



CDHD Board of Health

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Board of Health Meeting Agenda
June 15th, 2026, 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. Consent Agenda (5 Minutes)**
 - a. Approval of May 18th, 2026, Board Meeting Minutes
 - b. Approval of June 1st, 2026, Special Board Meeting Minutes
 - c. Approval of May payroll in the amount of \$447,329.14
 - d. Approval of May benefits in the amount of \$118,935.80
 - e. Approval of Payment Vouchers 20260274-20260323 in the amount of \$66,103.77
 - f. Approval of Contract Matrix

- III. Public Comment**
 - 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.*

- IV. New Business (30 Minutes)**
 - a. ORCA/BOMA – Brian Dickey

- V. Reports (20 Minutes)**
 - a. Health Officer Report – Dr. James Wallace - Report
 - b. Health Administrator Report – Corey Lawson

- VI. Executive Session – RCW 42.30.110(1)(g) (20 Minutes)**
 - a. Discussion of qualifications of public employment

- VII. Adjournment**



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CDHD Board of Health

Meeting Minutes
May 2026

Chelan-Douglas Health District Board of Health Regular Meeting Minutes May 18th, 2026

Board Member Attendance

Board Member	P	V	A	E	NV	Board Member	P	V	A	E	NV
Brad Hawkins (1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Peterson (7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shon Smith, C (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maggie Higgins (8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Randy Agnew, VC (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kim Newman (8)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marc Straub (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alma Chacon (9)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top Rojanasthein (5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carin Smith (9)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Andonaegui (6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amanda Appel (10)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marissa Smith (7)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daniel Moody (10)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>C=Chair, VC=Vice Chair</i>						Joseph Hunter (11)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key: P = Present (In-Person), V = Virtual, A = Absent, E=Excused, NV = Non-Voting
*Resigned

Chelan-Douglas Health District Staff Present

Corey Lawson, Deputy Health Administrator
Erin McCool, Legal Counsel

Ryan Lamb, Operations Director
Kristen Hosey, Administrator

Public Presence

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

Meeting

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

Approval of Agenda

Discussion occurred regarding approval of agenda. Brad Hawkins moved to approve agenda with amendment to section VIII RCW 42-30.140(4)(b) to RCW 42-30-110.1(i). Michael Peterson second. Motion carried unanimously.



CDHD Board of Health

Meeting Minutes

May 2026

Approval of Consent Agenda

Joseph Hunter moved to approve consent agenda. Brad Hawkins second. Motion carried unanimously.

Public Comment

John Port of Real Homes in Chelan County spoke regarding on-site wastewater systems and the Malaga water supply.

Lisa Templeton of Informed Choice in King County spoke regarding vaccination policies and requirements.

Old - Business

Board Rules & Procedures Updates (Action)

Discussion occurred regarding the Board Rules & Procedures Updates.

Top Rojanasthein moved to approve the Board Rules and Procedures with revisions to section 1.1 with the addition of the word "comments". Brad Hawkins second. Motion carries unanimously.

New - Business

The Executive Summary of the Emergency Operations Plan was presented. Board discussion occurred.

Reporting

Dr. James Wallace presents the Health Officer's Report.

Board discussion occurred regarding the Health Officer's Report.

Health Administrator Report

Board discussion occurred regarding the Health Administrator's Report.

Executive Session – RCW 42-30.110(i)

Joseph Hunter moved to enter executive session. Brad Hawkins second. Motion Carried unanimously.

One extension occurred.

No action taken in executive session.

Additional Agenda Item

Brad Hawkins moved to add the consideration of a separation agreement to the agenda. Michael Peterson second. Motion carries unanimously.



CDHD Board of Health

Meeting Minutes

May 2026

Brad Hawkins moved that the board approves the separation agreement as presented contingent upon Dr. Hosey submitting a letter of resignation and signing the separation agreement. Carmen Andonaegui second. Motion carries unanimously.

Erin McCool states she has received a letter of resignation and signature on the separation agreement.

Shon Smith spoke on behalf of Dr. Hosey and her accomplishments.

Adjournment

Brad Hawkins moves to adjourn. Joey Hunter second. Motion carries unanimously.

Shon Smith declares the meeting adjourned.

X

Shon Smith
Board Chair

X

Corey Lawson
Clerk of the Board



CDHD Board of Health

Meeting Minutes
May 2026

Chelan-Douglas Health District Board of Health Special Meeting Minutes June 1st, 2026

Board Member Attendance

Board Member	P	V	A	E	NV	Board Member	P	V	A	E	NV
Brad Hawkins (1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Peterson (7)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shon Smith, C (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maggie Higgins (8)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Randy Agnew, VC (3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kim Newman (8)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marc Straub (4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alma Chacon (9)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top Rojanasthein (5)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carin Smith (9)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Andonaegui (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amanda Appel (10)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marissa Smith (7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daniel Moody (10)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>C=Chair, VC=Vice Chair</i>						Joseph Hunter (11)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Chelan-Douglas Health District Staff Present

Corey Lawson, Deputy Health Administrator
Erin McCool, Legal Counsel

Ryan Lamb, Operations Director

Public Presence

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

Meeting

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

Approval of Agenda

Marc Straub moves to approve agenda. Randy Agnew second. Motion carries unanimously.

Public Comment

Lisa Pilkinton of the Chelan Douglas Health District spoke regarding personnel and evaluations of Dr. Hosey.



CDHD Board of Health

Meeting Minutes

May 2026

Lisa Templeton of Informed Choice in King County spoke regarding vaccination polices and requirements.

Executive Session – RCW 42-30.110(1)(g)

Randy Agnew moves to enter executive session. Marc Straub second. Motion carries unanimously.

Two extensions occurred.

No action taken in executive session

New Business

Brad Hawkins moved to appoint Corey Lawson as the Chelan Douglas Health District Interim Administrator with a 7% out of class premium pay adjustment. Marissa Smith second. Motion carries unanimously.

Adjournment

Randy Agnew moves to adjourn. Brad Hawkins second. Motion carries unanimously.

Shon Smith declares the meeting adjourned.

X

Shon Smith
Board Chair

X

Corey Lawson
Clerk of the Board



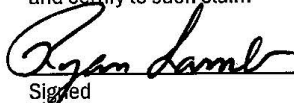
CDHD Payroll & Benefits Approval

May 2026

Chelan-Douglas Health District
Payroll 5/22/2026 for pay period 05-01-26 to 05-15-26

Gross Pay	177,893.49
Benefits	55,208.26
Total Payroll Cost	<u>233,101.75</u>
Net Pay	128,091.25
Due to IRS	43,912.85
Due to ESD - SUTA	1,423.15
Due to ESD - WAFMLA	2,010.19
Due to ESD - WACares Fund	935.42
Due to L&I	2,246.44
Due to DRS for PERS	20,632.01
Due to DRS for DCP	1,845.00
Due to PEBB	30,131.04
Due to AFLAC	238.49
Due to Health Equity FSA	260.00
Due to Health Equity H.S.A	223.74
Due to Union	1,152.17
Total Payroll Expenses	<u>233,101.75</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 \$177,893.49 in salaries and the \$55,208.26 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



Signed

5-20-26
Date



CDHD Payroll & Benefits Approval

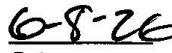
May 2026

Chelan-Douglas Health District
Payroll 6/10/2026 for pay period 05-16-26 to 05-31-26

Gross Pay	269,435.65
Benefits	63,727.54
Total Payroll Cost	<u>333,163.19</u>
Net Pay	180,565.61
Due to IRS	88,515.57
Due to ESD - SUTA	1,570.30
Due to ESD - WAFMLA	3,044.55
Due to ESD - WACares Fund	1,042.06
Due to L&I	2,267.51
Due to DRS for PERS	20,916.17
Due to DRS for DCP	1,845.00
Due to PEBB	31,471.95
Due to AFLAC	238.49
Due to Health Equity FSA	260.00
Due to Health Equity H.S.A	223.74
Due to Union	1,202.24
Total Payroll Expenses	<u>333,163.19</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 \$269,435.65 in salaries and the \$63,727.54 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.


Signed _____


Date



CDHD Payment Vouchers

May 2026

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. 20260274** through **No. 20260286** are approved for payment in the amount of \$8,363.38 this 15 day of June, 2026.

Adilene Morales, Fiscal Supervisor
Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20260274	Amazon Capital Services	16 Office Supplies	\$ 204.35
20260275	Bridgeport Chamber of Commerce	15 Booth Fee	\$ 65.00
20260276	CDHD Petty Cash Fund	15/81/82 Replenishing Petty Cash	\$ 41.64
20260277	CI Information Management	16 Shred Bin Services	\$ 152.67
20260278	Cintas Corporation	16 Janitorial Supplies	\$ 111.10
20260279	Coleman Oil	16 Gas Expense	\$ 101.71
20260280	Columbia Valley Community Health	23 TB Quarterly Compensation Q2	\$ 2,275.00
20260281	Consensus Cloud Solutions, LLC	60/62/63 E-Fax Services	\$ 108.69
20260282	Copiers Northwest	16 Copiers Expense	\$ 658.05
20260283	Corporate Translation Services	23 Interpreting Services	\$ 61.67
20260284	Empire Record Management Inc	16 Storage Lease	\$ 830.00
20260285	VISA	MISC Travel, Training & Conferences, Meals, Field Supplies	\$ 3,446.20
20260286	Waste Management of Wenatchee	16 Utilities Expense	\$ 307.30
			\$ 8,363.38



CDHD Payment Vouchers

May 2026

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. 20260287 through No. 20260296 are approved for payment in the amount of \$12,317.32 this 15 day of June, 2026.

