

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
December 1, 2020**

The meeting was called to order by Board Chair, Mayor Rob Putaansuu at 12:31 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 3, 2020 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*
- 1749 Amendment 18 (2121), *Washington State Department of Health, Consolidated Contract*
- 2117, *Peninsula Community Health Services, CARES Subrecipient Agreement*
- 2118, *Washington State Health Care Authority, Medicaid Administrative Claiming (MAC)*

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

CHAIR COMMENTS

Chair Putaansuu welcomed Bainbridge Island Deputy Mayor, Joe Deets, to the Board.

PUBLIC COMMENT

Monty Levine said today is World AIDS Day and shared that he began working in HIV care with public health in Clallam County 35 years ago when the AIDS epidemic was at its peak and there was no effective treatment. Mr. Levine said that, today, the number of overdose deaths far outnumber the number of deaths from AIDS. He said individuals doing direct outreach and providing services to those who use drugs to prevent HIV, Hepatitis C, and overdose deaths deserve kudos for the work they are doing during this COVID pandemic. He said the death tolls we are experiencing are entirely preventable.

Nancy Langwith thanked the Health District and Board for keeping the public informed with web updates and regular email and data dissemination. She asked three questions to the Board:

- Is a home test kit on the horizon as an effective tool in slowing the spread?

- Centers for Disease Control and Prevention (CDC) is meeting now to determine priority list for vaccinations. How will the Health District identify, notify, and vaccinate larger populations such as essential workers and individuals over 65?
- Following the prescribed two dose regiment, will vaccinated individuals still be required to wear masks and social distance? And at what point will these measures start to be phased out?

Anna Stenwick, Bremerton resident, asked when the Health District will update the metrics for when it will be considered safe for schools to resume in-person education.

Mr. Grellner noted a written comment was received after the deadline from Paige, and he will forward her questions to the Board members for response after this meeting.

There was no other public comment.

HEALTH OFFICER/ADMINISTRATOR'S REPORT

Administrator Update:

Keith Grellner, Administrator, welcomed Deputy Mayor Deets to the meeting.

Mr. Grellner reported he had participated on a panel with the state legislature's local government committee on COVID-19 challenges to local governments this morning.

Mr. Grellner noted the Health District has been working on a subcontract to help fund the emergency operations center (EOC) through December using CARES Act funding. The CARES Act funding the Department of Emergency Management received expired November 30 and the EOC was left without funding to operate through the end of the year. The contract, for about \$850 thousand will be ready after this Board meeting and therefore will be sent to the Board Chair and Vice-Chair for approval in the interim and then brought back to the full Board at the January meeting for affirmation, per Board policy. Mr. Grellner said the Health District depends on the EOC's assistance right now and he thanked the EOC for their support.

Mr. Grellner thanked the Board for their support of the Health District throughout this year, especially during a pandemic, and with the budget process. He also thanked the staff for their hard work and noted they have gone above and beyond the call of duty this year.

There was no further comment.

Health Officer Update:

Dr. Gib Morrow, Health Officer, reiterated Mr. Grellner's appreciation for the Board, EOC and staff.

Additionally, Dr. Morrow thanked Mr. Levine for his comment. He said we are four decades into the AIDS epidemic and though there is no cure, many advancements have been made in treatment options. He said today, World AIDS Day, is a day for remembrance, appreciation, and

hope. The Health District, along with several presenters, including Mayor Wheeler and Commissioner Gelder, are hosting a virtual AIDS remembrance event this evening at 6:00 p.m. He shared invitation details.

There was no further comment.

RESOLUTION 2020-07, APPROVING 2021 BUDGET FOR KITSAP PUBLIC HEALTH DISTRICT

Mr. Grellner introduced the 2021 Draft Budget. He said the Health District is in a good financial position heading into 2021. The Health District is proposing a budget of \$15,622,922, a \$2.235M increase over 2020. This projected increase is primarily due to the Health District's intent to grow and maintain its new COVID-19 Program through state and federal COVID-19 funds committed through June 2021 help to support the new program. Non-personnel costs are \$280K less than 2020. Revenues are projected at \$15,093,066, with more COVID-19 funding expected in 2021.

Mr. Grellner noted local jurisdictions have approved almost all of the Health District's funding requests for 2021. He thanked them all for their support and said the City of Bremerton has really stepped up by increasing their contribution from less than \$1 per capita to meet the \$3 per capita threshold requested by the Health District for city jurisdictions.

