KITSAP COUNTY BOARD OF HEALTH
Regular Meeting
January 5, 2010

In the absence of the Board Chair and Vice Chair, Commissioner Charlotte Garrido called the meeting to order at 9:08 a.m.

ELECTION OF BOARD OF HEALTH OFFICERS AND COMMITTEE MEMBERS

Commissioner Garrido moved the Election of the Board of Health Officers and Committee Members agenda item to the first order of business for the Board. Dr. Scott Lindquist, Director of Health, opened the discussion by providing the Board with a review of the history of both the Health District and the composition of the Board of Health. After a brief discussion, Commissioner Garrido opened the floor to nominations for the Chair of the Board. Council Member Roy Runyon moved and Mayor Becky Erickson seconded the nomination of Mayor Patty Lent as Chair of the Board. The motion passed unanimously. Commissioner Josh Brown moved and Council Member Runyon seconded the nomination of Commissioner Garrido as Vice Chair. The motion passed unanimously. Commissioner Garrido passed the gavel to Mayor Lent who chaired the remainder of the meeting.

Since there are a number of new Board members, Dr. Lindquist provided the Board with an overview of the existing Board Committees: Finance, Facilities, and Personnel. After a brief discussion, Board Members agreed on the following slate of Committee Members:

- Finance: Commissioner Steve Bauer and Council Member Runyon
- Facilities: Mayor Lary Coppola, Commissioner Garrido and Council Member Runyon
- Personnel: Commissioner Brown, Mayor Coppola, and Mayor Erickson

Commissioner Garrido moved and Council Member Hilary Franz seconded to approve the above slate of Committee Members as amended. The motion passed unanimously.

MINUTES

Commissioner Garrido moved and Council Member Runyon seconded to approve the minutes of the December 1, 2009, regular board meeting. A majority of the Board approved the motion with abstentions by Mayor Erickson and Council Member Hilary Franz.

CONSENT AGENDA

The following contracts were included on the consent agenda:

- Contract 738, Kitsap County Juvenile Detention Facility Medical Services
- Contract 739, Port Gamble S'Klallam Food Worker Services
- Contract 740, Olympic Educational Service District Head Start Nursing Services
- Contract 745, Port Gamble S'Klallam Nursing Services Contract
- Contract 746, Port Gamble S'Klallam Nursing Services Contract
- Contract 747, Tacoma Pierce County AIDSNET
- Contract 748, Twiss Analytical Services

After a brief discussion, Commissioner Garrido moved and Council Member Runyon seconded to approve the items on the consent agenda. The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

DIRECTOR'S REPORT

Dr. Lindquist confirmed the new Board Chair's preference as to placement on the agenda for Public Comment and Executive Sessions with Public Comment generally placed earlier in the meeting with Executive Sessions as the last item on the agenda.

Dr. Lindquist provided the Board with an update on the continuing H1N1 influenza outbreak. Lindquist reported that there have been four deaths in Kitsap County as a result of H1N1 infection and noted that this is consistent with the expected rate of deaths for seasonal influenza. Lindquist directed the Board's attention to a handout in their packet, that was distributed to local physicians, that graphs the incidence of H1N1 infection over the past year in Kitsap County. He pointed out an initial peak of infection in the spring, which he commented is rare, with a second peak occurring in the fall.

At this time, the incidence of influenza has dropped significantly; however, Lindquist commented that a third peak of infection is entirely possible and if it comes, is likely in late January. Further, Lindquist emphasized the safety of the flu vaccine and the importance of getting vaccinated. He noted that there have been no adverse deaths or reactions to receiving the vaccine as compared to four deaths and over 20 hospitalizations in the County from contracting the flu. In response to a question from the Board, Lindquist reported that the Health District has received and distributed more than 30,000 doses of H1N1 vaccine and explained that the District has kept careful records of whom the vaccine was administered, including name, vaccine lot number, and priority group. This data will be of great value to the District's epidemiologists in evaluating the number of doses needed and target groups in the event of a third wave of infections.

RESOLUTION 2010-01: RESOLUTION APPROVING REVISED KITSAP COUNTY BOARD OF HEALTH BUDGET POLICY

Dr. Lindquist introduced Mr. Scott Daniels, Deputy Director, who worked with the Finance Committee on the revisions to the budget policy. Mr. Daniels explained that the Board adopted the original Budget Policy in December 2007 in order to add transparency to the budget process as well as to provide clear guidance in making decisions when developing the budget. In 2009, the Finance Committee requested that the Budget Policy be revised to clarify the description of the revenue fund categories and to define the goals for these funds. Daniels walked the Board through the revisions including the definition of each fund category: designated funds are set aside by the District for a specific purpose; operating funds are used to cover day-to-day operations and are not designated or restricted; restricted funds are those monies set aside because they are legally earmarked by a contract or grant; and unrestricted funds equal designated funds plus operating funds. Daniels further explained the set-asides for each fund category as contained in the budget policy revision.

Following a discussion about various elements of the revisions, Commissioner Brown moved and Council Member Runyon seconded the motion to adopt Resolution 2010-01: Resolution

Approving Revised Kitsap County Board of Health Budget Policy. The motion passed unanimously.

