

KITSAP PUBLIC HEALTH BOARD

**Regular Meeting
December 2, 2014**

The meeting was called to order by the Board Chair, Mayor Patty Lent, at 11:25 a.m.

MINUTES

Commissioner Rob Gelder moved and Mayor Tim Matthes seconded the motion to approve the minutes for the November 4, 2014, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The contracts on the consent agenda included:

- 1308, Washington State University, *Public Education and Outreach*
- 1305, Washington State Association of Local Public Health Officers
- 1233, Amendment 1, Clallam County, *Assessment Services*

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

PUBLIC COMMENT

There was no public comment.

ADMINISTRATOR'S REPORT

Mr. Scott Daniels, Administrator, brought to the attention of the Board that the Bylaws require the dates, times and locations of meetings to be established for the following year at the last meeting of the calendar year. Also, the Bylaws require the Board to elect the Chair and Vice-Chair no later than the first meeting of the year. Daniels stated that election of the Chair, Vice-Chair and Board committee members will be on the January agenda. Mayor Matthes moved and Commissioner Garrido seconded the motion to approve the 2015 Kitsap Public Health Board meeting schedule for the first Tuesday of each month from 1:45 p.m. to 2:45 p.m. The motion was approved unanimously.

Mr. Daniels informed the Board that the District is in discussion with Kitsap Regional Coordinating Council (KRCC) staff who have been in discussion with their Board on moving the affordable housing and homeless funding programs out of KRCC to another agency. One option that KRCC discussed was moving these programs to the Health District. He stated that the District would be meeting with KRCC and Kitsap County to assist them with their review of this matter. Mr. Daniels said he would provide an update to the Board after that meeting.

Mr. Daniels invited the Board to the Community Health Partner Forum on Tuesday, December 16, 2014, at United Way from 1:30 p.m. to 4:30 p.m. The topic of discussion will be Adverse Child Experiences (ACEs) in Kitsap County. He explained that this is one of the four top priorities selected during the 2014 Kitsap Community Health Priorities (KCHP) process. RSVPs should be directed to Katie Eilers, the District's Assistant Director of Community Health.

Mr. Daniels acknowledged that Commissioner Linda Streissguth's term had ended and thanked her for her service on the Kitsap Public Health Board.

EXECUTIVE SESSION: PERSUANT TO RCW 42.30.110(1)(g) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT AND REVIEW OF PERFORMANCE OF PUBLIC EMPLOYEE

At 11:34 a.m., Mayor Lent announced that the Board would be adjourning to Executive Session for 10 minutes pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment and review the performance of a public employee. At 11:44 a.m., Mayor Lent returned the Board to open session and explained that the Executive Session was to discuss the Kitsap Public Health District Administrator employment contract and that no decisions had been made. Mayor Lent then announced that the Board will request action at the January regular Board meeting.

RESOLUTION 2014-06: RESCINDING RESOLUTION 2007-01 AND APPOINTING AGENTS TO RECEIVE CLAIMS FOR DAMAGES

Mr. Daniels explained that the District is required under RCW 4.96 to appoint agents to receive any claim for damages, and requires that the identity of the agent, and address where he or she may be reached during normal business hours, be identified in public record and recorded with the County Auditor. Previously, in Board Resolution 2007-01, Scott Lindquist, MD, Director of Health, and Scott Daniels, Administrator, were appointed by the Board as the agents to receive claims for damages for the District. Due to staffing changes, the District is now requesting the Board to appoint the District's Administrator as the primary position and the District's Health Officer to serve as the alternate when the Administrator is not available to receive claims for damages. Commissioner Charlotte Garrido moved and Commissioner Robert Gelder seconded the motion to approve Resolution 2014-06. The motion was approved unanimously.

RESOLUTION 2014-07: APPROVING THE 2015 KITSAP PUBLIC HEALTH DISTRICT BUDGET

Mr. Daniels requested Board approval of the District's 2015 Budget. Daniels reminded the Board that the budget had been reviewed at the November Board meeting and offered to provide additional information and answer questions. He explained that the most significant change made to the Budget since the last Board meeting was the addition of two new grant-funded revenue streams, and a slight increase in revenue needed to support Juvenile Detention Adolescent Health services to Kitsap County. Overall, the amount of unrestricted/undesignated fund balance needed to balance the final 2015 budget was reduced by \$103,226 (from \$506,943 to \$403,717). He stated that the Finance and Operations Committee had reviewed the District's 2015 Budget and recommended approval. Mayor Tim Matthes moved and Commissioner Charlotte Garrido seconded the motion to approve the Kitsap Public Health District's 2015 Budget. The motion was approved unanimously.

