

**KITSAP COUNTY BOARD OF HEALTH MINUTES  
December 6, 2005**

The meeting was called to order at 11:17 a.m.

**1. Minutes** (November 1, 2005)

The minutes were approved as circulated.

**2. Director's Report**

Dr. Lindquist advised the Board that Initiative 901, which becomes effective on December 8, requires that all public establishments must be smoke free from that date forward. The District's approach has been to work with businesses in the community to ensure compliance with the law through outreach and education, rather than focusing on enforcement.

Secondly, Dr. Lindquist informed the Board that the IRS mileage reimbursement rate has decreased to 44.5 cents per business mile traveled and will become effective on January 1, 2006.

There was a discussion about the officers and committee members for the 2006 Board. After discussion, it was decided that committee assignments and the election of the vice chair will be made at the February meeting when the new Board members will be seated. Commissioner Lent reminded the Board that there would not be a Board meeting in January. Then Councilmember Short moved that Mayor Kordonowy assume the position of chair of the Board of Health in 2006. Mayor Abel seconded. The motion passed unanimously.

Finally, Dr. Lindquist brought to the Board's attention the State Auditor's Report, included in the Board packet. There were no audit findings for the District for the 13<sup>th</sup> consecutive year.

**3. Action Items**

**Resolution 2005-14 -- Supporting the Envirostars Program as it Applies to the Public Sector.**

Dr. Lindquist introduced Jan Brower, Program Manager for Solid and Hazardous Waste, who explained Resolution 2005-14. This resolution demonstrates the Board's commitment to support the Envirostars Program and its goals to reduce hazardous waste and reduce pollution by extending this program to governmental entities and encouraging those that generate hazardous waste to become Envirostars-certified. Mayor Abel moved that this resolution be approved. Councilmember Arends seconded. The motion passed unanimously.

**Resolution 2005-22 - Approving New Secretary/Clerk IV Classification and Salary Range and Revised Secretary/Clerk III Classification**

Dr. Lindquist explained that this resolution establishing a new classification is primarily a housekeeping item to reflect current District practice. Councilmember Arends moved that this resolution be approved. Commissioner Endresen seconded. The motion passed unanimously.

**Resolution 2005-15 - Approving Cost-of-Living Adjustment and Benefit Adjustments for Health District Employees Effective 1/1/2006.**

Dr. Lindquist explained that Resolution 2005-15 provides for a 2.07% cost-of-living adjustment effective 1/1/2006 as provided for in the union contract and also increases the flexible benefit allowance to \$790 per month.

Mayor Kordonowy moved that this resolution be approved. Councilmember Short seconded. The motion passed unanimously.

### **Resolution 2005-20 – Approving Environmental Health Fee Schedule Revision**

Jerry Deeter, Director of the Environmental Health Division, explained that this resolution reflects a proposed 2.5% fee increase in the Environmental Health fee schedule. The increase is based on a cost-of-living adjustment. Industry representatives were notified of the proposed rate increase via a countywide mailing and at various meetings. No comments were received.

Councilmember Arends moved that this resolution be approved. Commissioner Endresen seconded. The motion passed unanimously.

### **Resolution 2005-21 – Approving the Health District’s 2006 Budget**

Dr. Lindquist introduced the 2006 budget and noted that the 2006 proposed budget is about 1% less than the 2005 budget. He then outlined key elements of the budget including:

- The Information Technology budget was reviewed to be sure costs were correctly allocated and additional revenue streams were identified.
- Two positions were eliminated in Administration – an Administrative Assistant position, which is a relatively new position, and an Accounting Assistant position, which takes advantage of increased efficiencies as a result of some new systems coming on line.
- Eliminates the Drinking Water lab effective January 31, 2006. This was a business decision made because private industry can provide the same service at a lower cost.
- Reduces the FTE of one clinical practitioner from a temporary increase at 100% FTE back to 80%.
- Recommends the Board contract with Dr. Tom Locke to evaluate clinical services.
- Accepts voluntary staff FTE or benefit reductions by eight staff members.
- Notifies the Board of the possible ending of the Alternative Response Program in June if the contract requirements change in 2006.
- Includes a general hiring freeze, with vacancies evaluated on a case-by-case basis.
- Discontinues overtime and out-of-county travel unless supported by contracts/grants.
- Freezes purchasing except for essential purchases such as basic operating supplies.

Dr. Lindquist commented that the proposed budget includes the COLAs and Environmental Fee increases just approved by the Board. With the closure of the Drinking Water lab, Dr. Lindquist asked for direction from the Board regarding the disposition of the Austin Drive property. As part of this, the District is obtaining an appraisal of the property. Mayor Kordonowy commented that there may be revenue-generating opportunities from the Austin Drive property and encouraged the District to investigate them.

Councilmember Arends commented on the effect that the closure of the Drinking Water lab will have on the City of Bremerton. The City of Bremerton needs to have water sampling lab capability 7 days per week. Councilmember Short asked if the discussion with the private lab in the County had included opening a satellite office in Bremerton or a courier service from Bremerton to the lab. A discussion followed about these services.

Commissioner Endresen expressed concerns that this is a very tight budget and requested a mid-year review of the budget and reserves. A discussion followed.

Commissioner Lent commented that one of the Board's top priorities with the Legislature is to establish stable funding for local public health throughout the state. Commissioner Endresen encouraged the audience to educate their legislators about the need for stable funding for public health.

Councilmember Arends moved that the proposed 2006 budget with expenditures of \$11,395,150 be approved. Mayor Kordonowy seconded. The motion passed unanimously.

#### **4. Public Comment**

Kathleen Cahall, Water Resources Manager for the City of Bremerton, commented on the impact the closure of the Water Quality lab will have on the City. Because the City of Bremerton's water source is unfiltered, they are required to have a lab available 7 days per week, 365 days per year. She also noted the beneficial services provided by the Water Quality lab to the City of Bremerton over the past years.

Grant Holdcroft, District staff member and alternate shop steward for Union Local 17 IFPTE, stated that he felt the budget process seemed fast this year, but understood that the Board and District had to make some hard decisions.

#### **ADJOURN**

There was no further business, and the meeting was adjourned at 12:08 p.m.

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**Commissioner Patty Lent, Chair**  
**Kitsap County Board of Health**

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

**Board Members Present:** *Mayor Kim Abel; Commissioner Jan Angel; Councilmember Carol Arends; Commissioner Chris Endresen; Mayor Darlene Kordonowy; Commissioner Patty Lent; Councilmember Christine Rolfes; Councilmember Mike Short*

**Staff Present:** *Linda Anderson Kim Blevins, Dana Brainerd, Jan Brower, Eva Crim, Elaine Croteau, Scott Daniels, Jerry Deeter, Lauren Fanning, Keith Grellner, Grant Holdcroft (IFPTE Local 17 shop steward), Karen Holt; Leslie Hopkins, Scott Lindquist, M.D., Mike Means, Suzanne Plemmons, Martin Stansbery, Denise Turner (IFPTE Local 17)*

**Public Present:** *Kathleen Cahall, City of Bremerton; Becky Twiss, Twiss Analytical Labs; Steve Twiss, Twiss Analytical Labs; Councilmember Chris Snow*