He also said the budget includes a placeholder of \$100K in proposed market adjustments for non-represented staff, which will be discussed later in this meeting.

Lastly, Mr. Grellner said the budget proposes a use of \$528K in fund balance reserves to balance the budget. However, the Health District expects to significantly reduce or eliminate the use of reserves to balance the budget via anticipated new revenues in 2021.

Commissioner Ed Wolfe moved and Commissioner Gelder seconded the motion to approve Resolution 2020-07, Approving 2021 Budget for Kitsap Public Health District. The motion was approved unanimously.

Mr. Grellner thanked the Accounting and Finance Manager, Melissa Laird, and all other District program managers for their assistance getting this budget together.

There was no further comment.

RESOLUTION 2020-08, CONCURRING WITH KITSAP PUBLIC HEALTH DISTRICT'S REQUEST TO HOLD 2021 FEES FOR FOOD AND LIVING ENVIRONMENT AT 2020 LEVELS DUE TO BUSINESS RESTRICTIONS IN RESPONSE TO COVID-19 PANDEMIC

Mr. Grellner introduced the 2021 Environmental Fee Schedule. The Health District is requesting the Health Board to hold Food and Living Environment Program fees at 2020 levels for 2021 and to affirm a 1.3% increase --- rounded to the nearest \$5 --- for General, Water, Onsite Sewage,

and Solid and Hazardous Waste program fees, as authorized by Resolution 2019-06, Environmental Health Fee Schedule.

The Health District is requesting the Board to hold Food and Living Environment Program fees at 2020 levels for 2021 because:

1. Restrictions on indoor gatherings and indoor businesses due to COVID-19 continue to have an adverse effect on restaurants, bars, camps, and public or semi-public swimming pools;
2. Board Resolution 2020-06 will have the net effect of pushing approximately \$117,000 of 2020 Food and Pool fee revenues into revenues for 2021;
3. The program level budget for Food and Living Environment is essentially balanced for 2021 due to the delay of 2020 permit revenues into 2021; and
4. Avoiding fee increases for businesses that are suffering substantially from the weight of COVID-19 restrictions is an appropriate gesture given the one-time revenue increase for 2021 from delayed 2020 fees.

The net effect of not applying the 1.3% Consumer Price Index (CPI) increase to the Food and Living Environment Program fees is a potential loss of approximately \$16,000 in revenue for 2021, presuming that all existing food and pool businesses can remain open in 2021.

As part of this proposed action, the Health District is also asking the Board to affirm its previous approval to apply consumer price index market adjustments to the other program areas in the fee schedule pursuant to Resolution 2019-06. These modest fee increases are needed to help balance program budgets for the other Environmental Health Programs and keep up with the pace of inflation. The net effects of the 1.3% CPI increase, rounded to the nearest \$5, are \$30,000 for Drinking Water and Onsite Sewage and \$4,000 for Solid and Hazardous Waste.

Deputy Mayor Deets moved and Commissioner Garrido seconded the motion to approve Resolution 2020-08, Concurring with Kitsap Public Health District's Request to Hold 2021 Fees for Food and Living Environment at 2020 Levels Due to Business Restrictions in Response to COVID-19 Pandemic. The motion was approved unanimously.

The Board agreed that this is the right thing to do.

There was no further comment.

RESOLUTION 2020-09, APPROVING MARKET BASED SALARY ADJUSTMENTS FOR NON-REPRESENTED EMPLOYEES

Mr. Grellner said, as the Board may recall, the Health District has been working on a market adjustment for non-represented employee salaries in 2020. Based on a 2020 market salary survey of the Health District's non-represented employee job classifications, non-represented employee salaries in 2020 are approximately 2% to 12% behind --- based on classification --- to comparable employers and respective job classifications in Puget Sound and Washington state.

Mr. Grellner said he is requesting Health Board consideration and approval to adjust the non-represented employee salary schedule for 2021 by 3% to 8% in order to address the salary disparities identified for 2020 and to improve the Health District's competitiveness in the employment marketplace for 2021. The Health District and Health Board also have a vested interest to attract and retain dedicated, talented, and hardworking employees that the Health District has invested considerable time and training to develop strong public health leaders.

