

# PHAC Meeting

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March 26, 2024

## Welcome!

If you are joining as a member of the public and wish to make a comment during the public comment period this evening, please indicate this by signing in to the Zoom chat.

*Open chat, type your first and last name, and that you would like to make public comment.*



# Meeting Objectives & Agenda

March 26, 2024

1. Build shared awareness and member connection towards mobilizing PHAC’s community roles and responsibilities.
2. Understand Clark County budget process, and CCPH budget forecast.
3. Solicit final input on bylaws revisions around group decision making.

TOPIC	TIME
<b>WELCOME &amp; PHAC BUSINESS</b>	5:30-5:50
<ul style="list-style-type: none"> <li>• Roll call and icebreaker</li> <li>• Review and approve January 23, 2024 meeting minutes</li> <li>• PHAC Exec membership updates</li> </ul>	
<b>PUBLIC COMMENT*</b>	5:50-6:00
<ul style="list-style-type: none"> <li>• Public comment (3/26 PHAC agenda items only)</li> </ul>	
<b>PHAC GOALS</b>	6:00-6:15
<ul style="list-style-type: none"> <li>• Debrief January brainstorm and goal prioritization</li> </ul>	
<b>BUDGET 101</b>	6:15-7:10
<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Q&amp;A</li> <li>• PHAC Budget Committee overview</li> </ul>	
<b>BYLAWS SURVEY</b>	7:10-7:20
<ul style="list-style-type: none"> <li>• Zoom polling and activity</li> </ul>	
<b>CLOSING</b>	7:20-7:30
<ul style="list-style-type: none"> <li>• Community updates</li> <li>• Next meeting: April 23, 2024 (in-person at Cascade Park Library)</li> </ul>	

*In accordance with the Open Public Meetings Act (RCW [42.30](#)) PHAC meetings are recorded and posted (audio only) to the PHAC website per RCW [42.30.220](#).*



**Public Health**  
Prevent Promote Protect

# Public Comment



Members of the public must sign in using the Zoom chat function to speak during public comment period. You will be called in the order of sign up.



Public comment can address any matter on the meeting agenda. Please indicate the agenda item(s) you wish to address.



You have three minutes total. The PHAC Chair will notify you when your time is up.



View Public Participation Guidelines for PHAC Meetings here: [https://clark.wa.gov/sites/default/files/media/document/2024-01/PHAC%20-%20Public%20Participation%20Guidelines\\_0.pdf](https://clark.wa.gov/sites/default/files/media/document/2024-01/PHAC%20-%20Public%20Participation%20Guidelines_0.pdf)

# PHAC Goal Setting - Overview

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**Community Health Improvement Plan (CHIP):** After the CHIP presentation, small groups discussed and reported out on the following prompts – what excites you about this plan, and what can PHAC do to support these community priorities?

**Exit Activity:** After a 2023 year in review presentation, PHAC members individually wrote down their goals for PHAC in the next year, and the next three years.

**Goal Synthesis Notes PHAC 1-23-24.pdf** = typed up notes from these two prompts.



# Small Group Discussion

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In breakout rooms of 3-4 people, you will have ~15 minutes to discuss the following questions. **Please designate a notetaker** (we will not report out!)



**Question 1:**

**What themes do you see in these goals – are any rising to the top as priorities?**



**Question 2:**

**How can PHAC work to achieve some of these goals – what steps do we need to take?**



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# Clark County Public Health

## Budget Process Session

### Public Health's Budget Responsibility

Public Health Fund (Fund 1025)

Solid Waste Fund (Fund 4014)

Medical Examiner's Office (Cost Center CC178, within the County General Fund, 0001)

Solid Waste Closure Fund/Financial Assurance Reserve Fund (FARF) (Fund 6310)

