

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
October 3, 2017**

The meeting was called to order by Board Chair, Commissioner Ed Wolfe at 1:46 p.m.

REVIEW AND APPROVE AGENDA

There were no changes to the agenda.

BOARD MEETING MINUTES

Mayor Becky Erickson moved and Commissioner Rob Gelder seconded the motion to approve the minutes for the September 5, 2017, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The October consent agenda included the following contracts:

- 1316 Amendment 16 (1739), *Washington State Department of Health, Consolidated Contract*
- 1707 Amendment 1 (1717), *Washington Health Benefit Exchange, Healthplanfinder Navigator*
- 1708, *Clallam, Tobacco and Marijuana Prevention*
- 1723, *Public Health Seattle King County, BCCHP*
- 1734, *Olympic Community of Health, Administrative Support*
- 1738, *Olympic Educational Service District 114, (Early) Head Start / ECEAP*

Commissioner Gelder moved and Mayor Patty Lent seconded the motion to approve the consent agenda, including the Contracts Update and Warrant and Electronic Funds Transfer Registers. The motion was approved unanimously.

PUBLIC COMMENT

There was no public comment.

ADMINISTRATOR'S REPORT

Administrator Update:

Mr. Keith Grellner, Administrator, informed the Board of a letter sent to the State Attorney General's office signed by the local health directors of King, Pierce, Snohomish, and Kitsap counties. The letter requests the State Attorney General to initiate legal action against a company called "Josephine" out of California. He explained that the company recruits private individuals to prepare and sell ready-to-eat meals out of their homes based on orders received through their website. The company's business model is built on falsehoods and direct violations of the state food service rules, Washington Administrative Code (WAC) 246-215.

Mr. Grellner said that despite notices of violations issued by King, Pierce, and Snohomish counties, in addition to the State of Oregon, the company continues to operate illegally and promote illegal food service businesses. The purpose of the letter is to request legal action from the State since the company is purposefully ignoring local orders to comply the law. To date, Kitsap Health has observed very limited activity of Josephine within our jurisdiction, but since there has been at least some activity, Kitsap joined forces with the other counties.

Next, Mr. Grellner reminded the Board that 760 acres of Liberty Bay were recently upgraded and reclassified as approved for commercial shellfish use by the state Department of Health after being closed for decades due to pollution. The upgrade is the result of a lot of hard work to identify and clean up pollution sources. The clean-up work was completed in partnership between the Kitsap County, City of Poulsbo, Health District, Conservation District and property owners.

Mayor Lent commented that it was interesting for the Board to see these openings over the years, because it shows the cooperation and efforts of the partnerships involved. She asked the Health District to provide an update of areas that were previously closed and are now open. Mr. Grellner confirmed that the Health District would put together a presentation on this.

Next, Mr. Grellner informed the Board that the Finance Committee met with the Health District on September 20th to receive an overview of the Health District's budget situation for the rest of 2017 and 2018. The Finance Committee will meet again on October 24th to get into more detail about the 2018 budget as staff work to prepare a budget for Board review and approval in December. He reminded the Board that the Finance Committee members are Mayors Erickson and Lent and Commissioner Charlotte Garrido.

Lastly, Mr. Grellner informed the Board that the Health District has worked with Kitsap County and the City of Bainbridge Island to further streamline the building permit finals process in each of these jurisdictions. The Health District has been granted access to the SMARTGOV permit tracking programs so that staff can enter approved septic permit finals directly into the county systems so that they do not need to contact the Health District directly when they get a request for a building permit final. This saves the customers and agencies time to process building permits final requests.

Mr. Grellner noted that Health District staff are also approaching the Cities of Bremerton, Port Orchard, and Poulsbo, since they use the SMARTGOV system too, to see if there are any process improvements that Health District staff can work on with them.

There was no further comment.

RESOLUTION 2017-02, RESCINDING RESOLUTION 2007-1 AND APPOINTING AN AGENT TO RECEIVE CLAIMS FOR DAMAGES

Mr. Grellner approached the Board regarding an update to the Health District's Claims policy. He explained that Revised Code of Washington (RCW) Chapter 4.96, Actions Against Political

Subdivisions, Municipal and Quasi-Municipal Corporations, requires the governing body of each local governmental entity to appoint an agent to receive any claim for damages made under RCW 4.96. This statute also requires that the identity of the agent, and the address where the agent may be reached during normal business hours of the local governmental entity, be recorded with the auditor of the county in which the entity is located.

Mr. Grellner informed the Board that Resolution 2017-02, Rescinding Resolution 2007-1 and Appointing an Agent to Receive Claims for Damages was in their packets for review and approval. He explained that the resolution formally names and appoints Keith Grellner, Administrator, and Dr. Susan Turner, Health Officer, as the claim agents for the Kitsap Public Health District. Once approved by the Board, Resolution 2017-02 will be recorded with the Kitsap County Auditor, thereby satisfying the requirements of RCW 4.96.020 (2).