Adilene Morales, Fiscal Supervisor
Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20260287	ADP, Inc	16 ADP Comprehensive Services	\$ 3,771.07
20260288	Amazon Capitol Services	63 Field Supplies	\$ 791.60
20260289	Canon Financial Services, Inc	16 Copier Expense	\$ 829.64
20260290	Cintas Corporation	16 Janitorial Supplies	\$ 167.01
20260291	Douglas County Sewer District	16 Sewer Utilities Expense	\$ 152.60
20260292	East Wenatchee Water District	16 Water Utilities Services & Fire Line Connection	\$ 194.44
20260293	Local Tel Communications	16 Monthly Phone Expense	\$ 783.52
20260294	Ricoh USA	16 Copier Expense	\$ 884.32
20260295	Verizon Wireless	MISC Phone Expense	\$ 2,989.35
20260296	VISA	MISC Training, Meals, Parking, & Other Expenditures	\$ 1,753.77
			\$ 12,317.32



CDHD Payment Vouchers

May 2026

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. 20260297** through **No. 20260308** are approved for payment in the amount of \$15,490.90 this 15 day of June, 2026.

Arlene Morales, Fiscal Supervisor
Administrator

President of the Board of Health

Voucher Number	Claimant	Description	Amount
20260297	All Pro Auto Glass	16 Vehicle Expense	\$ 597.30
20260298	Amazon Capital Services	21 Office Supplies	\$ 199.32
20260299	Cintas Corporation	16 Janitorial Supplies	\$ 111.10
20260300	Espinoza, Maria	82 Employee Reimbursement	\$ 82.00
20260301	Health Equity	16 Healthcare Benefit May	\$ 142.40
20260302	In Print Printing	41 Printing Services	\$ 777.21
20260303	Ogden Murphy Wallace	16 Legal Services	\$ 9,942.50
20260304	Point & Pay	16 Check and Card Processing Fees	\$ 2,796.77
20260305	Pure Water Partners	16 Monthly Water Dispenser Expense	\$ 67.14
20260306	Taylor Technologies	42 Field Supplies	\$ 146.25
20260307	The DOH Associates, PS	16 Building Renovations	\$ 127.00
20260308	Young Innovations	82 Field Supplies	\$ 501.91
			\$ 15,490.90



CDHD Payment Vouchers

May 2026

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. 20260309 through No. 20260323 are approved for payment in the amount of \$29,932.17 this 15 day of June, 2026.

Adilene Morales, Fiscal Supervisor
Administrator

President of the Board of Health

Voucher Number	Claimant		Description	Amount
20260309	AG Supply	16	Gas Expense	\$ 1,108.01
20260310	Amazon Capital Services	12/16/63	Office Supplies, Field Supplies, Other Expenditures	\$ 1,801.16
20260311	Betancourt, Erika	16	Employee Reimbursement	\$ 200.00
20260312	Cintas Corporation	16	Janitorial Supplies	\$ 249.40
20260313	Dell Marketing LP	21	Hardware Expense	\$ 277.18
20260314	Douglas County PUD	16	Utilities Expense	\$ 376.00
20260315	Firefly	16	Monthly Services	\$ 9,557.14
20260316	In Print Printing, LLC	63	Printing Services	\$ 222.84
20260317	Lieurance, Lexy	12	Employee Reimbursement	\$ 218.00
20260318	ODP Business Solutions, LLC	16	Office Supplies	\$ 106.64
20260319	Ogden Murphy, Wallace Attorneys	16	Legal Services	\$ 10,344.80
20260320	Sound Telecom	12	After Hour On-Call Services	\$ 176.22
20260321	Stericycle	83	Hazardous Drug Disposal	\$ 55.13
20260322	VISA	MISC	Meals & Lodging, Contracts, Other Expenditures	\$ 5,111.38
20260323	Water Solutions Inc	16	Monthly Services	\$ 128.27
				\$ 29,932.17



Contract Matrix

May 2026

Contract Number	With Whom	Deliverables	New, Renew, or Replace	Term of Contract	Total Amount Of Contract	Impact or Adjustment
2563-62329 Amendment# 01 WorkFirst Children with Special Needs	Department of Social and Health Services	The purpose of this SOW is to assist DSHS staff in determining a parent's ability to participate in the WorkFirst program through an evaluation of a child's special needs. The purpose of the Amendment is to add funding.	Replace	07/01/25-06/30/27	\$4,500	+\$1,500



Solid Waste Program

1. Organic Waste Law – BOMA
2. Update to Solid Waste local codes: facility closure surety bonds

1. Organics Management Law - 2022

- RCW 70A.205.545 (2022)
- Goal: to reduce landfill methane emission to 2015 levels by diverting 75% of organic materials out of the landfill solid waste stream by 2030.
- Businesses must arrange for organic materials management services:
 - Jan. 1, 2024 – businesses that generate at least 8 cubic yards of organic waste per week
 - Jan. 1, 2025 – business that generate at least 4 cubic yards/week
 - Jan. 1, 2026 – business that generate at least 96 gallons/week (standard residential sized garbage bin)
- Business exemptions:
 - Organic materials managed onsite (i.e., composting at the business)
 - Organic materials from growing or harvesting food or fiber are used offsite by a business growing food or fiber.
 - Organic materials are sold or donated to another offsite business or use.
www.feedspokane.org (132 local restaurants, caterers, grocers...rescued over one million meals in 2023) [Chelan Douglas Community Action Council](#)

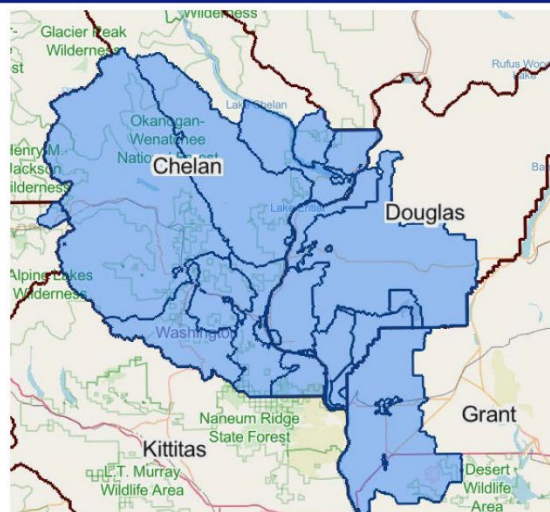


Organics Management Law

- “Business” means a commercial or public entity including, but not limited to, a firm, partnership, proprietorship, joint stock company, corporation, or association that is organized as a for-profit or nonprofit entity. [Note: This definition *includes* public and nonprofit entities such as schools, churches, and hospitals and *excludes* multifamily residential housing developments]
- “Food waste” means waste from fruits, vegetables, meats, dairy products, fish, shellfish, nuts, seeds, grains, and similar materials that results from the storage, preparation, cooking, handling, selling, or serving of food for human consumption.

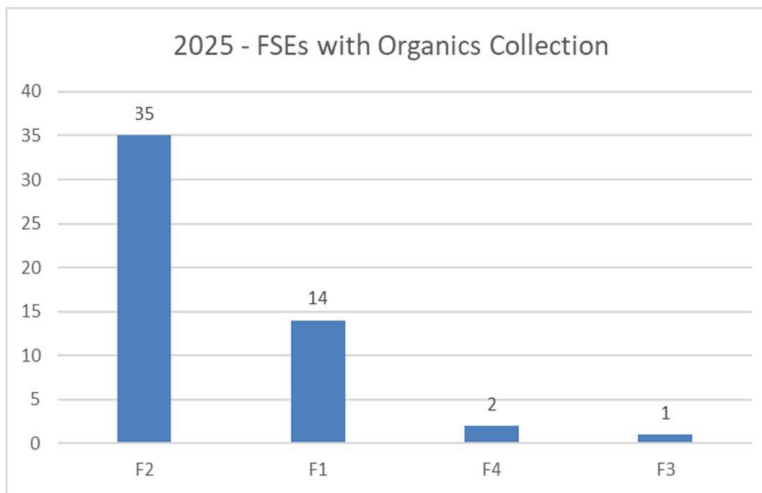
Business Organics Management Area (BOMA)

- IF your business is within the BOMA area and there is a permitted composting facility, you must arrange for organics pick-up.
- Winton Composting (www.wintonmfg.com)
 - consultation, training, support
- Ecology to provide methodology for business compliance verification.
- HD can't raise food permit fees to pay for program staff time.





