

HEALTH OFFICER



Dr. Gib Morrow, MD, MPH

Under policy direction from the Kitsap Public Health Board, **our health officer is responsible for and empowered to enforce the provisions of state public health statutes** at the local level (RCW 70.05). The health officer oversees the public health functions of community health assessment, public health policy development, and assurance of health service delivery.

Dr. Morrow works collaboratively with the Health Board, Health District employees, and community partners to advance the Health District's vision and mission and achieve strategic goals. In short, our health officer serves as a "chief health strategist" for our community.

2022 ACCOMPLISHMENTS

- Managed **three public health emergencies**: Omicron COVID-19 surge, mpox, and our community healthcare access crisis.
- **Served on three boards**: Growth Management Policy Board of the Puget Sound Regional Council, Northwest Healthcare Response Network, and Olympic Community of Health.
- Assisted with development of **three new public health initiatives**: resumption of child death reviews, the convening of ESF-8 health coalition partners, and a Kitsap healthcare systems assessment.
- Oversaw a team that responded with vigor to a **surge in highly complex tuberculosis cases** while simultaneously handling existing health crises.
- Helped **gather extensive data** confirming that Kitsap is a relatively underserved county when it comes to primary and obstetrical medical care.
- Achieved consensus on the executive leadership team to **pursue reaccreditation** through the Public Health Accreditation Board, and launched a four-month agency strategic planning process.



From right, Dr. Morrow joined by past Kitsap health officers Dr. Susan Turner, Dr. Scott Lindquist, and Dr. Willa Fisher.

LOOKING AHEAD TO 2023

Dr. Morrow is excited to work closely with internationally recognized researchers from Johns Hopkins University to complete a comprehensive assessment of Kitsap County's healthcare systems.

"This project will provide valuable information on the overall function and adequacy of our healthcare system, as well as specific and actionable policy reforms we can undertake to make it better for all Kitsap residents."

ADMINISTRATIVE SERVICES DIVISION

Our Administrative Services Division provides backbone support for all Kitsap Public Health District programs and assists the public directly through customer service, communication, and emergency preparedness activities.



Keith Grellner | Administrator

Under policy direction from the Kitsap Public Health Board, **our administrator serves as the chief executive officer for the Kitsap Public Health District** and is responsible for administering the Health District's operations, supervising employees, accomplishing agency goals and objectives, and administering the annual budget. The administrator also serves as executive secretary to the Kitsap Public Health Board.

2022 ACCOMPLISHMENTS

- Wrapped up operations and **sunset the Emergency Operations Center and Unified Command** for the Kitsap response to the COVID-19 pandemic.
- Advocated for and secured a **10% wage adjustment for all District employees** to be phased in over three years (2022-2024).
- **Reconfigured and expanded the Health Board** from seven members to 10 members pursuant to changes to RCW 70.46.
- Secured an additional **\$1.3 million of Foundational Public Health Services funding** for the District, bringing the annual FPHS total to over \$2.4 million per year.
- Oversaw the negotiations of a new **three-year collective bargaining agreement** between the Health Board and PROTEC 17.



CELEBRATING 75 YEARS OF PUBLIC HEALTH SERVICE

The Kitsap Public Health District marked its 75th anniversary in November of 2022 with a celebration that united current and former District employees. Above, 2022 Health Board Chair and Bremerton Mayor Greg Wheeler thanks Health District staff for their vital work.

To learn more about public health history in Kitsap, go to: kitsappublichealth.org/about/history.php.



2022 HIGHLIGHTS

ADMINISTRATIVE SERVICES



ACCOUNTING & ADMINISTRATION PROGRAM

We assist the public by providing customer service at the front counter and over the phone, and managing vital records. Internally, we help keep all Health District programs functioning efficiently through accounting, clerical support, and other essential activities.

AT A GLANCE

PROGRAM NAME: Accounting/ Administration

MANAGER: Melissa Laird

2022 FTE STAFF: 11

KEY LEGAL MANDATES GUIDING WORK:

- RCW 70.58A (Vital Records)

WHAT WE DO

We support the public and Health District programs through:

- Customer service, including front counter support, vital records management, and phone switchboard.
- Internal clerical support.
- Budgeting, payroll, accounts payable, accounts receivable, financial statements, and financial annual reports.

“I am most excited about the ability to excel in internal and external customer service with the addition of new staff members.”

Tiffany Whitford, Secretary/Clerk 2



Our administrative support team provides friendly and professional services to Kitsap community members and Health District programs.

2022 BY THE NUMBERS

8,700

*birth certificates and **12,300 death certificates** provided to the public.*

7,224

time cards reviewed by payroll.

28,000

calls routed by switchboard operators



2022 HIGHLIGHTS

ADMINISTRATIVE SERVICES



COMMUNICATIONS PROGRAM

We share timely, accurate, and understandable information to help Kitsap County residents protect and improve their health. We collaborate with Health District programs on public information and education campaigns, assist with internal communications, and provide input on policies and strategies related to communication.