Additionally, the Health District's website at www.kitsappublichealth.org will be updated to reflect the Board's approval of Resolution 2017-02. He also included for reference Resolution 2007-1, naming Dr. Scott Lindquist and Scott Daniels as claim agents for the Health District. Resolutions 2007-1 needs to be rescinded and replaced by Resolution 2017-02 because Dr. Lindquist and Mr. Daniels are no longer employees of the Health District. Mr. Grellner said the Health District recommends the Health Board to make and adopt the resolution. Once approved, the new resolution will be recorded with the County Auditor.

Mayor Lent moved and Commissioner Gelder seconded the motion to approve Resolution 2017-02, Rescinding Resolution 2007-1 and Appointing an Agent to Receive Claims for Damages. The motion was approved unanimously.

There was no further comment.

SECURE MEDICINE RETURN PROGRAM UPDATE

Mr. John Kiess, Environmental Health Director, provided the Board with a brief update concerning the implementation status of the new Secure Medicine Return Regulations, Kitsap Public Health Board Ordinance 2016-02, approved by the Board in December 2016.

Mr. Kiess explained that, since the Board's adoption of the ordinance, the following actions have been completed in accordance with the regulations:

- Pharmaceutical "producer" notice of intent to participate notification – January, 2017.
- Producer notification of intent to participate – February, 2017.
- Pharmaceutical "wholesaler" notification and outreach other producers – March, 2017.
- Identification of plan operator and notification of authorized collectors – April, 2017.
- MED-Project notified pharmacies and other potential authorized collectors – April, 2017.
- KPHD Meeting with local law enforcement – April, 2017.
- MED-Project Stewardship Plan was submitted - June 6, 2017.
- Plan reviewed and comments returned to MED-Project - July 28, 2017.

Remaining tasks to be completed include:

- Revised/Second submittal - due by September 28, 2017.
- Once received and hopefully approved, the plan operator has 90 days to fully implement the plan, including promotion, placing collection boxes, and beginning collections.

Mr. Kiess explained that the second submittal received last week showed good geographical distribution of collection boxes throughout the county and included a mail-back option.

Health District staff have been working diligently to coordinate with our neighboring local health jurisdictions (Seattle-King, Tacoma-Pierce, Snohomish) who have also implemented secure medicine return programs to minimize duplication wherever possible. Communication among the four public health jurisdictions is maintained as necessary to collaborate and learn from one another's challenges and successes.

Commissioner Gelder asked if the 90 days to implement the plan begins after approval and what the expected amount of time to approve the plan is. Mr. Kiess confirmed the 90 days begins after approval and estimated 2-3 weeks to approve the current plan. Staff will need to review and ensure that the plan addresses all the issues outlined by the Health District, apart from a few Drug Enforcement Agency (DEA) limitations. Commissioner Gelder asked if the end of January was a good estimate. Mr. Kiess confirmed this.

Commissioner Gelder also commented that the Kitsap County Sherriff and local law enforcement are excited to see this program begin. Mr. Kiess agreed and said the Health District is thankful for its law enforcement partners who have continued to be collection locations. This program will take some of the collection burden off of local law enforcement. He also noted a partnership with neighboring tribes who will start collection boxes as well.

Commissioner Garrido thanked Health District staff for working on the program.

There was no further comment.

ELECTRONIC REPORTING SYSTEM FOR FOOD SERVICE INSPECTIONS

Mr. Kiess introduced Jim Zimny, the new Environmental Health Assistant Director. Mr. Kiess explained that Mr. Zimny had been the Food and Living Environment Program Manager for the last several years, and has worked for the Health District since 1991 in other roles.

Mr. Kiess also introduced Dayna Katula, the new Food and Living Environment Program Manager who is filling the vacancy Mr. Zimny created through his promotion. Ms. Katula has worked in the food program for several years.

Mr. Zimny thanked the Board for letting him present regarding the Health District's new electronic reporting system for food service inspections. The presentation highlighted the inspection work of the Food & Living Environment Program, and the improvements in service and food safety that the new electronic reporting system is enabling.

Mr. Zimny defined the relationship between the Health District and food establishment owners is a partnership to keep food sources safe for the public. He said Health District staff visit restaurants as routinely as twice per year and sometimes six to eight times per year, if needed.

Mr. Zimny said there are five food inspectors on staff in the Food and Living Environment Program. However, only part of their time, about 3.5 FTE, is dedicated to inspecting food establishments because they also conduct pool inspections, school inspections and investigate smoking in public places complaints and mold concerns. He explained that the Health District visits restaurants, camps, coffee shops and farmers markets, among other food establishments. The Health District made 3,260 site visits to food establishments in 2016 and is on track for the same number of site visits in 2017.