Health District – BOMA activities



F1 = Large or complex menu with >100 diners, large grocery stores, school kitchen sending food to other schools

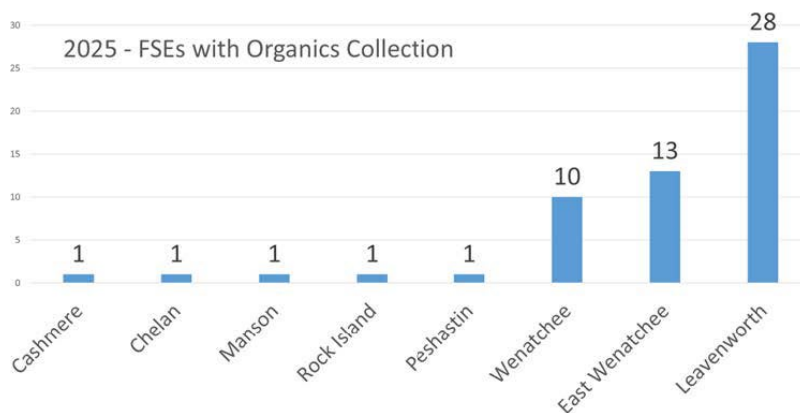
F2 = <100 diners, smaller grocery stores, small restaurants

F3 = simple menus with no cooling of high risk foods, low risk establishments

F4 = pre-packaged foods mainly

5.87% compliance with Organics Law

Health District – BOMA activities





Health District – BOMA activities

- March 2025
 - Emailed BOMA info to 666 food service establishment contacts, English and Spanish
 - One contact replied back to me, not cost effective for his food establishment.
- December 2025
 - Physically mailed ~850 letters with BOMA information to food service owners (not necessarily operators, they are often not the same).
 - Five contacts replied back to me: one school, one convenience store, and 3 B&Bs
- 2026
 - Beginning July 1st: HD can issue \$500 to \$1,000/day in fines for violations (max of \$10,000 in fines to small businesses). educate > warning letter x2 > fines
 - If a business has not arranged for organics service, then they are automatically out of compliance with their BOMA and subject to fines. (New York City)
 - Board direction for EH staff? Continue education outreach? Targeted field visits? Dumpster dive for compliance verification? Take the "New York City" approach?



2. Non-county owned SW facilities – closure bond

- What is landfill “closure”? Who pays if the private landfill owner skips town?
- WAC 173-350-600 only waste tire storage facilities, limited purpose landfills, and large moderate risk waste facilities (haz waste) are required to have a financial assurance option for closure. GWRLF also (over \$10 million)
- Update our SW code to require all non-county owned SW facilities to have a surety bond with a rider update every 4 years.
 - Based on written closure estimate from an engineer
 - Based on 3rd party costs (not facility owner’s costs)
 - Based on final permitted solid waste volume
- Guarantees that the funds will be available to complete those activities identified in the approved closure or post-closure plans.
- No existing facility would be “grandfathered” and require the bond by 2029.
- Also proposed in the SW code revision: All HD legal fees related to facility violations to be paid by the private landfill owner (should we need to go to court). Yakima private landfill fires!

Inert waste landfill facility - example



WAC 173-350-410: Cured concrete, asphalt, brick, glass, ceramics, stainless steel and aluminum





BOMA/ORCA Presentation

June 2026



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

If the Board approves this change to require a surety bond, future BoH meeting: copy of proposed code change (after legal review).

Thanks!

Brian Dickey

Brian.dickey@cdhd.wa.gov

(509) 886-6418



Administrator's Report Cover Page

June 2026

Administrator's Report

Highlights:

Fiscal

Community and Family Health

Emergency Preparedness and Response

Communicable Disease and Epidemiology

Communications and Outreach

Environmental Health

Administrator Update



Fiscal and Operations Report

June 2026

Fiscal and Operations Report and Personnel



Ryan Lamb

Operations Director

Adeline Moralez

Fiscal Supervisor

Krishna Gonzalez

Accountant

AnaMaria Ruelas

Fiscal Assistant



Julian Moro

*Contracts & Procurement
Manager*

Stefano SolaGallegos

Facilities & IT Assistant

Highlights:

- Fiscal and Operations continues to focus on audit readiness, and facilities project completion.
- Coordination continues with external partners to maintain continuity of financial processing and operational stability during system disruptions with Chelan County.

Operations:

- The remodel project is planned for substantial completion and closeout by the end of June in coordination with Berry Construction. This timeline is based on guidance and final sequencing provided by the DOH project architect.
- Facilities and Operations staff are working through final punch list items and preparing for project closeout documentation.



Fiscal and Operations Report

June 2026

- General operational support continues across departments, including IT, procurement, and facilities maintenance, with ongoing emphasis on SOP alignment and inventory controls.

Fiscal Update:

- On May 18th, Fiscal staff submitted the District's annual report to the State Auditor's Office (SAO) in conjunction with the DOH BARS Supplemental Report.
- The State Auditor's Office annual audit is scheduled to begin and is expected to take approximately 6–8 weeks to complete. Preparation activities are underway to support fieldwork and documentation requests.
- An additional ongoing audit is still in process with Washington State Department of Health, and staff continue to respond to information requests and clarification items as they are received.
- Accounts Payable processing through Chelan County has been experiencing delays due to intermittent system outages. These disruptions have impacted processing timelines, and staff are working to mitigate delays and maintain vendor payment continuity where possible.
- Fiscal staff continue to monitor cash flow, coding alignment, and BARS compliance while supporting audit requests and routine financial reporting.

Fiscal Update:

- Through May 2026, with 41.67% of the year complete, the District is at 29.5% of budgeted revenue and 40.5% of budgeted expenses.



Fiscal and Operations Report

June 2026

CHELAN-DOUGLAS HEALTH DISTRICT Budget vs. Actuals 2026 Approved Budget YTD May 2026

Income	Total		
	Actual	2026 Budget	% of Budget
640.001.32120.00.000 HEALTH - BUSINESS LICENSES AND PERMITS	371,569.50	797,638.65	46.58%
640.001.32210.00.000 BUILDINGS, STRUCTURES AND EQUIPMENT PERMITS	265,740.00	603,947.00	44.00%
640.001.33310.55.000 SPEC SUPPLEMENTAL NUTRITION PROGRAM-WIC	68,203.90	192,481.00	35.43%
640.001.33320.61.600 UNITED STATES DEPARTMENT OF TRANSPORTATION	556.49	0.00	
640.001.33393.06.000 PUBLIC HEALTH EMERGENCY PREPAREDNESS	81,579.44	218,000.00	37.42%
640.001.33393.08.000 MEDICAL RESERVE CORP SMALL GRANT PROGRAM	0.00	5,000.00	0.00%
640.001.33393.26.000 IMMUNIZATION GRANT	11,443.45	34,505.00	33.16%
640.001.33393.32.000 EPIDEMIOLOGY/LAB CAPACITY (ELC)	5,595.69	0.00	
640.001.33393.59.000 PERINATAL MENTAL HEALTH COMMUNITY CAPACITY	7,030.21	14,000.00	50.22%
640.001.33393.77.000 MEDICAID MATCH	122,856.88	206,654.00	59.45%
640.001.33393.96.000 PH INFRASTRUCTURE GRANT	27,050.71	100,000.00	27.05%
640.001.33393.99.000 PREVENTATIVE HEALTH/MCH BLOCK GRANT	50,431.04	112,000.00	45.03%
640.001.33403.10.000 DEPARTMENT OF ECOLOGY	113,952.65	158,476.00	71.91%
640.001.33404.10.000 STATE GRANT DCYF	160,297.12	387,000.00	41.42%
640.001.33404.91.000 DEPT OF HEALTH GENERAL FUND	11,444.52	37,179.00	30.78%
640.001.33404.96.000 OHSC TBI SAFE KIDS DSHS IAR	4,724.41	0.00	
640.001.33406.90.000 HCA GENERAL FUNDS	16,436.00	31,654.00	51.92%
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	0.00	2,498,000.00	0.00% *
640.001.33862.00.000 PUBLIC HEALTH ASSESSMENTS	190,757.85	457,817.84	41.67%
640.001.33863.00.000 INTERGOVERNMENTAL SERVICES REVENUE	0.00	0.00	
640.001.34620.00.000 PUBLIC HEALTH CLINIC	1,270.13	5,500.00	23.09%
640.001.34650.00.000 ENVIRONMENTAL HEALTH FEE FOR SERVICES	187,640.08	338,950.63	55.36%
640.001.34670.00.000 OTHER PUBLIC HEALTH FEES (VITAL STATS)	44,972.00	109,989.00	40.89%
640.001.35000.00.000 FINES AND FORFEITS	21,000.00	0.00	
640.001.36111.00.000 INVESTMENT INTEREST	47,166.78	120,000.00	39.31%
640.001.36700.00.000 CONTRIBUTIONS & DONATIONS, PRIVATE	42,063.69	126,000.00	33.38%
640.001.36900.00.000 OTHER MISCELLANEOUS REVENUES	12.00	0.00	
Total Income	\$ 2,053,611.54	\$ 6,954,426.12	29.53%



