

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
December 5, 2017**

The meeting was called to order by Board Chair, Commissioner Ed Wolfe, at 1:49 p.m.

REVIEW AND APPROVE AGENDA

There were no changes to the agenda.

BOARD MEETING MINUTES

Commissioner Rob Gelder moved and Commissioner Charlotte Garrido seconded the motion to approve the minutes for the November 7, 2017, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The December consent agenda included the following contracts:

- 1551 Amendment 1 (1779), *Kitsap County, Kitsap Connect*
- 1621 Amendment 1 (1778), *Kitsap County Prosecuting Attorney, Legal Services*
- 1767, *Kitsap County, Therapeutic Court Metrics*

Commissioner Gelder moved and Mayor Patty Lent seconded the motion to approve the consent agenda, including the Contracts Update and Warrant and Electronic Funds Transfer Registers. The motion was approved unanimously.

PUBLIC COMMENT

Commissioner Wolfe asked for public comment and noted that the Public Hearing would be held at 2:15 p.m.

There was no public comment.

HEALTH OFFICER/ADMINISTRATOR'S REPORT

Health Officer Update:

Dr. Susan Turner, Health Officer, provided the Board with an update on influenza (flu) activity. She said that flu activity has increased in Kitsap County, and said that, unfortunately, Kitsap has experienced its first flu-related death, in an older individual. She also noted that there have been two outbreaks in long term care facilities, and reminded the Board that only one case of the flu in a long-term care facility is considered an outbreak. She said flu activity in the state is currently similar to what we are experiencing in Kitsap County. There have been four flu-related deaths, and seven outbreaks in long term care facilities in Washington. Lastly, Dr. Turner noted that Washington surveillance shows mostly type A, H3N2, though type B has been increasing.

Mayor Becky Erickson said she recently saw a news report about the extensive flu activity in the Southeast and the report stated the flu vaccine is only effective 10 percent of the time. She asked

if we are seeing a different flu strain in the Northwest. Dr. Turner explained that, based on her research, these two issues are separate. There was a research article that found that one of the components of the vaccine did not seem to protect against one of the circulating viruses. The effectiveness was fine for the other components of the vaccine and should protect against the other circulating strains. Also, the viruses circulating overseas sometimes are genetically different than the viruses we experience in the US. Finally, Dr. Turner noted that we can't be certain about the flu vaccine's effectiveness in the US until the Center for Disease Control and Prevention (CDC) releases their annual effectiveness report.

Next, Dr. Turner provided the Board with an update on the legionella bacteria found in Harrison Medical Center's water supply nine months ago. Last month's testing, of the water system and of people, showed no detection of the legionella bacteria. She explained that the implementation of an expensive and thorough water management program and water restrictions have been successful. Due to the success of the water management program, water restrictions have been lifted. Harrison has also invested in a copper ion purifying system and will shortly become a permitted water system, overseen by the Washington State Department of Health.

Lastly, Dr. Turner told the Board that she has been meeting with each of the school district superintendents to discuss goals and concerns for the coming year. She said the superintendents have many shared interests with public health, including communicable disease communications. Additionally, Dr. Turner spoke with the superintendents about the planned school inspection committee process. She reminded the Board that this would be a six-month process. Dr. Turner said each superintendent has identified a delegate to attend the school inspection committee meetings. The committee will discuss each school district's priorities in addition to the priorities of the Health District and the Board. Dr. Turner explained that, as directed by the Board, the committee will seek a program that ensures the least duplication possible with any other inspections or programs currently being done by the school districts. She said all superintendents have responded positively to the technical assistance and support approach of the Health District with this program. She also said the superintendents appreciate the approach of joint advocacy to remedy any situations that previously lacked resources. Additionally, she said the superintendents appreciate the approach of transparency and creating a unified message. Lastly, Dr. Turner said all the superintendents responded in a positive way to the discussion.

There was no further comment.

Administrator Update:

Mr. Keith Grellner, Administrator, informed the Board that Initiative 1433, the new Washington State paid sick leave law, goes into effect on January 1, 2018. Mr. Grellner said the Health District's Human Resources Manager, Karen Holt, has been working to update the current leave policy and associated personnel rules to meet the requirements of the new law. The Health District has drafted a proposal to discuss with the union later in the month. Mr. Grellner explained that there won't be a huge impact on the current leave practices for the Health District, but two changes will be needed to bring the District into compliance with the new law:

- Currently, the Health District requires a 6-month probationary period for new staff. During that period, staff may not use accrued leave. The Health District will need to

change the policy to allow probationary employees to access their leave starting 90 days after hire if they become ill or meet other criteria as outlined in the new law.

