

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
January 3, 2023**

The meeting was called to order by Board Chair Mayor Greg Wheeler at 10:32 a.m.

Chair Wheeler acknowledged that the Kitsap Peninsula is home of sovereign Indian nations, namely the Suquamish and Port Gamble S'Klallam Tribes.

INTRODUCTION OF NEW BOARD MEMBER

Mr. Keith Grellner, Administrator, welcomed new board member Jolene Sullivan from the Port Gamble S'Klallam tribe. Her membership completes the conversion of the Board of Health to 10 members.

Member Jolene Sullivan said she is happy and excited to be a part of the Kitsap Public Health Board. She noted that her experience has been in the tribal health setting, that she is working to complete her doctorate in integrative behavioral healthcare, and that she spends a lot of time doing public health work within the tribal communities.

Commissioner Rob Gelder welcomed Member Sullivan and praised her for her work in developing the Tribe's health clinic.

2023 OFFICER ELECTIONS AND COMMITTEE ASSIGNMENTS

Chair Wheeler called for nominations for Health Board Chair.

Mayor Becky Erickson nominated Commissioner Gelder as the Board Chair. The nomination was seconded by Mayor Rob Putaansuu. The nomination was approved unanimously.

Newly appointed Chair Gelder asked if there was a motion for someone to serve as Vice Chair for the Board of Health. Mayor Wheeler moved and Member Drayton Jackson seconded the motion to nominate Mayor Erickson. The motion was approved unanimously. Commissioner Gelder thanked Mayor Erickson for serving as Vice Chair of the Health Board.

Chair Gelder summarized the committee assignments of the previous years, which was prior to the new board make up. There are currently three committees: Finance and Operations, Policy, and Personnel. Given that there are now 10 members of the Health Board, the subcommittees are organized as such that they do not trigger a quorum of the full board. Each committee should now have four members each.

Chair Gelder asked if Bainbridge Island has completed their committee assignments. Mr. Grellner said Councilperson Kirsten Hytopoulos notified him that she would be unable to attend today's Board meeting, though Mr. Grellner was unsure if this would be the case for the rest of

the year. Chair Gelder suggested the committee assignments be moved to the February Board meeting to allow Bainbridge Island time to complete their jurisdiction's committee assignments. He also suggested that the Board members consider which committees they have an interest in or feel they have expertise in.

Mayor Erickson discussed the occurrence of ad hoc committees and noted that she expected an ad hoc committee for the healthcare assessment request for proposals (RFP). If there is a topic of immediate concern, an ad hoc committee will be called to order.

APPROVAL OF NOVEMBER MINUTES

Member Michael Watson moved and Member Jackson seconded the motion to approve the minutes for the November 1, 2022, regular meeting. The motion was approved unanimously.

APPROVAL OF DECEMBER MINUTES

Member Watson moved and Member Tara Kirk Sell seconded the motion to approve minutes for the December 6, 2022, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The January consent agenda included the following contracts:

- 2251 Amendment 1 (2310), *Kitsap County, Aging and Long Term Care Program Services*

Member Jackson moved and Member Watson seconded the motion to approve the consent agenda. The motion was approved unanimously.

PUBLIC COMMENT

There were no public comments.

ADMINISTRATOR'S REPORT

Administrator Update:

Mr. Keith Grellner, Administrator, started the report by wishing health, happiness, and peace to the Board and the public in the new year. He noted that Dr. Gib Morrow is on vacation, so there will not be a health officer report for this meeting.

Next, Mr. Grellner provided an update on respiratory illnesses. He stated that respiratory illnesses are prevalent in Kitsap, in the state, and across the nation at this time. Flu activity

continues to be high with 229 positive tests through Christmas, and 25% of all tests were positive since the beginning of October. Respiratory syncytial virus (RSV) is also elevated with 400 positive tests since October and 25 positive tests during the week of Christmas. Tests positive for COVID-19 continue to be stable at 65 cases per 100,000 population per week in Kitsap County. Mr. Grellner cautioned that due to the presence of over-the-counter COVID-19 tests, that figure is not reliable. More activity in the community is suspected because people are not able to get tested or they tested at home. Respiratory illness season is at full speed already. Typically, this activity doesn't occur until January and February, but Kitsap has been experiencing it since November. Mr. Grellner urged member of the Health Board and the public to get vaccinated for flu and COVID-19; get plenty of exercise, sleep and healthy food; and to stay home and away from others if they have illness symptoms. He urged that people do not go to the emergency room for care if it's not a true emergency. They should contact their regular healthcare provider or go to prompt care for treatment of illness symptoms. Lastly, Mr. Grellner asked that people consider wearing a mask in crowded indoor environments or if they have underlying health conditions.

Lastly, Mr. Grellner noted that the Health District planned for a lighter agenda for today's meeting to allow for the Cyber Security Audit presentation by the state auditor's office. After the presentation, the Board Members will adjourn to an executive session. Under state law, many of the important findings of the audit are protected from public view to protect the Health District's security. During the executive session, the state auditor will go into more detail about the findings. Mr. Grellner thanked the Kitsap Public Health District's IT department for working with the auditor's office on the voluntary audit, which lasted around eight months.

There was no further comment.

PUBLIC PRESENTATION AND PUBLIC HEARING: RESULTS OF 2022 CYBER SECURITY AUDIT FOR KITSAP PUBLIC HEALTH DISTRICT

Michael Hjermstad of the Washington State Auditor's Office began the presentation by thanking the Board of Health for the opportunity to address them today. The Health District volunteered for a cybersecurity audit a few years ago, though much of the work was completed in eight months. The Auditor's Office compiled a report containing the results of the audit, which is titled, "Opportunities to Improve Kitsap Public Health District's Information Security."

