

KITSAP COUNTY BOARD OF HEALTH
Regular Meeting
October 4, 2011

The meeting was called to order by Council Member Roy Runyon at 11:40 a.m.

MINUTES

In the absence of a quorum, action on the September 6, 2011, regular meeting minutes was deferred to the regular November Board of Health meeting.

CONSENT AGENDA

The contract on the consent agenda included:

- Contract 797, Amendment 6, Onza BestTechs NW

In the absence of a quorum, action on the October consent agenda was deferred to the regular November Board of Health meeting.

PUBLIC COMMENT

There was no public comment.

DIRECTOR'S REPORT

Dr. Scott Lindquist, Health Officer and Director of Health, suggested that given the lack of a quorum of Board members and therefore the inability of the Board to act on a majority of the items on the agenda, the hour be used as an opportunity for discussion. Lindquist noted that the lack of attendance by Board members at today's meeting may be a reflection of the current state of government in general --- all stretched very thin and trying to do more with less. Additionally, as the safety net for citizens is increasingly frayed by budget cuts, Lindquist commented that he is seeing more members of the general public that are underinsured and not able to access health care or if they do access health care may end up with a bill they are unable to pay. A case in point was the letter received by the District from a Kitsap County resident who had also forwarded the letter to Board members. The writer received an \$18,000 bill from Harrison Medical Center for the balance of the cost (after the insurance reimbursement) for a rabies vaccine series received for their family of three. He assured the Board that the District was working with Harrison on behalf of the family to resolve this issue.

Lindquist reported that the District recently received notice that it has been awarded a Community Transformation Grant as part of a consortium of other local health jurisdictions, funded by the federal healthcare reform act and targeted to building health communities. The District has not yet been told what the final amount of the grant will be, but the expectation is that it will be about one half of the amount originally requested.

Dr. Lindquist informed the Board that the District has learned that water purveyors in Port Orchard have moved to remove fluoride from that city's water supply and was distressed that the Health District was not asked to weigh in on this issue, given the public health importance of fluoridating water supplies. He requested Board approval of his suggestion that the District draft a balanced white paper outlining the facts and science surrounding this issue. After some discussion, there was concurrence that a white paper would be a constructive way to continue the conversation. Lindquist said he will talk to Mayor Coppola about the white paper.

With regard to the current circumstance regarding the lack of Board attendance at today's meeting, Lindquist suggested the District would probably institute a system of RSVPs in the future to more clearly identify which Board members will or will not be attending meetings.

"100 % CLUB" FOOD SAFETY AWARD

Mr. Keith Grellner, Director of Environmental Health, directed the Board's attention to a recent press release regarding the "100% Club Food Safety Award". The "100% Club" award is given to restaurants who received a score of 100% following routine food inspections twice in a row over the past year. This year, 177 food service establishments were given the award, representing over 35 percent of the food establishments in the County. Grellner commented that food establishments that prepare food safely fulfill the public health goal by keeping the food we eat safe and healthy. Food scores are posted both on the District's website and the Kitsap Sun website.

SAFE KIDS KITSAP COUNTY LESLIE

Dr. Lindquist introduced Ms. Jenni Osborne, representing Safe Kids Kitsap who was invited by Chair Charlotte Garrido to report to the Board on the work of the coalition. Jenni Osborne from the Naval Hospital, and representing Safe Kids Kitsap County, reported on the activities of the coalition over the past year. She asked the other members of the coalition who were in attendance at the meeting to introduce themselves to the Board: Ileana Limarzi, Central Kitsap Fire and Rescue; Melissa Ford, Kitsap County Medical Society; Tina Stickney, Kitsap County Health District; Barbara Smithson, Safe Kids Kitsap Chair; Mike Wernet, South Kitsap Fire and Rescue; and Rhonda Brown, Harrison Medical Center.

Osborne explained to the Board that Safe Kids Kitsap County is a coalition of local agencies including local hospitals, fire and rescue, law enforcement, and education representatives, as well as service groups and public health, with Harrison Medical Center serving as the lead agency. The goal of the coalition is to protect children from birth through age 14 from unintended injuries by providing helmets and life jackets at cost, providing free child car seat safety checks, and distributing informational materials to the public on drowning, fire safety, and safe sleep for babies.

Over the past two years, Osborne reported that Safe Kids has received two mini-grants, totaling \$7,700, to address water safety that allowed the coalition to install five Life Jacket Loaner Boards at open water swimming areas including Wildcat Lake, Island Lake, Long Lake, and Kingston Marina. She commented that there are now 12 boards up throughout our county with more planned. Lifejacket loaner boards allow families to borrow life jackets to protect their children around water and are also a good source of safe swimming information for all ages. As a result of their work on the first grant, Kitsap County was one of five chosen to participate with the Washington State Department of Health and Seattle Children's Hospital on a grant from the Centers for Disease Control and Prevention to create a Water Safety Policy Review tool for Washington State. To develop the Water Safety Report Card, the coalition surveyed 35 water access points around the county. From the results of the survey, the coalition recommended to the granting agency that signage be developed that would provide clear location information at water access sites in the event a 911 emergency call is made.

Ms. Osborne, speaking on behalf of Safe Kids Kitsap County, asked that local government agencies represented by members of the Board develop ordinances or policies that require both address and emergency location signs be posted at the entrances of parks and commonly used water access points. On behalf of the coalition, Osborne thanked the Board for their support of children in Kitsap County, and told the Board that the coalition will continue to work together to improve community safety for our children.