- Per current policy, Health District represented employees may accrue up to 360 hours of general leave. An employee who has reached the maximum accrual level will not accrue additional general leave until his or her balance has been reduced through use. Per the new law, all Health District employees will now be allowed to accrue leave beyond the maximum hours cap until December 31st of each year, after which any balance above the 360 hours will be forfeited.

Mr. Grellner said that once the union and Health District have reached an agreement, he will bring the agreement to the Board for approval.

Next, Mr. Grellner reminded the Board that every local health jurisdiction in Washington State will undergo a self-assessment regarding the Foundational Public Health Services (FPHS), due by January 16th. The Health District executive leadership team (ELT) will work on the self-assessment in December with input from program managers. Once the self-assessment is submitted to the State, and the Health District receives feedback, Mr. Grellner will provide the Board with a report.

Additionally, Mr. Grellner reminded the Board that at the November Board meeting they approved the 2018 Legislative Priorities. Mr. Grellner sent a copy of the priorities to the nine Kitsap legislators yesterday. He has heard back from Senators Angel and Rolfes so far, and said the Health District looks forward to engaging all the Kitsap legislators once the session begins.

Lastly, Mr. Grellner informed the Board that the Kitsap Community Health Priorities (KCHP) Data Convening is scheduled for December 13, 2017 from 9:00 a.m. to 11:00 a.m. in the Meeting Chambers at Norm Dicks Government Center. He invited the Board members to attend.

There was no further comment.

2018 MEETING SCHEDULE

Commissioner Gelder recommended the Board review agenda items out of order to ensure that the Public Hearing for Resolution 2017-03 occurred at or after 2:15 p.m., when it was scheduled to take place. The Board agreed and moved forward to discuss the 2018 Meeting Schedule.

Mr. Grellner informed the Board that a copy of the proposed 2018 Board Meeting schedule was included in their packets. After discussing 2018 schedules with the other Boards that meet on "Super Tuesday," it appeared all Boards intended to meet on the same days and times in 2018 that they had met in 2017. The Health District's regularly scheduled Board meetings would continue to meet the first Tuesday of the month, from 1:45 p.m. to 3:00 p.m. in the Meeting Chambers of the Norm Dicks Government Center. Mr. Grellner noted that the meetings on January 2nd, July 3rd, and September 4th are all immediately adjacent to holidays.

Mayor Lent moved and Commissioner Garrido seconded the motion to approve the 2018 Kitsap Public Health Board Meeting Schedule. The motion was approved unanimously.

There was no further comment.

RESOLUTION 2017-05, RECOGNITION OF BOARD MEMBER CONTRIBUTIONS

Commissioner Wolfe read aloud Resolution 2017-05, Recognition of the Contributions of Board Member Mayor Patty Lent. The resolution reads, as follows:

WHEREAS, the Kitsap Public Health Board was established in 1947; and

WHEREAS, the Kitsap Public Health Board is authorized and empowered under Chapter 70.05 Revised Code of Washington and provides a forum for developing public health policy in Kitsap County; and

WHEREAS, Mayor Patty Lent has served a total of twelve years as a member of the Health Board in her capacities as both a Kitsap County Commissioner (2003-2006) and as Mayor of the City of Bremerton (2010-2017); and

WHEREAS, Mayor Patty Lent has given her time and energy to support and improve public health by actively participating on behalf of the Health Board on state and local committees such as the state Foundational Public Health Services Leadership Advisory Committee, Kitsap Community Health Assessment, and Kitsap Community Health Priorities; and

WHEREAS, Mayor Patty Lent has helped protect the public's health through her role as a Health Board member by passing strategic initiatives and local ordinances such as Smoking in Public Places, Prohibiting Vaping in Indoor Public Places, Secure Medicine Return, and Decommissioning and Assessment of Illegal Drug Manufacturing or Storage Sites; and

WHEREAS, Mayor Patty Lent has served as Chair of the Health Board in 2004, 2005, 2010, and 2014;

NOW, THEREFORE, BE IT RESOLVED, that the Kitsap Public Health Board recognizes and thanks Mayor Patty Lent for her dedicated and outstanding service to the citizens of Kitsap County by working to assure the public's health as a member of the Kitsap Public Health Board.

Commissioner Garrido moved and Mayor Erickson seconded the motion to approve Resolution 2017-05, Recognition of the Contributions of Board Member Mayor Patty Lent. The motion was approved unanimously.

