

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
December 3, 2019**

The meeting was called to order by Board Chair, Commissioner Rob Gelder at 12:30 p.m.

REVIEW AND APPROVE AGENDA

There were no changes to the agenda.

BOARD MEETING MINUTES

Commissioner Charlotte Garrido moved and Mayor Becky Erickson seconded the motion to approve the minutes for the November 5, 2019 regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The December consent agenda included the following contracts:

- 1636 Amendment 1 (2042), *Kitsap Public Health Board, Employment Agreement*
- 1636, *Kitsap Public Health Board, Employment Agreement*
- 1749 Amendment 11 (2033), *Washington State Department of Health, Consolidated Contract*
- 2017, *Washington State Department of Health, Data Sharing Agreement, Hep B & C*
- 2038, *Olympic Community of Health, Medicaid Transformation*
- 2039, *Kitsap County, Nurse-Family Partnership*
- PO 20257, *Xiologix LLC, IT Equipment Purchase*

Mayor Rob Putaansuu moved and Commissioner Ed Wolfe 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.

HEALTH OFFICER/ADMINISTRATOR'S REPORT

Health Officer Update:

Dr. Susan Turner, Health Officer, provided the Board with three updates:

Firstly, Dr. Turner provided an update on the Kitsap Community Health Priorities process. Meetings were held with community partners to review data from the KCHP assessment and winnow down a list of priorities. New KCHP priorities will be announced at a summit on December 11. Registration for the event is available and Dr. Turner encouraged the Board to attend.

Next, Dr. Turner gave an update on the E-cigarette or Vapor Associated Lung Injury (EVALI) outbreak. Dr. Turner said the Health District had recently reported a second case of EVALI to the Department of Health (DOH). The individual in the case recovered. Dr. Turner reminded the Board that an earlier case had been reported but was not confirmed, making it a “probable case.” The second case had been confirmed. As of November 27, DOH was reporting 19 EVALI cases in Washington. The gender mix for Washington cases generally follows the national trend, with nearly 60 percent of cases being male. Most of the cases are in the 20-39 age range. Five Washington cases were in the 10-19 age range.

As of November 20, the Centers for Disease Control and Prevention (CDC) was reporting 2,290 EVALI cases. Dr. Turner explained a slowdown in case reporting was occurring, in part because many of the cases initially reported in the outbreak were identified through reviews of older cases. Moving forward, cases reported are more likely to be current cases. The majority of EVALI cases in the U.S. are younger than 35, with 15 percent younger than 18.

Dr. Turner noted the State Board of Health recently added a new section to its emergency rule banning flavored vapor products. The new section bans vapor products containing vitamin E acetate. Vitamin E acetate has been found in lung samples taken from EVALI cases.

Commissioner Gelder asked if vitamin E acetate is listed as an ingredient on vapor products and how the products would be regulated. Dr. Turner responded that the Liquor and Cannabis Board (LCB) had requested ingredient lists from retailers when the outbreak was announced.

Mr. Keith Grellner, Administrator, added that products sold at licensed marijuana shops are regulated by LCB, and most of those products did not contain vitamin E acetate. Mr. Grellner said ingredients in non-marijuana vapor product ingredients are less known. The State Board of Health emergency rule prevents vitamin E acetate from being added to products, but products containing the substance can still be brought into the state and enforcing the rule will be difficult.

Finally, Dr. Turner provided an update on flu season. Local data shows an increase in influenza-like illness at emergency rooms. Influenza type B is predominant this year across the nation. The vaccine has good concordance with influenza A strains and less concordance with the influenza B strains. It is unclear yet what the implications of that could be. Five pediatric deaths have been reported nationally. One adult death has been reported in Washington. No long-term care facilities in Kitsap have reported flu cases. Three long-term care facilities in the state have been affected by flu. Surveillance by the University of Washington also shows an increase in rhinovirus in the region. This could contribute to the number of people in the community with respiratory symptoms.

Commissioner Wolfe asked for clarity on the effectiveness of the flu vaccine this season. Dr. Turner said the vaccine matches flu strains well but may not have good protectivity for influenza B. The vaccine was less protective against influenza B than influenza A in the past two seasons.

There was no further comment.

Administrator Update:

Mr. Grellner provided the Board with an update:

Mr. Grellner said the Health District is planning to stop billing private insurance for adult immunizations starting January 2020. This change will likely significantly reduce the number of adult immunizations performed by the Health District. Adult immunizations are one of the last services the Health District performs that are eligible to bill private insurance. Mr. Grellner said private insurance only reimburses the Health District for about 78 cents of every dollar spent providing the service, making the effort of billing private insurance not worth it any longer. The Health District is also duplicating a service available from other providers in the community by providing the service and trying to recover its costs by billing private insurance. The Health District will continue to provide free immunizations to children and adults who are eligible under the state program for free vaccines. Adults who want to get immunizations at the Health District, but don't qualify for free immunizations, will still be able to do so if they pay in full at the time of service. Mr. Grellner said that by discontinuing the effort to bill private insurance for adult immunization services, it will likely reduce this workload and free- up nurse and support staff time to focus on strategic goals, including disease prevention and response, and immunization promotion.

