

**KITSAP COUNTY BOARD OF HEALTH**  
**Regular Meeting**  
**September 22, 2009**

The meeting was called to order at 11:26 a.m.

**MINUTES**

Commissioner Charlotte Garrido moved and Council Member Roy Runyon seconded to approve the minutes of the July 7, 2009, regular board meeting. The motion passed with one abstention.

**CONSENT AGENDA**

After a brief discussion, Mayor Kathryn Quade moved and Mayor Chris Snow seconded to approve the items on the consent agenda. The motion passed unanimously.

**PUBLIC COMMENT**

There was no public comment.

**DIRECTOR'S REPORT**

Prior to Dr. Lindquist's report, Chairman Steve Bauer commented on the Board priorities approved at the July meeting and expressed his desire to be sure that these priorities are built in the day-to-day work of the Health District. Bauer proposed that he and Mayor Snow meet with Dr. Lindquist to bring recommendations to that effect back to the Board at the next meeting.

Dr. Scott Lindquist brought the Board up-to-date on the monies received from the federal government to develop the District's influenza response plan. Lindquist explained that the funds will come in three streams. Phase I funding is intended for planning for a pandemic; Phase II funding bridges from Phase I and incorporates epidemiology with planning; Phase III provides funding for response to the epidemic, for example, immunization clinics. As part of Phase I, District staff have met with every provider group in the County and continue to communicate with them via fax to be sure they receive recommendations for vaccination for the seasonal influenza vaccine and the H1N1 vaccine as well as other relevant information. District staff are also meeting with other groups in the community including child care providers, nursing home staff, emergency medicine groups, fire, police, and the general public at two community meetings. Lindquist noted that he has also met with staff at the Naval Regional Medical Center providing training to both the military and civilian staff and have developed a coordinated response procedure. The District is also working with the Department of Emergency Management (DEM) to activate the Medical Reserve Corps to activate mass vaccination clinics in the event they are necessary to be sure that underserved groups who may not have access to regular medical care receive needed services, if necessary.

The District will ask providers to use Child Profile, the State of Washington's electronic immunization registry, to track those persons receiving the influenza vaccine. Using Child Profile as a registry for influenza immunizations provides a platform to track adverse events following administration of the vaccine.

In an effort to reach a broader cross-section of the local population, the District is partnering with Harrison Medical Center to design a full-page ad targeted to the general public that will run in local newspapers this week.

Finally, the Health District is working with staff at Clallam and Jefferson Counties to be sure that the public health message about H1N1 and influenza is consistent across the Region 2 Counties

Lindquist explained that District staff have met with all the school districts in the County to develop a standard protocol they can use to determine when students must be sent home and when they may return to school. Students are sent home if the student develops a fever higher than 100 degrees, a cough and/or sore throat and are excluded from school for 24 hours after the fever ends.

Lindquist explained that the District is accomplishing this work with existing staff as much as possible so the District won't have to lay staff off after the pandemic resolves.

With regard to the H1N1 virus itself, Lindquist explained that those most likely to be infected with this virus are individuals ages 0 – 24. This is different from seasonal flu which usually affects individuals over age 65. In addition to age, individuals with risk factors such as pregnant women, those with asthma, and those with underlying medical conditions such as cancer that may make them more vulnerable are recommended to receive immunizations for both types of influenza. While H1N1 is considered to be a pandemic virus, meaning that it is widespread, the disease itself is considered to be "mild". While "mild", Lindquist reminded the Board that approximately 37,000 person per year die from seasonal influenza; the death rate from H1N1 appears to be comparable.

## **2008 AUDIT REPORT**

Chairman Bauer asked Council Member Roy Runyon to present the results of the exit interview for the 2008 audit. Runyon explained that there were no findings and that overall; the audit was favorable with a few minor comments which have already been corrected.

## **KITSAP COUNTY BOARD OF HEALTH BYLAWS DISCUSSION**

Dr. Lindquist provided the Board with a brief history of the development of the current draft Bylaws focusing on of the composition of the Board's membership. He then introduced Ms. Shelley Kneip, an attorney with Kitsap County's Prosecuting Attorney's office, to provide a more complete review of the statutes and ordinances affecting health districts/departments and their Boards.

Ms. Kneip provided an overview of the Washington State statute and local ordinances affecting local health jurisdictions and their Boards. She explained that the legislature overhauled the state statutes in the mid-nineteen nineties governing health departments and health districts. In 1996, the County and the Cities passed ordinances affirming the existence of the Health District and establishing the membership of the Board. She noted that over time, the membership of the Board has changed and is no longer consistent with these ordinances.

