

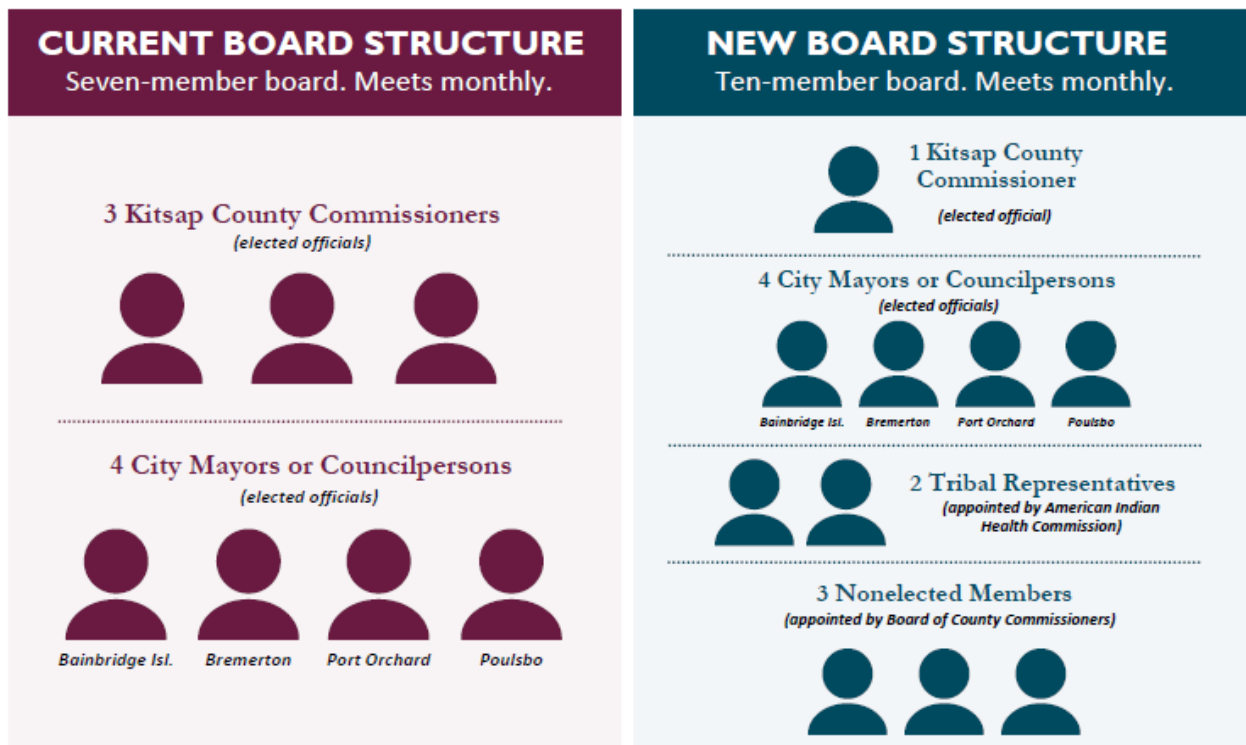
FAQ FOR NON-ELECTED MEMBERS OF THE KITSAP PUBLIC HEALTH BOARD

- **What are the powers and duties of the Kitsap Public Health Board?** The Kitsap Public Health Board is the governing body of Kitsap Public Health District and is authorized under state statute ([RCW 70.05.060](#)) to have supervision over all matters pertaining to the preservation of the life and health of the people within Kitsap County. Through the local health officer and administrator, the Health Board is responsible to enforce local, state, and sometimes federal public health laws and regulations, and has the authority to enact local rules and regulations as necessary to preserve, promote, and improve the public health. The Board is also responsible for appointing the local health officer and administrator and works with the Health District leadership to set policy and priorities and approve an annual budget.
- **What do Kitsap Public Health Board members do?** Board members are responsible to prepare for and attend Health Board meetings, participate on Health Board subcommittees, and vote on decisions that come before the Health Board during meetings. As the Health Board and Health District are governmental entities, Board members are also responsible to be aware of, and abide by, federal and state rules that pertain to governmental operations (e.g., contracting and conflict of interest regulations, non-discrimination and equal opportunity regulations, state [Public Records Act](#), [state Open Public Meetings Act](#), etc.), and the Health Board's [Bylaws](#). New Board members are provided with an orientation after appointment.

- How many members does the Health Board have?** As of July 1, 2022, the Health Board will consist of 10 total members: five (5) elected positions; two (2) tribal positions; and three (3) non-elected/non-tribal positions. The elected positions will consist of one (1) Kitsap County Commissioner and the mayor or appointed representative from each of Kitsap’s four (4) cities (Bremerton, Bainbridge Island, Port Orchard, and Poulsbo). The tribal representatives are selected by the American Indian Health Commission (AIHC).

The non-elected/non-tribal positions are recruited and nominated by the Health Board for approval and appointment by the Board of County Commissioners, and must be selected from among the following three categories:

- Public health, health care facilities, and providers who are employed in Kitsap County;
- Consumers of public health who reside in Kitsap County; and
- Other community stakeholder groups located in Kitsap County.



