

KITSAP PUBLIC HEALTH BOARD

**Regular Meeting
November 4, 2014**

The meeting was called to order by the Board Chair, Mayor Patty Lent, at 11:20 a.m.

MINUTES

Commissioner Rob Gelder moved and Commissioner Linda Streissguth seconded the motion to approve the minutes for the October 7 regular and October 21 special meetings. The motion was approved unanimously.

CONSENT AGENDA

The contracts on the consent agenda included:

- 1294, Hood Canal Coordinating Council, *Hood Canal PIC Program, Phase II*
- 1292, Kitsap Public Health Board, *Employment Agreement – Turner*
- 960, Amendment 17, Washington State Department of Health, *Consolidated Contract*

Commissioner Charlotte Garrido moved and Commissioner Gelder seconded the motion to approve the consent agenda, including the contracts update and warrant and Electronic Funds Transfer register.

Commissioner Gelder noted for the record that the consent agenda included the employment agreement for Dr. Susan Turner, who will be the Health District's fourth Health Officer since the District's formation in 1947.

PUBLIC COMMENT

There was no public comment.

ADMINISTRATOR'S REPORT

Mr. Scott Daniels, Administrator, informed the Board that the first meeting of the Olympic Community of Health has been scheduled for Friday, November 7, at Fort Worden in Port Townsend. Mayor Lent requested that any agendas or other materials presented at the meeting be forwarded to the Board for their review, so that they can remain informed as this process evolves.

Mr. Daniels announced that the District has succeeded in instituting standing orders for Naloxone at all Albertson Sav-On pharmacies across the county as a result of Dr. Scott Lindquist's efforts. Daniels reminded the Board that Naloxone is a prescription drug that counters the effects of an opioid overdose.

Mr. Daniels informed the Board that the Public Health Accreditation Board or PHAB's site review team will be visiting the District on February 10 and 11 in 2015. This site visit is part of the accreditation process and is part of their evaluation of the Health District. In addition to meeting with staff and community partners and stakeholders, they have also requested a meeting with at least three Board members on February 11 from 10:30-12:30. They are requesting the Chair and a few other members to attend. Daniels commented that District staff have put a tentative hold for that date and time on all Board member schedules until a decision is made about which Board members will be attending this meeting.

RESOLUTION 2014-05: ADOPTING WASHINGTON STATE SUBSTITUTE SENATE BILL 5173 RESPECTING HOLIDAYS OF FAITH AND CONSCIENCE

Without discussion, Mayor Tim Matthes moved and Commissioner Garrido seconded the motion to approve Resolution 2014-05: Adopting Washington State Substitute Senate Bill 5173 Respecting Holiday of Faith and Conscience. The motion passed unanimously.

EBOLA PREPAREDNESS AND RESPONSE

Mr. Daniels introduced Ms. Jessica Guidry, Program Coordinator 2, Public Health Preparedness and Response Program, who spoke to the Board about the work the District is doing to prepare in the event a suspected or confirmed Ebola case occurs in Kitsap County. Ms. Guidry reminded the Board that Ebola can only be contracted through direct contact with the bodily fluids of an infected person who is displaying symptoms. Guidry explained that standard public health measures have been progressing in Africa to contain the outbreak there. Guidry outlined the measures the District is taking to prepare for any potential outbreak here using the acronym "ICE" which stands for (1) Staying informed and up-to-date on the recommended actions to take to remain prepared; (2) Communicating and coordinating with healthcare and emergency response partners locally and at the state; and (3) Educating the public through our website and local media. Finally, Guidry explained that in the event a suspected or confirmed Ebola-infected person were identified in Kitsap County, the Incident Command Center (ICC) would be activated. Additionally, a plan has been developed that would help the District reduce the potential risk of the spread of disease, work with community partners, and communicate with the Board and the public. A brief discussion by the Board followed.

2015 PRELIMINARY BUDGET

Commissioner Garrido reported out to the Board on the Finance Committee meeting held on October 30 saying that the 2014 year-to-date revenues and expenditures are on track with revenue being somewhat above budget and expenditures being somewhat below.

Mr. Daniels provided an overview of the 2015 budget using the talking points, and an update on 2014 budget year-to-date figures, included in the Board packet. He echoed Commissioner Garrido's Finance Committee report saying that 2014 revenues are up above the budget estimate while expenditures have been below budget. This has allowed the District to avoid having to dip into budgeted reserve funds this year.

In presenting the 2015 budget, Daniels reminded the Board that the District budgets by program and those individual programs are also included in the Budget Priority Matrix. Daniels said the preliminary budget for 2015 currently includes a deficit which may decrease as grants and contracts currently in development are finalized. Daniels reported that the important news for staff in this budget is that there will be no program cuts or layoffs in 2015. With regard to revenue, the District is projecting that it will remain flat overall in 2015, although the District is finally seeing an uptick in Environmental Health fees as the economy improves. Daniels noted that local flexible funding reflects an increase of \$27,000 from Kitsap County with funds from cities flat from 2014 levels. He reminded the Board that local flexible funding is critical for the District, because it makes it possible to address strategic priorities and to balance many of its program budgets. Daniels commented that while the District hopes it will not have to use

undesignated unrestricted revenue in 2015, it is nonetheless currently budgeting \$500,000, although that figure may come down in the final adopted budget. With regard to the District's reserve fund, Daniels noted that it is estimating a reserve of \$2.6 to \$2.8 million at the beginning of 2015. He also reminded the Board that its budget policy requires a minimum of two months of operating expenses, or \$1.8 million using 2015 budget figures, be held in reserve. Daniels said that while there are no fee increases included in the 2015 budget, the District is currently studying its fee structure and may recommend some fee increases in both Environmental Health and Community Health in early 2015.

On the expense side, Daniels said expenses are up about \$546,000, although the bulk of this is the result of pass-through funds for an onsite septic loan program. Mr. Daniels also explained a variety of other expense increases including a one percent wage increase negotiated in 2012, Public Employment Retirement System cost increases, and health insurance increases. He also pointed out that there are a few more staff in the 2015 budget compared to 2014, but that many of these positions are directly funded through grants and contracts.

Daniels then turned to the Budget Priority Matrix which the District uses to help it prioritize its programs and in lean years, uses to determine which programs are maintained and which are not. The matrix measures whether a program covers its costs or must use flexible funding ; whether a program is a strategic or KCHP priority; whether it is legally mandated; and whether there are other service providers in the community that can provide the same service. Programs are graded on a scale of A to D with A being the highest. Daniels pointed out that the only District program that received a D rating is Family Planning which fails to meet all four of the above analyses. Daniels said the District is currently analyzing whether the Family Planning Program can be continued after 2015.

Moving on to next steps, Daniels explained that the District is always pursuing new revenue and is simultaneously looking at ways to reduce expenditures using a LEAN approach with a particular focus on reducing administrative costs. Daniels also reminded the Board of its previous decision to revisit the local government flexible funding formula in 2015. As part of that decision, an important element will be the recommendation from the State regarding foundational public health funding. Daniels said he has heard that there may be a recommendation for the State to pay for foundational services with local government being asked to consider paying for non-foundational services. Finally Daniels confirmed that the final 2015 budget will be presented to the Board for its approval at the December 2 Board meeting.

In response to a question from the Board about the reason an increase in local flexible funding was not requested from the Cities, Daniels explained that the County has primary legal responsibility for public health under the RCW and secondly, there is no approved formula approved by the Board to use as the basis for the request. Following on from this discussion, Daniels reminded the Board that local flexible funding helps support strategic priorities and not programs like onsite sewage which covers its costs through fees and other funds.

Following Board member comments in support of the discussion about the flexible funding formula, Mr. Daniels said that the District is currently surveying 11 other health districts in Washington State regarding their formulas for flexible funding. When that information is

collected and when there is a decision on state foundational funding, the District will schedule a Finance Committee meeting to discuss this issue in 2015.