Kneip then reviewed a variety of options for the Cities and County to bring the Board's membership in alignment with the ordinances. The first step would be for the entities to repeal their existing ordinances. There are then several options with regard to establishing the Board's membership. One option would be to have only a generally worded County ordinance

adopted with the detail of the Board's membership contained in the Bylaws.; another option would be for the Cities and the County all to adopt an identical and detailed ordinance establishing the Board's membership. A third option would be for only the two "Code Cities"-- Poulsbo and Bainbridge Island -- and the County to adopt a new ordinance defining Board membership. Kneip commented that there is an advantage to having the Board's membership defined in the Bylaws rather than in the ordinances because it allows more flexibility to make changes to the Board's composition which is then approved by the Board itself rather than having to change the composition by having the ordinances amended by each entity. Finally, she explained that with regard to the membership of the Board itself, the Board must decide on the size of the Board, which elected officials to include as members, and as desired, may include non-elected members, who may be voting members or not.

Chairman Bauer opened the discussion of these issues by summarizing the options for board composition—the size of the board and the selection of the members: (1) existing form with elected members (2) a smaller board with alternates (3) a smaller board with the option to include non-elected members, (4) board composition specified in the ordinance and not specified in the Bylaws. Ms. Kneip commented that the value of the Bylaws is that it establishes the Board's structure and operational processes which don't need to be established by ordinance. Mayor Snow suggested that he favors having a single convening ordinance passed by the County with the designation of board composition contained in the Bylaws.

After further discussion, the Board agreed by consensus to return the discussion to the Personnel Committee to move forward with working out a process to have a single ordinance at the County, rescind the ordinances passed by the Cities, and to include the appropriate detail to be included in the Bylaws. Further, the Personnel Committee was directed to consider the size and composition of the Board, to decide between Options A and C: either affirming the existing structure or to consider a smaller Board, considering whether or not to have alternates, and whether to include appointed members who are either voting or non-voting.

## **2010 BUDGET AND FINANCE UPDATE**

Mr. Scott Daniels, Deputy Director, reviewed the materials in the Board packet regarding the current cash position in 2009 compared to the comparable figures from 2008. Daniels noted that the current cash position exceeds the goal of \$1.5 million of reserved and unreserved dollars and characterized it as "healthy."

With regard to the 2010 budget, he noted that the current draft budget has a moderate deficit which will be presented to the Finance Committee at its October 13 meeting to consider budget-balancing options so that a draft balanced budget can be presented to the Board at its November meeting with the final 2010 budget to be presented for action at the December meeting.

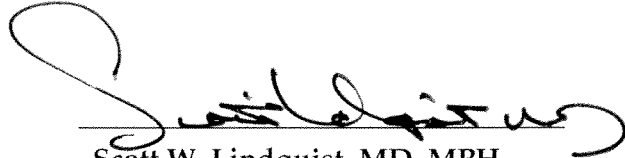
Finally, with regard to the intergovernmental contributions for 2010 – the individual jurisdictional contributions to the District -- the District is proposing to hold these contributions steady for 2010 from 2009. Daniels explained the reason for holding the contribution steady is because the District is not intending to propose a COLA to staff in 2010 since the Consumer Price Index is negative when viewed from June 2008 to June 2009 and is therefore not warranted.

**ADJOURN**

There was no further business; the meeting was adjourned at 12:36 p.m.



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**Commissioner Steve Bauer, Chair**  
**Kitsap County Board of Health**



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**Scott W. Lindquist, MD, MPH**  
**Director of Health**

**Board Members Present:** *Commissioner Steve Bauer; Mayor Lary Coppola; Commissioner Charlotte Garrido; Mayor Kathryn Quade; Council Member Roy Runyon; Mayor Chris Snow*

**Board Members Absent:** *Commissioner Josh Brown; Council Member Darlene Kordonowy; Mayor Pro Tem Cecil McConnell; Council Member Dianne Robinson*

**Staff Present:** *Cris Craig, Program Manager, Health Information Resources; Scott Daniels, Deputy Director; Leslie Hopkins, Special Projects Program Coordinator, Administration; Shelley Kneip, Kitsap County Prosecuting Attorney's Office; Scott Lindquist, MD, MPH, Health Officer; Maureen Murphy, Human Resources Manager; Suzanne Plemmons, Director, Community Health*

**Public Present:** *Monte Levine, self; Tara Garcia-Mathewson, Kitsap Sun*