

# **KITSAP PUBLIC HEALTH BOARD**

## **Regular Meeting**

**October 1, 2013**

The meeting was called to order by Board Vice Chair Mayor Patty Lent at 11:21 a.m.

### **MINUTES**

Mayor Becky Erickson moved and Mayor Tim Matthes seconded a motion to approve the minutes for the September 3, 2013, regular meeting. The motion was approved unanimously.

### **CONSENT AGENDA**

The contracts on the consent agenda included:

- Contract 1116: U.S. Navy, Community Medical Resident Training
- Contract 1153: Washington State Department of Ecology, Coordinated Prevention Grant

Mayor Erickson moved and Council Member Sarah Blossom seconded a motion to approve the consent agenda. The motion was approved unanimously.

### **PUBLIC COMMENT**

There was no public comment.

### **DIRECTOR'S REPORT**

Mr. Scott Daniels, Deputy Director, reviewed the outcome of the 2012 State Auditor's report of the District. There were no findings or management letter. However, the State did make a number of recommendations, one of which is reflected in Resolution 2013-05, which the Board will be asked to act on today. This resolution will grant the District authority to audit and approve Accounts Payable vouchers and payroll and establish procedures for the Board to approve disbursements retroactively in an open public meeting. Secondly, the Auditors asked that the District's board minutes reflect the length of any closed or executive sessions and ensure that meetings be re-opened to public session after a closed or executive session even if that closed or executive session occurs at the end of the meeting. There was no comment.

In response to a question by Mayor Erickson in a meeting earlier this year regarding data sources documenting aspects of homelessness in Kitsap County, Dr. Scott Lindquist, Director of Health, asked the District's epidemiologists to summarize in a fact sheet the data sources documenting homelessness and the scope and limitations of each data source. The fact sheet was included in the Board packet.

Referring to the fact sheet, Lindquist pointed out that the three referenced data sources collect data differently and no one data source paints a complete picture of homelessness in the County. The first data source is a Point in Time survey which counts people who are homeless on one day in the year, so only homeless people who are found by a counter on that day will be included in the count. Lindquist noted that while this data source may be most helpful in looking at trends over time, given the limited nature of the data collection system it uses. The second data source

is the Homeless Management Information System, run by the Housing Solution Center, which counts only those homeless seeking housing over a six-month period. The data from this source have been stable over the two years that this information has been collected. The third data source is provided monthly by the Department of Social and Health Services (DSHS) and is limited to people who self-report that they are homeless when seeking Basic Food Assistance from DSHS. This data source reflects an increasing trend over time. Summarizing the information from the three data sources, Lindquist suggested to the Board that each data source has limitations and that no one data source presents a complete picture of homelessness in the County. Therefore, Lindquist recommended that all three sources be reviewed together, taking into account the source of the data. A brief discussion by the Board followed regarding the importance of good data that tells government entities that money spent on programs to address social needs is actually effective. Dr. Lindquist commented that the Kitsap Community Health Priorities (KCHP) next year will be embarking on a second cycle to review Kitsap County data, including not only health data but also economic and social data which will be important to funders such as United Way and the Kitsap Foundation as they make decisions about which projects to fund.

Dr. Lindquist shared a letter he sent to State Senator Nathan Schlicher and State Representative Jan Angel in response to questions sent to them from community members regarding the District's needle exchange program, specifically suggesting that the District's program was handing out too many needles when receiving used needles and that this in turn was the cause of increased numbers of discarded needles being found in the environment. Secondly, the District was asked why it does not distribute self-capping syringes instead of conventional syringes. In response to these concerns and questions, Lindquist explained that the District follows a "one-for-one" needle exchange protocol, using a formula based on the size of the sharps containers returned to District staff. This is the same procedure used by other syringe exchange programs in King, Snohomish, Pierce, and Thurston Counties. Additionally, Lindquist noted that the number of syringes being distributed by the program is in direct response to the increase in numbers of intravenous drug users in the County. With regard to the issue of distributing self-capping needles, District staff found that using self-capping needles was not an option for the syringe exchange program for two reasons: (1) the manufacturer advises that self-capping needles are not appropriate for self-injection, and (2) self-capping needles cost four times more than conventional needles, making the cost a barrier. Finally, in summary, Lindquist suggested that the best way to decrease the number of needles being distributed by the syringe exchange program was to decrease the number of intravenous drug users in the County. Mayor Lent commented on what the City of Bremerton is doing to work with the Health District to manage the problem of discarded syringes.

Dr. Lindquist reminded the Board of upcoming Board Committee meetings and reminded Board members of which committees they are members: Finance Committee: October 8, 9:00 a.m. – 10:30 a.m. and November 12, 9:00-10:30 a.m. He noted that the District is still trying to schedule a meeting for the Policy Committee.

