

KITSAP PUBLIC HEALTH BOARD

Regular Meeting

November 5, 2013

The meeting was called to order by Board Chair Commissioner Josh Brown at 11:20 a.m.

MINUTES

Commissioner Charlotte Garrido moved and Mayor Tim Matthes seconded a motion to approve the minutes for the October 1, 2013, regular meeting. The motion carried unanimously.

CONSENT AGENDA

The consent agenda included the following contracts as well as the warrant and Electronic Fund Transfer (EFT) registers for September 2013:

- Contract 609, Amendment 3: Health Care Authority, Medicaid Administrative Claiming
- Contract 960, Amendment 1: Washington State Department of Health, Consolidated Contract
- Contract 1179: Kitsap County, Surface and Storm Water Management
- Contract 985, Amendment 3: Whatcom County Community Transformation Grant

Commissioner Rob Gelder moved and Mayor Becky Erickson seconded a motion to approve the consent agenda. The motion carried unanimously.

PUBLIC COMMENT

Mr. Monte Levine apologized for the recent Kitsap Sun headline regarding the City of Bremerton's closure of his needle exchange program in response to a complaint the City received. Levine then reminded the Board that Kitsap County is in the middle of a three-year epidemic of increased incidence of Hepatitis B and C among intravenous drug users. He stated that syringe exchange programs such as his and the Health District's syringe exchange program decrease the incidence of overdose deaths, Hepatitis B and C, and bacterial infections. Levine pledged to find a way either to continue his program or work to find other ways to provide syringe exchange services to those in our community who depend on this service.

DIRECTOR'S REPORT

Dr. Scott Lindquist, Director of Health, acknowledged the contribution Monte Levine has made to protect public health in the County over the past 14 years through his syringe exchange program which has reduced infections; he has also helped many drug users get into substance abuse treatment programs. Lindquist then said he would work with the City of Bremerton and Mr. Levine to work out a solution that works for everyone.

EXECUTIVE SESSION: PURSUANT TO 42.30.110(g): REVIEW OF PERFORMANCE OF A PUBLIC EMPLOYEE

At 11:27 a.m., Board Chair Brown announced that the Board would adjourn to an Executive Session for about ten minutes pursuant to RCW 42.30.110(g) to conduct a review of a public employee. At 11:37 a.m., Board Chair Brown announced that the Executive Session had ended and returned the meeting to public session.

RESOLUTION 2013-08: APPROVING A HEALTH OFFICER AND ADMINISTRATOR LEADERSHIP STRUCTURE FOR THE KITSAP PUBLIC HEALTH DISTRICT

Dr. Lindquist provided an historical overview of the Health District's leadership structure since its founding in 1947, and commented on the expansion of District administrative duties in recent years. He explained that the change would result in one individual being appointed as Health Officer and a second individual appointed as Administrator under provisions in state law. He also noted that the Kitsap Public Health District is one of the last to adopt this Health Officer and Administrator structure. Further, he said that there would be no increase in cost to the District as a result of this change. Commissioner Garrido moved and Commissioner Gelder seconded a motion to approve Resolution 2013-08: Approving a Health Officer and Administrator Leadership Structure for the Kitsap Public Health District. Prior to the vote, Commissioner Garrido commented that she supports this change, since it brings the Kitsap Public Health District in line with the structure of a majority of other counties as well as more clearly defining administrative duties separate from those of the Health Officer. The motion carried unanimously.

RESOLUTION 2013-09: APPROVING EMPLOYMENT AGREEMENTS AND CLASSIFICATIONS FOR HEALTH OFFICER AND ADMINISTRATOR

There was no discussion. Commissioner Gelder moved and Commissioner Garrido seconded a motion to approve Resolution 2013-09: Approving Employment Agreements and new Classifications for Health Officer (Scott Lindquist) and Administrator (Scott Daniels). The motion carried unanimously.

RESOLUTION 2013-10: APPROVING REVISIONS TO THE KITSAP PUBLIC HEALTH BOARD BYLAWS

Dr. Lindquist explained that this resolution incorporates housekeeping updates to the Board's bylaws to include the title changes in Resolution 2013-08. There was no discussion. Mayor Matthes moved and Commissioner Garrido seconded a motion to approve Resolution 2013-10: Approving Revisions to the Kitsap Public Health Board Bylaws. The motion carried unanimously.

RESOLUTION 2013-11: APPROVING REVISIONS TO THE KITSAP PUBLIC HEALTH DISTRICT PERSONNEL MANUAL

Mr. Scott Daniels, Administrator, explained that the changes to the Personnel Manual incorporate the new Health Officer and Administrator titles in Resolution 2013-08 as well as clarify the duties that will transfer from the former Director of Health position to the new Administrator position. Commissioner Garrido moved and Council Member Sarah Blossom seconded a motion to approve Resolution 2013-11: Approving Revisions to the Kitsap Public Health District Personnel Manual. The motion carried unanimously.