Fiscal and Operations Report

June 2026

**CHELAN-DOUGLAS HEALTH DISTRICT
Budget vs. Actuals 2026 Approved Budget
YTD May 2026**

Expenses	Total		
	Actual	2026 Budget	% of Budget
640.001.56200.10.000 SALARIES & WAGES	1,857,225.03	4,408,478.73	42.13%
640.001.56200.20.000 PERSONNEL BENEFITS	559,922.94	1,388,513.40	40.33%
640.001.56200.30.000 SUPPLIES	24,877.95	73,320.00	33.93%
640.001.56200.35.200 SOFTWARE	111,268.48	238,037.58	46.74%
640.001.56200.35.300 HARDWARE	314.68	11,000.00	2.86%
640.001.56200.41.100 SERVICES - LEGAL	33,253.03	105,000.00	31.67%
640.001.56200.41.200 SERVICES - AUDIT	3,713.97	40,000.00	9.28%
640.001.56200.41.300 SERVICES - INTERPRETING	609.45	2,350.00	25.93%
640.001.56200.41.450 SERVICES - ANSWERING SERVICE	1,422.22	2,500.00	56.89%
640.001.56200.41.500 SERVICES - OUTSIDE DRS & DENTISTS	4,550.00	9,100.00	50.00%
640.001.56200.41.600 SERVICES - COMPUTER	47,766.93	120,000.00	39.81%
640.001.56200.41.900 SERVICES - CONTRACTS & MISC	3,919.17	16,560.00	23.67%
640.001.56200.41.920 SERVICES - LANDSCAPING	0.00	1,500.00	0.00%
640.001.56200.41.930 SERVICES - PARKING LOT MAINT	1,264.52	5,000.00	25.29%
640.001.56200.42.010 TELEPHONE	16,839.93	39,322.82	42.82%
640.001.56200.42.020 POSTAGE	2,334.20	6,000.00	38.90%
640.001.56200.43.000 TRAVEL/TRAINING	33,562.37	122,320.32	27.44%
640.001.56200.40.000 ADVERTISING	5,336.00	28,855.00	18.49%
640.001.56200.45.000 OPERATING RENTALS & LEASES	4,330.00	10,558.00	41.01%
640.001.56200.46.000 INSURANCE	500.00	140,000.00	0.36%
640.001.56200.47.000 PUBLIC UTILITY SERVICES	7,263.68	18,000.00	40.35%
640.001.56200.48.000 REPAIRS	12,937.50	40,827.15	31.69%
640.001.56200.49.000 PRINTING - OFFICE	1,441.37	5,250.00	27.45%
640.001.56200.49.001 PRINTING - COPIER	11,368.70	10,000.00	113.69%
640.001.56200.49.200 PAMPHLETS - PRINTED OR PURCHASED	0.00	610.00	0.00%
640.001.56200.49.300 DUES & MEMBERSHIPS	9,635.15	11,212.00	85.94%
640.001.56200.49.400 SUBSCRIPTIONS	0.00	2,178.00	0.00%
640.001.56200.49.500 OTHER EXPENDITURES	50,096.21	83,561.00	59.95%
640.001.56200.49.700 CONTINUING EDUCATION	0.00	7,000.00	0.00%
640.001.56200.62.030 IMPROVEMENTS TO BUILDING	12,284.69	18,000.00	68.25%
Total Expenses	\$ 2,818,038.17	\$ 6,965,054.00	40.46%
Surplus / (Deficit)	\$ (764,426.63)	\$ (10,627.88)	

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



Fiscal and Operations Report

June 2026

CHELAN-DOUGLAS HEALTH DISTRICT Cash/Investments 5/31/2026

Cash on Hand - Petty Cash	500.00	
General Account - Chelan County Treasurer	82,805.20	
Payroll Clearing Account - Key Bank	44,635.87	
Investment Account - Chelan County Treasurer	4,008,118.13	
<i>Investment broken out as follows:</i>		
Reserves		2,000,000.00
General Investment		1,442,475.45
Total Cash/Investments	4,136,059.20	

CHELAN-DOUGLAS HEALTH DISTRICT Budget vs Actuals 2026 Budget YTD May 2026

	<u>YTD</u>	<u>Budget</u>	
Permits	637,309.50	1,401,585.65	45.5%
Federal Grants	374,747.81	882,640.00	42.5%
State Grants	306,854.70	614,309.00	50.0%
State Entitlements	199,817.00	2,897,634.00	6.9%
Assessments/Intergov Rev	190,757.85	457,817.84	41.7%
Fees	233,882.21	454,439.63	51.5%
Interest	47,166.78	120,000.00	39.3%
Other Revenue	63,075.69	126,000.00	50.1%
Total Revenue	2,053,611.54	6,954,426.12	29.5%
Wages	1,857,225.03	4,408,478.73	42.1%
Benefits	559,922.94	1,388,513.40	40.3%
Supplies	169,714.14	322,357.58	52.6%
Services	218,891.37	827,704.29	26.4%
Capital Outlays	12,284.69	18,000.00	68.2%
Total Expenses	2,818,038.17	6,965,054.00	40.5%
Surplus /Deficit	(764,426.63)	(10,627.88)	



Community and Family Health Report

June 2026

Community and Family Health Report and Personnel



Cari Hammond

CFH Director



Lisa Pilkinton

Health Educator



Emily Gilmore

NFP/NHV



Stephanie Snitily

Immunization
Coordinator



Katie Young

NFP Supervisor/NHV



Veniece Ceballos

NFP/NHV



Brianna Rice

Community Health
Dietitian



Ana Macias

WIC Coordinator
& Certifier



Yanet Lozano

WIC Certifier



Nichole Franks

MCH Lead



Quinn Kenoyer

Health Systems
Improvement
Coordinator



Norma Renteria

Program Assistant



Lupita Espinoza

ABCD Coordinator



Garth Donald

Mental Health & Substance
Use Coordinator



Community and Family Health Report

June 2026

Division Highlights:

The Community Health Dietitian, in partnership with Chelan Douglas Community Action Council & Our Valley Our Future, formed the Chelan Douglas Food Council to address food insecurity.

The Maternal Child Health Lead tested 49 children for elevated blood lead at Wenatchee Head Start, with the help of an MRC Volunteer Nurse. The children with elevated levels were referred to their primary care providers for confirmatory testing.

NFP Success Story:

“J became pregnant unexpectedly last year and enrolled in Nurse-Family Partnership because she was concerned about navigating pregnancy and parenting while managing a significant mental health diagnosis. Prior to pregnancy, J's symptoms were well managed with several medications. After learning she was pregnant, she had to abruptly discontinue those medications, creating uncertainty about how her mental health might be affected during pregnancy and postpartum.

As her nurse home visitor, I regularly assessed her emotional well-being and provided a safe, supportive space for her to discuss her concerns and challenges. I encouraged her to remain engaged with her therapist and psychiatrist and provided education about perinatal and postpartum mood disorders. Together, we developed safety plans to address potential mental health crises and discussed strategies for maintaining stability throughout pregnancy and after delivery. We included her partner in these conversations, and I provided education about warning signs and ways he could support her if concerns arose.

Throughout her pregnancy, we developed a strong therapeutic relationship. She has frequently shared how helpful it has been to have consistent support and someone she could talk to openly about her fears and experiences. J has stayed committed to nurturing her mental health and seeking support wherever it's available.

Today, J is the mother of a healthy infant and continues to report stable mental health and a positive mood. She has shown no signs of postpartum depression and has become a loving, attentive, and responsive parent. In addition to caring for her infant, she has enrolled in online classes to continue working toward her college degree and is managing the challenges of parenthood with confidence and resilience”.



Community and Family Health Report

June 2026

Maternal Child Health

Activity Type	Description	Count / Reach	Notes
Outreach Event	No Activity		
Email Outreach	CYSHCN	2	Special Education PTSA, Superintendent of Wenatchee School District
Email Outreach Partner Meetings	Maternal	2	-Replied to request for information regarding pathway to becoming a doula. -Mountain View Women's Health Clinic
	Children (1-21)	1	Akin
	Perinatal	0	
	CYSHCN	5	VAST; CYSHCN Communication Network Meeting; SMART; Special Education PTSA; Regional School Nurse meeting
Partner Meetings Material Distribution	Maternal	1	Doula from Ellensburg
	Children (1-21)	7	HOPE Community of Practice; AKIN; FYSPRT; North Central Early Learning Coalition (NCLEC); Waterville & Wenatchee Together for Youth; Chelan Douglas LPA meeting
	Perinatal	1	Breast Feeding Coalition
	Flyers, posters, social media or handouts	4 Social Media posts for Doula awareness	Posted throughout month
Systems Improvement	Clarified or improved workflow or referral pathway	5 Identified 2 improvement(s)- still in progress	Waitlists for autism diagnosis is 9 + months; official SMART team creation is a challenge. -Lack of practicing Doulas in area- Doula awareness social media campaign ran whole month.



