

## KITSAP PUBLIC HEALTH BOARD - AGENDA

October 3, 2017

1:45 p.m. to 3:00 p.m.

Norm Dicks Government Center, First Floor Chambers  
Bremerton, Washington

- 1:45 p.m. 1. Call to Order  
*Commissioner Ed Wolfe, Chair*
- 1:46 p.m. 2. Review and Approval of Agenda  
*Commissioner Ed Wolfe, Chair*
- 1:47 p.m. 3. Approval of September 5, 2017 Meeting Minutes  
*Commissioner Ed Wolfe, Chair*
- 1:50 p.m. 4. Approval of Consent Items and Contract Updates: See Warrant and EFT  
Registers and Contracts Signed Report  
*Commissioner Ed Wolfe, Chair*
- 1:55 p.m. 5. Public Concerns/Comments  
*Commissioner Ed Wolfe, Chair*
- 2:05 p.m. 6. Administrator Report  
*Keith Grellner*

### ACTION ITEMS

- 2:10 p.m. 7. Resolution 2017-02, Claims  
*Keith Grellner, Administrator*

### INFORMATION/DISCUSSION ITEMS

- 2:15 p.m. 8. Secure Medicine Return Program Update  
*John Kiess, Environmental Health Director*
- 2:25 p.m. 9. Electronic Reporting System for Food Service Inspections  
*Jim Zimny, Environmental Health Assistant Director*
- 3:00 p.m. 10. Adjourn

**KITSAP PUBLIC HEALTH BOARD  
MEETING MINUTES  
Regular Meeting  
September 5, 2017**

The meeting was called to order by Board Chair, Commissioner Ed Wolfe at 1:45 p.m.

**REVIEW AND APPROVE AGENDA**

There were no changes to the agenda.

**BOARD MEETING MINUTES**

Mayor Becky Erickson moved and Mayor Patty Lent seconded the motion to approve the minutes for the July 11, 2017, regular meeting. The motion was approved unanimously.

**CONSENT AGENDA**

The September consent agenda included the following contracts:

- 1353 Amendment 3 (1718), *Washington State Department of Health, Healthy Communities (1422)*
- 1357 Amendment 2 (1715), *Washington State Department of Ecology, Lake Symington and Big Beef Creek*
- 1707, *Washington Health Benefit Exchange, Healthplanfinder Navigator*
- 1709, *Jefferson County Public Health, Tobacco and Marijuana Prevention*
- 1710, *Olympic Community of Health, Contract*
- 1711, *Kitsap County, Subcontract*
- 1712, *Washington State Department of Ecology with Department of Health, Regional OSS Loan Program*
- 1713, *Washington State Department of Ecology, Local Source Control Partnership*

Mayor Rob Putaansuu moved and Mayor Lent 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**

There was no public comment.

**HEALTH OFFICER/ADMINISTRATOR'S REPORT**

Health Officer Update:

Dr. Susan Turner, Health Officer, informed the Board that she attended a presentation hosted by the Family Medicine Residency Program of Harrison Hospital. At the presentation, Dr. Anna Lemke, author of the book *Drug Dealer, MD*, spoke to Residency Program faculty, preceptors and community physicians. Dr. Turner emphasized the importance of this presentation because it

indicates that the Residency Program is addressing opiates, and exemplifies that the Residency Program has the tendency to raise the bar in terms of medical standards in our community.

There was no further comment.

Administrator Update:

Mr. Keith Grellner, Administrator, informed the Board of several updates.

Mr. Grellner reminded the Board that, as discussed during the July Board meeting, the legislature included \$10 million for the 2017-2019 biennium for Foundational Public Health Services (FPHS) though the state public health system's request was for a \$60 million down payment. He explained that, while the FPHS allocation was only a fraction of what was requested and so desperately needed, the Health District is thankful for the amount received. He also said that the Health District is scheduled to receive \$147,000 per year of these funds for the 2017-2019 biennium. He noted that the FPHS funding will go to the Health District's communicable disease programs and that more details will be provided on this during the upcoming 2018 budget deliberations.

Next, Mr. Grellner reminded the Board that the Health District is currently undergoing its 2016 audit. He said the audit is expected to be completed soon and that staff will be reaching out to the Board for representation during the exit audit.

Next, Mr. Grellner informed the Board that the Health District's annual budget presentation to the County Commissioners is on September 13th at 2:45 p.m. He also reminded the Board that their first finance committee meeting is scheduled for September 20<sup>th</sup> at 1:00 p.m. and noted that Mayors Erickson and Lent and Commissioner Charlotte Garrido are on the committee.

Lastly, Mr. Grellner informed the Board that some recent funding cuts by the legislature has resulted in staffing and work reductions in the Health District's Solid and Hazardous Waste (SHW) program. He explained that, despite public health's advocacy for the Coordinated Prevention Grant (CPG) and Site Hazard Assessment grant (SHA), after years of threatening cuts, the legislature did not adopt a capital budget, thereby eliminating CPG funding, and eliminated SHA this year, resulting in an annual loss of about \$220,000 for the Health District.