The Health Board's Finance and Operations Committee reviewed and gave its support for proceeding to the full board with the District's request for salary adjustments for non-represented employees for 2021.

Mr. Grellner said, although these are unprecedented times, the Health District's diligent fiscal management allows for the provision of these increases. The Health District is committed to maintaining its guiding principles of a compensation program that ensures fairness, internal equity, and external competitiveness for the purposes of attracting and retaining qualified and dedicated Public Health professionals.

Mr. Grellner said it has been a stark reminder over these past 10 months of the COVID-19 pandemic how vitally important it is to attract and retain talented, hardworking employees to successfully carryout the Health District's vision and mission, and how critical it is to preserve our investments in people and employees that we have trained and developed to become leaders and managers at the Health District.

Mr. Grellner said Health District managers have risen to the challenge this year, have gone above and beyond the call of duty to respond to COVID-19, they have worked 7 days a week and odd hours, and have taken on additional responsibilities. He said he strongly recommends the Board consider this resolution.

Mayor Putaansuu said the Board recognizes the work being done by the Health District. He asked when the last time the Health District completed a salary survey was. Mr. Grellner said 2010 was the last time the Health District completed a salary survey that had been implemented for non-represented staff. He noted that represented staff salaries are evaluated every three years during union negotiations. Mayor Putaansuu recommended the Health District complete a salary adjustment every three years for non-represented staff.

Mayor Greg Wheeler moved to approve Resolution 2020-09, Approving Market Based Salary Adjustments for Non-Represented Employees.

Mayor Erickson moved and Commissioner Garrido seconded to amend the motion that the District do market surveys for non-represented staff every three years or as often as represented staff salary surveys are completed. The amendment was approved unanimously.

Commissioner Gelder recommended the Board allow the Health District to remain flexible on when to complete the salary surveys for non-represented staff so that it does not become a burden to complete them at the same time as union negotiations.

Commissioner Garrido reminded the Health District to check-in with the board member jurisdictions on their salary survey and adjustment processes.

Mr. Grellner agreed with Commissioner Garrido and said the Health District Human Resources Manager sought input from the human resources departments of the local jurisdictions during this process. Additionally, he thanked Commissioner Gelder for the recommendation to stagger the salary surveys and said, should the Board approve this resolution today, that would offset the non-represented and represented staff salary surveys by one year.

The amended motion was approved unanimously.

There was no further comment.

ADOPTION OF 2021 MEETING SCHEDULE

Mayor Putaansuu introduced the 2021 Kitsap Public Health Board meeting schedule.

Commissioner Gelder moved and Commissioner Garrido seconded the motion to approve the 2021 Kitsap Public Health Board meeting schedule.

Commissioner Gelder informed the public that the 2021 meeting schedule reflects a difference in meeting time each month to be efficient with the Board's time on the months the Kitsap Regional Coordinating Council does not meet. On those dates, the Kitsap Public Health Board meets earlier.

The motion was approved unanimously.

There was no further comment.

COVID-19 UPDATE AND DISCUSSION

Dr. Morrow provided the Board with an update on the COVID-19 data for Kitsap and the state. COVID-19 rates in Kitsap are high and are expected to increase throughout the holidays. There have been 2,476 positive cases of COVID-19 in Kitsap to date. The current case rate is 164 cases per 100 thousand residents in the past 14 days. There were 14 COVID-19 hospitalizations at St. Michael Medical Center on November 30. There have been 27 COVID-19 deaths in Kitsap to date. Additionally, there are 26 active outbreaks out of 89 total since the introduction of COVID-19 to Kitsap.

Dr. Morrow said COVID-19 vaccines should arrive in Washington state in the next few weeks.

In response to Ms. Stenwick's question during public comment, Dr. Morrow said school guidance will likely be changing. He said data is coming out that shows small children have lower transmission rates of COVID-19. Additionally, there has been talk at the state level of raising the threshold for in-person education from 75 to 200 cases per 100 thousand residents over 14 days. He said this has not been confirmed, but the metrics are likely to change.

Dr. Morrow said the Health District is using a new data system for contact tracing through the state called CREST. He said it is important to note that due to the high case rates in Kitsap, the Health District has prioritized contacting COVID-19 positive cases and is asking cases to notify their close contacts.

The state just rolled out a new exposure notification tool. Individuals can download the application to their smart devices which will notify them if they have been a close contact of a positive case, if the case also has the app.