### 2024 Budget, Summary

Revenue	PH Fund	SW Fund	MEO	SWCF
Federal Grants	2,581,444			
State Grants/State Cost-Share	654,530	502,500	225,000	
State Grants, FPHS	6,890,000			
State Discretionary (legislative appropriation)	1,767,341			
Local Grants/Contracted Work	367,607	54,000	67,000	
County, General Fund support	1,986,055		1,573,269	
County, Mental Health Sales Tax support	729,750			
<sup>1</sup> Fees, Environmental Public Health	5,407,296			
Fees, Medical Examiner			354,500	
Fees, Solid Waste		2,944,979		
<sup>2</sup> Fees, Vital Records	1,098,500			
Investment Interest	33,735	44,200		
Other	159,022			
<b>TOTAL REVENUE</b>	<b>21,675,280</b>	<b>3,545,679</b>	<b>2,219,769</b>	<b>-</b>
Expenditures	PH Fund	SW Fund	MEO	SWCF
Salaries/Wages	12,209,277	1,157,778	1,198,517	
Overtime	18,400	5,500	4,000	
<sup>3</sup> Benefits (Medical Insurance)	2,275,658	178,121	198,095	
Benefits (Dental Insurance)	130,175	10,970	8,074	
Benefits (PERS)	1,268,547	120,292	124,524	
Benefits (FICA)	960,875	91,114	94,325	
Benefits (Other)	453,014	44,367	87,180	
<b>Subtotal - Personnel Costs</b>	<b>17,315,946</b>	<b>1,608,142</b>	<b>1,714,715</b>	<b>-</b>
<b>% of total Revenue Budget</b>	<b>79.89%</b>	<b>45.35%</b>	<b>77.25%</b>	<b>N/A</b>
County, Building Rent	348,893	33,597	-	
County, Technology Equipment Replacement & Reserve (TER&R)	481,768	14,627	34,843	
County, Indirect/Overhead	1,535,840	90,307	-	
County, Fleet Services	20,118	-	65,611	
<b>Subtotal - County</b>	<b>2,386,619</b>	<b>138,531</b>	<b>100,454</b>	<b>-</b>
<b>% of total Revenue Budget</b>	<b>11.01%</b>	<b>3.91%</b>	<b>4.53%</b>	<b>N/A</b>
<b>% of total Revenue Budget remaining</b>	<b>9.10%</b>	<b>50.74%</b>	<b>18.23%</b>	<b>N/A</b>