Community and Family Health Report

June 2026

			<p>-Lack of in person Doula teaching classes in area. Work is being done to provide classes at WVC</p> <p>-Breastfeeding barriers exist within the area due to challenges with unpaid breaks- new law to go into effect this January to allow for paid breaks</p>
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Childcare Consultation

Completed two (2) childcare consultations: covered developmental screenings, the importance of early identification of developmental delays and community resources for children with delays; conducted lead testing at Wenatchee Head Start

WorkFirst

Received one (1) new referral- unable to complete nursing evaluation and referred back to DSHS.

Nurse-Family Partnership

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
50	41	30	7	*0	2	57	31

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



Community and Family Health Report

June 2026

Women Infants & Children (WIC)

April 2026	Total Women Enrolled	Total Infants Enrolled	Total Children Enrolled	Caseload	TOTAL CASELOAD
East Wenatchee	136	108	383	627	632
Leavenworth	1	0	4	5	

*May caseload data not yet available

APRIL CLINIC APPOINTMENTS				
	TOTAL	ATTENDED	CANCELLED	MISSED
TYPE OF APPTS				
Initial Certification (IC)	8	8	0	0
Subsequent Certification (SC)	59	46	8	5
Mid-Certification Assessment (Mid Cert-HA)	51	43	1	7
Nutrition Education (NE-I)	99	81	4	14
Nutrition Education with RD (NE-I-RD)	0	0	0	0
Food Benefits Only (FBI)	23	14	2	7
Breastfeeding Education (BFE)	0	0	0	0
High-Risk Nutrition Education (RD)	12	9	1	2
Anthropometrics (ANTHRO/LAB)	8	7	0	1

Total Number of Scheduled Clinic Appointments	260
Total Number of Missed Appointments	36
Clinic Show Rate	86%

Immunizations



Community and Family Health Report

June 2026

VFC Site Visits	IQIP Visits	Unannounced S & H Visits	IIS Trainings for Providers	Trainings related to regional scope of work	Vaccine Clinics
2	4	0	0	5	

Access to Baby & Child Dentistry

Number of Children Enrolled	Number of Community Outreach Events / total # reached	Total Outgoing Referrals to Other Services
8	3/340	15

Community Connect

Number of Clients Enrolled	New Referrals Received	New Clients Enrolled	Clients Discharged	Total Outgoing Referrals to Other Services	Number of Community Outreach and/or Networking Events / total # reached
35	3	2	*	*	6 events; 1300 people reached

**Data report not available yet*

Lifecourse Program

Safety & Prevention

Event	Attendance/# of meetings and/or events
Run & Fun Festival- 79 lifejackets distributed, water safety education and lifejacket fitting information provided	185 families
Behavioral Health CHIP Meeting - working to create behavioral health community health improvement planning objectives	3 partner agencies attended
Opioid, Overdose and Naloxone Administration - Migrant Students & Teachers	26 attendees
Suicide Prevention Training - Sage Hills Church	28 Attendees
Healthy Youth Survey Presentation- Wenatchee School District	12 attendees



Community and Family Health Report

June 2026

TBI Prevention Grant- Provided Helmets to Cascade Medical Center and Wenatchee Police Department to distribute at Safety Fairs	N/A
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Health Education

Event	Attendance/# of meetings and/or events
Youth Advisory Board	11 attendees
Stemilt Employee Education- Skin Cancer Awareness & Prevention	140 attendees
Run & Fun – Community Wide Safety Fair - Provided water safety education to 185 families	185 families
Perinatal Mental Health Support Group Facilitation	6 new or expectant mothers
Youth Survey- will inform future youth programming and youth advisory board activities	80 participants

Community Health Nutrition

Event	Attendance OR # of meetings and/or events
Chelan Douglas Food Council Meeting	35 Community Partners attended
After School Programming	2 classes, 20 students
Wenatchee High School Sports Nutrition Presentation	8 students
Manson School District – Head Start- Food Demo (creating healthy snacks for families)	

Definitions:

NFP- Nurse-Family Partnership
NSO- National Service Office

CD/I/V Prevention- Chronic Disease, Injury, Violence Prevention
MCH- Maternal Child Health



Community and Family Health Report

June 2026

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
HCA- Health Care Authority
AVP- Adult Vaccine Program
USDA- U.S Dept of Agriculture
CHIP- Community Health Improvement Plan
VAST- Valley Autism Support Team
HOPE- Healthy Outcomes from Positive Experiences

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
MCHBG- Maternal Child Health Block Grant
MOUD- Medications for Opioid Use Disorder
IQIP- Immunization Quality Improvement for Providers
CCRJ- Chelan County Regional Jail
FNS- Food and Nutrition Services
TBI- Traumatic Brain Injury
FYSVRT- Family Youth System Partner Round Table
SMART- School Medical Autism Review Team



Emergency Preparedness and Response Report

June 2026

Emergency Preparedness and Response Report and Personnel



Kaila Smith

Lexy Lieurance

Griselda Lozano

*Regional Emergency
Response Coordinator*

*Local Emergency
Response Coordinator*

Program Assistant

Division Highlights

The Emergency Preparedness & Response (EPR) division continued to advance preparedness, planning, and response initiatives throughout May. Staff participated in several community outreach and educational events, including Classey Chassis and School Nurses Day, providing information on wildfire smoke, air quality, Stop the Bleed training, and the Medical Reserve Corps (MRC). These efforts helped increase public awareness and promote community resilience.

The division worked closely with Communicable Disease and Epidemiology staff to review and strengthen measles outbreak policies and procedures, laboratory follow-up processes, and notifiable conditions training materials. Staff also participated in regional discussions with healthcare and emergency preparedness partners regarding measles preparedness and response planning.

Significant progress was made on updates to the agency's Emergency Operations Plan (EOP). Throughout the month, staff collaborated with administration to review plan components, make revisions, and develop supporting annexes to enhance organizational readiness. Additional preparedness efforts included participation in the Regional Emergency Response Committee (RERC) and Local Emergency Response Committee (LERC) meetings, as well as ongoing coordination with regional healthcare preparedness partners.

Professional development remained a priority, with staff attending Grant Writing Essentials training and participating in specialized preparedness training opportunities. A draft Critical Incident Stress Management (CISM) Plan was completed to support staff wellness and strengthen organizational resilience during emergency response operations.



Emergency Preparedness and Response Report

June 2026

The division also remained engaged in monitoring emerging public health threats through regular situational awareness briefings, reviewing updates related to communicable diseases, international events, and potential supply chain impacts that could affect local preparedness and response efforts.

The EPR division remains committed to strengthening community preparedness through planning, collaboration, training, and public outreach efforts.

Medical Countermeasures (MCM) Program

The Medical Countermeasures (MCM) Program continued to support regional preparedness efforts during May. Staff attended the Medical Countermeasures Meeting in Lacey, Washington, from May 19–21, where participants collaborated with state and local partners to discuss current initiatives, best practices, and strategies for enhancing medical countermeasure planning and response capabilities. Information and resources obtained during the meeting will help support local preparedness efforts and strengthen the county's ability to respond to future public health emergencies.

Medical Reserve Corps

The Chelan-Douglas Medical Reserve Corps remained actively engaged throughout the month. Regular meetings were held to support volunteer coordination, preparedness planning, and program development. The MRC was highlighted during several community outreach and educational events, helping increase awareness of volunteer opportunities and emergency preparedness resources available to residents. The program continues to play an important role in supporting public health and emergency response activities by maintaining a network of trained volunteers ready to assist when needed.

Community Medical Needs Vending Machine

Chelan-Douglas Health District Main Floor Kiosk

The kiosk continues to serve community needs by distributing:

- **Narcan**
- **iHealth 3-in-1 COVID**
- **STI Prevention Supplies**

Recent Usage Trends (January–May 2026):

