

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
December 6, 2016**

The meeting was called to order by Board Chair, Mayor Becky Erickson at 1:45 p.m.

REVIEW AND APPROVE AGENDA

Mayor Erickson noted that there would be a Public Hearing later in the meeting. Additionally, the consent agenda includes Dr. Turner's contract. Lastly, Keith Grellner, Administrator, provided the Board with an additional document, regarding the District's 2017 Legislative Priorities, which would be discussed at the end of the meeting, if time allowed.

Commissioner Robert Gelder moved and Mayor Rob Putaansuu seconded the motion to approve the agenda. The motion was approved unanimously.

BOARD MEETING MINUTES

Commissioner Gelder moved and Councilperson Sarah Blossom seconded the motion to approve the minutes for the November 1, 2016, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The December consent agenda included the following contracts:

- 1621, *Kitsap County Prosecuting Attorney, Legal Services, Contract*
- 1624, *Olympic Educational Service District 114, Head Start/Early Head Start/ECEAP, Contract*
- 1625, *Kitsap County, Clean Water Kitsap, Interlocal Agreement*
- 1626, *Volunteers in Medicine of the Olympics, Health Benefit Exchange, Memorandum of Agreement*
- 1633, *Clallam County Health and Human Services, Property Use Agreement, Memorandum of Agreement*
- 1634, *Jefferson County Public Health, Property Use Agreement, Memorandum of Understanding*
- 1636, *Kitsap Public Health Board, Employment Agreement, Agreement*
- 1638, *Peninsula Community Health Services, Health Benefit Exchange, Memorandum of Agreement*
- 1643, *Port Gamble S'Klallam Tribe, Food Safety Consultation, Interlocal Agreement*
- 1610, *Department of Social and Health Services, WorkFirst: Children With Special Needs, Interagency Agreement*

Commissioner Gelder moved and Councilperson Sarah Blossom 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

Mayor Erickson noted that public comment for Secure Medicine Return Regulations would be allowed during the public hearing later in the meeting.

There was no public comment.

HEALTH OFFICER/ADMINISTRATOR'S REPORT

Health Officer Update:

Dr. Susan Turner, Health Officer, informed the Board that our county has not experienced the flu season yet. She received information that counties across the water are experiencing an active influenza season, which emphasizes the importance of local data informing our doctors and staff. Local data shows that many flu tests are being done by local providers, but they are not identifying influenza. The University of Washington regional viral testing lab found many tests positive for rhinovirus, so that may be what is circulating in Kitsap.

Mayor Erickson asked for an update on the mumps outbreak. Dr. Turner explained she is receiving daily situation reports from King County, where there has been transmission of mumps in a particular community. It is unclear if the children who developed mumps had been vaccinated, as this information had not been released yet.

There was no further comment.

Administrator Update:

Keith Grellner, Administrator, informed the Board that this would be Community Health Director Suzanne Plemmons' last Board meeting before retiring this month. He thanked Ms. Plemmons for her many years of service.

Mr. Grellner also reminded the Board that the Health District is currently transitioning to a new Voice Over Internet Protocol (VOIP) Phone system. He will provide the Board with a list of new phone numbers at the January Board meeting.

Mr. Grellner presented a short video regarding the Foundational Public Health Services, and why public health is essential. The video focused on public health needs within Washington State.

There was no further comment.

RESOLUTION 2016-14, APPROVING THE 2017 KITSAP PUBLIC HEALTH DISTRICT BUDGET

Mr. Grellner provided the Board with an update on the Health District's 2017 Budget.

The Health District's projected revenues for 2017 have improved since the November Board meeting. Revenue has increased over the last month by \$82,200, due to new revenues in

Community Health (\$50,000), Environmental Health (\$20,000), and Public Health Emergency and Response (\$12,200). The Health District is optimistic that they will obtain additional revenues through new grants and contracts over the next six to nine months, as in years' past.