- **What does Kitsap Public Health District do?** The Health District prevents disease and protects and promotes the health of all persons in Kitsap County. The Health District serves residents in unincorporated Kitsap County and all four incorporated cities (Bainbridge Island, Bremerton, Port Orchard, and Poulsbo). Learn more at kitsappublichealth.org/about
- **Why are non-elected members being added to the Board?** The Washington State Legislature passed [Engrossed Second Substitute House Bill 1152](#) in 2021, codified as WAC 246-90, requiring local health boards to include non-elected community members and tribal representatives that meet certain requirements.
- **What is the term for the non-elected Board members?** Non-elected Board members will generally serve four-year terms. However, one non-elected Board member will initially serve a two-year term in order to stagger terms for non-elected members. Non-elected Board members may serve for two terms.
- **When does the Health Board meet?** Regular Health Board meetings occur on the first Tuesday of each month. Currently, the meetings are scheduled to take place in two timeslots (depending on the schedule), either from 10:30 -11:45 a.m. or 12:30-1:45 p.m. For our 2022 Board meeting schedule, click [here](#). Special meetings are sometimes convened for the Board to discuss or act on urgent issues. Health Board members and the public will be given at least 24-hours' notice if a special meeting is convened.
- **Are Board meetings held in person or via Zoom?** Board meetings are currently held virtually via Zoom due to a Governor's order restricting in-person public meetings in response to the COVID-19 pandemic. This will change in the future once the order is rescinded. Prior to the pandemic, the Board met in person at the Norm Dicks Government Center chambers in downtown Bremerton. As required by the Open Public Meetings Act, Board meetings are required to provide for public access for their meetings.
- **What is the time commitment for being a Board member?** Established Board members generally spend about three (3) hours a month on Board activities. These activities include checking Board-related emails, attending monthly Board meetings (typically 1.5 hours), reviewing the Board

materials before the monthly meetings, participating in at least one Board committee, and preparing for Board committee meetings. Board committees typically meet up to four times a year depending on current issues. Board members infrequently may be asked to participate in trainings or other events in their capacity as a Board member.

- **Are Board meetings and documents public?** Yes. As a government entity, the Health Board is governed by the state Open Public Meetings Act and Public Records Act. All Health Board meetings are held in public, with the exception of executive sessions and committee meetings. Unless exempted by law, all documents and written correspondence related to Board business are public record and will be made available to the public upon request.
- **What email address will I use for Board activities?** Kitsap Public Health District will provide new Board members with a District-issued email address and will provide instruction on how to set up and access emails. All emails will be archived and are considered public records per the state [Public Records Act](#).
- **Will Board members be issued a Health District phone?** No. Board members are expected to conduct business at Board meetings. When needed, Board members primarily communicate with Health District leadership via email. Board members cannot use their personal or other professional phones to send text messages about Board business, as texts must be archived and made available by request subject to the Public Records Act.
- **What can I expect at meetings?** Meetings are convened and run by the Kitsap Public Health Board chair. A new Board chair is selected each year by the full Board. Health District staff prepare agendas, meeting minutes, presentations, and other materials. These materials are combined in a packet and made available to Board members and the public prior to each meeting. Meetings typically follow the same agenda format, which includes general board business, public comment, and updates from the District's Administrator and Health Officer, followed by informational presentations and/or action items. The chair is expected to use Robert's Rules for approving past meeting minutes, voting on necessary issues, and other procedural actions. To view meeting materials and recordings, [click here](#).

- **What kind of training will I receive as a Board member?** Board members will complete two orientations, one for the State Board of Health and one for the Kitsap Public Health Board. These orientations will cover laws pertaining to and authority of the health Board, in addition to information about Kitsap Public Health District operations and an introduction to public health. <https://kitsappublichealth.org/about/files/Board/WelcomeToPublicHealth.pdf>
- **What is the recruitment process and timeline for selecting nonelected Board members?** The current Kitsap Public Health Board will work with Health District and Kitsap County staff to develop the application, position description, interview questions, and other materials. The Health District will partner with Kitsap County to share information about this process with Kitsap residents and organizations and invite community members to apply.

The Health Board, with support from the Health District staff, will evaluate applications received based on established criteria and interview candidates. Following interviews, the Health Board will recommend candidates to the Kitsap County Board of Commissioners for final approval.

The expanded Health Board will also include representatives for the Port Gamble S'Klallam Tribe and Suquamish Tribe. The American Indian Health Commission will work with the two tribes to select representatives. Nonelected members could join the Board as early as September 2022, but the timeline is still being finalized.

- **Will Board members be compensated?** Yes. Non-elected members of the Public Health Board will receive compensation of \$85 for attending Public Health Board meetings or committee meetings, or other Public Health Board-approved activities provided that such members are not receiving compensation from their employer or another entity to attend Public Health Board meetings.

Thank you for reviewing this information. If you have additional questions, please email pio@kitsappublichealth.org or call 360-728-2330.