Mayor Lent said she has truly enjoyed her time on the Health Board. She recalled when the Health District first began their strategic planning, and noted she attended almost every meeting, and learned so much from the process, which helped her with her strategic planning for the City of Bremerton. She said the year-long process that she was involved in showed her the dedication of the Health District and she learned what Health District staff pictured as the future of Public Health. Lastly, Mayor Lent said it has been an honor to serve and work side by side with the Board members.

Commissioner Gelder thanked Mayor Lent for her consistent dedication to the City of Bremerton and to Kitsap County.

There was no further comment.

RESOLUTION 2017-03, ENVIRONMENTAL HEALTH SERVICE FEES

Mr. John Kiess, Environmental Health Director presented Resolution 2017-03, Environmental Health Service Fees. He informed the Board that one small change had been made to the proposed fee schedule in their packet, which was on a handout they received at the start of the meeting.

Mr. Kiess reminded the Board that during a previous budget presentation, the Health District had informed the Board that its 2018 projected deficit was primarily attributed to Environmental Health fees associated with application reviews. Upon analysis of the current hourly rate, the Health District determined that the rate was so low that it didn't cover actual costs to perform the application reviews. Mr. Kiess explained that, per Finance Committee recommendation, the Health District is proposing to adjust the hourly rate from \$109 per hour to \$145 in increments over the course of two years. Additionally, the Finance Committee recommended the Health District index fees in subsequent years by following market adjustments for inflation. The Health District, with Finance Committee direction, conducted a public outreach process to inform stakeholders and solicit feedback. The resolution, as proposed, would have a significant positive impact on the 2018 budget, as it would eliminate the majority of the deficit.

Mr. Kiess said the largest group impacted by fee increases is comprised of builders and contractors representing private property owners. He informed the Board that they had a summary table of all the groups the Health District reached out to which includes the Kitsap Building Association and Realtor's Association. Additionally, the Health District posted information on its website, in other public areas, issued press releases, and sent information to all current permit holders that would be affected by these fee increases. The Health District also held a public listening session on November 16, 2017. The Health District gathered feedback, which is summarized along with responses in the Board packet. Mr. Kiess said most comments had been overwhelmingly positive.

Mr. Kiess said the Health District recommends the Board adopt Resolution 2017-03, Environmental Health Service Fees, including two increases over two years to \$145 by 2019 and then indexing fees for each year beginning in 2020.

Commissioner Wolfe asked if indexing fees was the same as an automatic escalator. Mr. Kiess confirmed this and said, per the resolution, if there is an increase in the consumer price index, then the Health District hourly rate would increase by the same percentage. Notification of market price index adjustment is made in April of the year preceding the adjustment. The Health District would then be able to provide adequate notice to the public of a fee increase, if applicable.

Commissioner Wolfe asked if the Finance Committee was unanimous in their recommendations. Mr. Kiess confirmed. Mayor Lent commented that she is on the Finance Committee and that the Finance Committee felt the Health District was falling behind due to the reduction of state and federal grants, and that increasing hourly fees was a method for sustainability. She also said it was Mayor Erickson's recommendation to split the increase between two years and then implement indexing for the third year and beyond. Mayor Erickson confirmed and said the reasoning was that the Health District would never be able to catch up without indexing fees. She also explained that the Health District used to receive substantial funding from the state, which is not happening anymore.

Commissioner Gelder asked if the wording in the resolution meant that, if the market adjustment was two percent, that the Health District fees would increase by two percent. Mr. Kiess confirmed and said that if the market adjustment didn't increase one year, the Health District fees would not increase either.

Commissioner Gelder recommended removing the word "percentage" from the paragraph of the resolution which states: "WHEREAS, the Board wishes to keep the Environmental Health Division fee schedule current with annual market increases for years 2020 through 2026 by automatically adjusting fees each January 1, by the percentage increase, if any, in the April Consumer Price Index - Urban Wage Earners and Clerical Workers Index for Seattle – Tacoma – Bremerton, for the previous year, rounded to the nearest \$5." The Board agreed to remove the word "percentage" from this paragraph.

Commissioner Wolfe thanked Health District staff for its extensive public outreach approach.

Mr. Grellner reminded the Board that the last time the Health District raised the Environmental Health hourly fee was in 2009. The Health District has been able to maintain the fee since 2009 through maximization of state grants and quality improvements. Mr. Grellner also noted that many of the services covered by this fee are mandated services.

There was no further comment.

PUBLIC HEARING: RESOLUTION 2017-03, ENVIRONMENTAL HEALTH SERVICE FEES

Commissioner Wolfe opened the Public Hearing at 2:24 p.m.

