

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
December 4, 2018**

The meeting was called to order by Board Chair, Mayor Becky Erickson at 1:46 p.m.

REVIEW AND APPROVE AGENDA

There were no changes to the agenda.

BOARD MEETING MINUTES

Commissioner Rob Gelder moved, and Commissioner Charlotte Garrido seconded the motion to approve the minutes for the November 6, 2018, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The December consent agenda included the following contracts:

- 1621 Amendment 2 (1879), *Kitsap County Prosecuting Attorney, Legal Services*
- 1772 Amendment 1 (1874), *Kitsap Community Foundation, Kitsap Strong*
- 1840, *Jefferson and Clallam Counties, Regional Duty Officer*
- 1859, *Washington State Health Care Authority, Medicaid Administrative Claiming (MAC)*
- 1862, *Washington State Health Care Authority, Medical Assistance Specialist*
- 1872, *Clallam County, Communicable Disease/Opioid Dashboard*
- 1876, *Olympic Community of Health, Medicaid Transformation*
- 1878, *Kitsap County, Kitsap Connect*
- 1881, *Kitsap County, Clean Water Kitsap*

Commissioner Gelder moved and Commissioner Garrido seconded the motion to approve the consent agenda, including the Contracts Update and Warrant and Electronic Funds Transfer Registers. Mayor Kol Medina recused himself from the vote because Contract 1772 Amendment 1 (1874) is with the Kitsap Community Foundation, of which he is the CEO/President. The motion was approved unanimously.

PUBLIC COMMENT

There was no public comment.

HEALTH OFFICER/ADMINISTRATOR'S REPORT

Health Officer Update:

Dr. Susan Turner, Health Officer, provided the Board with a brief flu update. Local data shows that not much influenza has been identified in Kitsap County yet this season. However, the past years' data trends show an uptick in flu activity the first week of December. Dr. Turner said she

expects to see more activity by the next Board meeting. She reminded everyone to get the flu shot if they have not already and to wash their hands.

Commissioner Gelder asked if the cold weather might help keep the flu activity down. Dr. Turner said that evidence shows flu activity is higher when people are in closer proximity to each other, and when it is cold outside, people tend to be in closer proximity.

There was no further comment.

Administrator Update:

Mr. Keith Grellner, Administrator, informed the Board that their packets included a letter to the Governor that the Health District recommends the Board consider sending. The letter urges the Governor's support of Foundational Public Health Services (FPHS) funding for local health jurisdictions by including the FPHS in his budget. Mr. Grellner said if the Board would like, they could sign the letter at this meeting and Health District staff would send it to the Governor today.

Commissioner Ed Wolfe said Senator Christine Rolfes showed strong support for the FPHS at a meeting the week prior and the Commissioner suggested the Health District copy Senator Rolfes on the letter to the Governor.

Commissioner Gelder said Mr. Grellner has been very effective with his advocacy for the FPHS and added that the Health District should copy all the Kitsap legislators on the letter.

Mr. Grellner said he plans to send out the Health District's 2019 Legislative Priorities to all of Kitsap's legislators within the week and can attach a copy of this letter to it.

Commissioner Garrido moved and Mayor Medina seconded the motion to approve the letter to Governor Jay Inslee in support of including Foundational Public Health Services in his budget. The motion was approved unanimously. The Board members agreed to sign the letter at the end of the Board meeting.

Next, Mr. Grellner reminded the Board that they approved increases to the Environmental Health Fee Schedule in two phases for 2018 and 2019. He said Health District staff are reaching out to constituents and clients to let them know about the coming increases on January 1, 2019. If Board members receive any questions or concerns regarding the fee schedule, they should refer them to Mr. Grellner.

There was no further comment.

(1) EXECUTIVE SESSION PURSUANT TO RCW 42.30.140(4)(B): DISCUSSION RELATED TO COLLECTIVE BARGAINING; (2) EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(G) AND 42.30.140(4)(B): DISCUSSION RELATED TO GRIEVANCE PROCEEDINGS; and (3) EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(G): DISCUSSION RELATED TO PERFORMANCE REVIEW OF A PUBLIC EMPLOYEE

At 1:53 p.m. Mayor Erickson said the Board would break for three consecutive Executive Sessions for about twenty minutes and then would return to the full Board meeting.

The Board returned at 2:15 p.m. and resumed regular session.

POSSIBLE ACTION: DECISION ON LISA LINDEN STEP 3 GRIEVANCE

Mr. Grellner explained that, in accordance with the Health District's existing Collective Bargaining Agreement (CBA) with Professional and Technical Employees Local 17, employees who are experiencing disciplinary action from the Health District have three grievance levels available to them: to their division director, to the administrator, and to the Board. He said that, as explained during Executive Session, Ms. Linden is appealing a disciplinary action recommended by her superiors and upheld by the administrator regarding action for just cause. In accordance with the CBA, the Board is the last grievance level available before the employee can request mediation or arbitration. Mr. Grellner informed the Board that they can either uphold the decision made by staff, they can change the decision made by staff, or the Board can request an extension, so they have more time to consider the issue.

