

KITSAP PUBLIC HEALTH BOARD

Regular Meeting

September 4, 2012

The meeting was called to order by Board Chair Mayor Becky Erickson at 11:20 a.m.

MINUTES

Commissioner Charlotte Garrido moved and Commissioner Rob Gelder seconded a motion to approve the minutes for the June 5, 2012, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The contracts on the consent agenda included:

- **Contract 397, Amendment 3***: State of Washington Department of Ecology, Jump Off Joe Creek*
- **Master Agreement 514, Sector Agreement 1047***: Count on Kitsap Youth Sector, McKayla Hunsaker
- **Master Agreement 514, Sector Agreement 1051***: Count on Kitsap, Faith Based Sector, Carrie Ahrendt
- **Master Agreement, Sector Agreement 1053***: Count on Kitsap, Prevention Education Sector, Laura Hyde
- **Contract 850***: Healthy Start Kitsap, Nurse Family Partnership
- **Contract 948, Amendment 1***: State of Washington Department of Ecology, Coordinated Prevention Grant
- **Contract 960, Amendment 3***: State of Washington Department of Health, Consolidated Contract
- **Contract 1046***: Kitsap Conservation District PIC-Yukon Harbor
- **Contract 1048***: State of Washington Office of the Superintendent of Public Instruction, Summer Schools Food Inspection
- **Contract 1055, Amendment 2***: State of Washington Department of Ecology, Kitsap County Illicit Discharge and Elimination (IDDE) Project
- **Contract 985, Amendment 1***: Whatcom County, Community Transformation Grant
- **Contract 960, Amendment 4**: State of Washington Department of Health, Consolidated Contract

As an amended consent agenda was distributed to the Board, Deputy Director Scott Daniels explained that the amendment to the District's Community Transformation Grant (Contract 985) was inadvertently left off the agenda distributed with the packet and that the amended agenda corrects that oversight. Mayor Erickson noted that a number of the contracts on the agenda (identified with an "*" above) were approved in July or August by the Board Chair as allowed by the Bylaws. After discussion about several contracts, Council Member Roy Runyon moved and Commissioner Gelder seconded a motion to approve the items on the consent agenda. The motion was approved unanimously.

PUBLIC COMMENT

There was no public comment.

DIRECTOR'S REPORT

Dr. Scott Lindquist, Director of Health, reminded the Board of the upcoming Finance Committee meeting on October 23 where the 2013 budget will be reviewed prior to being put before the entire Board at the November meeting. Lindquist also noted that the Personnel Committee will need to schedule a meeting this fall in preparation for upcoming union negotiations. Lindquist reminded the Board that the members of the Finance and Operations Committee are Mayor Erickson, Commissioner Garrido, and Council Member Runyon; the members of the Personnel Committee are Council Member Sarah Blossom, Commissioner Josh Brown, and Mayor Patty Lent.

Lindquist then updated the Board on the range of beaches closed as a result of Paralytic Shellfish Poisoning (PSP), reporting that essentially all beaches from the Hood Canal Bridge clockwise down to Tacoma are closed to shellfish harvesting as a result of PSP. In response to a Board question, Lindquist explained that PSP is caused by a neurotoxin secreted during an algae bloom and ingested by bivalve shellfish (mussels and clams). The algae blooms tend to occur in the summer when the water temperature rises and there are sunny weather conditions. Individuals, particularly immune-compromised individuals, ingesting contaminated bivalve shellfish may at the least, become very ill and ingestion is potentially fatal. One Kitsap County resident was hospitalized for several days and then released this summer as a result of PSP poisoning. Further, Lindquist reported that the beaches south of the Hood Canal Bridge in Hood Canal are also closed to shellfish harvesting, but in this case, because of bacterial *Vibrio* contamination.

Lindquist distributed a printed copy of the 2011 Health District annual report to Board members noting that this was in addition to the electronic copy that was already sent to Board members. In past years, Lindquist commented that he has been asked why the Health District spends money on the annual report in times of financial challenge. He explained that the District does most of the work on the annual report in-house which makes it relatively inexpensive to produce. Further, Lindquist stated that the annual report is an invaluable resource providing a concise snapshot of the status of the Health District at a point in time. He commented that when looking back over District historical records, he has found the annual reports very helpful in understanding the challenges being faced by local public health over time.

Lindquist then updated the Board on the status of the recent pertussis (or whooping cough) outbreak in Kitsap County over the summer. He explained that the number of identified cases dropped over the past few months, possibly because children were not in school. There were no cases reported in the county until this past weekend when a Bainbridge Island provider reported that he had two identified cases – a teenager and a younger child – neither of whom needed to be hospitalized. Lindquist said he expects an uptick in reported cases as children return to school.

2013 BUDGET

Dr. Lindquist explained that both agenda items -- the budget discussion and the Community Transformation Grant overview -- are informational only and that no decisions need to be made at this time. Further, he explained that with regard to the budget, Kitsap County requires that junior districts submit preliminary budget requests to them before the budget has been finalized.

This presentation is a summary of the County presentation and is a preview of the discussions that will be occurring in the Finance Committee meeting later in October.

In walking the Board through the County presentation, Deputy Director Daniels reminded the Board that flexible funding from the Cities and the County is very important to the District, because this funding allows the District to balance its budget as well as address strategic priorities. The County flexible funding portion represents about 13.2 percent of the total budget.

With that understanding, he walked the Board through a summary of the proposed budget to be submitted to the County. He pointed out the highlights of the document and explained that these issues as well as the formal budget will be reviewed in the Finance and Operations Committee.