# Clark County Public Health

## Budget Process Session

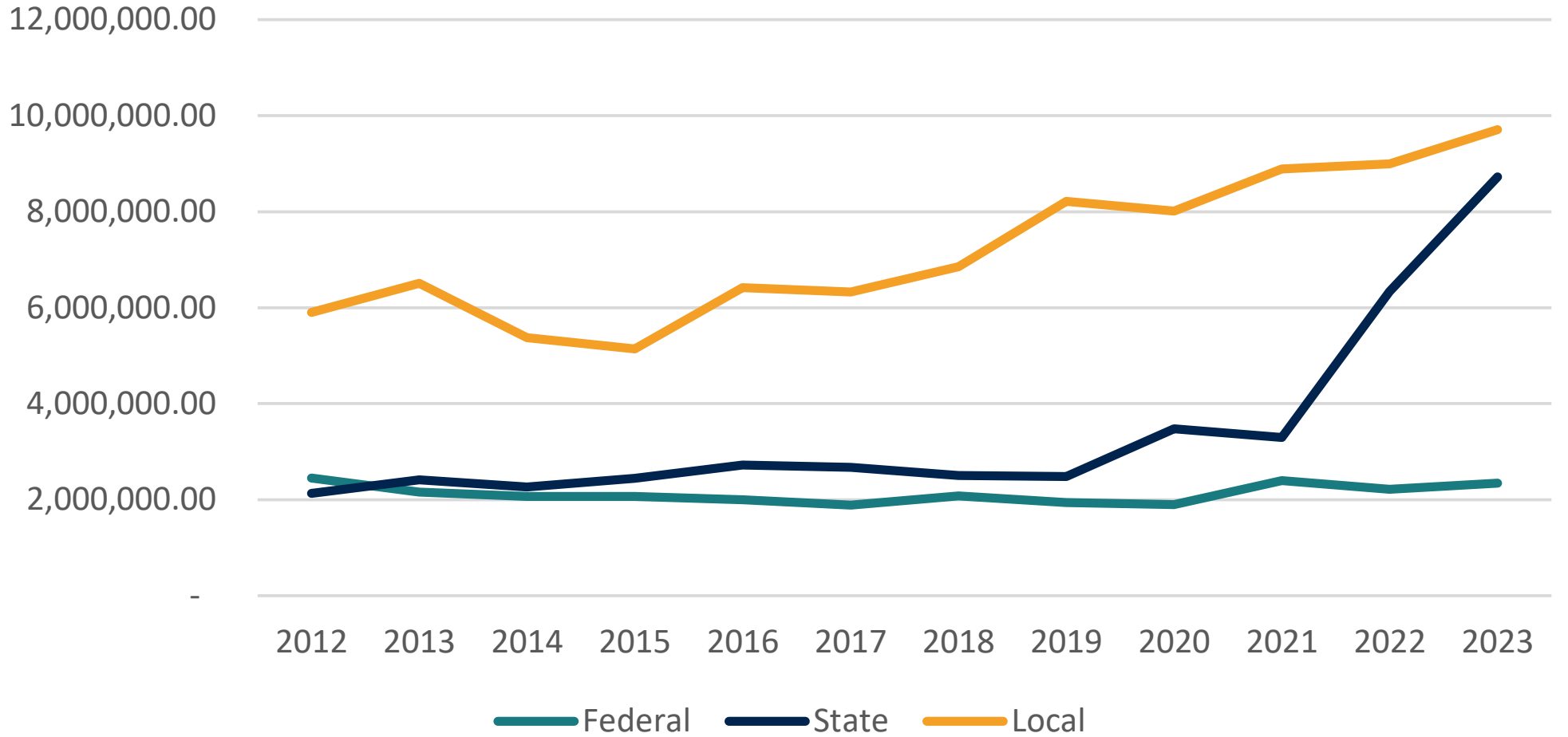
Expenditures	PH Fund	SW Fund	MEO	SWCF
Supplies	343,535	118,700	62,770	
Travel	306,570	36,000	4,500	
Training	79,664	13,500	7,000	
Services	1,127,277	1,020,867	135,361	1,100,000
<b>Subtotal - Other Operating Costs</b>	<b>1,857,046</b>	<b>1,189,067</b>	<b>209,631</b>	<b>1,100,000</b>
<b>% of total Revenue Budget</b>	<b>8.57%</b>	<b>33.54%</b>	<b>9.44%</b>	<b>N/A</b>

PH Department, Indirect/Overhead	(654,908)	459,939	194,969	
Transfers, Vital Records	618,419			
Transfers, EPH System Reserve Fund	152,158			
Transfers, Subsidy		150,000		
<b>Subtotal - Indirects/Transfers</b>	<b>115,669</b>	<b>609,939</b>	<b>194,969</b>	<b>-</b>

