

**KITSAP COUNTY BOARD OF HEALTH**  
**Regular Meeting**  
**November 1, 2011**

The meeting was called to order by Chair Charlotte Garrido at 11:27 a.m.

**MINUTES**

Mayor Patty Lent moved and Commissioner Robert Gelder seconded a motion to approve the minutes for the September 6, 2011, and October 4, 2011, regular meetings. The motion carried unanimously.

**CONSENT AGENDA**

The contracts on the consent agenda included:

- Contract 952, Washington State Department of Ecology, Site Hazard Assessment Remedial Action Grant
- Contract 948, Washington State Department of Ecology, Coordinated Prevention Grant Agreement
- Contract 945, Kitsap County Long Lake Pathogen Reduction Project, Interlocal Agreement
- Contract 805, Harrison Medical Center, Newborn Visiting Program Memorandum of Agreement
- Contract 797, Amendment 6, Onza BestTechs NW

There was no discussion. Commissioner Gelder moved and Mayor Lent seconded a motion to approve the items on the consent agenda. The motion carried unanimously.

**PUBLIC COMMENT**

There was no public comment.

**DIRECTOR'S REPORT**

Dr. Scott Lindquist, Health Officer, introduced the letter included in the Board packet that was drafted by District staff on behalf of the Board of Health to be sent to the Board of Harrison Medical Center. The letter thanked Harrison for its work and leadership in the community which has furthered the goals of public health. After a brief discussion, the Board concurred that the letter be sent.

Secondly, Lindquist addressed the importance of prevention as a key public health strategy and that an excellent example of that is being sure to get an annual influenza vaccination. He noted that influenza typically begins to peak in the Pacific Northwest in January, so the best time to get a flu shot is 6-8 weeks before that, beginning in early November. Consequently, he informed the Board that he had made flu shots available for all members present to be administered after today's meeting.

**EXECUTIVE SESSION PURSUANT TO RCW 42.30.119(1)(g) FOR PUBLIC EMPLOYEE PERFORMANCE REVIEW**

At 11:33, Commissioner Garrido informed those in the audience that the Board would be adjourning to Executive Session pursuant to RCW 42.30.119(1)(g) for Public Employee Performance Review for about 20 minutes now rather than later in the meeting to accommodate

Commissioner Josh Brown who must leave early. Commissioner Garrido re-convened the Board to public session at 11:52 and stated that the Executive Session had been for discussion purposes only and that no decisions had been made.

### **FINANCE COMMITTEE REPORT/2012 DRAFT BUDGET**

Commissioner Garrido reported on the three major points of discussion in the October 25, 2011, Finance Committee meeting. The first item discussed was Kitsap County's preliminary, and still pending, decision to have all junior districts in the County, (including the Health District) move to a bi-weekly payroll schedule instead of a monthly payroll with a draw mid-month. Secondly, at the Committee meeting, Scott Daniels, Deputy Director, briefed Committee members on six proposed changes to the Board Budget Policy, which will also be reviewed with the Board today. The Committee concurred with the changes and recommended that the Board approve them. Third, Garrido reported that the balanced 2012 budget was reviewed with the Committee. Budget details will be reviewed with the Board today and presented to the Board for approval at the December 6, 2011, Board meeting.

Daniels reviewed highlights of the 2012 budget noting that the budget is balanced, but that it was necessary to dip into the District's reserves in the amount of \$112,000 to do so. He noted that the budget includes some additional revenues including new Pollution Identification and Control Program grants, and additional Medicaid Administrative MATCH funding. Daniels pointed out that the budget was balanced without fee increases, without increased contributions from the Cities and the County, and with no salary or benefit increases (with the exception of step increases). He said that overall, budgeted revenues and expenditures are down \$644,570 from 2011, a 6.34% reduction. Daniels noted that District staff have diligently sought out opportunities to reduce administrative expenditures such as the savings in copier and printer costs discussed with the Board in a prior monthly meeting. Daniels commented that the 2012 budget supports 86.51 FTE, and contrasted that with District staffing in 2006 when there were approximately 130 FTE. He noted that the District has responded to budget challenges in the past five years by offering simplified and focused services. Daniels also explained that the current budget does not include all possible reductions that may be approved during the Special Legislative session which will take place later in November. He said that anticipated State biennial funding reductions have been budgeted in the District's Family Planning, Breast and Cervical Health, and HIV/AIDS programs, and additional yet unbudgeted reductions --- proposed recently by the Governor --- may also be necessary in our flexible core funding for communicable disease prevention (Blue Ribbon Commission 5930 funding), and funding for our Maternal Support Services program. A brief discussion followed.