Mayor Greg Wheeler asked how many people the change would affect. Mr. Grellner said Olympic College nursing students are one of the largest client groups the district sees. The Health District is getting the word out to partners that the service will be discontinued. Mr. Grellner said adult immunizations are a very small portion of the clinical services offered at the district.

Mayor Wheeler asked if part of the problem was that the Health District was spending money to provide the service to people who might not have valid insurance. Mr. Grellner said the bigger issue is that private insurance doesn't reimburse the Health District for the full cost of providing the service. In 2018 this amounted to an \$8,000 loss, in addition to the investment of staff time that could have been used for other work. Mr. Grellner reiterated that the Health District will continue to provide free immunizations for children and income-qualified adults.

There was no further comment.

TOBACCO AND VAPOR 21 IMPLEMENTATION WORK

Ms. Yolanda Fong, Community Health Division Director, provided an overview of the Health District's Tobacco and Vapor 21 implementation work. Ms. Fong noted the new law takes effect on January 1, 2020. The Liquor and Cannabis board is sending out yellow information sheets to retailers. The Health District has been working with partners to get information out locally. This effort includes distributing a one-page fact sheet and packets of resources and information. Messaging includes information about the Quitline and other cessation tools. Packets are being shared with schools, health care centers and businesses that interact with young people.

Commissioner Gelder commented that there could be more conversation after the law takes effect.

Mr. Grellner added that there have been recent news stories, including some in the Seattle Times, about the increase in youth vaping and the impact on schools. Mr. Grellner said he hoped the rules adopted by the State Board of Health and the implementation of Tobacco and Vapor 21 would start to put a dent in youth vapor use.

There was no further comment.

HEALTH OFFICER RECRUITMENT

Commissioner Gelder stated this item was added to the agenda at his request. Commissioner Gelder asked for volunteers for an ad hoc committee to work with staff to screen health officer applicants. Commissioner Garrido, Mayor Erickson and Commissioner Gelder volunteered for the recruitment committee.

Mayor Erickson asked for an update on applicants at the first recruitment committee meeting, noting the last recruitment effort was difficult and the Health District was lucky to hire Dr. Turner. Commissioner Gelder commended Dr. Turner for giving the Board so much lead time to conduct a deliberate recruitment process. Mr. Grellner agreed and said he and Dr. Turner had been drawing attention to the job posting at state meetings. Mr. Grellner said the Health District's Human Resources department sent the job posting to about 30 national websites and a first review of applications is expected in late January. Based on that, a recruitment committee meeting will be scheduled for early February. Commissioner Gelder commented this could be a slow time of year for recruitment.

There was no further comment.

RESOLUTION 2019-07, APPROVING 2020 BUDGET FOR KITSAP PUBLIC HEALTH DISTRICT

Mr. Grellner provided a brief overview of the Health District's financial position and the proposed 2020 budget. The 2020 budget is a "status quo" budget at \$13.4 million with no new programs added. Mr. Grellner said the Health District's cash position is strong, crediting the agency's effort to control costs and provide services more efficiently. The proposed budget includes \$132,000 from reserves to balance the budget, however Mr. Grellner said the Health District expects to reduce that deficit in 2020, if not break-even.

Fees for services remain the Health District's largest revenue source, with the bulk coming from Environmental Health programs. Fees have accounted for more than 50% of the Health District's budget for about 10 years. Mr. Grellner said that trend is projected to continue, particularly given the Board's approval of Environmental Health fee changes to ensure fees cover the cost of services. Contracts and grants are the second largest revenue driver for the Health District. Mr. Grellner said all confirmed grants and contracts are included in the proposed budget, but more

will be added in 2020. Another 20% of revenue is generated by funds contributed by local jurisdictions and state public health flex money. Mr. Grellner reminded the board that state flex money has remained static at about \$997,000 since 1999. This money gives the Health District flexibility to shift funding to priority initiatives. Mr. Grellner noted local jurisdictions have increased their public health contributions, helping the Health District maintain and provide services that are important to the Board and the public.

Mr. Grellner said about three-quarters of the Health District's expenditures are personnel related. Full time equivalent (FTE) levels will remain unchanged at about 101.5 in 2020, in line with the previous four years. FTEs have shifted between programs, but agency-wide staffing remains steady.