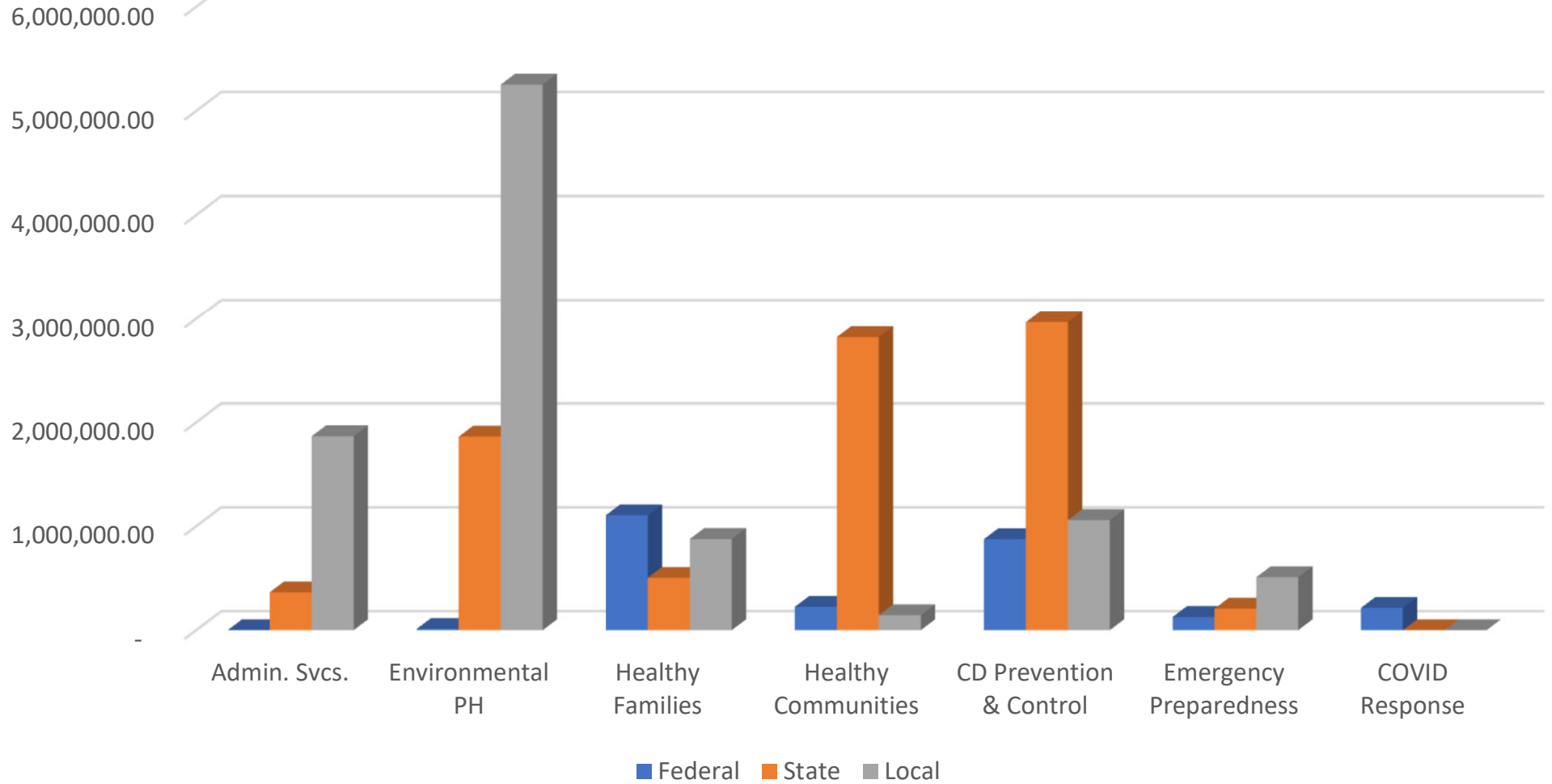
<b>TOTAL EXPENDITURES</b>	<b>21,675,280</b>	<b>3,545,679</b>	<b>2,219,769</b>	<b>1,100,000</b>
<b>Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>



# Clark County Public Health historical funding



## Clark County Public Health, 2023 Revenue by Source by Cost Center



# Clark County Public Health

## 2025 Budget Development Timeline

	Process/Step	Start	End
PH PHAC	Review 2024 budget highlights Review 2025 process	March 26	
PH	Release program budget development tool to all Managers <ul style="list-style-type: none"> <li>Managers allocate assigned FTE</li> <li>Managers forecast controllable expenditure need</li> </ul>	March 27-28	April 26
PH	Release EPH fee schedule tool to EPH Managers <ul style="list-style-type: none"> <li>Managers project 2025 fee volume for each PE code</li> <li>Managers project time necessary for each PE code</li> </ul>	March 27-28	April 26
PH PHAC	PHAC Budget Subcommittee Budget process deep-dive, Q&A	April 23	
County	Budget Office 1:1 budget strategy meetings with Departments/Offices	May 13	May 23
County	Baseline position allocations opened in Questica (labor budget data released)	May 13	
PH	PH Finance staff update budget tool with baseline labor budget data	May 14	
PH	PH Leadership Team review initial 2025 budget fund summary report	May 16	
PH	Review initial 2025 budget summary report with Management Team	May 20	May 24
PH	EPH Managers and PH Finance review fee scenarios with respective technical advisory groups/committees for feedback	May 24	June 7
PH PHAC	Review updated 2025 budget summary for feedback Review projected 2025 EPH fee model scenarios for feedback	May 28	
County	Deadline for allocation of baseline positions in Questica		June 3
PH BOH	BOH 1:1/1:2 meetings to review initial EPH fee model scenarios for feedback ( <i>tentative</i> )	June 10	
PH PHAC	Review updated 2025 budget summary for feedback Review updated 2025 EPH fee model scenarios for feedback	June 25	
County	Deadline for requesting new positions		July 8
County	Deadline for requesting new programs		July 8