#### **UPDATE: HEALTH INSURANCE AND IN-PERSON ASSISTER PROGRAM**

Dr. Lindquist introduced Ms. Kerry Dobbelaere, Program Manager, Clinical Services Program, who brought the Board up-to-date on the District's work as it participates in the opening today of

the Health Benefit Exchange in Washington State and across the country. Dobbelaere explained that District staff have been working for months to prepare for this day, including partnering with other organizations that will be working with District staff to enroll residents interested in obtaining insurance, including Peninsula Community Health Services, Harrison Medical Center, Kitsap County Area Agency on Aging, and Kitsap Community Resources. In addition, five District staff participated in a "Train the Trainer" training put on by the Washington Health Benefit Exchange. Since this training, District staff have trained members of partner agencies to be In-Person Assisters in their organizations. The District is also doing outreach in the community and scheduling special events at Olympic College, Olympic Educational Service District, the Salvation Army, Kitsap Community Corrections, and The Immigrant Assistance Center, among others. Mayor Lent asked that a link about the District's In-Person Assister Program be sent to all the jurisdictions on the Board, which Mr. Daniels agreed to do.

**RESOLUTION 2013-05: GRANTING AUTHORITY TO THE KITSAP PUBLIC HEALTH DISTRICT TO AUDIT AND APPROVE ACCOUNTS PAYABLE AND PAYROLL DISTRIBUTIONS AND ESTABLISHING PROCEDURES FOR THE KITSAP PUBLIC HEALTH BOARD TO APPROVE DISBURSEMENTS IN AN OPEN PUBLIC MEETING**

Commissioner Garrido moved and Mayor Erickson seconded a motion to approve Resolution 2013-05: Granting Authority to the Kitsap Public Health District to Audit and Approve Accounts Payable and Payroll Distributions and Establishing Procedures for the Kitsap Public Health Board to Approve Disbursements in an Open Public Meeting. There was no discussion. The motion passed unanimously.

**RESOLUTION 2013-06: APPROVING A MEMORADUM OF UNDERSTANDING BETWEEN THE KITSAP PUBLIC HEALTH DISTRICT AND PROFESSIONAL AND TECHNICAL EMPLOYEES LOCAL 17**

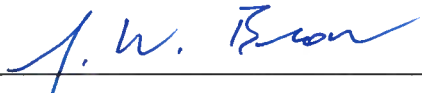
Mayor Erickson moved and Commissioner Garrido seconded a motion to approve Resolution 2013-6 Approving a Memorandum of Understanding between the Kitsap Public Health District and Professional and Technical Employees Local 17. There was no discussion. The motion passed unanimously.

**RESOLUTION 2013-07: APPROVING REVISIONS TO THE HEALTH DISTRICT PERSONNEL MANUAL**

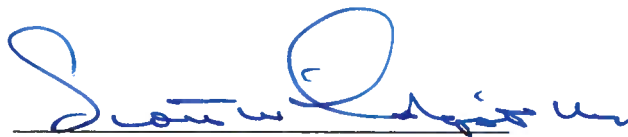
Mayor Erickson moved and Mayor Matthes seconded a motion to approve Resolution 2013-07: Approving Revisions to the Health District Personnel Manual. There was no discussion. The motion passed unanimously.

**ADJOURN**

There was no further business; the meeting was adjourned at 12:01p.m.



**Commissioner Josh Brown, Chair**  
**Kitsap Public Health Board**



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

**Board Members Present:** *Council Member Sarah Blossom; Mayor Becky Erickson; Commissioner Charlotte Garrido (arriving at 11:33 a.m.); Mayor Patty Lent; Mayor Tim Matthes*

**Board Members Absent:** *Commissioner Josh Brown; Commissioner Rob Gelder*

**Staff Present:** *Karen Boysen-Knapp, Public Health Educator, Health Information Resources Program; Scott Daniels, Deputy Director; Pat Degracia, Public Health Educator, Health Information Resources Program; Kerry Dobbelaere, Program Manager, Clinical Services Program; Yolanda Fong, Public Health Nurse, Advanced Practitioner, Chronic Disease Prevention; Keith Grellner, Director, Environmental Health Division; Grant Holdcroft, Senior Environmental Health Specialist, Solid and Hazardous Waste and Septic System Complaint Response Program; Leslie Hopkins, Management Analyst, Administration; Siri Kushner, Epidemiologist 2, Assessment Program; Scott Lindquist, Director of Health; Beth Lipton, Epidemiologist 2, Assessment Program; Maureen Murphy, Human Resources Manager; Suzanne Plemmons, Director, Community Health Division; Shelley Rose, Public Health Educator, Health Information Resources Program; Linda Terry, Public Health Nurse, Parent Child Health Program*

**Public Present:** *Chris Johanson, Smokers Choice; Monte Levine, self; Seraine Page, Central Kitsap Reporter*