With regard to deficit drivers affecting the 2013 budget on the revenue side, Daniels mentioned significant reductions in Medicaid Administrative MATCH which has resulted in a decrease of about \$123,000, the impact of federal sequestration which is estimated will reduce federal revenues approximately eight percent or about \$115,000, and finally expected reductions in state funding as a result of the ongoing state budget deficit. On the expense side, Daniels listed increased costs including a 5.1 percent increase in health premium costs, PERS retirement contribution increases, and an increase in contributions to the Norm Dicks Government Center Capital Reserve fund, which has been underfunded over the past several years. There was a brief discussion following the presentation.

COMMUNITY TRANSFORMATION GRANT (CTG) OVERVIEW

Deputy Director Daniels reported that the CTG funds (approximately \$112,000 for FY 2012) end September 30, 2012; however, he stated that the District fully expects the funding to continue in 2013, albeit at a reduced level. CTG funds allow the District to coordinate with other local health jurisdictions as well as community partner agencies on various health promotion and policy initiatives using an evidence-based and health equity focus. The four areas that CTG funding will address are tobacco-free living, active living, healthy eating, and clinical preventive practices. For example, the tobacco-free living goal in the CTG grant is to create more tobacco-free outdoor recreation venues. Daniels reviewed the current objectives, activities, and progress to date for each of the four areas. He also commented that the Board could in the future adopt policies that align with and support these efforts, or alternatively support these efforts in other ways without directly adopting Board policies.

Under the healthy eating focus area, the District is locally coordinating the “Ready, Set, Go, 5-2-1-0” initiative through the Kitsap Community Health Priorities process. Regionally, the District is partnering with the health departments in Whatcom and Skagit Counties to accomplish chronic disease prevention priority work, with the focus to date on training and assessment. The District also continues to work regionally with King, Pierce and Snohomish Counties through our work with the Puget Sound Regional Council. Statewide, the Health District is partnering with Department of Health and a broad spectrum of 25 other groups included under the umbrella of the Prevention Alliance Coalition. The Prevention Alliance’s goal is to identify policy priorities in the four CTG focus areas.

NORM DICKS GOVERNMENT CENTER CAPITAL RESERVE

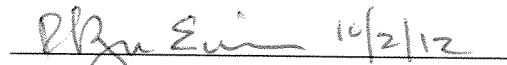
Dr. Lindquist introduced Mr. Tony Caldwell, Executive Director of Housing Kitsap, to address the Board on the Government Center building capital reserve fund. Caldwell explained that the purpose of the capital reserve fund is to replace major building systems and to address the cost of major maintenance or repair that may arise. In an independent study conducted in 2007, consultants recommended to the Owners' Association that an annual contribution of \$202,000 per year was recommended to build the capital reserve fund to a level sufficient to address these expected costs. However, Caldwell explained as a result of the weak economy over the past five years, the contribution to the fund by the building tenants has been about one quarter of that amount.

As a way of mitigating the effect of the Reserve Fund shortfall, Caldwell explained that the Owners' Association has taken several proactive steps to minimize the potential financial impact to the owners of the building by developing a preventive maintenance schedule, extending the systems replacement schedule by 25 percent, and doing some preventive maintenance in-house. However, because the replacement cost for some of the larger building systems approaches half a million dollars, the Owners' Association has decided collectively to increase contributions to the capital reserve fund over the next three years by thirty percent annually beginning in 2013. This would mean that the total Government Center contribution to the reserve account would increase to \$65,000 in 2013 from \$50,000 in 2012; in 2014, the contribution would be \$84,500; in 2015, it would increase to \$110,000 annually. Caldwell commented that even with these increases, the capital reserve fund will still not be at the desired level.

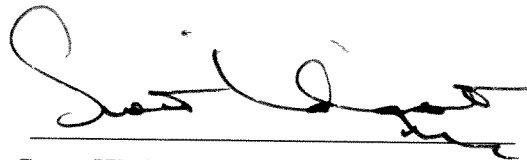
There was a question about the possible positive savings that could be obtained by reducing debt service costs by refinancing the building's bonds. Caldwell responded that the bonds could not be refinanced without penalty until 2013 and that this proposal has been actively discussed by the Housing Kitsap Board.

ADJOURN

There was no further business; the meeting was adjourned at 12:28 p.m.



Mayor Becky Erickson, Chair
Kitsap Public Health Board



Scott W. Lindquist, MD, MPH
Director of Health

Board Members Present: *Council Member Sarah Blossom; Commissioner Josh Brown; Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder ; Mayor Patty Lent (arriving at 11:40); Mayor Tim Matthes; Council Member Roy Runyon (alternate)*

Board Members Absent: *Commissioner Josh Brown*

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Staff Present: Cris Craig, *Program Manager 2, Health Information Resources*; Scott Daniels, *Deputy Director*; Pat Degracia, *Public Health Educator*; Kerry Dobbelaere, *Program Manager 2, Clinical Services*; Keith Grellner, *Director, Environmental Health Division*; Grant Holdcroft, *Senior Environmental Health Specialist*; Leslie Hopkins, *Management Analyst, Administration*; Scott Lindquist, *Director of Health*; Beth Lipton, *Epidemiologist 2, Health Information Resources*; Maureen Murphy, *Human Resources Manager*; Suzanne Plemmons, *Director, Community Health*; Shelley Rose, *Public Health Educator, Health Information Resources Program*; Ruth Westergaard, *Community Liaison*

Public Present: None