ORDINANCE 2014-01: FOOD SERVICE REGULATIONS

Mr. Keith Grellner, Environmental Health Division Director, requested Board approval of the proposed revisions to the District's current Food Services Regulations, Ordinance 2013-02. He explained that if adopted, new Ordinance 2014-01 would replace the current local food service rules in Ordinance 2013-02, and would add civil infraction penalties for enforcement. He explained that the current regulations limit enforcement options to misdemeanor, or criminal, penalties only, and the District believes that criminal penalties alone are too harsh for most types of food service violations the District encounters.

Proposed Ordinance 2014-01 also includes new language to clarify the permitting requirements for temporary food service establishments. Temporary food establishments are increasing in popularity, and the District wants to clarify the permit requirements for food vendors to make it easier to understand and comply with the regulations. Lastly, the revision includes new language that clarifies that a food service permit may be revoked for failure to submit the required permit fees.

Mr. Grellner reported that a public notice was posted in the local newspaper to announce the Board hearing for Ordinance 2014-01, and a public meeting was conducted in late October. He mentioned that the proposed changes had also been distributed to the local food industry through a District email list serve, and notice of the proposed regulations has been posted on the District's website since September. The District has not received any comments opposed to the recommended changes.

Mr. Grellner clarified that these rules do not pertain to "tailgate type" private events, but only to those events when food is being prepared and sold to the public. Commissioner Garrido remarked that she would have liked for the fee schedule to have been attached to the regulation revision proposal. Grellner confirmed that fees have not changed in the last two years, and that fees are posted on the District's website. He assured the Board that District will work with its Public Information Officer to provide the updated Ordinance in an easily accessible location on the District's website with a more direct link to the District's fee schedule. Grellner concluded that if approved, Ordinance 2014-01 would be effective immediately. Commissioner Gelder moved approval of Ordinance 2014-01, and Commissioner Garrido seconded the motion to approve Ordinance 2014-01. The motion was approved unanimously.

BANNER ROAD HEALTH IMPACT ASSESSMENT


Mr. Daniels stated that the District had received a small grant from the Centers for Disease Control (CDC) for a Health Impact Assessment (HIA) on a built environment project in our community. He then introduced Ms. Danielle Schaeffner, MPH, Environmental Health Specialist, Healthy Communities Program, who spoke to the Board about the project. Ms. Schaeffner explained the HIA is a process that helps evaluate the potential health effects of a plan, project or policy before it is built or implemented. She stated that this process helps bring awareness of potential public health impacts that fall outside of traditional public health concentrations such as transportation and land use. This HIA was conducted in partnership with Kitsap County's Departments of Public Works and Community Development and was focused

on potential shoulder widening of each side of lower Banner Road, to the north and south of South Colby Elementary School in South Kitsap. This project would benefit the community with safe routes to and from school and a safe place for residents to walk and ride bikes. The next steps are to survey members of the community to identify current health conditions and potential health impacts. The survey is scheduled to be sent out in the next few weeks. Ms. Schaeffner confirmed that Kitsap County was one of three counties that received grant funds for this project.

After some discussion, Mr. Daniels clarified that the contract for the grant was not previously brought before the Board because contracts that fall beneath the \$50,000 threshold do not require Board approval. There were no further questions. Mayor Lent thanked Ms. Schaeffner for her presentation.

ADJOURN

There was no further business; the meeting was adjourned at 12:23 p.m.



**Commissioner Robert Gelder, Chair
Kitsap Public Health Board**



**Scott Daniels
Administrator**

Board Members Present: *Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Patty Lent; Mayor Tim Matthes*

Board Members Absent: *Council Member Sarah Blossom; Mayor Becky Erickson; Commissioner Ed Wolfe*

Staff Present: *Karen Bevers, Communications Coordinator / Public Information Officer; Karen Boysen-Knapp, Healthy Communities Specialist, Chronic Disease Prevention 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; Karen Holt, Provisional Human Resources Manager, Administration; Leslie Hopkins, Program Coordinator 2, Administration; Hugh (Aaron) Houghton, Intern, Administration; Tracey Kellogg, Finance Manager, Administration; Nicola Marsden-Haug, Epidemiologist 2, Administration; Suzanne Plemmons, Director, Community Health Division; Shelley Rose, Public Health Educator, In-Person Assister Program; Danielle Schaeffner, Environmental Health Specialist, Healthy Communities, Shawn Ultican, Sr. Environmental Health Specialist, Pollution Identification and Correction Program, and Jim Zimny, Program Manager, Food and Living Environment.*

Public Present: *Monte Levine, self; Cal Bodeutsch, Kitsap Transit*