WHAT WE DO

Core communications activities include:

- Disseminating health advisories, news releases, and other timely public health communications.
- Managing content on the Health District’s website and social media accounts.
- Creating and updating reports, fact sheets, infographics, videos, brochure,s and other educational materials.
- Responding to inquiries from the news media and the public.
- Working with Health District programs to plan and implement public information and education campaigns.
- Reviewing and updating policies and procedures related to communications.

AT A GLANCE

PROGRAM NAME: Communications Program

COORDINATOR: Tad Sooter

2022 FTE STAFF: 2

2022 BY THE NUMBERS

211

*email and text bulletins sent to subscribers. Our email messages were opened **1.2 million** times.*

2.2

million people reached with social media posts.



RESPONDING TO MPOX

On the heels of the COVID-19 pandemic, a **global outbreak of mpox (monkeypox) virus in 2022** required an urgent and complex public information response. Our Communications Program distributed proactive messages to help Kitsap residents understand risks from mpox and take steps to protect their health. As the outbreak progressed, we worked closely with our Immunizations, Communicable Disease, and HIV Case Management colleagues to share focused prevention messages with higher-risk populations and connect residents with vaccination clinics. We focused balancing accurate risk communication with the need to not increase stigma for populations affected by the virus.

Learn more about mpox at kitsappublichealth.org/communityhealth



Sign up to receive public health updates and advisories by email or text.
Go to: kitsappublichealth.org/subscribe



2022 HIGHLIGHTS

ADMINISTRATIVE SERVICES



CELEBRATING FAMILY AND EMPLOYEE WELL-BEING:

Far left, Kitsap Public Health employees and family members circle up as a new game is introduced at our 2022 summer barbecue. The barbecue was just one event planned with the help of Human Resources in 2022.

Four Washington State Health Care Authority Zo8 awards are displayed in our office. Zo8 awards are a recognition of commitment to worker wellness.



HUMAN RESOURCES PROGRAM

We strive to attract and grow a diverse, engaged and high-performing public health workforce to forward the Health District’s mission. Our program also manages records and contracts, and provides administrative support to the Kitsap Public Health Board.

AT A GLANCE

PROGRAM NAME: Human Resources

MANAGER: Karen Holt

2022 FTE STAFF: 4

KEY LEGAL MANDATES GUIDING WORK:

Public Records (RCW 42.56); **Open Public Meetings Act** (RCW 42.30); **WA Paid Sick Leave** (RCW 49.46.210); **EEO** (RCW 49.58); **FMLA** (Title 50A RCW); **FLSA** (RCW 49.46); **PEBB** (RCW 41.05.065); **PERS** (RCW 41.40); **ACA** (RCW 43.71); **L&I** (Title 51 RCW); **OSHA/WISHA/Safety Committee** (RCW 49.17); **ADA** (RCW 49.60); **CTR** (WAC 468-63-010 / RCW 70.94.521-555); **Preservation and Destruction of Public Records** (RCW 40.14)

2022 BY THE NUMBERS

21 new hires (15% of our workforce), 46 recruitments prepared and conducted.

24 employees departed (17% of workforce)

114 records requests fulfilled.

79 contracts processed.

WHAT WE DO

Our program’s core activities include:

- Recruitment and personnel services
- Benefits management
- Labor relations
- Collective bargaining
- Employee training
- Health Board support
- Contract management
- Medicaid Administrative Claim coordination
- Records management and public records administration
- Worksite wellness and employee recognitions
- Safety Committee

2022 ACCOMPLISHMENTS

- Our worksite wellness program was awarded the **Washington State Health Care Authority’s Zo8 Award** for a fourth time.
- We **recruited for new, non-elected Health Board members** to expand the leadership authority to 10 total members.
- We **resumed in-person interviews for employment opportunity**.



LOOKING AHEAD TO 2023

Our plans for 2023 include recruiting a new team member moving benefits enrollment to an electronic, self-serve program, supporting other programs as our agency seeks Public Health Accreditation Board reaccreditation, and continuing to focus on resuming non-COVID-19 activities.

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2022 HIGHLIGHTS

ADMINISTRATIVE SERVICES



INFORMATION/TECHNOLOGY (IT) PROGRAM

We provide technology, expertise, consultations, and guidance to Health District employees to enable them to perform their duties as smoothly and efficiently as possible. We monitor and respond emerging cyber threats and work hard to ensure our agency’s systems are functioning and confidential data are protected.

AT A GLANCE

PROGRAM NAME: Information Technology

MANAGER: Ed North

2021 FTE STAFF: 5

KEY LEGAL MANDATES GUIDING WORK:

Legal mandates guiding our work include state data archival requirements, and HIPAA rules protecting personal health information.

WHAT WE DO

Our work centers on several areas of expertise:

- **Network administration**, including management of anti-virus, firewall, VPN, routers, switches, servers, and user accounts.
- **Data security**, including monitoring and guarding against emerging cyber security threats.
- **Software application and database management.**
- **Hardware support**, including building out computers, maintaining printers, scanners, and peripherals.