Robert Michael, representing Sun Fjord Home Owners Association (HOA), approached the Board with a question regarding seasonal pools. He asked how their facility's spa is classified within the fee schedule, and how this might impact their HOA in terms of inspection frequency. Mr. Grellner said the frequency of inspections would not increase. Mr. Kiess said the hot tub in question would fall under the "additional pools" classification. Mr. Kiess also spoke with Mr. Michael privately to clarify pool and spa classification, and address any other questions he had.

There was no further comment. Commissioner Wolfe closed the Public Hearing at 2:27 p.m.

ADOPTION OF RESOLUTION 2017-03, ENVIRONMENTAL HEALTH SERVICE FEES

Commissioner Garrido moved and Mayor Erickson seconded the motion to approve Resolution 2017-03, Environmental Health Service Fees. The motion was approved unanimously.

There was no further comment.

RESOLUTION 2017-04, APPROVING 2018 KITSAP PUBLIC HEALTH DISTRICT BUDGET

Mr. Grellner presented Resolution 2017-04, Approving 2018 Kitsap Public Health District Budget. He explained that their Board packets included two versions of the 2018 budget: one version with the Environmental Health fee adjustments, which the Board just approved, and one without the Environmental Health fee adjustments. He said the budget numbers have changed very minimally from the version the Board saw at the November Board meeting.

Mr. Grellner noted that total revenues, with the fee increase, are projected to be \$12,077,516 and total expenditures are projected to be \$12,294,507, resulting in a projected deficit of \$216,991. He noted that the budget proposes to cover the deficit with cash reserves, which will still result in sufficient cash reserves to cover at least two months of operating expenses. Additionally, Mr. Grellner noted that the Board has adopted budgets with deficits ranging from \$230,000 to \$350,000, and the Health District has successfully closed the deficit by the end of the year in four out of the last five years. Therefore, he said, the Health District only needed to draw on cash reserves once in the last five years. The Health District predicts it will be able to close this deficit by the end of 2018 as well.

Mr. Grellner reminded the Board that, as they approve the consent agenda each month, they observe that the Health District is able to bring in additional funding through grants and contracts. Mr. Grellner also noted that the 2018 budget is almost a zero-growth budget compared to 2017. He said the Health District feels confident in the 2018 budget and seeks Board approval.

Mayor Lent moved and Mayor Erickson seconded the motion to approve Resolution 2017-04, Approving 2018 Kitsap Public Health District Budget as proposed with the environmental health fee adjustment. The motion was approved unanimously.

There was no further comment

ADDITIONAL BOARD COMMENTS

Mayor Erickson said she hoped to attend the KCHP event on December 13th and was interested to hear about the next phase of the program. Mayor Lent also said she plans to attend, and remarked on how incredible the community and partner agency participation is in contributing to the health of our community.

Commissioner Gelder provided the Board with an update on the Policy Committee, which met on November 30, 2017. He said the Policy Committee discussed drinking water regulations and food inspection score placards. The Policy Committee will likely revisit the drinking water regulations in February 2018, but no decisions have been made yet. Additionally, he said the Policy committee discussed the other jurisdictions that have implemented food inspection score placarding, and the complications with placarding. He said the Policy Committee discussed how placarding can be misleading, and ultimately requested that the District increase the visibility and accessibility of food inspection reports on the Health District website rather than implementing a placarding program. Additionally, he said the Policy Committee discussed moving the comments portion of food inspection reports to the top of the report so members of the public can better understand food inspection scores and what they mean for each restaurant.

ADJOURN

There was no further business; the meeting adjourned at 2:35 p.m.



~~Ed Wolfe~~ *REBECCA FERRER*
Kitsap Public Health Board



Keith Grellner
Administrator

Board Members Present: *Councilperson Sarah Blossom, Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Patty Lent; Commissioner Ed Wolfe.*

Board Members Absent: *Mayor Rob Putaansuu.*

Community Members Present: *Shannon Furin, Oyster Bay Inn; Pam Hamon, League of Women Voters - Kitsap; Robert Michael, Sunn Fjord HOA.*

Staff Present: *Angie Berger, Administrative Assistant, Administration; Karen Bevers, Communications Coordinator and Public Information Officer; Karen Boysen-Knapp, Community Liaison, Chronic Disease Prevention; Katie Eilers, Director, Community Health Division; Keith Grellner, Administrator, Administration; Dayna Katula, Manager, Food and Living Environment; John Kiess, Director, Environmental Health Division; Melissa Laird,*

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Manager, Accounting and Finance; Shelley Smith-Rose, Community Liaison, Communicable Disease; Susan Turner, Health Officer, Administration.