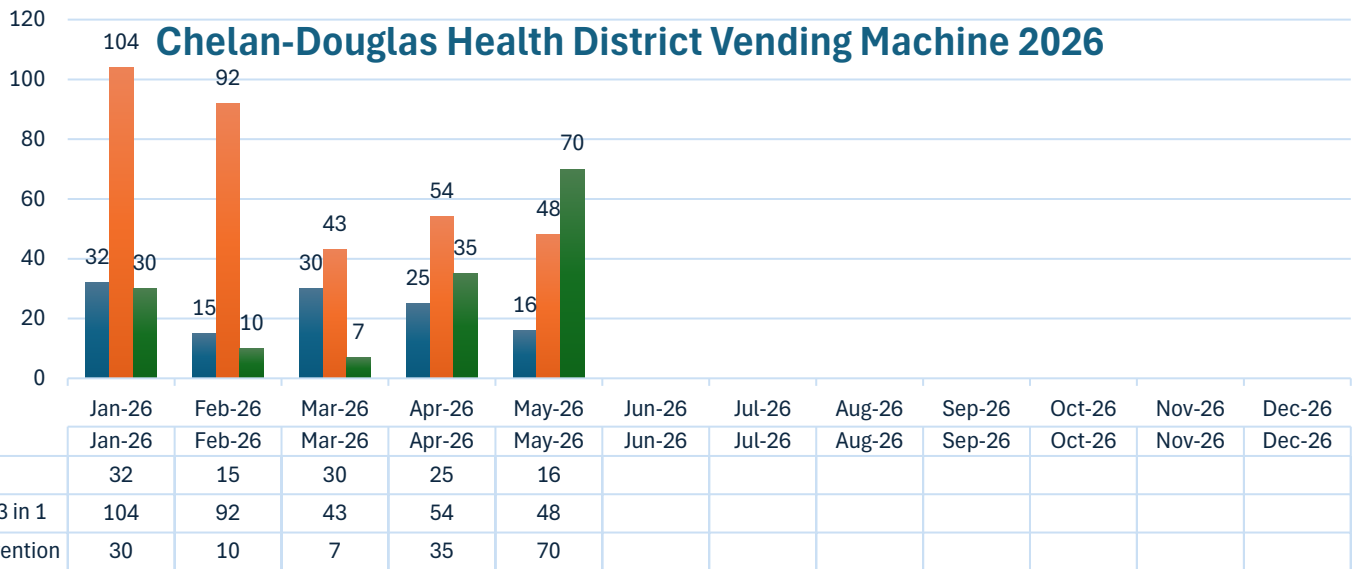
- **Narcan:** Distribution fluctuated throughout the reporting period, reaching a high of 32 doses in January before decreasing to 16 doses in May.
- **iHealth 3-in-1 Test Kits:** Usage was highest in January with 104 kits dispensed and gradually declined to 48 kits distributed in May.
- **STI Prevention Supplies:** Demand increased significantly during the spring months, rising from 7 items in March to 35 in April and peaking at 70 items dispensed in May.



Emergency Preparedness and Response Report

June 2026

- The vending machine continues to provide accessible harm reduction, disease prevention, and public health resources to community members, with notable growth in the utilization of STI prevention supplies during May.



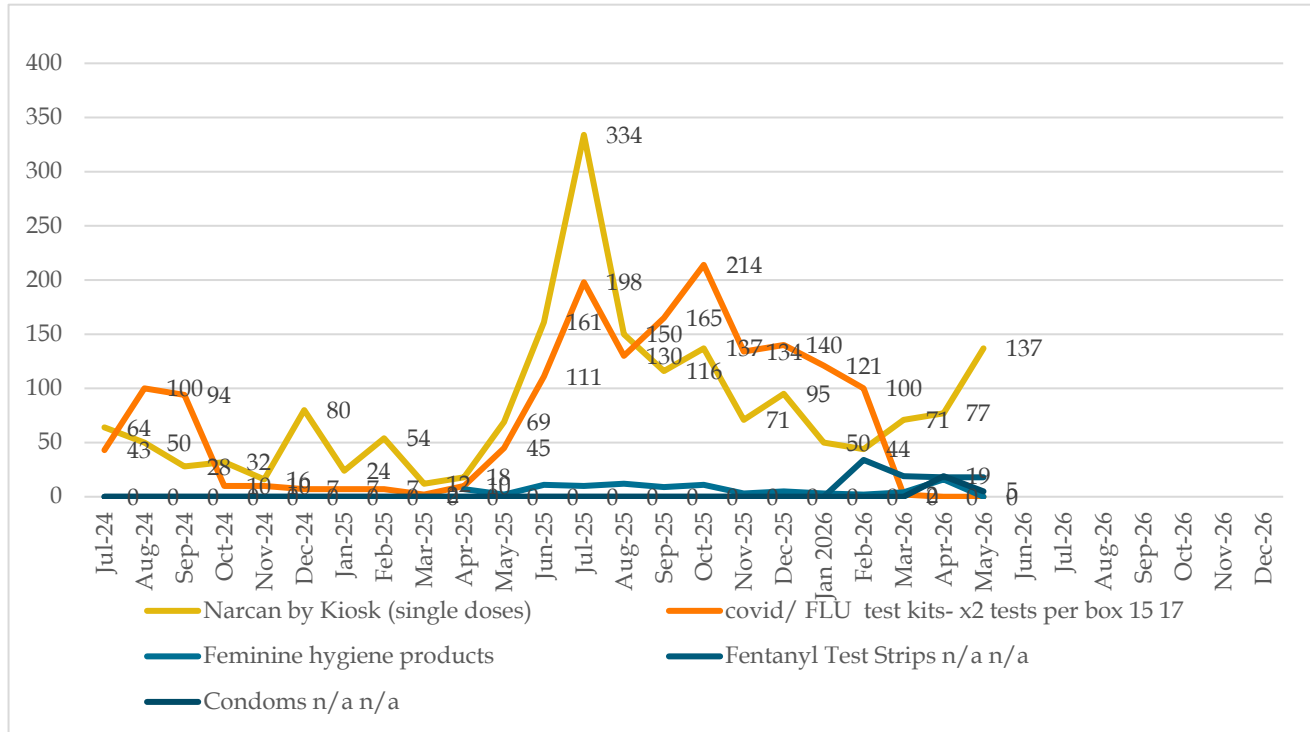
■ Narcan ■ Ihealth 3 in 1 ■ STI Prevention



Emergency Preparedness and Response Report

June 2026

Lake Chelan Hospital



Recent Usage Trends (January–May 2026):

- **Narcan:** Distribution increased steadily throughout the reporting period. After 50 doses were dispensed in both January and February, usage rose to 71 doses in March, 77 doses in April, and peaked at **137 doses in May**, indicating growing demand for overdose prevention resources.
- **COVID/Flu Test Kits:** Distribution was highest at the beginning of the year, with **121 kits dispensed in January** and **100 kits in February**. Utilization declined significantly during the spring months, with little to no distribution reported from March through May.
- **Feminine Hygiene Products:** Usage remained relatively low during most of the reporting period but increased in March, with **44 items dispensed**, followed by **19 items in April** before declining again in May.
- **Other Harm Reduction Supplies:** Distribution of fentanyl test strips and condoms remained minimal during the reporting period, with only occasional utilization reported.

The vending machine continues to serve as an important access point for public health resources within the community. The most notable trend during this reporting period was the substantial increase in **Narcan distribution**, which reached its highest level in May, demonstrating continued community demand for overdose prevention supplies.



Communicable Diseases & Epidemiology Report and Personnel



Elizabeth Austin

Alissa Sindelar

Jenny Ezpeleta

Sandy Mendoza

Regional Epi & Biostatistician

PHN II: TB & CD Specialist

Regional Assessment Coordinator

PHN II: TB & CD Specialist

Division Highlights:

- The Communicable Disease team successfully activated and utilized the Isolation and Quarantine Plan in coordination with Emergency Preparedness, marking the first operational use of the plan since the COVID-19 pandemic.
- Staff effectively implemented established protocols, ensuring continuity of service and a coordinated response. A post-incident review ("hot wash") is planned for next month to identify opportunities for process improvements and operational refinements.

Communicable Disease and Notifiable Conditions

***About this Division:** The Communicable Disease (CD) team plays a vital role in preventing and controlling communicable diseases in Chelan and Douglas counties by tracking and investigating outbreaks, notifiable conditions, coordinating public health lab testing, and providing locally relevant responses in accordance with the FPHS Standards.*

In May 2026, the CD team conducted **62 case investigations**, which included:

- **23** Notifiable Conditions
- **39** Sexually Transmitted Infections (STIs)

In addition to conducting case investigations, the CD-EPI Department continues to manage less than 10 active TB cases, and other non-notifiable conditions.

Top 3 Notifiable Conditions (May)	Number of Cases
Chlamydia	22
Hepatitis C	<10
Pediatric Elevated Blood Lead Levels	<10

Overdose Reporting: <10

Less than ten overdose events have been reported to CDHD so far this year (between January 1-May 30th, 2026).



Communicable Diseases/Epi Report

June 2026

- Stephanie Snitily, Immunization Coordinator, has assumed temporary oversight of the Communicable Disease Program pending recruitment and placement of a permanent director. The Health District appreciates her willingness to serve in this capacity and values the experience and leadership she brings to the program during this transition.
- The Communicable Disease Program partnered with King County to expand access to multilingual medical forms, improving communication and service delivery for individuals with diverse language needs
- The Communicable Disease program continues support in response to the presence of legionella in the water supply in a long-term care facility – including coordination with CDC and DOH officials.
- School absenteeism continues to remain low in the summer months with only a single report provided in May.

Epidemiology, Assessment and Surveillance

***About this Division:** The CD-Epi team plays a critical role in assessment, surveillance and epidemiology by gathering and managing essential data, analyzing trends to identify community health priorities, and using that insight to inform planning, guide decisions and support public health actions. This work is supported in part by regional funding and staff provide epidemiology and assessment support to Chelan, Douglas and Okanogan counties.*

- The Regional Epidemiologist is developing enhanced internal surveillance capabilities to monitor wildfire smoke-related illness across Chelan, Douglas, and Okanogan counties, including tracking air quality conditions, emergency department visits for cardiac and respiratory illnesses, and age-specific trends associated with smoke exposure.
- The Regional Viral Respiratory Surveillance Data Dashboard has transitioned to its seasonal schedule and will resume weekly updates in early October. Website updates have been completed, and links to relevant Washington State Department of Health dashboards have been added to provide ongoing access to current illness trend data.
- The Regional Epidemiologist continues to support investigation, monitoring, and follow-up activities related to elevated blood lead level cases within the region.