The Health District's cash position is stronger than it has been in years. Mr. Grellner said this is partly due to Environmental Health fee increases, which have allowed the Health District to temporarily build reserves for future use. When the automatic fee increases approved by the board come to an end, the reserved funds will give the Health District flexibility to evaluate the next round of fee changes without having to immediately raise fees. Mr. Grellner described a similar situation in the Solid and Hazardous Waste program, which receives tipping fees from county solid waste facilities on a five-year cycle.

Per Board policy, the Health District must have enough money in reserves to cover two months of operating costs. Mr. Grellner said the proposed 2020 budget meets that threshold.

Commissioner Gelder asked what causes a spike in revenue during the summer. Mr. Grellner responded that there are two drivers: increased permit activity, and revenue from food establishment fees, which are received in the summer.

Commissioner Wolfe asked what the Health District could share about its plans for the next iteration of fee changes. Mr. Grellner said the board adopted an Environmental Health fee schedule for 2018-2026. This included a combined increase of more than 30% in 2018 and 2019 to catch up revenues with expenditures for those fee-related services. The Board approved automatic adjustments for 2020-2026 based on the Consumer Price Index. If the Health District continues to add to the fund reserves from the fees, those reserves will be used to cover fee-related expenses at the end of 2026 as a bridge to the next set of fee adjustments as determined by the Board.

Mayor Erickson recalled that, when she started on the Board, fees had fallen far behind and construction activity was down due to the recession. Mayor Erickson said it was heartening to see a government agency operating responsibly, with fair fees and adequate reserves. She added she hoped more funding could be found to address stormwater and graywater issues. Mr. Grellner said those issues will be discussed in 2020.

Commissioner Gelder asked if Foundational Public Health Services (FPHS) funding is reflected in the proposed budget. Mr. Grellner said about \$148,000 in FPHS funding is included under the contracts and grants portion. Mr. Grellner noted the Legislature approved additional FPHS

funding from the vapor tax in the last session, but it was later determined the projected revenue from that tax had been miscalculated, resulting in a \$3.2 million shortfall. The Department of Health has requested funding in the Governor's budget to make up that shortfall. If that \$3.2 million is approved, the Health District will receive about an additional \$50,000. The Health District would use that money to hire more nurses for communicable disease work. Commissioner Gelder noted the emergency rules banning some vapor products could further reduce vapor tax revenue. Mr. Grellner agreed that the FPHS shortfall could increase, but the Health District's proposed 2020 budget won't be affected if that happens.

There was no further comment.

Mayor Erickson moved and Garrido seconded the motion to approve the 2020 budget.

Prior to a vote, Mayor Wheeler asked if Kitsap Connect operations would remain status quo under the budget. Mr. Grellner said Kitsap Connect staffing would be adjusted but the program would continue to operate in 2020 as it does now. Commissioner Gelder said there are two other programs being funded out of the 1/10th of 1% tax for mental health and substance that have complementary operations. Mr. Grellner said the Health District will work with Kitsap Connect partners to maximize economies of scale. Kitsap Connect will have an \$80,000 deficit in 2020, which will be covered by reserves. Mr. Grellner said the Health District wants Kitsap Connect to be in good position to be taken over by another backbone agency in 2021 and will be working hard to find a new home for the program. Mayor Wheeler said he was supportive of Kitsap Connect and appreciated organizations working together to leverage 1/10th of 1%.

The motion to approve the 2020 budget was approved unanimously.

2020 MEETING SCHEUDLE FOR KITSAP PUBLIC HEALTH BOARD

Commissioner Gelder said there was a request to slide five Kitsap Public Health Board meetings into a 10:30 a.m. time slot, based on the Kitsap Regional Coordinating Council's (KRCC) meeting schedule. Mr. Grellner said the Health District would be happy to move permanently to a 10:30 start time. Commissioner Gelder said that conversation should continue and could be discussed by the KRCC executive committee. Mayor Erickson said scheduling so many meetings on the same day is hard. Mayor Putaansuu said consistent meeting times could perhaps be addressed in 2021. Commissioner Gelder said the goal is to manage time well and prevent long gaps between meetings for elected officials.

Mayor Erickson moved and Commissioner Garrido seconded a motion to adopt the 2020 meeting schedule as presented.

The motion was approved unanimously.

2020 HEALTH BOARD OFFICER ASSIGNMENTS – ELECTION OF CHAIR, VICE CHAIR, AND COMMITTEE ASSIGNMENTS

Commissioner Gelder noted that he served as chair for 2019 and Mayor Putaansuu was vice-chair.

Mayor Erickson moved and Commissioner Wolfe seconded a motion to appoint Mayor Putaansuu as chair for 2020 and Commissioner Garrido as vice-chair.

Mayor Kol Medina asked if Mayor Putaansuu wanted to be chair. Mayor Putaansuu said he was OK serving as chair unless Mayor Medina had a strong desire to serve. Mayor Medina deferred to Mayor Putaansuu.

