PERSONNEL COMMITTEE
July 19, 2023
2:00 p.m. – 3:00 p.m.
Narrows Meeting Room, 4th Floor, NDGC and via Zoom

Board Attendees: Jolene Sullivan, Mayor Becky Erickson, Steve Kutz
KPHD Staff: Dr. Gib Morrow, Keith Grellner, Karen Holt, Margo Chang

The meeting began at 2:02 p.m.

Board Chair Mayor Becky Erickson began the meeting by stating the recruitment of a new administrator has brought up some concerns regarding the agency’s organizational chart and the position descriptions of the administrator and the health officer. There are a number of responsibilities that overlap between the two positions and, though it has worked successfully in the past, responsibilities should be made clearer on paper and to staff.

After looking at the current position descriptions and researching any legal mandates required of either the health officer or the administrator, Chair Erickson and Karen developed revised position descriptions and a revised organizational chart. The Personnel Committee reviewed and discussed some of the proposed changes. Several people agreed that it needs to be revised to make the leadership structure and responsibilities clearer, though no matter what is on paper, the health officer and administrator will always need to collaborate and communicate effectively to be successful.

Dr. Morrow said Snohomish Health District has experienced the same issue and they moved Community Health and Epidemiology under the health officer and Administration and Environmental Health under the administrator. He noted he works the most with CH, epidemiology, equity, and PHEPR. Keith said that structure has merit and would be especially appropriate considering the direction PHEPR work is going and the work for the CHA/CHIP.

Keith noted that, once the matter of position descriptions and organizational charts are settled, the Kitsap Public Health Board bylaws will need to be altered because it currently lists the administrator as the Health District CEO. It is unclear why this is listed as such in the bylaws, but it would be helpful to clean that up in conjunction with the two positions.

Chair Erickson asked Personnel Committee members to read through the revised position descriptions and to send comments via email to the rest of the committee by July 26, then the committee will reconvene in two weeks. Keith said he and Margo would draft a new organizational chart and send it to members of the committee. Dotted lines will be used on the chart to indicate areas of crossover. Once the committee agrees on the changes, it will be presented to the full Board at the regular September meeting (though only the changes to bylaws would require formal Board approval). Recruitment for a new administrator will continue and changes will be made to postings as needed, based on decisions made by the Personnel Committee.

The meeting adjourned at 2:39 p.m.