### **2011-2012 PUBLIC HEALTH LEGISLATIVE PRIORITIES**

Dr. Lindquist introduced into the record the 2011-2012 public health legislative priorities that will be public health's focus in meeting with legislators during the upcoming legislative session. Scott Daniels then reviewed them in detail with the Board. Following the presentation, Commissioner Garrido affirmed the inclusion of revenue options and suggested that they be made as specific as possible.

The Board approved the legislative priorities including (1) protecting core (flexible) public health funding for local public health jurisdictions; (2) protecting funding for nurse home visitation programs including Health Care Authority funding for Maternal Support Services

“First Steps” funding; (3) supporting drug take back legislation; and (4) supporting state and local revenue options to support public health and safety. Scott Daniels told the Board that a copy of the priorities would be made available to the Board later that afternoon.

#### **RESOLUTION 2011-06 APPROVING THE 2011-2021 STRATEGIC PLAN**

Dr. Lindquist reminded the Board that this resolution approves the Strategic Plan that has been reviewed with the Board in detail in previous meetings. After a brief discussion, Commissioner Gelder moved and Mayor Lent seconded a motion to approve Resolution 2011-06, Approving the 2011-2021 Strategic Plan. The motion passed unanimously.

#### **RESOLUTION 2011-07 APPROVING THE REVISED BOARD BUDGET POLICY**

Scott Daniels reviewed the six proposed budget policy revisions with the Board: (1) clarifying language and requirements regarding the operating reserve; (2) removing language about Board health priorities and administrative priorities, and replacing that with language addressing the new strategic planning process and priorities; (3) moving the budget schedule up one month to better coordinate with the County’s budget cycle; (4) increasing the amount set aside in the Tuberculosis Designated Reserve; (5) clarifying that the Board approves annual budget appropriations and not program level details; and (6) allowing the Executive Management Team to approve overages in certain categories within individual program budgets.

Dr. Lindquist brought the Board’s attention specifically to item 4, which increases the amount of the Tuberculosis Designated Reserve from \$50,000 to \$100,000. He explained that Kitsap County as the entity that provides TB funding to the District becomes the payor of last resort in the event a TB patient within the County does not have sufficient resources or insurance to cover the cost of treatment. Lindquist further explained that this is of particular concern because a single case of multi-drug resistant TB could cost between \$50,000 to as much as \$500,000 to treat, which is the reason for the increase in the reserve.

After a brief discussion, Commissioner Gelder moved and Mayor Lent seconded a motion to approve Resolution 2011-07, Approving the Revised Board Budget Policy. The motion passed unanimously.

#### **ADJOURN**

There was no further business; the meeting was adjourned at 12:33 p.m.

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**Commissioner Charlotte Garrido, Chair**  
**Kitsap County Board of Health**

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**Scott W. Lindquist, MD, MPH**  
**Director of Health**

**Board Members Present:** *Commissioner Josh Brown (leaving at 11:54); Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Patty Lent; Council Member Roy Runyon*

**Board Members Absent:** *Mayor Lary Coppola; Council Member Kirsten Hytopoulos*

**Staff Present:** Karen Boysen-Knapp; *Public Health Educator, Health Information Resources Program*; Cris Craig, *Program Manager, Health Information Resources*; Scott Daniels, *Deputy Director*; Keith Grellner, *Director, Environmental Health Division*; Karen Holt, *HR Analyst, Administration*; Leslie Hopkins, *Management Analyst, Administration*; Tracey Kellogg, *Finance Manager*; Siri Kushner, *Epidemiologist, Health Information Resources Program*; Scott Lindquist, *Director of Health*; Beth Lipton, *Epidemiologist, Health Information Resources Program*; Maureen Murphy, *Human Resources Manager*; Beth Phipps, *Nurse Epidemiologist, Clinical Services*; Shelley Rose, *Public Health Educator, Health Information Resources Program*

**Public Present:** Monte Levine, *Syringe Exchange*