The proposed 2017 Budget remains at \$12,141,859 with staffing at 102.02 Full-Time Equivalent (FTE) employees. Projected revenues now total \$11,766,794, leaving a projected deficit of \$375,065 (decreased from last month's projection of \$457,265) which will be covered --- if needed --- by designated and/or undesignated fund reserves. The Health District's operating fund cash and investment reserves currently stand at approximately \$3.15 million through October 2016, and are projected to be about \$2.8 million at year's end. The minimum required operating fund balance by Health Board budget policy is \$2.02 million.

At this time, the proposed 2017 Budget does not include a 2.4% increase in public health flexible funding requested from the county and the cities. If granted, the 2.4% increase in public health flexible funding would increase revenues by approximately \$40,000, thereby reducing the projected deficit for 2017 to approximately \$335,000.

The Health District recommended Board approval of the 2017 Budget.

Several Board members mentioned that their individual Boards were likely going to approve the 2.4% increase in funds to the Health District.

Mayor Putaansuu moved and Mayor Patty Lent seconded the motion to approve Resolution 2016-14, Approving the 2017 Kitsap Public Health District Budget. Commissioner Gelder expressed support for the Health District advocating for state support and funding of the Foundational Public Health Services (FPHS). Mayors Erickson and Lent agreed. The motion was approved unanimously.

There was no further comment.

RESOLUTION 2016-15, APPROVING THE CLASSIFICATION AND SALARY RANGE FOR SOCIAL WORKER 3

Karen Holt, Human Resources Manager, approached the Board regarding the Health District's recommendation for Board approval of Resolution 2016-15, approving the classification and associated salary range for Social Worker 3, a new represented position of the Health Professional and Technical Unit of the Professional and Technical Employees Local 17.

This proposed new position classification will provide leadership and supervisory duties, along with ensuring grant deliverables. Responsibilities will also include managing a client case load. Beginning in January 2017, our HIV/AIDS Program will expand as the District has been awarded a two-year contract to provide HIV Community Services regionally. The region includes Clallam, Jefferson, Kitsap and Mason counties.

The District has taken this opportunity to thoughtfully reevaluate its staffing needs and realized cost savings while still adequately meeting operational and programmatic needs. Local 17 cited their interest to have the Program Coordinator be a represented classification as the expectation is that the incumbent would be assigned supervisory duties, but would also continue to carry a client caseload as other Social Workers in the program. This process included consideration of internal equity, providing promotional opportunities, and preserving Union positions to ensure a highly skilled, productive, and diverse workforce.

With Board approval, the District will memorialize this decision in a Memorandum of Understanding between the Kitsap Public Health District and the Professional and Technical Employees, Local 17.

Commissioner Gelder moved and Commissioner Wolfe seconded the motion to approve Resolution 2016-15, Approving the Classification and Associated Salary Range for Social Worker 3. The motion was approved unanimously.

There was no further comment.

RESOLUTION 2016-16, AUTHORIZING KITSAP PUBLIC HEALTH DISTRICT TO SEEK CONSENT TO BE ITS OWN FISCAL AGENT

Mr. Grellner reminded the Board of Senate Bill 5458, Health Districts – Banking, which was passed by the Legislature during the 2016 session. SB 5458 was codified into law as RCW 70.46.082. The Kitsap Public Health Board supported the health district banking bill, and authorized the Health District to seek passage of a bill since 2014.

In order for a local health district to become custodian of funds, RCW 70.46.082 requires a health district to obtain the consent of the county legislative authority, the county treasurer, the county auditor, and the health district board. If the Health Board approves Resolution 2016-16, then the Health District will pursue consent from the County Commissioners, Treasurer, and Auditor.

If the Health District were allowed to become its own custodian of funds, it would streamline government processes, help government become more efficient and effective, reduce costs, and reduce or eliminate unnecessary duplication of time and effort. The District would only need to manage one accounting system, rather than two and would be able to complete more processes in house, which is more efficient than the current process, which involves a lot of pass-through with the County.

Mayor Lent moved and Mayor Putaansuu seconded the motion to approve Resolution 2016-16, Authorizing Kitsap Public Health District to Seek Consent to be Its Own Fiscal Agent.