Mr. Hjermstad explained that health districts and hospitals have been under extreme threats within the last 5-6 years, particularly from ransomware attacks. For this audit, Mr. Hjermstad's team assessed the Health District's IT security from two perspectives, specific vulnerabilities that can lead to an increased risk from external and internal threats and the District's IT security practices to ensure they align with those of the Center for Internet Security's Critical Security Controls. The audit falls under the 2005 Initiative 900 which authorizes the State Auditor's Office to conduct performance audits of state and local governments and was performed at no cost to the Health District.

Next, Mr. Hjermsstad explained the audit results. It was found that the District's IT policies and practices partially aligned with industry leading practices, though there were areas where improvements could be made. The detailed results of the audit were communicated to Health District management and staff for review, response, and action, who agreed with the audit results. The District's IT staff intend to use the results to continue to improve their cybersecurity posture and have since taken steps to address the Auditor's recommendations.

Mr. Hjermsstad outlined the two recommendations from the audit team. First, it was recommended that the Health District IT staff continue to remediate identified gaps. Second, the District's IT security policies and procedures should be revised to align more closely with leading practices.

Lastly, Mr. Hjermsstad thanked the Health District's leadership for volunteering to do the IT security audit and gave a special thank you to Ed North, the IT manager, as he had a large part in the process.

Chair Gelder explained that many members of the Health Board have participated in audits for their jurisdictions. These audits have been published and are available to the public. He asked Mr. Hjermsstad why this audit in particular requires a public hearing. Mr. Hjermsstad explained that this type of audit is a performance audit, and differs from the financial audits normally conducted. He believes the intent of Initiative 900 was to look at the performance aspects of government entities, determine how they can do better, and allow the public to comment on the recommendations.

Chair Gelder opened the Public Hearing at 10:58 a.m. to give members of the public an opportunity to comment on this matter. No comments were made.

Chair Gelder closed the Public Hearing at 10:59 a.m.

There was no further comment.

BOARD MEMBER COMMENTS

Member Steve Kutz asked if the Health District could provide contact information for Dr. Kathy Heberd who presented at the December Board meeting. Mr. Grellner said he would get that information to Member Kutz following this meeting.

Mayor Erickson said that she continues to meet with St. Michael Medical Center and the fire districts and said they are making headway and are sharing data with one another.


Lastly, Chair Gelder said he has been meeting with stakeholders to discuss the state hospital district as a tool for the means of educating decision makers. He said that will dovetail well with the community health assessment.

**CLOSED EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(A)(II) TO
DISCUSS CYBER SECURITY AUDIT RESULTS**

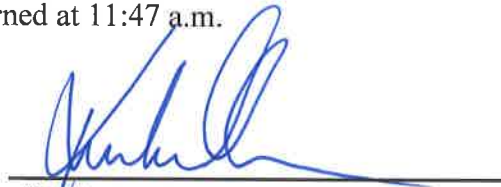
Chair Gelder announced the Board would recess to the closed executive session to discuss the Cybersecurity Audit Results at 11:02 a.m. and would not return. He said no decisions would be made.

ADJOURN

There was no further business; the meeting adjourned at 11:47 a.m.



Robert Gelder
Kitsap Public Health Board



Keith Grellner
Administrator

Board Members Present: *Mayor* Becky Erickson; *Commissioner* Robert Gelder; *Member* Drayton Jackson, *Member* Dr. Tara Kirk Sell; *Member* Stephen Kutz, *Mayor* Robert Putaansuu; *Member* Michael Watson; *Member* Jolene Sullivan; *Mayor* Greg Wheeler.

Board Members Absent: *Councilperson* Kirsten Hytopoulos.

Community Members Present: Michael Hjermstad, *Washington State Auditors Office*.

Staff Present: James Archer, *Accounting Assistant, Finance and Accounting*; Margo Chang, *Administrative Assistant, Administrative Services*; Yolanda Fong, *Director, Community Health Division*; Keith Grellner, *Administrator, Administration*; Karen Holt, *Program Manager, Human Resources*; Melissa Laird, *Manager, Accounting and Finance*.

Zoom Attendees: *See attached.*

Kitsap Public Health Board Meeting (Virtual Attendance)

Webinar ID
861 8605 2497

Actual Start Time

Attendee Count
1/3/2023 10:08

36

NAME

Ally Power (she/her)# KPHD
Amy Anderson
Angie (Karen Holt)
Anne LeSage
Anne M - KPHD
Carin Onarheim
collil
Dara Deseamus
Denise
Doug Washburn - Kitsap County
Drayton Jackson
Ed
Erica Whares# KPHD (she/they)
Erin Laska
Gabby Hadly
Grant Holdcroft- Kitsap Public Health
J Aufderheide
Jakob
Kandice Atismé-Bevins# KPHD
Kari Hunter
Kitsap Public Health
KN
KPHB (Angie Berger (she / her))

NAME

marci burkel (she/her)
Megan Moore (she/her)
Meghan Tran# KPHD
Melina Knoop
Michelle McMillan
Nii Nortey
Nolan Simmons
Ornela Abazi
Quinn Peralta
Rebecca Pirtle
Rob Putaansuu
Steve Brown
Steve Kutz
Steve Powell
Sunny Mahil
Victoria Lehto
Xinia Ebbay