The motion was approved unanimously.

Board members indicated they were content with carrying their current committee assignments into 2020. Mr. Grellner reminded the Board that bylaws suggest a motion to confirm committee assignments. Mr. Grellner asked that the new Health Officer Recruitment Committee be added.

Mayor Putaansuu Moved and Mayor Erickson seconded a motion to approve committee assignments for 2020 with the addition of the Health Officer Recruitment Committee.

The motion was approved unanimously.

2020 Kitsap Public Health Board Officers and Committee Assignments are as follows: Board Chair is Mayor Rob Putaansuu and Vice Chair is Commissioner Charlotte Garrido; Health Officer Recruitment Committee members are Mayor Becky Erickson and Commissioners Charlotte Garrido and Rob Gelder; Finance and Operations Committee members are Mayor Becky Erickson, Commissioner Charlotte Garrido and Mayor Greg Wheeler; Policy Committee members are Mayor Becky Erickson, Commissioner Rob Gelder and Mayor Rob Putaansuu; Personnel Committee members are Kol Medina, Mayor Greg Wheeler and Commissioner Ed Wolfe.

There was no further comment.

ADDITIONAL DISCUSSION

Mayor Erickson asked for an update on the syringe exchange program at the next Board meeting.

Mayor Wheeler said the City of Bremerton is adding a fulltime medical officer, thanks to the passage of the EMS levy. Part of the medical officer's duty will be working with Peninsula Community Health Services. Mobile chemical dependency treatment and counseling will be available around the city. Mayor Wheeler said Kitsap Connect could fit with this network and help identify people who could benefit from the services.

Commissioner Gelder said the county was sponsoring a Styrofoam roundup from 9 a.m. to 3 p.m., December 28 at the fairgrounds. He encouraged the public to save packaging from the holidays to recycle.

Mayor Erickson reiterated her desire to discuss stormwater and wastewater. She said jurisdictions are looking at expensive sewer upgrades as populations increase. The difficulty with sewer plants is that big plants can be prohibitively expensive and small plants will run out of capacity. Mayor Erickson noted there are restrictive laws around graywater and septic system design. She asked the Health District to consider different ways graywater could be managed. Commissioner Gelder noted regulatory authority exists at both the local and state levels, with some regulations driven by the Growth Management Act. Commissioner Gelder said it could be difficult to determine where local jurisdictions could affect change. Mayor Erickson said local jurisdictions are working on comprehensive plans and now is a good time to look at what infrastructure is needed. Mr. Grellner said the Health District could provide a primer in early 2020 on graywater rules and regulations, and technologies available to reduce the wastewater burden. Mayor Putaansuu said leaders need to be careful of unintended consequences. He recalled that the McCormick Woods community had a hybrid system that captured solids and sent fluids to a wastewater plant. The effluent turned septic and corroded pump stations. Mayor Erickson asked to hear more about a new system installed in Port Gamble. Mr. Grellner said the Port Gamble system could be addressed in the upcoming Board primer.

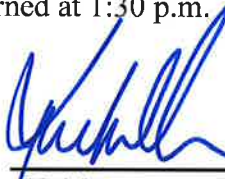
Commissioner Gelder thanked Board members and staff for their work throughout the year.

ADJOURN

There was no further business; the meeting adjourned at 1:30 p.m.



Robert Putaansuu
Kitsap Public Health Board



Keith Grellner
Administrator

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

Board Members Absent: *None.*

Community Members Present: Lauren Funk, *Peoples Harm Reduction Alliance*; Megan Moore, *Self.*

Staff Present: Amy Anderson, *Public Health Educator, Public Health Emergency Preparedness and Response*; April Fisk, *Program Coordinator, Contracts Manager, Public Records & Safety Officer, MAC, Administration*; Yolanda Fong, *Director, Community Health Division*; Keith Grellner, *Administrator, Administration*; Jessica Guidry, *Program Manager, Public Health Emergency Preparedness and*

Response; Grant Holdcroft, Program Manager, Pollution Identification and Correction; Karen Holt, Program Manager, Human Resources; Dayna Katula, Manager, Food and Living Environment; Lyndsey Kellum, Community Liaison; Chronic Disease Prevention; John Kiess, Director, Environmental Health Division; ; Melissa Laird, Manager, Accounting and Finance; Julie McElroy-Brown, Intern, Community Health Division; Nicole McNamara, Community Liaison, Chronic Disease Prevention; ; Anne Moen, Public Health Educator, Public Health Emergency Preparedness and Response; Beth Phipps, Public Health Nurse Supervisor, Communicable Disease Tad Sooter, Communications Coordinator and Public Information Officer; Dr. Susan Turner, Health Officer, Administration; Layken Winchester; Environmental Health Specialist, Food & Living Environment.