Dr. Lindquist thanked the coalition for their work in the County and noted that the work they are doing is public health work, except it's being done by an organization other than the Health District. He further commented that Harrison's work as the lead agency for the coalition is another example of the leadership Harrison provides in our community. He suggested that District staff draft a letter on behalf of the Board acknowledging Harrison's leadership in the community advancing the goals of public health through this and other efforts. Commissioner Rob Gelder agreed and on that note, added that the County is convening a group of stakeholders, including providers and insurers on October 26, to address the issue of accessing care at an appropriate level within Kitsap County.

FINANCE COMMITTEE REPORT

Council Member Runyon reported to the Board that the Finance Committee received preliminary revenue projections for the 2012 budget that are reduced by over a million dollars, a 9.72% decrease from 2011 levels; this revenue projection includes no planned fee increases. Expenditures will decrease by almost \$900,000, a 8.80% decrease from 2011 levels. He reported that staffing will decrease from 89.68 FTEs in 2011 to 86.76 FTEs in 2012. He also noted that no programs are proposed for elimination in 2012. Finally, he noted that there remains a minor deficit of \$177,000, which will be resolved by the time the final budget is brought to the Board for review in November. Mr. Scott Daniels, Deputy Director, commented to staff present at the meeting that no layoffs are planned in 2012 and that the FTE decrease will be accomplished without planned layoffs by not filling positions and reducing staff FTEs that are contract or project related.

In discussing the challenges facing the District now, Lindquist noted that the District's biggest concern right now with regard to its programs is the need for more revenue. He remarked that several programs are vulnerable to further cuts when the Legislature reconvenes in November to address an additional two billion dollar deficit, including HIV/AIDS, Family Planning, Breast and Cervical Health, and the Newborn Home Visiting Program.

With regard to balancing the 2012 budget, Scott Daniels explained there are several potential budget balancing options being analyzed including 1) administrative staff reductions; 2) furloughs; (3) use of unrestricted reserves, (4) fee increases, and (5) a combination of these options. He reiterated that no layoffs were being contemplated at this time.

Council Member Kirsten Hytopoulos continued the Finance Committee report noting that the 2010 State audit resulted in one finding, only the District's second in 17 years. The finding was related to inadequate internal controls to ensure compliance with federal bidding and suspension and debarment requirements. She noted that this is not a material finding, because there are no dollars involved. The District addressed the finding by developing a detailed corrective action plan that will significantly strengthen internal compliance requirements:

revising purchasing and contracting procedures; developing a federal contract checklist developing a suspension and debarment form; ensuring that all federal contractors sign the suspension and debarment form; conducting mandatory training for District contract administrators on District contracting procedures; ensuring that District administrators who administer federal contracts attend federal grant and contract management training; and finally to require that administrators of federal grants meet with accounting staff to review federal grant requirements prior to signing any agreement. Finally, Hytopoulos reported that the auditors noted that the District's "assertive and responsive management style" reflects on the District's desire and commitment to maintain a strong financial accountability system.

ADOPTION OF STRATEGIC PLAN

In the absence of a quorum, action to adopt the Health District strategic plan was deferred to the regular November Board of Health meeting. Commissioner Gelder asked that the "Plan-Do-Check-Act" graphic in the packet be re-done before the November board meeting because the graphic included in the packet was garbled.

BOARD BUDGET POLICY REVISION

In the absence of a quorum, action on the Health District's Board Budget Policy was deferred to the regular November Board of Health meeting.

ADJOURN

There was no further business; the meeting was adjourned at 12:19 p.m.

Commissioner Charlotte Garrido, Chair
Kitsap County Board of Health

Scott W. Lindquist, MD, MPH
Director of Health

Board Members Present: *Commissioner Rob Gelder (arriving at 12:38); Council Member Kirsten Hytopoulos (arriving at 12:40); Council Member Roy Runyon*

Board Members Absent: *Commissioner Josh Brown; Mayor Lary Coppola; Mayor Becky Erickson
Commissioner Charlotte Garrido; Mayor Patty Lent*

Staff Present: *Beverly Abney, Accounting Assistant; Karen Boysen-Knapp, Public Health Educator, Health Information Resources Program; Cris Craig, Program Manager, Health Information Resources; Scott Daniels, Deputy Director; Kerry Dobbelaere, Program Manager, Clinical Services; Yolanda Fong, Chronic Disease Outreach; Keith Grellner, Director, Environmental Health Division; Grant Holdcroft, Senior Environmental Health Specialist, Solid & Hazardous Waste Program; Karen Holt, HR Analyst, Administration; Leslie Hopkins, Management Analyst, Administration; Tracey Kellogg, Accounting Program Manager; Lisa Linden, Social Worker, HIV/AIDS Program; Scott Lindquist, Director of Health; Maureen Murphy, Human Resources Manager; Suzanne Plemmons, Director, Community Health Division; Bonnie Petek, Program Manager, Food and Living Environment*

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*Program; Shelley Rose, Public Health Educator, Health Information Resources Program;
Denise Turner, Accounting Assistant*

Public Present: Rhonda Brown, *Harrison Medical Center, Safe Kids*; Melissa Ford, *KCMS, Safe Kids*; Monte Levine, *Syringe Exchange*; Ileana Umarzi, *Central Kitsap Fire & Rescue, Safe Kids*; Jenni Osborne, *Bremerton Naval Hospital, Safe Kids*; Barb Smithson, *Safe Kids Kitsap Chair*; Tina Stickney, *Kitsap County Health District, Safe Kids*; Mike Wernet, *South Kitsap Fire & Rescue, Safe Kids*