part of the county system, and will follow all county policies.

Human Resources: WCPH will work with the county Human Resource Department to hire well qualified employees. All Human Resource documents, including job descriptions, individuals training plans, performance appraisals, professional licenses, and employee health records will be managed by the Human Resource Department.

Information Services: The Information Technology Department will provide infrastructure for data collection, analysis, and rapid communication.

Future Technologies: WCPH will seek new and current technologies to better serve and communicate with the public and will be open to **leading the way** for County-wide technical improvements.

Prosecutor's Office: Enforcement strategies and code will be developed in collaboration with the Prosecutor's Office.

Infrastructure: WCPH will work with the Facilities Department and other county workgroups to maintain infrastructure.

Whitman County provides the infrastructure for the Department. As such, the Department will follow all county policies relating to interoffice business. The Department will also contribute to the county through participation in countywide activities.

Strategic Initiative 10: Leadership and Governance

Leadership and governance bodies will set organizational policies, provide direction, and assure accountability.

Board of Health Orientation: Board of Health members will be oriented to applicable laws, ensuring department accountability.

Communication: The Board of Health will be kept apprised of public health issues, including public health law changes, the department budget, emergency response, outbreaks and emerging diseases of import, and select program activities.

Strategic Plan: The Board of Health will adopt an updated department strategic plan at least every four years.

Quality Improvement: WCPH's Administrator, Health Officer and Board are committed to a culture of continuous improvement. The entire staff of the Department is strongly encouraged to stay up-to-date on best practices within their fields and to bring any and all potential improvements forward for consideration.

The Board of Health is the governing body for the Department. Board of Health membership includes each of the three county commissioners. The Board of Health meets every other month.

Next Meeting/Adjournment:

7. The November 20, 2017 Board of Health meeting was cancelled. The next meeting is January 16, 2018.

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of Health