# Clark County Public Health

## 2025 Budget Development Timeline

	Process/Step	Start	End
PH BOH	BOH work session on EPH fee scenario proposals ( <i>tentative</i> )	July 10	
County	Mental Health Sales Tax (MHST) application information sessions	July 16	July 17
County	Budget Office meetings with Departments/Offices	July 22	August 2
PH PHAC	Review final PH 2025 recommended budget	July 23	
PH	Deadline for LT to finalize 2025 budget for submission	July 26	
County	Final budget submission deadline		August 12
County	Departments/Offices budget requests published		October 7
County	County Manager meetings with Departments/Offices	September 23	October 11
PH BOH	Presentation of EPH fee schedule update ordinance at Board of Health for adoption	September 25	
PH	Release of 2025 EPH fee schedule document (internal, for external release)	November 1	
County	County Manager recommended budget published		November 5
County	County Council work session on County Manager recommended budget		November 20
County	County Council Budget Hearing (elected official testimony)		December 2
County	County Council Budget Hearing (public testimony)		December 3
County	County Council Budget Hearing (public testimony, <i>if needed</i> )		December 4
PH	Development of 2025 PH Budget document		December 31

# 2024 PHAC Budget sub-committee

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- **Today!** CCPH budget 101 presentation from finance team to full PHAC, discuss budget sub-committee role – **looking for members!**
- April PHAC meeting: Budget sub-committee kick-off, meets during committee agenda time
- May-June: Meet 2-3 additional times , outside of regularly scheduled PHAC meetings
- July-November: Meet ad hoc through the end of the year if necessary



# Bylaws Polling

## Zoom Polls:

- Please respond when they pop up on your screen!

## Jamboard:

- <https://jamboard.google.com/d/1r6VxkvnHSqfM4MmFjc7VZzWNBh8WHPq-uHISSXERJT0/edit?usp=sharing>



## Proposed PHAC bylaw revisions re: decision making – DRAFT FOR DISCUSSION

### PROPOSED BYLAWS REVISION 1:

#### Article IV: Officers

Section 3: The officers shall perform the duties prescribed by these bylaws and by parliamentary authority adopted by the Council. (Current)

#### Proposed strikethrough:

Section 3: The officers shall perform the duties prescribed by these bylaws ~~and by parliamentary authority~~ adopted by the Council.

### PROPOSED BYLAWS REVISION 2:

#### Article V: Meetings

Section 3: The presence of a majority of the members of the Council shall constitute a quorum. The vote of a majority of the members of the Council present at any meeting at which a quorum is present shall be the act of the Council. If a quorum of the members is not present at a meeting, a vote by email shall be considered on the approval of the Executive Committee. (Current)

#### Proposed strikethrough and insertions:

Section 3: The presence of a majority of the **voting** members of the Council shall constitute a quorum. The **consensus** vote of ~~a majority of the~~ members of the Council present at any meeting at which a quorum is present shall be the act of the Council. If a quorum of the members is not present at a meeting, a **consensus** vote **shall be postponed** ~~by email shall be considered on the approval of the Executive Committee.~~ See Article VIII Decision-Making and Voting Procedures for detail.

### PROPOSED BYLAWS REVISION 3:

#### Insert a Section 4, under Article V: Meetings:

Clark County Public Health staff shall assist the Chair and Vice Chair to coordinate activities of the Council. Staff assigned to the Council shall coordinate committees, help create agendas, maintain minutes, provide policy support, and attend to other support needs.

### PROPOSED BYLAWS REVISION 4:

#### Insert a Section 5, under Article V: Meetings:

A simple majority vote of members of the Council present at any meeting at which a quorum is present is required to approve meeting minutes.

### PROPOSED BYLAWS REVISION 5:

#### Article VII: COMMITTEES

Section 4: The Council will form the membership/nominations committee. Its purpose is to: