

# **KITSAP PUBLIC HEALTH BOARD**

## **Regular Meeting**

**January 5, 2016**

The meeting was called to order by Board Chair, Commissioner Robert Gelder at 1:51 p.m.

### **ELECTION OF BOARD CHAIR AND VICE-CHAIR**

Commissioner Charlotte Garrido moved and Mayor Patty Lent seconded the motion to nominate Mayor Becky Erickson as the Kitsap Public Health Board Chair for 2016 and Commissioner Edward Wolfe as the Kitsap Public Health Board Vice-Chair for 2016. The motion was approved unanimously. Commissioner Robert Gelder then passed the gavel to Mayor Erickson to assume her role as new Board Chair for the remainder of the meeting.

### **ASSIGNMENT TO THE 2016 BOARD FINANCE AND OPERATIONS COMMITTEE, POLICY COMMITTEE, AND PERSONNEL COMMITTEE**

Board members discussed the current committee assignments and expressed their preliminary preferences for committee assignments in 2016 as follows: the Finance and Operations Committee would remain Mayor Becky Erickson, Commissioner Charlotte Garrido, and Mayor Patty Lent; the Policy Committee would include Mayor Becky Erickson, Commissioner Robert Gelder, and Mayor Rob Putaansuu; the Personnel Committee would remain Councilperson Sarah Blossom, Mayor Patty Lent, and Commissioner Ed Wolfe. Commissioner Garrido moved and Commissioner Gelder seconded the motion to approve the assignments to the 2016 Board Finance and Operations Committee, Policy Committee, and Personnel Committee. The motion was approved unanimously.

### **MINUTES**

Mayor Patty Lent moved and Commissioner Charlotte Garrido seconded the motion to approve the minutes for the December 1, 2015, regular meeting. The motion was approved unanimously.

### **CONSENT AGENDA**

The only contract on the consent agenda was:

- 1495, Port Gamble S'Klallam Tribe, *Food Consultation Services*

Commissioner Gelder moved and Commissioner Garrido seconded the motion to approve the consent agenda, including the Contracts Update and Warrant and Electronic Funds Transfer Register. 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 copy of the Health Officer Workplan Status Report and stated that although a lot of the work is ongoing, 20 of the 22

milestones outlined in the workplan have been reached. She reviewed the report and noted the progress made in developing relationships with District staff and her direct reports, key strategic community stakeholders, and with other Health Officers across the state and the region. Also of note, she said the new Respiratory Illness Report has been well received and has enhanced the District's credibility as a resource to the community.

Administrator Update:

Mr. Scott Daniels, Administrator, welcomed Rob Putaansuu, City of Port Orchard Mayor, to the Board. He then provided an update on the District's priorities and plans for the next six months:

- Vaping Products Ordinance: The District will present the draft ordinance to the Board next month.
- Food Fee Amendments: A formal hearing is scheduled at next month's Board meeting.
- State Opiate Response Plan: Dr. Turner is working closely with partners to understand how the District is responding to the opiate problem across the county, and how the State Opiate Response Plan might be implemented locally. The District will keep the Board informed of the progress.
- Local Funding Formula: The District will schedule a work study session in May to talk about establishing a local funding formula for the District and to discuss services the District should provide for the community in the future in light of a statewide emphasis on ensuring that local public health jurisdictions provide the Foundational Public Health Services.
- Olympic Community of Health (OCH) and the Medicaid Waiver: The District's backbone support, and participation in, the OCH will be an ongoing topic because of the importance of health system reform work. Also, if the Washington State Health Care Authority receives federal funding through a Global Medicaid Waiver, the OCH may elect to expand and become a Coordinating Entity that would result in significant pass-through funding to manage performance-based health improvement projects addressing the Medicaid population across the OCH region (Kitsap, Jefferson, and Clallam counties).
- Olympic Community of Health Staffing: Now that OCH's Accountable Community of Health (ACH) OCH Readiness Proposal has been completed and OCH has been officially designated by the State as an ACH, the District, as the OCH backbone, has necessary State funding to recruit OCH staff. First up is recruitment for an OCH Director. To do that, the District needs to create a new OCH Director personnel classification and that requires Board approval. The District will present the new classification for approval at the February 2<sup>nd</sup> Board meeting. Mr. Daniels explained that the position will be fully funded using federal money passed through the Health Care Authority (HCA) and does not negatively affect the District's budget.

The Board expressed some general confusion about the work of the OCH and ACHs generally, and the District's role in the process. Mr. Daniels clarified that, overall, the OCH is working to improve population health in the three-county region and accomplish the Triple Aim of better health, better care, and lower costs. This new system will bring healthcare, social services, public health, mental health, behavioral health, and other sectors together to

work collaboratively on cross-sector evidenced-based projects to improve health. The overlap between the work of ACHs and Behavioral Health Organizations was next also briefly discussed. Due to the complexity of the topics, it was decided that the District should schedule a Board study session in the near future to further discuss details of the OCH work.

- **Board Survey:** Mr. Daniels reminded the Board of the survey the District sent to Board members last month to gain feedback on how the District is doing running the Board's meetings. The survey will be resent to Board members in hopes of receiving full Board participation.

## **PROPOSED FOOD FEE AMENDMENTS**

Mr. Keith Grellner, Director, Environmental Health Division, stated that the District is proposing an adjustment of its Food and Living Environment Program fees and plans to bring a package of adjusted fees to the February 2<sup>nd</sup> Board meeting for a formal hearing and possible adoption.

He then reminded the Board that that state law empowers the Board to establish fee schedules for services that the local health jurisdiction implements. He walked the Board through a PowerPoint presentation and reviewed fee revenue and program deficit data from 2009 through 2016. He noted that fee revenues have stayed static since 2009, the last time the District raised these fees. Because the fees have stayed the same and costs have continued to increase, the program has been operating with a deficit since 2011, although the amount of the deficit has stayed static. In summary, he said that the proposed fee increases will assist in decreasing the program deficit. He said the District is proposing to increase year-around full-service food establishment fees by \$53.00 a year, temporary food service fees by \$14.00 a year, and remove permit fees for bake sales. The District is also proposing to increase annual swimming pool permit fees by \$38.00.

Mr. Grellner stated that if adopted the fee adjustment will allow the District to recoup \$102,000 of the \$120,000 (86%) projected program budget deficit for 2016. He then explained how the fee increases were calculated. He assured the Board that communications regarding the fee increase have been a priority. The District communicated the fees to the public in a newsletter sent to 2,200 food service establishments, posted a link to the fee adjustments on the District website, and has scheduled a public meeting on the fees for Thursday, January 21, 2016, at 7:00 p.m. in the Chambers. Following the public meeting, the District will make any needed adjustments to the fees, and post a legal notice announcing a formal hearing at the February 2<sup>nd</sup> Board meeting where the District will ask the Board to adopt the fee amendments. Commissioner Gelder requested the District provide a synopsis to the Board on the feedback received at the January 21<sup>st</sup> public meeting. Mr. Grellner agreed to provide this to the Board on January 22<sup>nd</sup>.

## **RESOLUTION 2016-01: AMENDING THE KITSAP PUBLIC HEALTH DISTRICT 2011-2021 STRATEGIC PLAN**

Dr. Turner stated that the District is requesting that the Board approve Resolution 2016-01, amending the Kitsap Public Health District 2011-2021 Strategic Plan. She explained that the amendment is needed due to the changing landscape of public health, changes related to health

system reform, and completion of many of the original 2011-2021 work plan objectives through 2015. Dr. Turner explained that updated plan was included in the Board's packet and offered to walk through the details. Board members stated that the written information was sufficient and no additional details on the content of the plan were needed. Dr. Turner then walked the Board through the internal processes the District completed to update the Strategic Plan.

Mayor Lent moved and Commissioner Gelder seconded the motion to approve Resolution 2016-01, Amending the Kitsap Public Health District 2011-2021 Strategic Plan. The motion was approved unanimously.

**RESOLUTION 2016-02: APPROVING THE 2016-2018 COLLECTIVE BARGAINING AGREEMENT BETWEEN KITSAP PUBLIC HEALTH DISTRICT AND PROFESSIONAL AND TECHNICAL EMPLOYEES LOCAL 17.**

Karen Holt, Human Resources Manager, stated that the District is requesting that the Board approve Resolution 2016-02, the Collective Bargaining Agreement between Kitsap Public Health District and Professional and Technical Employees Local 17, effective January 1, 2016. No additional discussion occurred.

Mayor Lent moved and Commissioner Garrido seconded the motion to approve Resolution 2016-02, Approving the Collective Bargaining Agreement between Kitsap Public Health District and Professional and Technical Employees Local 17. The motion was approved unanimously.

**RESOLUTION 2016-03: APPROVING THE 2016-2018 SALARY AND BENEFIT ADJUSTMENT FOR UN-REPRESENTED EMPLOYEES**

Karen Holt, Human Resources Manager, stated that the District is requesting that the Board approve Resolution 2016-03, approving 2016-2018 salary adjustments for un-represented employees, similar to the adjustments negotiated for represented employees. No additional discussion occurred.

Mayor Lent moved and Commissioner Gelder seconded the motion to approve Resolution 2016-03, Approving the 2016-2018 Salary and Benefits Adjustment for Un-Represented Employees. The motion was approved unanimously.

**RESOLUTION 2016-04: APPROVING REVISIONS TO THE KITSAP PUBLIC HEALTH DISTRICT PERSONNEL MANUAL**

Karen Holt, Human Resources Manager, stated that the District is requesting that the Board approve Resolution 2016-04, approving revisions to the Kitsap Public Health District Personnel Manual, effective January 5, 2016, reflecting changes needed following collective bargaining. No additional discussion occurred.

Mayor Lent moved and Councilperson Sarah Blossom seconded the motion to approve Resolution 2016-04, Approving Revisions to the Kitsap Public Health District Personnel Manual. The motion was approved unanimously.

### **RESOLUTION 2016-05: APPROVING THE AMENDED 2016 KITSAP PUBLIC HEALTH DISTRICT BUDGET**

Scott Daniels, Administrator, informed the Board that a budget amendment is needed to incorporate 1) wage adjustments for the District's represented (union) negotiated after the 2016 Budget was adopted on December 1, 2015, 2) wage adjustments for unrepresented staff, 3) expected new revenues and associated expenditures, and 4) other budgetary housekeeping changes. He provided an overview of the budget changes, including changes to total estimated 2016 revenues, expenditures, and cash and investment reserves.

If adopted, the amended 2016 Budget would equal \$11,987,474, an increase of \$548,489 over the previously adopted 2016 Budget. The revenue increases are primarily the result of a new Olympic Community of Health contract with the Washington State Health Care Authority, and anticipated food fee increases. Expenditure increases are primarily due to adding new staff and other non-personnel costs associated with the Olympic Community of Health, and a new epidemiologist position. These costs are covered by new budget revenues.

The Health District's new projected 2016 budget deficit (expenditures over revenues) equals \$490,049. The deficit projection has increased from the amount in the previously approved 2016 budget primarily because of agency wage adjustments, although the magnitude of the deficit increase has been tempered due to new revenues. The amended 2016 Budget is balanced using \$372,473 in unrestricted and undesignated reserves and \$117,576 in designated program reserves.

Although the District is operating with a budget deficit, the District is projecting that available reserves at the end of 2016 will still exceed the Board-established minimum reserve goal of two months of operating expenditures. However, Mr. Daniels stated that reserves will likely dip below the minimum goal in 2017. He said the continued reliance on reserve spending is not sustainable under current revenue and expenditure projections unless new revenues make up the difference or, short of that, if other structural changes are made to the District's programs to create more financial stability. This will be a topic of a Board study session to be scheduled in spring 2016.

Mayor Lent moved and Commissioner Garrido seconded the motion to approve Resolution 2016-05, Approving the Amended 2016 Kitsap Public Health District Budget. The motion was approved unanimously.

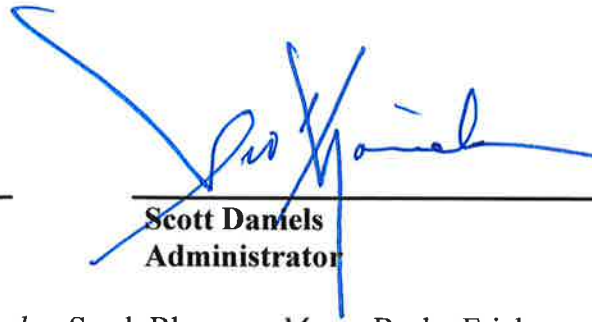
### **ADJOURN**

There was no further business; the meeting was adjourned at 3:10 p.m.



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**Becky Erickson**  
**Kitsap Public Health Board**



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**Scott Daniels**  
**Administrator**

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

**Staff Present:** *Scott Daniels, Administrator; Susan Turner, Health Officer; Kathy Greco, Confidential Secretary, Administration; Suzanne Plemmons, Director, Community Health Division; Karen Bevers, Communications Coordinator, Administration; Karen Holt, Human Resources Manager, Administration; Siri Kushner, Epidemiologist, Administration; Kerry Dobbelaere, Program Manager, Clinical Services Program; Keith Grellner, Director, Environmental Health Division; Shelley Rose, Public Health Educator, In-Person Assister Program; Tracey Kellogg, Manager, Accounting and Finance Program; Jim Zimny, Program Manager, Food and Living Environment Program; Linda Tourigny, Public Health Nurse, Parent Child Health Program; Crystal Nuno, Environmental Health Specialist, Solid and Hazardous Waste Program.*