BOARD OF HEALTH BYLAWS, COUNTY ORDINANCE, AND INTERLOCAL AGREEMENT

Dr. Lindquist asked the Board to pull the draft Bylaws from each of their Board packets in order to follow along as he walked the Board through each Article. He explained that Article II – *Purpose,* outlines the responsibilities of the Board in fulfilling its responsibility in its role as the governing body of the Health District and explained the benefits to Cities and the County of establishing a Health District as opposed to a County Health Department. When discussing Article IV - *Membership*, Lindquist explained that in the past, the membership of the ten-member Board was determined by a formula based on assessed value plus population. In response to member questions about this Article, Commissioner Brown, as a member of the Personnel Committee, explained that the Committee recognizing both that there have been changes over time in the financial support provided to the Health District by the Cities and County and that the current membership arrangement has resulted in problems with having a quorum of members at meetings at times, is recommending a change in the membership of the Board in this draft. While reviewing Article V, *Legislative Powers, Duties, and Functions,* Lindquist stated that it is the responsibility of the Board to appoint a qualified Health Officer and to establish the level of compensation for him or her; Lindquist noted that his contract was signed by the Board five years ago and expired on December 31, 2009. Lindquist outlined other Board duties, including approving the annual budget, establishing fees, and promulgating regulations, among other duties.

During the review of Article X – *Committees*, the Board returned the following recommendation to the Personnel Committee regarding the configuration of Board committees, changing the title of the "Finance Committee" to "Finance and Operations," changing the Facilities Committee into a Policy Committee, and maintaining a separate Personnel Committee. When introducing Article XI – *Rules of Business*, Dr. Lindquist commented that the Board follows Robert's Rules of Order and distributed copies of *Robert's Rules of Order, In Brief* to new Board members.

Finally, Lindquist explained that Shelley Kneip, an attorney with the Kitsap County Prosecuting Attorney's Office, who has provided legal guidance to the Board in the development of the Bylaws, will attend the Board meeting when the revisions to the draft Bylaws are reviewed and the Bylaws are adopted to answer any questions. She will also explain the process necessary to replace the current ordinances now in place with each City and the County that establish the relationship of each City and County to the Health District with the newly adopted Bylaws.

Mayor Lent announced that she was suspending the meeting at 10:32 a.m. for approximately 10 minutes for a comfort break. Mayor Lent reconvened the meeting to public session at 10:43 a.m.

HEALTH DISTRICT BUDGET AND PROGRAM PRIORITIES DISCUSSION 3

Dr. Lindquist explained that he initially raised the issue of the review of District programs with the Board in April in order to get direction from the Board with the expectation that there would be significant revenue shortfalls in 2009. However, in 2009 and 2010, one-time federal H1N1 influenza funding buoyed the District's revenues and allowed this discussion to be

delayed. But, Lindquist stated that he expects 2011 to be a very "tough" year with regard to revenue that will require difficult decisions by the Board. He opened today's discussion by reviewing the Board's priorities as established at the April Board retreat: assessment, communicable disease, environmental health, early intervention and prevention, chronic disease prevention focusing on populations not individuals, and public policy development. He then began a more detailed review of the program priority matrix included in the packet.

To begin the discussion, Lindquist explained that the matrix summarizes the effect of overhead costs by program, use of discretionary revenue, availability of other providers in the community who can provide a similar service, legal mandate, and staff and Board priorities. Using the matrix as a guide, Lindquist then began a discussion with the Board program by program, beginning with Assessment, followed by Public Health Emergency Preparedness and Response, and finally Juvenile Detention, providing an overview of the work of each program, and explaining the program's funding and impact on the overall District budget. Further discussion on the remaining programs was deferred to a later Board meeting.

ADJOURN

There was no further business; the meeting was adjourned at 11:20 a.m.

Mayor Patty Lent, Chair	**Scott W. Lindquist, MD, MPH**
Kitsap County Board of Health	**Director of Health**

Board Members Present: *Commissioner* Josh Brown; *Commissioner* Charlotte Garrido; *Mayor* Lary Coppola; *Mayor* Becky Erickson; *Council Member* Hilary Franz; *Mayor* Patty Lent; *Council Member* Roy Runyon; *Council Member* Dianne Robinson

Board Members Absent: *Commissioner* Steve Bauer

Staff Present: Karen Boysen-Knapp, *Public Health Educator;* Cris Craig, *Program Manager, Health Information Resources;* Scott Daniels, *Deputy Director*; Kerry Dobbelaere, *Program Manager, Clinic and HIV/AIDS;* Keith Grellner, *Director Environmental Health;* Karen Holt, *Personnel Assistant;* Leslie Hopkins, *Special Projects Program Coordinator, Administration;* Tracey Kellogg, *Manager, Accounting;* John Kiess, *Program Manager, Water Protection;* Scott Lindquist, MD, MPH, *Health Officer;* Sandra Morales, *Program Manager, Parent Child Health;* Amber Mulherin, *Administration;* Maureen Murphy, *Human Resources Manager;* Beth Phipps, *Nurse Epidemiologist;* Suzanne Plemmons, *Director, Community Health;* Shelley Rose, *Public Health Educator;* Stuart Whitford, *Program Manager, PIC;* Liz Wilhelm, *KTASC Program Coordinator*

Public Present: None