Commissioner Wolfe asked if there are other similar communities to ours that are their own fiscal agents. Mr. Grellner explained that, to his knowledge, Kitsap would be the first county, however most Fire Districts and Libraries are already their own fiscal agents.

Mayor Lent commented that she approved of this resolution, stating that our Health District is one of the best in the state, and it is rewarding to lead in this capacity and increase efficiencies.

Commissioner Gelder asked if there were metrics to track District time and money saved by becoming its own fiscal agent. Mr. Grellner said one efficiency that could be tracked is staff time and mileage used to drive back and forth between the District and County offices each week. Additionally, because the District is also transitioning back to an accrual based accounting system in 2017, the District plans to create a new fiscal system in which all databases will link, which is not currently the case. He asked Tracey Kellogg, Finance Manager, to provide additional details.

Ms. Kellogg noted the District would no longer need to pay for additional accounting software licensing which will offset costs for banking. Currently, all accounting transactions must be manually entered twice, once into the District system, and once into the county system.

Mr. Grellner said he and Ms. Kellogg would add tracking metrics to their work plan to report back to the Board in 2017. Mayor Erickson asked to see the work plan.

The motion was approved unanimously.

There was no further comment.

2017 MEETING SCHEDULE – ADOPTION

Mr. Grellner noted that the current meeting schedule seems to work for all of the “Super Tuesday” boards as well as the Health Board in 2017. There is a Board meeting scheduled on the Fourth of July holiday, and the District will work with the Board to determine if the July 2017 meeting should be cancelled or rescheduled.

Mayor Putaansuu moved and Commissioner Gelder seconded the motion to approve the 2017 Meeting Schedule. The motion was approved unanimously.

There was no further comment.

RESOLUTION 2016-17, CALLING ON THE STATE LEGISLATURE TO RECOGNIZE THAT PUBLIC HEALTH IS ESSENTIAL AND TO ALLOCATE FUNDING TO SUPPORT CORE PUBLIC HEALTH SERVICES IN ALL COMMUNITIES OF WASHINGTON STATE

Mr. Grellner informed the Board that the Washington State Association of Local Public Health Officials (WSALPHO) is requesting each local health jurisdiction to adopt a resolution in support of FPHS. The purpose of the resolution is to demonstrate to legislators the ongoing local support for FPHS funding.

Mayor Lent commented that the City of Bremerton would be adopting the same resolution as well.

Mr. Grellner noted that this is not the first time the Board has adopted a resolution like this one. In 2013, the past Board passed a Resolution supporting the FPHS. Commissioner Gelder commented that the County incorporated the FPHS into their 2017 legislative agenda.

Commissioner Gelder moved and Councilperson Blossom seconded the motion to approve Resolution 2016-17, Calling On the State Legislature to Recognize That Public Health is Essential and to Allocate Funding to Support Core Public Health Services in All Communities of Washington State. The motion was approved unanimously.

PROPOSED SECURE MEDICINE RETURN REGULATIONS – PUBLIC HEARING

Dr. Turner and John Kiess, Environmental Health Director addressed the Board regarding proposed secure medicine return regulations. Mr. Kiess gave a brief overview of the process since the November Board meeting. The District held a public comment period and two listening sessions to gather input on proposed regulations. The Board packet included a summary of comments submitted, along with a series of letters received either in support or against the regulations. Additionally, there was an addendum to the packet, which included letters received after the deadline. Mr. Kiess asked the Board if they had any questions or comments regarding the information in the packet. There were no questions or comments from the Board.

Dr. Turner reminded the Board that a safe and secure medicine return program has the potential to address the following imperatives in Kitsap County:

- Drug overdoses have surpassed motor vehicle accidents as our leading cause of unintentional injury deaths.
- The majority of individuals participating in syringe exchange programs, who had used heroin in the last thirty days, reported becoming addicted to pain killers or other opiates before turning to heroin.
- One in twelve twelfth graders reported using a prescription drug that was not intended for their use.
- About half of calls to the Washington Poison Center in 2015 for children age six and under in Kitsap County were directly related to medication poisonings.