2022 BY THE NUMBERS

14.2M *reduction in weekly malicious network traffic from 2021.*

1.8M *increase in weekly data traffic interactions generated by staff from 2021.*

2022 ACCOMPLISHMENTS

- **We reduced potentially malicious network traffic** to the District from 33.1 million per week in 2021 to 18.9 million per week in 2022 by including traffic filtering efficiencies, county geo block policies, Microsoft conditional access, and antivirus URL filtering.
- Microsoft provides a security score to our organization and compares us to similar businesses. The security rating for similar businesses averages 40-45 out of 100. **The Health District’s score increased from 56.8 to 62.66 this past year.** The increase is due to implementing new security measures and hardening existing security measures.
- In a typical week, **our staff generate 2.9 million data traffic interactions** within our network and outside of our network. This is up from 1.8 million data traffic interactions in 2021.

Cyber security audit

The Health District participated in a voluntary audit conducted by the state Auditor’s Office to test the security of its IT systems and identify areas for improvement.

The assessment included internal and external tests of the District’s IT environment, looking for vulnerabilities that could potentially be exploited. Auditors also compared the District’s IT security practices to best practices, interviewed staff, and conducted technical analysis of District systems.

Areas identified for improvement were kept confidential to protect the District’s systems and information. However, the Auditor’s Office noted “It is apparent the District’s management and staff want to be accountable to the citizens and good stewards of public resources.”



2022 HIGHLIGHTS

ADMINISTRATIVE SERVICES



PERFORMANCE & QUALITY PROGRAM

We ensure effective and strategic operations across the Health District by collaborating with programs to develop plans, implement quality improvements, and monitor outcomes.

WHAT WE DO

Established in 2022, our program has focused on development of:

- Our agency’s strategic plan
- Program and division annual work plans
- Reaccreditation through the Public Health Accreditation Board
- Program performance management and quality assurance processes

AT A GLANCE

PROGRAM NAME: Performance & Quality

MANAGER: Kandice Atisme-Bevins

2022 FTE STAFF: 1

2022 ACCOMPLISHMENTS

- **Re-launched program work plans** after a three-year hiatus during COVID-19 response. Of the 26 programs and divisions tasked with completing work plans this year 85% finalized their plans by our January due date.
- **Coordinated efforts to create a new agency strategic plan** including the contracting with a consultant, gathering Board and employee input, supporting the gathering of community leader input, and recruitment of a strategic planning workgroup to begin our process. Additional details on the

new strategic plan and subsequent phases in the planning process will be included in 2023 annual report.

- **Launched our agency re-accreditation efforts**, coordinating, training, and providing support to more than 30 KPHD employees as they drafted and compiled over 200 documents for submission to PHAB. Additional details on re-accreditation and subsequent activities related to this effort will be included in 2023 annual report.

“I am lucky to have the opportunity to work with each program and division throughout the year to support their performance and quality efforts.”

Kandice Atisme-Bevins, MHA, MPH, CPH

2022 BY THE NUMBERS

>200

documents prepped for Public Health Accreditation Board reaccreditation (submission will be completed in 2023).

26

programs and divisions developed work plans following a three-year hiatus.



2022 HIGHLIGHTS

ADMINISTRATIVE SERVICES



PUBLIC HEALTH EMERGENCY PREPAREDNESS & RESPONSE (PHEPR) PROGRAM

We work to ensure that public health, healthcare systems, communities, and individuals are prepared to prevent, quickly respond to, and recover from emergencies. Our goal is to promote a culture of preparedness that helps prevent disease, injury, death, and disability during an emergency.

AT A GLANCE

PROGRAM NAME: Public Health Preparedness and Response (PHEPR)

SUPERVISOR: Gabby Hadly

2022 FTE STAFF: 3-4

GRANTS & SPECIAL FUNDING SOURCES FOR 2022:

- Consolidated Contract

Thank you to our funders and community partners for their continued support!

WHAT WE DO

Our work is organized around meeting 28 grant deliverables established by the CDC to promote emergency preparedness at the local level. Our activities include:

- Updating plans that outline how our agency will respond to an emergency, and how we will work with other agencies, community organizations, and community members.
- Working to ensure that ESF-8 partners (fire, EMS, health care, and public health) can collaborate effectively during a response and know what each other's goals and objectives are.
- Preparing our agency to respond to emergencies as efficiently as possible to promote and protect the health of Kitsap residents.
- Building knowledge and capacity at all levels, writing plans, conducting trainings, and completing exercises.

2022 ACCOMPLISHMENTS

- **We started and managed a COVID-19 test and mask distribution project**, distributing 170,000 high-quality masks and 115,000 self tests to more than 160 organizations in Kitsap County
- We worked with a contractor to develop a **COVID-19 After Action Report (AAR)** reviewing Kitsap's pandemic response.
- We revamped the **Health District's safety guide** to help staff prepare for emergencies.
- **We participated in a Foundational Public Health Services (FPHS) working group** for emergency preparedness and response. This brought together local, state, and tribal public health experts to identify the state's needs related to public health emergency preparedness and response capabilities.



Kitsap Public Health District staff take part in the 2022 Great Shakeout earthquake exercise.

LEARN MORE & CONNECT

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Scan this QR Code with your smartphone camera to visit our website.