Mr. Zimny also explained that some of the challenges in the program include a 200 percent turnover rate in the food industry, language barriers, new products and processes, a growing demand for temporary vendor inspections, and new emerging business models. To overcome these challenges, Health District staff receive continuous education and training and, in turn, provide continuous education and outreach training for food industry workers.

As recently as January 2017, Mr. Zimny explained, food inspectors went into inspections and left the carbon copy of handwritten reports with food establishments to decipher how to fix any issues reported during the inspection. Mr. Zimny explained that these reports were often difficult to read, due to poor penmanship, and were not as effective as intended. He said that the Health District moved to an electronic inspection report process for time savings and efficiency. However, Mr. Zimny explained that time savings and efficiency are a byproduct of the improved communication caused by the new reporting system.

Mr. Zimny said the electronic inspection hardware and software estimated costs are between \$60,000 and \$100,000 at startup, with an additional annual cost of \$12,000 for maintenance. He explained that the Health District paid for the program through a grant from the Association of Food and Drug officials (AFDO) and incurred cost savings through the Health District's Information Technology (IT) support program, who built a cloud based data entry interface that linked to the current food program database.

Mr. Zimny explained the food inspectors now go into the field with iPad Pros to conduct food inspections digitally. He and Ms. Katula provided the Board with a demonstration of how the system works in the field. Inspectors used to bring paper files for each food establishment they planned to visit during the day, which was burdensome and limited the number of site visits they could complete in a day. Now, inspectors just bring their iPad and can access all files in the Health District cloud database when they are at a site visit, making their inspections more effective and efficient. Reports are pre-filled out in the system making it easier for inspectors to

fill out reports and make changes. Reports are then given to the business operator as a PDF file to print and post for employees to see. Since reports are now typed, rather than hand-written, it is easier for food establishment operators and staff to read and understand what violations occurred and how to correct them.

Mr. Zimny explained that the Health District also uses resources from the Food and Drug Administration (FDA) Oral Culture Learner Project as a visual education tool for food establishment operators and employees who do not speak English as their first language. The resources include images of the cause and effect of certain food safety violations, such as bare hand contact with food. The resources are available in nine languages and allow the Health District to tailor their education to each food establishment they work with.

Mr. Zimny concluded the presentation and asked for questions or comments.

Mayor Lent and Commissioner Wolfe asked Mr. Zimny if the recent closure of a Bremerton McDonald's restaurant due to a rat infestation was at all related to the homeless encampments nearby. Mr. Zimny explained that pests, such as rats, are always present in cities because they are drawn to garbage and open food sources. He said he is unsure if there is a correlation between homeless encampments and this specific rat infestation, but emphasized that pests can become an imminent health hazard anytime the issue is not properly addressed.

Commissioner Gelder commented that he likes the new, streamlined inspection platform and asked if Health District staff are able to capture imagery of violations during inspections. Mr. Zimny said the iPads have cameras and staff are able to take pictures during inspections, if needed.

Mr. Zimny also explained that the software includes a vast amount of information, including laws and resources, that Health District staff can share with food establishments. He said that being able to share this information with operators during an inspection is the best way to provide education and outreach.

Mr. Zimny said the Health District will complete its first year with the new electronic system in February 2018, when staff will have visited every food establishment in the county. At that time, Health District staff will conduct a customer service survey via email to see what areas could use improvement with the new system.

There was no further comment.

ADJOURN

There was no further business; the meeting adjourned at 2:27 p.m.



Ed Wolfe
Kitsap Public Health Board



Keith Grellner
Administrator

Board Members Present: *Councilperson Sarah Blossom; Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Patty Lent; Mayor Rob Putaansuu; Commissioner Ed Wolfe.*

Board Members Absent: *None.*

Community Members Present: *Pam Harman, League of Women Voters; Deanne Jackson, Kitsap County Substance Abuse and Prevention.*

Staff Present: *Angie Berger, Confidential Secretary, Administration; Karen Bevers, Public Information Officer; April Fisk, Program Coordinator 2, Communicable Disease; Yolanda Fong, Assistant Director, Community Health Division; Keith Grellner, Administrator; Dayna Katula, Program Manager, Food and Living Environment; John Kiess, Director, Environmental Health Division; Melissa Laird, Program Manager, Accounting and Finance; Ross Lytle, Senior Environmental Health Specialist, Food and Living Environment; Beth Phipps, Public Health Nurse Supervisor, Communicable Disease; Philip Ramunno, Epidemiologist, Assessment and Epidemiology; Jim Zimny, Assistant Director, Environmental Health Division.*