Mayor Erickson opened the public hearing at 2:19 p.m. and allowed five minutes per individual comment.

Heather Trim, Executive Director of Zero Waste Washington, thanked the Board and staff for considering this ordinance. She noted that these regulations are consistent with three other counties' regulations currently proposed or in place in the state. This consistency will limit confusion for consumers and create ease of implementation for similar programs throughout the

state. Additionally, she commented that this is a big step forward for human and wildlife health. She urged the Board to support the regulations. She had no further comment.

Rick Gilbert, Program Analyst for Kitsap County Solid Waste Division, spoke on behalf of the Kitsap County Public Works department and in staff support of the Kitsap County Solid Waste Advisory Committee. He noted they are in full support of the ordinance and its prompt implementation. Kitsap County's solid waste division supports product stewardship for materials that are toxic or hard to handle at the end of their viable use as a product. Product stewardship is the concept that requires manufacturers to bear responsibility for management of such items so the costs and logistics don't fall squarely on the backs of local governments or their rate payers. Manufacturers are unique in their ability to fund takeback mechanisms for their wastes and to develop products that are less toxic and easier to recycle. Product stewardship is already in place in Washington. E-Cycle Washington gives the public convenient and free options to recycle for computers, televisions, and monitors and is funded by the electronics industry. Similarly, light recycle Washington allows greatly expanded takeback options for mercury bearing lamps at retail locations. Pharmaceuticals have unique risks, both for the environment and human health. Medicines that make it into sewer systems, wastewater and treatment plants can only be treated to a certain level, and therefore, residuals of these medications go back to the waters of Puget Sound. The takeback option would reduce additional pharmaceuticals entering our sewer systems and therefore help keep our Puget Sound clean. Surplus medications are ill suited for regular solid waste management as many are designated as hazardous waste. Medications need a location that has more enhanced security than the local recycling center or the County's household hazardous waste facility. Having surplus medications onsite with materials like elemental mercury, corrosive liquids and other dangerous wastes, increases the risk of spills, cross contaminations and chemical exposure if illegal entry ever did occur. Solid waste division does not have the permits for acceptance of DEA controlled substances. Our county needs a comprehensive convenient collection system for medications. Since pharmacies already dispense medications, they are uniquely qualified to takeback the same surplus items. The pharmaceutical industry already has the scope and resources to fund proper end of life management. They are already working with our colleagues in King County and could easily replicate this in Kitsap County. The Solid Waste Advisory Committee (SWAC) has reviewed the proposed ordinance and submitted a letter of support. On behalf of SWAC, Mr. Gilbert shared that there was unanimous support from those responding to the committee's request for comment. The response represented a quorum at the membership. On behalf of the Public Works Department and the SWAC, Mr. Gilbert urges the Board to proceed with this ordinance. He had no further comment.

Laura Hyde, Kitsap County Department of Human Services, thanked the Board for their diligence and consideration of this ordinance. Ms. Hyde explained that substance abuse is a huge challenge to youth. She shared that her close friend committed suicide using medicine he found in his grandmother's medicine cabinet. She stated that, if he hadn't had access to the medicine, he may have had more time to consider his decision and may have chosen differently. By removing medications from the home in a timely manner, we are able to keep our children, teenagers, and pets safe from those medications. She noted that this is extremely challenging with public funding. With the current takeback system, the boxes are constantly full. She has received feedback from the community that more takeback locations are needed, and she noted that this

ordinance model would create permanent funding for this. She asked the Board to picture a happy, healthy young adult who didn't have access to old medications inside a friend or relatives' medicine cabinet, and who has led a happy, healthy, and productive life. She had no further comments.

Connie Lieseke, Kitsap Mental Health Services (KMHS), explained that before she began working at KMHS, she was unaware of the consideration that needed to be taken regarding the disposal of prescription drugs. Ms. Lieseke described a common occurrence of clients, who due to their mental health conditions store their old medications in huge containers around their home. Clients bring these containers to KMHS because they are afraid to keep them at home any longer, however due to DEA regulations, KMHS cannot take the old medication. This results in KMHS staff encouraging clients to take the containers to law enforcement offices. Often times the clients are unsure and afraid to do this, which creates an ongoing cycle. Ms. Lieseke expressed support for the ordinance. She had no further comment.