Mayor Erickson asked Mr. Grellner to clarify the decision made by staff. Mr. Grellner said the decision made by staff is a demotion to the next lower classification.

Mayor Erickson asked the Board which option they would like to move forward with.

Commissioner Gelder said, considering the Board's review of the facts around the appeal, and the circumstances to led to it, he moves that the Board take action and uphold the Step 2 Grievance decision made by Health District staff which is a demotion to the next lower classification with the 18-month performance requirement.

Mr. Grellner clarified that there is a requirement for 18 months of sustained performance of successful completion and execution of case management duties before becoming eligible to move to the higher classification again.

Mayor Rob Putaansuu seconded the motion. The motion was approved unanimously.

There was no further discussion.

RESOLUTION 2018-06: APPROVING 2018 BUDGET AMENDMENT FOR KITSAP PUBLIC HEALTH DISTRICT

Mr. Grellner approached the Board regarding the 2018 budget amendment.

In accordance with the Board's Budget Bylaws, Article XIV: Budget Administration – Budget Amendments, the Health District is required to prepare a budget amendment request for approval from the Board when total expenditures will exceed Board approved appropriations.

The Board approved a 2018 Budget totaling \$12,294,507. The Health District projects that total expenditures for 2018 will approach up to a total of \$12,399,517, exceeding appropriations by up to \$105,010.

Mr. Grellner explained that expenditures will exceed approved appropriations due primarily to new revenues obtained by the Health District totaling over \$200,000. A portion of the new revenue was for “new” work (communicable disease control and investigation, marijuana and tobacco use prevention) which required the Health District to hire additional staff.

The net result of these changes was an overall improvement in the Health District's budget status for 2018: The Health District lowered its projected deficit from \$216,991 to \$121,803 --- a net improvement of \$95,188.

Mayor Erickson commented that this has been discussed for several months by the Finance Committee and said she would entertain a motion.

Commissioner Gelder moved and Mayor Medina seconded the motion to approve Resolution 2018-06: Approving 2018 Budget Amendment for Kitsap Public Health District. The motion was approved unanimously.

There was no further comment.

RESOLUTION 2018-07: APPROVING 2019-2021 COLLECTIVE BARGAINING AGREEMENT BETWEEN KITSAP PUBLIC HEALTH DISTRICT AND PROFESSIONAL AND TECHNICAL EMPLOYEES LOCAL 17

Ms. Karen Holt, Human Resources Manager, approached the Board with the recommendation to approve Resolution 2018-07 and the corresponding Collective Bargaining Agreement (CBA) and Memorandum of Understanding for January 1, 2019 through December 31, 2021. She said the Board packets included all the information in detail, including a redline copy of the CBA. She reported that negotiations went very well. The Union bargaining team members and Health District staff worked very collaboratively and had an efficient bargaining session.

Commissioner Garrido moved and Mayor Medina seconded the motion to approve Resolution 2018-07: Approving 2019-2021 Collective Bargaining Agreement between Kitsap Public Health District and Professional and Technical Employees Local 17. The motion was approved unanimously.

Several of the Board members commended the collaboration of the both bargaining teams to efficiently reach a fair agreement.

Mr. Grellner took a moment to recognize the managers and shop stewards that made this happen efficiently and effectively and who worked collaboratively to reach an agreement that benefitted both staff and the Health District. He publicly thanked the shop stewards: Suzy Prewitt, Laura Ciulla, Betti Ridge, Kimberly Jones, and substitutes Anna Gonzalez and Steve Brown. He also thanked the management team, Karen Holt, Katie Eilers, John Kiess, Jim Zimny and employment attorney Rod Younker with Summit Law Group.

Mayor Erickson said she knows how hard the work is on both sides during union negotiations. She thanked all the team members for their work and said it is a fair agreement for both staff and the Health District.

There was no further comment.

RESOLUTION 2018-08: APPROVING 2019-2021 SALARY ADJUSTMENTS FOR NON-REPRESENTED EMPLOYEES

Ms. Holt approached the Board regarding the recommendation of approval of 2019-2021 salary adjustments for non-represented employees. She said this includes the same salary adjustments for non-represented staff that union staff will receive through the CBA that was just approved. Additionally, she noted that the other changes as far as language and housekeeping will be made to the personnel manual and brought to board in early 2019.

Commissioner Gelder said he is supportive of this resolution. He added that this illustrates the need to advocate for FPHS. He said the need for the Health District's budget to adequately support employees and the work that they do creates an over-reliance on local funding. He added that we need to get the state to recognize the burden that they have shifted to local health jurisdictions.

Mayor Erickson commented that, with property taxes capped at 1%, there is a need to lobby for additional funding because local dollars will never be able to keep up with personnel costs and the cost to do the work.

Mayor Putansuu moved and Commissioner Garrido seconded the motion to approve Resolution 2018-08: Approving 2019-2021 Salary Adjustments for Non-Represented Employees. The motion was approved unanimously.

There was no further comment.

