

KITSAP COUNTY BOARD OF HEALTH
Regular Meeting
December 1, 2009

The meeting was called to order at 11:24 a.m.

MINUTES

Council Member Roy Runyon requested that the November minutes be amended to include comments made regarding statistics regarding the migration of mental health clients into the county. Mayor Chris Snow moved and Mayor Patty Lent seconded to approve the minutes of the November 3, 2009, regular board meeting as amended. The motion passed unanimously.

CONSENT AGENDA

Mayor Snow moved and Mayor Lent seconded to approve the items on the consent agenda. The motion passed unanimously.

DIRECTOR'S REPORT

Dr. Scott Lindquist, Director of Health, raised the issue of the value of the Board's continuing membership in the National Association of Local Boards of Health (NALBOH), suggesting that Board members weigh the value of the membership to board members compared to the cost of the membership. There was a brief discussion.

Dr. Lindquist provided the Board with an update on the H1N1 outbreak and public health's continuing response. Lindquist reported that the volume of orders from medical providers in the community has slowed to the point that the District has expanded distribution to select pharmacies in the community. He noted that 28,000 doses have been distributed in the County to date. Further, Lindquist informed the Board that the District will be sponsoring a free mass vaccination clinic on Wednesday, December 9, which will be open to members of priority groups in the public at large in response to continuing reports that the \$15-\$20 shot administration fee has been a barrier to some in the community. Following that clinic, Lindquist expects that public health will make a decision within a week or two at the latest to open H1N1 vaccination to everyone. Lindquist brought to the Board's attention his concern that our greatest limitation at this time is the very short supply of seasonal flu vaccine. Lindquist is hopeful that supplies of this vaccine will begin arriving in greater quantities before the usual peak of seasonal flu beginning in late December or January.

Dr. Lindquist confirmed the 2010 Board of Health meeting schedule, which usually mirrors the KRCC meeting. Lindquist suggested that even though there is not a January meeting on the KRCC schedule that the Board of Health use the January meeting for a work study meeting devoted to reviewing the Board's priorities as well as to elect a Board Chair and Vice Chair. After a general discussion, Board members agreed to meet in January beginning at 9 a.m. for a two-hour work study meeting focusing on the matrix, developed at the April Board retreat; clarifying Board priorities for the coming year; and exploring funding opportunities to support social services within Kitsap County.

BOARD OF HEALTH FINANCE COMMITTEE REPORT

Chairman Bauer asked Mr. Scott Daniels to provide the Board with an overview of the 2010 budget. Mr. Daniels opened his report by thanking the members of the Board Finance Committee for their help and guidance in the 2010 budget development process. Daniels began the discussion about the 2010 budget by explaining that the Finance Committee and staff are

proposing that the Board adopt budget guidelines at the same time that the annual budget is adopted. Budget guidelines establish overall budget goals and philosophy and designate dollar amounts to each of the District's funds.

Mr. Daniels explained that the proposed budget policy refines the definitions for District funds: operating, designated, contingency, and restricted. Operating and designated funds together are considered unrestricted funds. Restricted funds are limited in their use because of contractual or other obligations. The contingency fund is a new fund – a true reserve fund to be available for use when unexpected events occur. After some discussion, Chairman Bauer suggested that the budget guidelines be incorporated into the budget itself rather than as a separate document. He felt this would enforce more discipline and consistency in decisions affecting the budget as events unfold during the year.

Mr. Daniels then presented an overview of the highlights of the 2010 budget. He noted that the 2010 budget is balanced and overall was buoyed by the receipt of one-time federal H1N1 influenza funding. Compared to the 2009 budget, there is a 3.9 percent reduction in revenue and expenditures. Daniels commented that the 2010 budget reflects an eight percent decrease in funding from Kitsap County; no change in funding from the Cities; no impacts or revenue from federal health care reform; and does not reflect looming cuts expected from the State of Washington, which Secretary of Health Selecky has described as “draconian”. Daniels said that most of the state cuts are expected to impact the Community Health Division; however, the details won't be known until Governor Gregoire releases her preliminary budget next week and until the legislature acts on the budget in 2010. On the expenditure side, Daniels noted that there are no staffing reductions planned, no COLA or benefit increases are planned, and that the staff furloughs are retained through June.