Communications and Outreach Report

June 2026

Communications and Outreach Report and Personnel



Maria Christina Monroe

*Communications &
Language Access Director*

Miriam Pamatz

*Public Health
Communications &
Outreach Coordinator*

Adelaida Caballero

Outreach Worker

Highlights

- Hosted 2nd CDHD Resource Fair before the Classy Chassy parade promoting our programs and services
- Posted Measles campaign posters in Orondo, Bridgeport, Mansfield, Waterville, Chelan, Manson, & Entiat

Partnerships

The Communications/Outreach team collaborated and met with the following groups and agencies:

- Readiness Meeting
- Wenatchee School District Inter-Agency Meeting
- NCR Falls Coalition Meeting
- Senior Services Network Meeting

Workforce Development/Trainings

- Virtual Government Social Media Conference 2026
- A Public Health Approach to Dementia virtual training

Outreach Events

- 5/1: CDHD Resource Fair @CDHD building, East Wenatchee (100 interactions)
- 5/5: Math Night @Palisades (40 interactions)
- 5/9: PUD Kid's Fest @Wenatchee (900 interactions)



Communications and Outreach Report

June 2026

- 5/15: Together Harvesting Success @WVC, Wenatchee (0 interactions)
- 5/20: Community School BBQ @Entiat (120 interactions)
- 5/28: Head Start Resource Fair @Wenatchee (200 interactions)

Outreach had a total of **1,360** individual interactions for the month of May.



5/9 PUD Kid's Fest @Wenatchee



5/1 CDHD Resource Fair @East Wenatchee



Environmental Health Report

June 2026

Environmental Health Report and Personnel

Food and Living Environment



Dominique Gilley

Reid Brownlee

Giovanni Cervantes

Lisa O'Daffer

Ericka Bentancourt

Supervisor

Inspector

Inspector

Inspector

Inspector

Onsite, Land-use, and Drinking Water



Richmond Petty

Juanita Garibay

Dom Cimmityotti

Susan Baker

Supervisor

Inspector

Inspector

Program Assistant

Solid Waste



Brian Dickey

Javier Ramos

Karina Castro

Supervisor

Technician

Health Educator



Environmental Health Report

June 2026

Food and Living Environment

- The Food Program continues to assist a local facility in sampling and remediation of the presence of Legionella in a water supply.
- The Food Program has contacted the University of Washington to inquire about a field client software and potential collaboration with the district.
- Efforts continue to address unpermitted food vendors – with staff responding to incidents after-hours and on weekends.
- The Food Program continues to coordinate logistics the America 250 Upper Valley Community Celebration with local partners with the event expected to host approximately 1,500 people held at Alpine Lakes Elementary.

Onsite-Wastewater

- Completed our Onsite Spring Newsletter for Licensed Service Providers and Designers. The newsletter is posted on the CDHD website, along with previous editions.
- Onsite staff attended DOH Sanitary Survey training in Ellensburg (May 12-13). The training provides annual refresher instruction for Group A water system inspections. The Health District is assigned 21 surveys in 2026 and receives up to \$1,500 per survey; 8 surveys have been completed to date.
- OnlineRME went live on May 15. Licensed Service Providers now submit septic inspections and pumping reports through the platform.
- The outage of Chelan County's website has delayed septic and water application reviews. Staff routinely rely on the Assessor and GIS sites to verify parcel information, bedroom counts, setbacks, riparian buffers, stream types, and other property characteristics necessary for permit review.
- Staff completed our in-house Water Recreation Facility Inspection refresher training preparing for the upcoming season.
- The Water Recreation Program has nearly completed license renewals (~97%). Six (6) water recreation facility licenses have expired and will accrue late fees.

Solid Waste

- Issued the Double Down Inert Waste Landfill permit for Selland Construction in Douglas County.



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- Attended the 2026 Organics Summit held at Wenatchee Valley College. The event was hosted by the Department of Ecology covering the central region with topics including Organics Law, Business Organics Management Area (BOMA) and Organics Recycling Collection Areas (ORCA).
- Conducted final walk-through of the Alcoa plant demolition with Chelan County Building Department and Fire Marshals.
- Attended a tour of the Royal City Family Farm hosted by Our Valley Your Future’s industrial symbiosis subgroup.

Statistics and Data

Food Program Essential Data				
	March	April	May	Total
Routine Inspections	70	64	45	179
Pre-Opening Inspections	8	7	3	18
Plan and Menu Review	9	18	11	38
Temporary Event Permits	11	77	35	123
Exempt Temporary Event Permits	0	10	4	14
Complaints	8	3	6	17

Water Recreation Program Essential Data				
	March	April	May	Total
Routine Inspections	3	12	0	15
Pre-Opening Inspections	0	0	0	0
Complaints	0	0	0	0
Injury Investigations	0	0	0	0
Variance Reviews	0	0	0	0

Solid Waste Essential Data				
	March	April	May	Total
Facility Inspections	8	10	4	22
Solid Waste Complaints	17	26	11	54
Misc. Complaints	10	14	3	27
PPA Visits/Screening	8	12	12	32



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On-Site Wastewater Essential Data				
	March	April	May	Total
Septic System Reviews	47	53	38	138
OSS Permits	37	46	32	115
Project Reviews	10	7	6	23
Drinking Water Reviews	16	11	9	36
Private Water Reviews	9	11	7	27
Public Water Reviews	7	0	2	9
Land Use Reviews	10	2	4	16
Plat/CUP Reviews	7	8	8	23
Mylar Reviews	2	8	5	15
Misc. Reviews	10	0	0	10
Field Inspections	43	63	62	168
Occupancy Approvals	14	14	26	54
Complaints	4	2	8	14



Chelan-Douglas Health Administrator's Update



Corey Lawson

Tammy Miller

Maria Gonzalez

Interim Administrator

Deputy Registrar & Public Records Officer Clerk III

FPHS Funds and Monitoring

The Health District has implemented FPHS funding reductions totaling approximately \$300,000, which will be reflected in the upcoming Consolidated Contract (CONCON). Based on current information, no additional FPHS funding reductions are anticipated for the next fiscal year. Staff continue to evaluate and implement operational efficiencies, including software consolidation, process standardization, and workflow improvements, to enhance organizational sustainability and position the agency to effectively respond to future funding changes.

Staffing Updates

The implementation of FPHS funding reductions has resulted in workforce adjustments affecting a total of 3.4 FTEs. The Health District continues to monitor operation impacts and pursue efficiencies to support the delivery of essential public health services.

Contract Updates

Contracts between \$10,000 and \$25,000: None.

Executive Team Contracts between \$25,001-\$65,000: None.



Health Administrator Job Description

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Health Administrator			
Department:	Administration	Reports to:	Board of Health
Direct Reports:	Operations Director, EH Director, Communications Director, PH Director, HR Specialist, Epidemiologist, RERC, Administrative Assistant		
Assignment Category:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Classification:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt		
Compensation:	\$100,000+		
Option to become a member of the local collective bargaining unit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Community Served: The Chelan-Douglas Health District serves two counties in Washington State. [Chelan County](#) has a population of approximately 77,200 people and Wenatchee, the county seat was recognized as one of the top retirement locations in the United States. [Douglas County](#) has a population of approximately 43,429 people. Both communities are agricultural centers for Washington State and the nation. They are also well known areas for outdoor recreation.

Organizational Mission: The mission of the Chelan-Douglas Health District is to protect and improve the health of individuals and communities in Chelan and Douglas counties through the promotion of health and the prevention of disease and injury.

Organizational Vision: Chelan-Douglas Health District makes optimal use of available resources and partnerships to provide high quality public health services in Chelan and Douglas counties. Its program priorities emphasize the foundational public health functions basic to public safety in any community.

Summary Description: The Health District Administrator leads the Health District in carrying out its mission to prevent disease, promote health in the community, and protect the health of people living, working, and visiting Chelan and Douglas Counties. This is a senior leadership position responsible for developing and providing vision for the ongoing efforts of the Health District, for building partnerships across the community to improve the public’s health, and mobilizing the passions and expertise of the health districts staff and volunteers to accomplish its mission.

The Health District Administrator reports directly to an eight person Board of Health, composed of elected city and county officials. The Board of Health, under the [Revised Code of Washington 70.05.060](#) has supervision over all matters pertaining to the preservation of the lives and health of people within the jurisdiction. The person in this role is responsible for implementing the [Chelan-Douglas Health Code](#) and for directing the Health District team, fulfilling the public health expectations established in the Revised Code of Washington and the Washington Administrative Code. This work is done in partnership with an appointed, part-time physician Health Officer authorized to enforce the public health statutes of the state of Washington, described in the [Revised Code of Washington 70.05.070](#).

