

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
November 5, 2024**

The meeting was called to order by Chair Tara Sell at 10:31 a.m.

Board members present gave a brief introduction.

APPROVAL OF MINUTES

Member Dr. Michael Watson moved and Commissioner Christine Rolfes seconded the motion to approve the minutes for the October 1, 2024, regular meeting. The motion was approved with one abstention from Member Stephen Kutz.

CONSENT AGENDA

The October consent agenda included the following contracts:

- 2024, *Kitsap County, American Rescue Plan Act of 2021*
- 2203, Amendment 21, *Washington State Department of Health, Consolidated Contract*
- 2429 *Kitsap County, Clean Water Kitsap*

Member Kutz moved and Commissioner Rolfes seconded the motion to approve the consent agenda. The motion was approved unanimously.

PUBLIC COMMENT

There was no public comment.

ADMINISTRATOR REPORT

Yolanda Fong, Administrator, shared four updates:

- John Kiess, Environmental Health Director, was awarded Environmental Health Director of the Year at the annual statewide environmental health directors meeting in October. This is the second time Mr. Kiess has won the award.
- The Kitsap Youth Forum, convened by the Health District and Kitsap County, took place on October 15th at the Norm Dicks Government Center. The event was attended by around 60 people, including some members of the Board. Youth were given the opportunity to ask questions around topics such as youth employment opportunities, youth homelessness, food insecurity, and programs to help youth transition into adulthood. Ms. Fong thanked those who attended and thanked Kitsap County for their partnership in creating a space for youth engagement.
- The Health District has launched a new website. The website address is the same, but the design has been modernized and content is more accessible. The new website was developed internally, and development took over one year. Ms. Fong thanked Tad Sooter, Public Information Officer, and Eric Evans, Environmental Health Assistant Director, for their efforts in leading the project and Health District staff who contributed to the website's content.

- The Health District is in the final stages of selecting legal representation for 2025 and contracts with the selected firms will likely be on the December consent agenda for the Board's review.

When given the opportunity for questions and comments, Mayor Becky Erickson requested regular presentations from mental health organizations, such as Kitsap Mental Health Services and Salish Behavioral Health Organization, around topics that affect public health. The Board discussed the request and asked clarifying questions.

There was no further comment.

PROPOSED RESOLUTION 2024-02, APPROVING ENVIRONMENTAL HEALTH SERVICE FEES FOR 2025

Mr. Kiess explained the proposal for Board Resolution 2024-02, noting that the resolution would approve adjusted Environmental Health service fees for 2025. The adjustments would increase service fees for the Food and Living Environment program by 4.4% to match the 2024 Consumer Price Index (CPI). Additionally, the resolution would decrease one service fee for the Drinking Water and Onsite Sewage program.

Mr. Kiess said that the Health District received one public comment about the fee adjustments, which is included in the Board packet.

Chair Sell explained that non-elected Board members cannot vote on fee adjustments and provided an opportunity for additional public comment. There was no additional public comment.

Commissioner Rolfes moved and Mayor Erickson seconded the motion to approve Resolution 2024-02 Approving Environmental Health Service Fees for 2025. The motion was approved unanimously by the attending elected officials.

There was no further comment.

STRENGTHENING OUR CONNECTIONS WORKSHOP RECAP AND NEXT STEPS

Jessica Guidry, Public Health Infrastructure Assistant Director, and Dr. James Hughes, Chief Medical Officer of Kitsap Mental Health Services, provided the Board with an update on the Strengthening Our Connections workshop, held on September 24th. The goal of the workshop was to convene community partners to discuss and develop solutions to address loneliness and isolation. The workshop was developed and facilitated by the Health District, Kitsap Mental Health Services, Kitsap County, and Virginia Mason Franciscan Health.

In the update, Ms. Guidry and Dr. Hughes discussed the:

- Brief history behind the loneliness and isolation epidemic.
- Participants and keynote speakers at the workshop.

- Impacts on physical, mental, cognitive, and economic health.
- Systems-level factors that impact loneliness and isolation.
- Systems-level solutions and examples of these solutions at the local level.
- Results of the workshop's discussions.
- Next steps in the effort to address loneliness and isolation.
- Resources that can be used to learn more about the epidemic.

To conclude the presentation, Ms. Guidry acknowledged the staff from four agencies who contributed to the planning and facilitation of the Strengthening Our Connections workshop.

Board members discussed the presentation and asked clarifying questions.

There was no further comment.

DRAFT 2025 BUDGET PRESENTATION

Ms. Fong and Melissa Laird, Accounting and Finance Manager, provided the Board with an overview of the Health District's draft budget for 2025. During the presentation, Ms. Fong and Ms. Laird shared:

- Mission and vision statements of the Health District.
- Mandates that affect public health work.
- Strategic plan initiatives for 2024 through 2030.
- Expenditure summary for 2025, totaling around \$19.7M.
- Major revenue sources for 2025.
- Staffing full-time equivalents (FTEs) for 2020 through 2025.
- Total cash and investments for 2024.
- Definitions of operating funds, designated funds, and restricted funds.
- Proposed use of reserves in 2025.

Board members discussed the draft budget and asked clarifying questions.

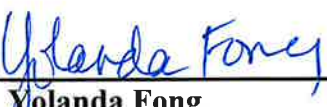
There was no further comment.

ADJOURN

There was no further business; the meeting adjourned at 11:44 a.m.



Dr. Tara Sell
Kitsap Public Health Board



Yolanda Fong
Administrator

Board Members Present: *Mayor* Becky Erickson; *Member* Drayton Jackson; *Member* Stephen Kutz; *Councilperson* Ashley Mathews; *Mayor* Rob Putaansuu; *Commissioner* Christine Rolfes; *Member* Dr. Tara Sell; *Member* Jolene Sullivan; *Member* Dr. Michael Watson; *Mayor* Greg Wheeler.

Board Members Absent: *None.*

Community Members Present: Dr. James Hughes, *Kitsap Mental Health Services*; Janet Kalmen, *Community Member*; Jeff Riggins, *Suquamish Tribe*.

Scribe: Margo Chang, *Management Analyst, Kitsap Public Health District.*

Staff Present: Amy Anderson, *Community Liaison, Public Health Emergency Preparedness and Response*; Angie Berger, *Management Analyst, Equity & Performance Management*; Dana Bierman, *Program Manager, Chronic Disease and Injury Prevention*; River Collins, *Secretary Clerk, Administrative Services*; Yolanda Fong, *Administrator, Administration*; Jessica Guidry, *Director, Public Health Infrastructure Division*; Adrienne Hampton, *Policy, Planning, and Innovation Analyst, Administration*; John Kiess, *Director, Environmental Health Division*; Melissa Laird, *Program Manager, Accounting and Finance*; Anne Moen, *Program Manager, Food and Living Environment*; Alee Navarro, *Bilingual Secretary Clerk*; Lynn Pittsinger, *Director, Community Health Division*; Tad Sooter, *Public Information Officer*; Emmanuel Vululleh, *Intern, Public Health Emergency Preparedness and Response.*