At 11:47 a.m., Board Chair Brown explained that because he was leaving to attend another meeting, he was passing the gavel to Commissioner Gelder to chair the remainder of the meeting.

FINANCE AND OPERATIONS COMMITTEE REPORT

Mayor Becky Erickson presented a brief overview from the Finance and Operations Committee's meeting on October 8 regarding the 2014 budget. Mr. Daniels then highlighted the key outcomes of the meeting. Mr. Daniels explained that 2014 revenues reflect an increase primarily as a result of revenue from the In-Person Assister grant to assist residents to enroll in health insurance, and because of projected increased fee revenue in the Environmental Health Division. Increased revenue is anticipated in spite of the fact that there are some program losses included in the 2014 budget. Daniels further noted that the District's cash balance going into 2014 is healthy, estimated to be in excess of \$3 million. Daniels noted that expenditures are also increasing in 2014, primarily due to increased salary and benefit costs which were negotiated with the union and included in the District's current three-year collective bargaining agreement. Daniels also commented that the District is cautiously increasing staffing from 88.9 to 91.6 Full Time Equivalencies (FTE) primarily due to an expansion of the District's Chronic Disease Prevention Program in 2014. Daniels took this opportunity to introduce a new hire in the Chronic Disease Prevention Program, Katie Eilers, Assistant Community Health Division Director, who will be working closely with Ms. Suzanne Plemmons, Director of the Community Health Division, on chronic disease prevention and in implementing our Health Communities Program.

Daniels reminded the Board that there is a final Finance and Operations Committee meeting next week on November 12, and offered to conduct the meeting as a conference call since most of the budget issues have been settled, as agreed to by the Committee members. The members of the Committee agreed to a conference call for the November 12 meeting. In discussion, Mayor Erickson complimented the District on its financial management during the last few years which have been challenging. Mayor Matthes concurred and encouraged the District to manage its reserve fund, so that it does not become too large, as it is moving to do now.


Finally, Daniels directed the Board's attention to the 2014 Budget Program Priority Matrix document included in the Board packet, commenting that the only program that is identified as a low priority in the matrix is the District's Family Planning Program which will be a topic of discussion in 2014. In response to a question about the sustainability of funding for the In-Person Assister funding stream and Built Environment Programs, Daniels explained that the District is planning conservatively, assuming that the In-Person Assister funding will end after one year. He also noted that the Built Environment Program is funded through a federal grant received through the Department of Health and Whatcom County and that work is entering year three of what is anticipated to be a five-year grant.

Mayor Erickson raised her concern about the epidemic of drug addiction that local jurisdictions in Kitsap County are grappling with. Since there are additional funding streams coming into the Health District, she would welcome a conversation by the Board in trying to address this issue. Commissioner Garrido suggested that an education program would be useful, noting that when she speaks about drug abuse in the County, residents are often unaware of the scope of the problem. Commissioner Gelder suggested that there is an opportunity in 2014 with the collection of a One Tenth of One Percent sales tax for mental health and substance abuse, to incorporate education into its program. Lindquist then invited the Board to attend the Kitsap Community Health Priorities (KCHP) Community Meeting on November 12 at 9:00 a.m. in the Chambers

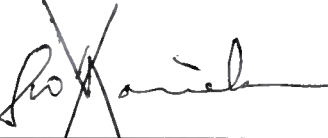
that will feature a speaker who will present a training on “Collective Impact”, a process that could be used to address this problem.

ADJOURN

There was no further business; the meeting was adjourned at 12:08 p.m.



Commissioner Josh Brown, Chair
Kitsap Public Health Board



Scott Daniels, MS, RS
Administrator

Board Members Present: *Council Member Sarah Blossom; Commissioner Josh Brown (leaving at 11:47); Mayor Becky Erickson Commissioner; Charlotte Garrido; Commissioner Rob Gelder; Mayor Tim Matthes*

Board Members Absent: *Mayor Patty Lent*

Staff Present: *Scott Daniels, Administrator; Kerry Dobbelaere, Program Manager, Clinical Services Program; Katie Eilers, Assistant Director, Community Health Division; Keith Grellner, Director, Environmental Health Division; Grant Holdcroft, Senior Environmental Health Specialist, Solid and Hazardous Waste and Septic System Complaint Response Program; Karen Holt, Personnel Analyst, Administration; Leslie Hopkins, Management Analyst, Administration; Tracey Kellogg, Finance Manager, Administration; Scott Lindquist, Health Officer; Beth Lipton, Epidemiologist 2, Assessment Program; Maureen Murphy, Human Resources Manager, Administration; Suzanne Plemmons, Director, Community Health Division*

Public Present: *Monte Levine, Self*