After considerable discussion on various aspects of the budget and the proposed revised Budget Policy (Resolution 2009-05), Chairman Bauer suggested that action on this resolution be tabled until 2010 to allow the Board time to digest the document and the proposed changes. Bauer then complimented District staff on their responsiveness in completing projects requested by the Board such as the revised Budget Policy so quickly and thanked them for turning around this proposed policy in one month's time.

RESOLUTION 2009-06: RESOLUTION APPROVING THE 2010 KITSAP COUNTY HEALTH DISTRICT BUDGET

Following a discussion about various elements of the budget and the budget policy, Commissioner Josh Brown moved and Mayor Quade seconded to adopt Resolution 2009-06: Resolution Approving the 2010 Kitsap County Health District Budget. The motion passed unanimously.

RESOLUTION 2009-07: RESOLUTION APPROVING 2010 ENVIRONMENTAL HEALTH FEE SCHEDULE

Mr. Keith Grellner, Environmental Health Director, presented a brief overview of the proposed 2010 Environmental Health Fee Schedule. He noted that 95 percent of the fee schedule remains unchanged and that the Environmental Health Division anticipates a 12 percent decrease in revenue in 2010. In light of the current economy, District staff felt across the board fee increases would be a hardship on the public. Grellner noted that the fees as proposed are based on time and accounting surveys and that there have been public notices of the proposed changes.

Council Member Darlene Kordonowy asked if there had been any feedback from the public in response to the public notices; Grellner replied that he had received no comments. After further discussion, Mayor Quade moved and Mayor Snow seconded to adopt Resolution 2009-07: Resolution Approving the 2010 Environmental Health Fee Schedule. The motion passed unanimously.

PUBLIC COMMENT

Chairman Bauer opened the floor to public comment. Mr. Bill Arness of Arness Incorporated stated that he had not come prepared with a statement but commented that the 2010 fees are moderate compared to the 2009 fee increases.

RESOLUTION 2009-08: RESOLUTION AFFIRMING THE KITSAP COUNTY HEALTH DISTRICT'S SUPPORT OF AND PARTNERSHIP WITH THE 2010 CENSUS

Dr. Lindquist explained to the Board that a representative of the Federal Census Bureau approached the District asking for their public support for the upcoming census. Census Bureau officials are concerned that members of the public may be reluctant to participate in the census and felt that the formal support of local agencies such as the Health District may be reassuring. Mayor Snow moved and Mayor Quade seconded to adopt Resolution 2009-08: Resolution Affirming the Kitsap County Health District's Support of and Partnership With the 2010 Census. The motion passed unanimously.

HEALTH DISTRICT BUDGET AND PROGRAM PRIORITIES DISCUSSION 2

Dr. Lindquist opened the discussion with the Board by reviewing the program matrix which shows the effect of overhead costs by program, use of unrestricted revenue, availability of other providers in the community who can provide a similar service, legal mandate, and staff and Board priorities. There was a discussion on a range of issues surrounding the Board priorities. Further discussion was deferred to the January Board meeting.

ADJOURN

There was no further business; the meeting was adjourned at 12:40 p.m.

Commissioner Steve Bauer, Chair
Kitsap County Board of Health

Scott W. Lindquist, MD, MPH
Director of Health

Board Members Present: *Commissioner Steve Bauer; Commissioner Josh Brown; Commissioner Charlotte Garrido; Mayor Lary Coppola; Council Member Darlene Kordonowy; Mayor Patty Lent; Mayor Kathryn Quade; Council Member Roy Runyon; Mayor Chris Snow; Council Member Dianne Robinson*

Board Members Absent: None

Staff Present: Cris Craig, *Program Manager, Health Information Resources*; Scott Daniels, *Deputy Director*; Keith Grellner, *Director Environmental Health*; Karen Holt, *Personnel Assistant*; Leslie Hopkins, *Special Projects Program Coordinator, Administration*; Tracey Kellogg, *Manager, Accounting*; Scott Lindquist, MD, MPH, *Health Officer*; Maureen Murphy, *Human Resources Manager*; Suzanne Plemmons, *Director, Community Health*; Shelley Rose, *Public Health Educator*; Liz Wilhelm, *KTASC Program Coordinator*

Public Present: Bill Arness, *self*; Chris Dunagan, *Kitsap Sun*; Monte Levine, *self*