In Washington State, providing public health services is a shared state and local responsibility. Some public health services are so critical that they must be provided to every person across our state, regardless of location. Other public health needs are specific to certain jurisdictions. The Chelan-Douglas Health District is focused on implementing a [Foundational Public Health Services \(FPHS\)](#) model which



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ensures all residents can depend on a core set of services that only governmental public health can assure are available to all residents of the Counties, either by providing them, or overseeing a partner providing of them. In this model, the Health District leverages the basic public health capabilities of Community Partnership Development, Emergency Preparedness and Response, Communications, Policy Development and Support, Assessment and Epidemiology, and Business Competencies. It then applies those competencies to the core public health services of Communicable Disease Control, Chronic Disease and Injury Prevention, Maternal, Child, and Family Health, Access to Clinical Care, Environmental Public Health, and Vital Records.

In order to accomplish this, the Health District Administrator works with the Health District team, and other community partnerships to plan, implement, and evaluate Health District initiatives and services. Partnerships are critical for the success of this Health District and the administrator must build and maintain strong inter-organizational relationships with a wide range of local partners, neighboring health jurisdictions and regional partners, and state agencies and professional organizations to make the Health District's service delivery effective. The Administrator interacts with partners across multiple settings and influences the public's perceptions of the quality of the services provided by the Chelan-Douglas Health District.

The Health District Administrator is responsible for the operations of the Health District and performs complex professional and administrative work. This includes supervising more than 30 Health District team members, with the help of four senior Health District leaders. Additionally, the administrator is responsible for a \$4 million budget and designing, evaluating, and improving as necessary the administrative systems for the organization.

To ensure the highest level of services are provided, additional duties and responsibilities may be assigned as needed.

Job Duties and Responsibilities (Essential Functions):

- Provides administrative support to the Chelan-Douglas Board of Health so that they can effectively fulfill their responsibilities.
 - Informs the Chelan-Douglas Board of Health about financial status, service delivery, program developments and circumstances/factors that may influence the capability of the Health District.
 - Prepares the monthly Board of Health meeting agenda and both written and oral reports to support the Board of Health's decision-making processes.
 - Acts as Liaison between the public health advisory group and the Chelan-Douglas Board of Health.
 - Assures that the Board of Health is fully informed as to current public health issues active or anticipated in the District, the implications of them and proposed options for action to deal with them, by the Health District or its partners.
- Leads the Chelan-Douglas Health District team in implementing the direction of the Board of Health and ensures compliance with statutes and regulations pertaining to public health.
 - Oversees budget and financial management and maintains financial reporting systems that provide an accurate depiction of the financial status of the Health District.
 - Builds organizational capabilities to provide foundational public health services.



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- Ensures accountability and compliance with grants and contracts.
- Through epidemiologic, disease surveillance, and qualitative processes, regularly collects and analyses data and information about the health needs of all segments of Chelan and Douglas Counties.
- Leads a public health advisory group composed of several sub-committees aligned to the foundational public health services.
- Coordinates with the District Health Officer as that person carries out their responsibilities as authorized by Washington State law and the Chelan-Douglas Health District Code.
- Responsible for responding to public health emergencies and the public health effects of all-hazards emergencies, including institutionalizing and maintaining the capability for applying the incident command structure with other emergency response partners.
 - Provides leadership to the multi-county Emergency Preparedness and Response region that includes Grant and Okanogan counties.
 - Provides for on-call response to public health emergencies at all times.
 - Ensures the Health District has up to date emergency response plans and Continuity of Operations Plans.
- Leads public health efforts in partnership with other agencies and groups providing health-related services, across the community.
 - Establishes relationships and strong lines of communication with the Administrators/Directors of other local and State level health-related agencies and groups and governmental entities as well as with individual community members who are interested in Health Department programs and services.
 - Solicits input from various groups and organizations regarding health concerns of the community and directs resources as available towards advancing health equity in the district.
 - Regularly convenes local healthcare and other public health leaders to solicit input and advice from the broader health sector in our community.
- Regularly communicates information regarding public health and the mission of the health district to the public through publications, meetings and the media.
 - Develops and implements a comprehensive public relations and marketing plan that includes the use of the media, website, promotional materials, etc. in order to inform the community about Health Department services and public health issues.
 - Represents public health needs to state agencies/organizations, State legislators and National organizations.

BUSINESS AND FINANCE

- Develops an annual balanced budget and works with the Chelan-Douglas Board of Health to finalize and publish the budget.
 - Develops fee schedules, billing and collection practices within Board policy.
 - Maintains a clear and transparent audit trail.



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- Seeks and secures funding, strategically, from diversified sources including but not limited to Federal and State grants, local government appropriations and private sector partnerships.
 - Ensures proper administration and coordination of grant funded programs and activities.
 - Ensures grant reports are accurate, completed and submitted according to funder requirements.

MANAGERIAL, PROFESSIONAL AND LEADERSHIP SKILLS

- Creates and maintains an organizations climate of trust, respect, mutual accountability, teamwork, communication and professionalism that honors the skills that the health district team commits to the organization each day.
 - Models a growth mindset and leadership skills for both the health district's team members and community partners.
 - Strives to be a leader among local, state and national public health organizations, seeking opportunities to share lessons learned and insights in publications and at conferences and meetings.
 - Actively engages team members in problem solving, planning and policy development in order to create a resilient organization.
- Provides administrative oversight for the Chelan-Douglas Health District.
 - Establishes the District's administrative policies and procedures.
 - Develops and implements succession plans and professional development strategies for all team members.
- Maintains reliable systems for all aspects of employee supervision to include hiring, development, evaluation, disciplinary action and termination.
 - Coordinates with the local labor union as a partner in creating an organizational climate of mutual trust and accountability.
 -

INFORMATION MANAGEMENT

- The Health District Administrator responsibly manages the information created, accessed, collected and shared by the Chelan-Douglas Health District.
 - Oversee district compliance with all HIPAA laws, rules and standards.
 - Maintain systems for retaining and releasing District information in compliance with all state and federal laws, rules and requirements.
 - Develops and regularly evaluates District information systems and data sharing agreements.

Position Requirements:

The Health District Administrator must have excellent leadership skills. These leadership skills should be predicated on a foundation of mature self-awareness and include a predisposition to a growth mindset with a proven ability to approach problem solving and relationship development with curiosity, humility, and through a health equity lens. The Health District Administrator must regularly apply strong interpersonal and conflict management skills throughout the course of daily business. The Administrator must be a self-motivated and self-directed leader who works collaboratively in relation to the Chelan-Douglas Board of Health to advance the priorities and directives set by the Board.



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The Health District Administrator must have the ability and initiative to routinely apply exceptional communication skills (including the ability to read and comprehend written material of a highly technical nature); organize and effectively retrieve data; compose and proofread business correspondence in order to provide written communications that are grammatically correct and properly punctuated; use verbal, written, analytical and interpersonal skills in order to communicate with the public and Staff in a highly professional, competent and timely manner; apply basic mathematical concepts; understand and retain detailed information pertaining to State and Federal laws; perform data entry and basic statistical analysis; prepare highly technical and complex worksheets and reports on spreadsheets; and analyze issues and think logically when presented with unexpected questions or circumstances.

There may be times when the person in this role must take on other duties as required or assigned by the Board.

Required Qualifications (Minimum):

- A Bachelor's degree from an accredited college or university is required for this position. Preference will be given to candidates that hold a bachelor's degree in business, public administration, public health, biological sciences or related health field. Strong preference will be shown to candidates with a master's degree in public health, public administration, or a related field from an accredited college or university. An equivalent combination of experience, education and training, which provides the required knowledge, skills and abilities, may be accepted.**
- Five (5) years progressively more complex experience in public administration, health care administration or administering public health programs and/or policies.
- Valid Washington State driver's license or ability to obtain one within two weeks of date of hire.
- Ability to pass a background check.

Desired Qualifications:

- The ideal candidate will be capable of functioning and excelling in a bicultural environment and in a culturally competent manner for the communities in the District.
- Demonstrated ability of communicating effectively in both English and Spanish (reading, writing, speaking and understanding).
- Demonstrated commitment to advancing health equity and willingness to help address the health needs of historically underserved populations.
- A demonstrated knowledge of information technology and data management.
- A working knowledge of insurance, Medicare and Medicaid regulations and third party reimbursement.
- A working knowledge of the principles and practices of financial and managerial accounting.
- A working knowledge of computer software applications including word processing, spreadsheets, databases, medical records, etc.
- A working knowledge of Grant application and Grant management.

***A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.*



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Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise, identify, observe and assess distance, color and depth, required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods and move around their assigned workspace.
- Frequently move up to 25 pounds and occasionally move up to 50 pounds.

This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give you a general sense of the responsibilities and expectations of what this position requires.

As the nature of business demands change, so may the essential functions of this position.

Employee Signature: _____

Date: _____