Dr. Morrow said that vaccine distribution will take months and that masks and social distancing should continue in the meantime.

Dr. Morrow said the CDC is updating its quarantine guidance. Individuals can now test out of quarantine at 7 days, while continuing to monitor symptoms for 14 days. If individuals are not tested, they can discontinue quarantine at 10 days, however the best and safest approach is still to quarantine for a full 14 days.

Dr. Morrow addressed the question about home testing. He said the FDA just approved a home test, but it requires a physician prescription and can be somewhat technical. He said home testing has some potential, but we are not quite there. However, he noted that anyone who would like to do home testing should ask their doctor to see about getting a home test kit.

Dr. Morrow said the Advisory Committee on Immunization Practices is meeting today to determine priority groups for vaccinations. He said the state is enrolling providers into their vaccination program and training them on the state's data management systems. He said 16 health care organizations in Kitsap have completed the enrollment so far and he feels that when the vaccines begin arriving in Kitsap, we will be ready to distribute them effectively.

Commissioner Wolfe said early on Kitsap was having difficulty receiving test kits. He asked if the vaccine distribution will be more reliable. Dr. Morrow said once providers are enrolled through the state, the vaccines will be distributed directly from the federal government to enrolled providers. He said a few hundred thousand vaccines should be coming to the state and the majority of doses will go to large hospitals and some pharmacies.

Mayor Erickson said she has been hearing reports that vaccines will go through our usual channels and that a lot of large chain pharmacies will receive doses. She asked if Dr. Morrow has heard the same. Dr. Morrow said after the initial phase of distribution, we will likely see the vaccines be available in more locations, but for now it will just be available to the individuals in

the phase 1a group, frontline healthcare workers and staff and residents of congregate living facilities for those over 65.

Mayor Erickson asked Dr. Morrow to share more information as he learns it about when the vaccine might be more widely available in the county. Dr. Morrow said the Health District will be sure to share the information.

Lastly, Dr. Morrow thanked the Health District communications team for creating flyers and information to share with the public about remaining vigilant with social distancing and masking during the holidays.

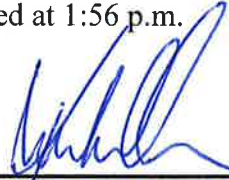
There was no further comment.

ADJOURN

There was no further business; the meeting adjourned at 1:56 p.m.



Charlotte Garrido
Kitsap Public Health Board



Keith Grellner
Administrator

Board Members Present: *Deputy Mayor Joe Deets; Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Robert Putaansuu; Mayor Greg Wheeler; Commissioner Ed Wolfe.*

Board Members Absent: *None.*

Community Members Present: *Attached.*

Staff Present: *Jordan Arias, Epidemiologist, Assessment and Epidemiology; Angie Berger, Administrative Assistant, Administration; April Fisk, Program Coordinator, Contracts Manager, Public Records & Safety Officer, MAC, Administration; Keith Grellner, Administrator, Administration; Grant Holdcroft, Program Manager, Pollution Identification and Correction; Karen Holt, Program Manager, Human Resources; John Kiess, Director, Environmental Health Division; Melissa Laird, Manager, Accounting and Finance; Andrew Lau, Epidemiologist, Assessment and Epidemiology; Michael Moore, Disease Investigation Specialist, COVID-19 Program; Dr. Gib Morrow, Health Officer, Administration; Denise Turner, Senior Accounting Assistant, Payroll.*

Kitsap Public Health Board Meeting (Virtual Attendance)

Webinar ID
854 8193 4062

Actual Start Time
12/1/2020 12:10

First Name

Jordan
Marlon
Angie
Devon
Michael
John
Richard
Richard
April
Kathi
Keith
Grant
John
Richard
Melissa
Nancy
Andrew
Monte
Austen
Gib
Irene
KIRO
Stacey
Michael
Sandra
Anna
Denise
Doug
David
Ed
Jill
KhKwRN
KIROnewsroom
Kirsten
petrasem

Last Name

Arias
Basco
Berger
Bushnell
C. Moore
Clauson
Davis
Davis
Fisk
Foresee Chamber Director
Grellner
Holdcroft
Kiess
Kirton
Laird
Langwith
Lau
Levine
Macalus
Morrow
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Spencer
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Stenwick
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Washburn
Winley