

## DEFINITION

In accordance with Revised Code of Washington (RCW) Chapters [70.05.030](#), [70.46.031](#), and [Chapter 246-90](#) Washington Administrative Code (WAC), the membership of the Kitsap Public Health Board (Board) shall be comprised of elected officials and nonelected members. Nonelected members equal the number of elected officials on the Board (See RCW 70.46.031, Board Bylaws, and Kitsap County Code Chapter 9.52). Effective July 1, 2022, the Board shall be comprised of ten (10) members as follows:

### Elected Officials (5)

- One (1) county commissioner appointed by the Board of County Commissioners; and
- Four (4) city mayors or appointed councilperson(s) from Kitsap's four cities (Bremerton, Bainbridge Island, Port Orchard, and Poulsbo).

### Nonelected Members (5)

- One tribal representative selected by the American Indian Health Commission from federally recognized Indian tribe(s) holding reservation, trust lands, or usual and accustomed areas in Kitsap County (i.e., one each from the Suquamish and Port Gamble S'Klallam tribes for a total of two tribal representatives); and
- Three (3) nonelected persons with no conflict of interest with the Board, appointed by the Kitsap County Board of County Commissioners from the following groups:
  1. Public health, health care facilities, and providers;
  2. Consumers of public health; and/or
  3. Other community stakeholders.

Nonelected members must reside within Kitsap County. Nonelected members must disclose any potential conflict of interest with the Health Board or Health District. Persons with a fiduciary obligation to a health facility or other health agency --- or a material financial interest in the rendering of health services --- are not eligible to represent consumers of public health (See RCW 70.46.031).

The public health, health care facilities, and providers group means persons who are practicing or employed in Kitsap County in the following areas:

1. Medical ethicists;
2. Epidemiologists;
3. Environmental public health;
4. Community health workers;
5. Holders of master's degree or higher in public health or another field with emphasis or concentration in health care, public health, or health policy; or
6. Any of the following providers holding an active or retired license in good standing under Title 18 RCW:
  - a. Physicians or osteopathic physicians;
  - b. Advanced registered nurse practitioners;
  - c. Physician assistants or osteopathic physician assistants;
  - d. Registered nurses;
  - e. Dentists;
  - f. Naturopaths; or
  - g. Pharmacists.

The consumers of public health group means county residents who have self-identified as having faced significant health inequities or as having lived experiences with public health-related programs such as:

1. The special supplemental nutrition program for women, infants, and children;
2. The supplemental nutrition program;
3. Home visiting programs; and/or
4. Treatment services.

For the consumers of public health appointee, those who self-identify with a historically marginalized and underrepresented community are desired.

The other community stakeholders group means persons who represent the following types of organizations located in the county:

1. Community-based organizations or nonprofits that work with populations experiencing health inequities in the county;
2. Active, reserve, or retired armed services members;
3. The business community; and/or
4. A community group regulated under environmental public health regulations.

Nonelected members are recruited, evaluated, selected, and recommended by the Health Board to the Board of County Commissioners for appointment. Nonelected/non-tribal members must be approved and appointed by a majority vote of the county commissioners. No more than one nonelected member may be selected and appointed from each of the groups listed above.

Nonelected members approved by the county commissioners serve a term of four (4) years, and are limited to two 4-year terms. Following a gap of 1-year after the first two terms (eight years), a nonelected member may be reappointed for one (1) additional 4-year term. Exception: For the initial implementation year of 2022, the nonelected member category of public health, health care facilities, and providers group will be appointed to an initial term of only two (2) years so that the nonelected members have staggered terms to promote continuity on the Health Board during member transitions on to or off of the board.

Nonelected members shall have all rights and responsibilities afforded to elected members except that nonelected members shall not be allowed to vote on any decision related to the setting or modification of permit, licensing, and application fees (see RCW 70.46.031 (1)(l)).

Nonelected members will be compensated for their time (and travel) to attend meetings or other official Board gatherings in accordance with the Board Bylaws.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents for nonelected/non-tribal Board member positions will demonstrate attributes from the following distinguishing characteristics:

- Demonstrated time, expertise, and experience in one of the nonelected member groups.
- Service time, current or past, on other local boards or commissions.
- Professional demeanor and a commitment to promote civil discourse.
- Demonstrated ability to get along with others and possess a working experience to find consensus or compromise.
- A strong understanding of, and commitment to, public health.

- Representation of diversity and lived experience.
- Geographic representation of Kitsap County.
- Representation of historically underrepresented populations in Kitsap County.
- No significant or ongoing conflict of interest with Kitsap Public Health District.
- Demonstrated commitment to diversity, equity, and inclusion.

This is a non-employment volunteer position and is exempt from the minimum wage and overtime requirement of the Washington Minimum Wage Act and Fair Labor Standards Act (FLSA).

## ESSENTIAL BOARD MEMBER FUNCTIONS

As a member of the Board, works within the full Board to:

- Adhere to, follow, and uphold the Board's Bylaws and the public health statutes and rules of the Washington state, per [RCW 70.05](#).
- Supervise all matters pertaining to the preservation of life and health of the people in Kitsap County.
- Enforce the public health statutes of the state, and rules promulgated by the state board of health and the secretary of health, through the local health and the administrative officers of Kitsap Public Health District.
- Supervise the maintenance of all health and sanitary measures for the protection of the public health in Kitsap County.
- Enact such local rules and regulations as are necessary in order to preserve, promote, and improve the public health and provide for the enforcement thereof.
- Provide for the control and prevention of any dangerous, contagious, or infectious disease within Kitsap County.
- Provide for the prevention, control, and abatement of nuisances detrimental to public health.
- Make reports to the state board of health through the local health or administrative officers as the state board of health may require.
- Regularly and actively attend all Board meetings and applicable committee meetings. Attend special or emergency meetings called by the Chair.
- Appoint a health and administrative officer for the Health District as needed.
- Set the compensation of the health and administrative officers as needed.
- Review and approve the Health District's finances and annual budget to carry out public health services.
- Approve an annual Board meeting schedule.
- Elect a Board Chair and Vice Chair on an annual or as-needed basis.
- During Board meetings, adhere to the business conduct specified in the most current edition of *Robert's Rules of Order*.
- Work effectively with leaders of the community representing many diverse cultural, ethnic, and social groups.
- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Use tact, discretion, respect, and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, representatives of other agencies and businesses, and diverse members of the public.
- Adhere to the Open Public Meetings Act ([RCW 42.30](#)), Public Records Act ([RCW 42.56](#)), and Administrative Procedures Act ([RCW 34.05](#)).
- Become familiar with and knowledgeable about [Board Resources](#).
- Performs other duties as requested by, and agreed with, the Chair.