RESOLUTION 2018-09: APPROVING THE 2019 BUDGET FOR KITSAP PUBLIC HEALTH DISTRICT

Mr. Grellner approached the Board regarding the 2019 budget. He said this is a status quo budget with no increases in staff or programs, though it does include increases to revenues and expenses.

He said the budget outlook for 2019 is positive at this time and the proposed budget is balanced. The total proposed budget for 2019 is \$13,174,160 with total full-time equivalent employees at 101.93. The Health District's conservative estimate for total revenues is \$12,998,464, resulting in a projected deficit of \$175,696. The proposed budget is balanced with fund balance reserves.

Mr. Grellner reminded the Board that he approached all board member jurisdictions seeking minor increases. Several of the jurisdictions are committed to providing some of those increases. Though he noted these increases were not included in 2019 budget because jurisdiction budgets were not yet approved at the time the final District budget was prepared.

He said revenues are expected to increase by nearly 6% due primarily to Environmental Health (EH) Fees, which were increased by the Board in late 2017. Fees were increased to cover the actual costs of providing services as stipulated in the Board's Budget Policy. He said the EH fee increases have stabilized EH and, in turn, stabilized the entire Health District for 2019.

He said expenditures are expected to increase by 6.25% due primarily to a combination of personnel-related expenses (salaries, payroll taxes, benefits, and unemployment). Personnel expenses in the Proposed 2019 Budget account for an across-the-board 3% market adjustment for all staff, a result of a new Collective Bargaining Agreement that the Board acted on at today's meeting. The total cost of the 3% market adjust is about \$197,000, or 1.5% of the total budget. Personnel costs remain as the major expense category for the Health District at 76% of the total budget.

Several of the Board members said they had also approved their Budgets as of this meeting.

Commissioner Gelder moved and Mayor Medina seconded the motion to approve Resolution 2018-09: Approving the 2019 Budget for Kitsap Public Health District.

Commissioner Wolfe said a status quo budget sounds good to the County.

The motion was approved unanimously.

There was no further comment.

2019 MEETING SCHEDULE FOR KITSAP PUBLIC HEALTH BOARD

Mr. Grellner approached the Board regarding the proposed 2019 Health Board Meeting Schedule. In accordance with open public meetings act in state of Washington, the proposed schedule is in the Board packet for approval. The Board is required to approve the meeting schedule ahead of time so that it can be posted for the public. He noted that the first Tuesday in January is a holiday, so the meeting has been moved to Tuesday, January 8th. He also said there is no August meeting per past precedent for the board.

Commissioner Gelder said DEM and CENCOM alternate the earlier timeslot for Board days. He said sometimes those meetings finish earlier and asked if the Health Board could put a 1:30 p.m. start time on their schedule in case they are able to begin earlier, but with the caveat that it is okay to begin at 1:45 p.m. Mr. Grellner said he is okay with this.

Mayors Putaansuu and Medina both said they would appreciate a short break between meetings. Commissioner Gelder commented that the Board can still take a break and start when they're ready, rather than wait until a later start time.


Commissioner Gelder moved and Mayor Putaansuu seconded the motion to approve the 2019 Meeting Schedule for Kitsap Public Health Board with the amendment that the start time be changed to 1:30 p.m. Mayor Putaansuu also added that occasionally DEM and CENCOM both don't have a meeting and the Health Board should fill their time slot, when possible.

Mr. Grellner said the Health District is happy to accommodate whichever schedule the Board would like. He said he would reach out to the other Boards to get their schedules and can bring an amended schedule back to the Board in January.


The motion was approved unanimously.
There was no further discussion.

ADJOURN

There was no further business; the meeting adjourned at 2:38 p.m.



~~Becky Erickson~~ / Rob Gelder
Kitsap Public Health Board



Keith Grellner
Administrator

Board Members Present: Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Kol Medina; Mayor Rob Putaansuu; Mayor Greg Wheeler; Commissioner Ed Wolfe.

Board Members Absent: None.

Community Members Present: Jennifer Cannon; *self*.

Staff Present: Amy Anderson, *Public Health Educator, Public Health Emergency Preparedness and Response*; Angie Berger, *Administrative Assistant, Administration*; Dana Bierman, *Community Liaison, Chronic Disease Prevention*; Katie Eilers, *Assistant Director, Community Health*; April Fisk, *Program Coordinator 2, Communicable Disease*; Lauren Funk, *Disease Intervention Specialist, Communicable Disease*; Keith Grellner, *Administrator*; Jessica Guidry, *Program Manager, Public Health Emergency Preparedness and Response*; Karen Holt, *Program Manager, Human Resources*; Kimberly Jones, *Senior Environmental Health Specialist, Drinking Water and Onsite Sewage Systems*; Megan Moore, *Community Liaison, Chronic Disease Prevention*; Beth Phipps, *Public Health Nurse Supervisor, Communicable Disease*; Susana Prewitt, *Permit Technician 1, Support Services*; Betti Ridge, *Social Worker 3, HIV Prevention*; Shelley Smith-Rose, *Community Liaison, Communicable Disease*; Susan Turner, MD, *Health Officer*.