Commissioner Gelder commented that the response summary included in the packet was helpful for understanding concerns and support expressed during the comment period.

Mayor Erickson said it will be important to spread the word about this ordinance, once implemented. Additionally, she stressed the importance of there being many drop off locations throughout the county. She also noted that the City of Poulsbo has a drop off location at the police station and she often assists individuals access the drop box on Saturdays, during her office hours. She noted that this particular drop box is well used and that there is a need for more drop boxes because we do not want these medications ending up in our solid waste process.

Public hearing closed at 2:30 p.m.

Commissioner Gelder moved and Mayor Putaansuu seconded the motion to approve Ordinance 2016-02, Secure Medicine Return Regulations. The motion passed unanimously.

There was no further comment.

2017 KITSAP PUBLIC HEALTH DISTRICT LEGISLATIVE AND RULEMAKING PRIORITIES

Mr. Grellner reminded the Board that he provided them with a handout regarding the 2017 District Legislative and Rulemaking Priorities at the beginning of the meeting. He briefly reviewed each priority:

1. Support Foundational Public Health Services (FPHS) Funding, and Oppose Reductions in Funding for Existing Local Public Health Jurisdictions Services.
2. Increase the Legal Age to Use Tobacco from 18 to 21 ("Tobacco 21").
3. Safe Medicine Return and Disposal.
4. Prescription Drug Monitoring.
5. State Opioid Response Plan.

6. Implement State Board of Health Rules for School Environmental Health and Safety (WAC 246-366A).

Mayor Lent commented that she would like to see a sentence incorporated into the priorities that aligns with the McCleary decision. She stated that a child that is healthy, happy and safe has a better opportunity to learn. Mr. Grellner responded that the District will continue to push this concept with the state.

Mr. Grellner asked the Board to consider passing these legislative priorities at this meeting. Mayor Erickson entertained a motion.


Commissioner Gelder moved and Mayor Lent seconded the motion to approve 2017 Kitsap Public Health District Legislative and Rulemaking Priorities. The motion was approved unanimously.

There was no further comment.

ADJOURN

Mr. Grellner thanked the Board for their continued support with District efforts and plans to provide the Board with a report of all the resolutions passed in 2016. He looks forward to working with the Board in 2017.

There was no further business; the meeting adjourned at 2:39 p.m.



Ed Wolfe
Kitsap Public Health Board



Keith Grellner
Administrator

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

Community Members Present: *Lisa Al-Hakim, Peoples Harm Reduction Alliance; Pat Campbell, Kitsap County Public Works/Solid Waste Division; Rick Gilbert, Kitsap County Public Works/Solid Waste Advisory Committee; Laura Hyde, Kitsap County Human Services; Deanne Jackson, Substance Abuse Prevention Program, Kitsap County Human Services; Connie Lieseke, Kitsap Mental Health Services; Tad Sooter, Kitsap Sun; Heather Trim, Zero Waste Washington.*

Staff Present:

Karen Bevers, Public Information Officer; Karen Boysen-Knapp, Community Liaison, Community Health; Chelsea Cossairt, Intern, Assessment and Epidemiology; Kerry Dobbelaere, Program Manager, Clinical Services; Katie Eilers, Assistant Director, Community Health; Keith Grellner, Administrator; Karen Holt, Program Manager, Human Resources; Tracey Kellogg,

Kitsap Public Health Board
Regular Meeting
December 6, 2016
Page 10 of 10

Program Manager, Finance and Performance; John Kiess, Division Director, Environmental Health; Angie Larrabee, Confidential Secretary, Administration; Martha Lefebvre, AmeriCorps VISTA Coordinator, Chronic Disease Prevention; Suzanne Plemmons, Division Director, Community Health; Shelley Rose, Community Liaison, Navigator Program; Linda Tourigny, Public Health Nurse Supervisor, Parent Child Health; Susan Turner, MD, Health Officer.