FOOD ORDINANCE AMENDMENT PUBLIC MEETING UPDATE

Mr. Keith Grellner, Environmental Health Division Director, reminded the Board that it adopted Local Food Service Regulations in May 2013 which were modeled after the State's regulations. The ordinance that adopted the Food Service Regulations includes local enforcement provisions in addition to the food rules, he said. Grellner explained that over the past year and a half since the Regulations were adopted, District staff have identified several gaps in the regulations. Grellner noted that the most important omission is that the regulations as adopted do not provide civil infraction authority which has impacted the District's ability to manage non-permitted food establishments that should have permits, but don't. Because the Food Regulations do not provide for civil infraction authority as do other District regulations, the District is not able to issue a ticket to establishments that are out of compliance. The proposed regulation change would add civil infraction authority to the code enforcement section of the Regulations.

Grellner said the District is also proposing two housekeeping changes to the Regulations. The first proposed change would clarify the regulations that govern temporary food establishments and put those regulations in a separate section to make it easier for businesses to find and comply with the requirements. Examples of temporary food establishments include providers who don't have brick and mortar stores and sell food at farmers markets or at community bazaars. The last proposed change is to include a simple statement that permits the District to revoke an establishment's permit if it does not pay its food permit fees. Grellner explained that the District loses about \$25,000 per year from a relatively small number on non-compliant establishments which impacts its budget, and he noted it's expensive for the District to attempt to collect these unpaid fees.

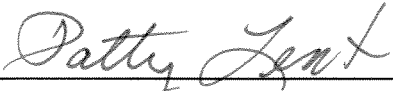
As part of its outreach to the community with regard to these proposed changes, the District held a public meeting last week which was attended by only two members of the public. Additionally, to publicize the proposed changes, Mr. Grellner said the District has issued a press release, has sent information to food permit holders on a District listserv, and has had information posted on the District's website since September.

Mr. Grellner told the Board that the District plans to bring the proposed ordinance to the Board at the December meeting for action and that a notice of a public hearing will be published.

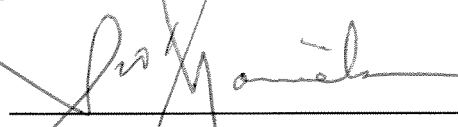
There was a brief discussion about elements of the civil infraction process and code enforcement procedures.

ADJOURN

There was no further business; the meeting was adjourned at 12:10 p.m.



Mayor Patty Lent, Chair
Kitsap Public Health Board



Scott Daniels
Administrator

Board Members Present: *Council Member Sarah Blossom; Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Patty Lent; Mayor Tim Matthes; Commissioner Linda Streissguth*

Board Members Absent: None

Staff Present: *Karen Bevers, Communications Coordinator / Public Information Officer; Karen Boysen-Knapp, Healthy Communities Specialist, Chronic Disease Prevention Program; Laura Dallman, Public Health Nurse, Parent Child Health Program; Scott Daniels, Administrator; Kerry Dobbelaere, Program Manager 2, Clinical Services Program; Katie Eilers, Assistant Director, Community Health Division; Yolanda Fong, Public Health Nurse Supervisor, Chronic Disease Prevention; Kathy Greco, Confidential Secretary, Administration; Keith Grellner, Director, Environmental Health Division; Jessica Guidry, Program Coordinator 2, Public Health Emergency and Preparedness Program; Karen Holt, Provisional Human Resources Manager, Administration; Leslie Hopkins, Program Coordinator 2, Administration; Aaron Houghton, Intern, Administration; Tracey Kellogg, Finance Manager, Administration; Siri Kushner, Epidemiologist 2, Administration; Nicola Marsden-Haug, Epidemiologist 2, Administration; Akiko Miller, Public Health Nurse, Clinical Services Program; Suzanne Plemmons, Director, Community Health Division; Shelley Rose, Public Health Educator, In-Person Assister Program; Ruth Westergaard, Community Liaison, Public Health Emergency and Preparedness Program.*

Public Present: *Monte Levine, self; Tad Souter, Kitsap Sun*