Mr. Grellner explained that, due to these cuts in state funding, the Health District has eliminated a position in the SHW program, which was already vacant through attrition. Additionally, until further notice, the Health District will reduce or eliminate work in the following areas due to these cuts:

- Eliminate response to complaints of illegal dumpster dumping;
- Eliminate blood lead level response investigations for homes of children who have been reported to have elevated blood lead levels;
- Eliminate investigations of illegal dumping in road right-of-ways; and
- Reduce response/involvement to homeless camp complaints.

Commissioner Rob Gelder asked if the ecology rule changes affect these cuts. Mr. Grellner said they do not directly affect these cuts and explained that the rule change should establish a better firewall to keep those state funds from being moved to other programs.

There was no further comment.

## **EXECUTIVE SESSION: PURSUANT TO RCW 42.30.110(1)(I), TO RECEIVE AND EVALUATE POTENTIAL LITIGATION**

At 1:57 p.m., Commissioner Wolfe announced that the Board would adjourn for approximately 5 minutes for an Executive Session for discussion related to the receipt and evaluation of potential litigation. At 2:01 p.m., Commissioner Wolfe announced that the Executive Session has ended and opened the meeting to regular session.

## **2017 CORE PUBLIC HEALTH INDICATORS REPORT FOR KITSAP COUNTY**

Mr. Grellner introduced Siri Kushner, Assessment and Epidemiology Program Manager, to give a presentation on the *2017 Kitsap County Core Public Health Indicators Report*. He explained that the *Indicators Report* is not a report card on the work of the Health District staff but it is a report card on the public health status of the community as a whole. He also explained that Public Health is responsible for a few of the indicators in the report, while Board member jurisdictions, non-profits, and individuals are responsible for many of the rest.

Ms. Kushner began the presentation by reminding the Board that the Health District has released an updated *Indicators Report* each year since 2006, and she informed the Board of format changes to the report this year. She also introduced Kari Hunter and Maya McKenzie, epidemiologist with the Health District, who would present on strategic initiative indicators. The *Indicators Report* is a high-level synthesis of demographic and public health data designed to provide an overview of the health of Kitsap County. Most indicators are derived from standard public health data systems from national, state, county, and program sources. The indicators provide a current status, show trends over time, and also compares Kitsap County to Washington State.

Ms. Kushner reminded the board that the *Indicators Report* is not a reflection of only the Health District's work, and it is not intended to be. She said it is an assessment of the community's overall health, and it reflects both successes --- and areas that need improvement --- that are the results of the work and the decisions that are made by individuals, public agencies, healthcare providers, and private businesses. The Health District believes that there is something in this report for everyone with a stake in the Kitsap community. The Indicators have many implications for public health practice and policy, and are presented to provide sound, reliable data that can be used to help focus resources, encourage new and existing partnerships, and support the work necessary to make Kitsap County a healthy and safe place to live, learn, work, and play. The report provides opportunities for individuals, public agencies, healthcare providers, and private businesses to identify and make, or support, decisions to improve health.

Ms. Kushner said that those interested in more than the indicators should look at the work of Kitsap Community Health Priorities (KCHP). KCHP priorities are updated every three years and provide a more comprehensive set of indicators that looks at subgroups and subpopulation areas. Additionally, the *Indicators Report* can be found on the Health District website.

Some key findings from the report:

- Kitsap County's population is growing, aging and becoming more diverse;
- Kitsap education and economic indicators are mostly better than Washington State but most long-term trends are unchanged or worsening;
- Childhood immunization status is mixed: only half of toddlers have complete immunizations by age 3, lower than the state, while 9 in 10 children enter kindergarten with complete immunizations, higher than the state. Fewer than half of adults report an annual flu shot;
- Kitsap has an ongoing worsening trend in residents experiencing chlamydia and syphilis infections and a recent worsening trend in gonorrhea infections; notably, however, our rates for these 3 infections, Hepatitis C, and HIV are all lower than the state average;

Mr. Grellner commented that this is an example of an indicator the Health District plays a role in. He explained that the FPHS funding will go primarily toward the Communicable Disease program.

Commissioner Gelder asked who investigates the connection between syphilis cases in Kitsap. Mr. Grellner explained that usually public health jurisdictions investigate these cases, but since public health funding was cut in 1999, the Health District has not been able to fund enough public health nurses for this work.

Mr. Gelder also asked which part of the population is being looked at for this indicator, and if it's different than what was previously measures. Ms. Hunter explained that previously, a specific age range of people was measured, however staff found that cases were also in people outside that age range. Currently, the indicator measures everyone within the population.

- Over one million clean syringes were exchanged in 2016, reducing the risk of communicable disease transmission from shared needles;

Mr. Grellner commented that the Health District staff will talk to the Board more regarding syringe exchanges at the upcoming finance and policy committee meetings because the program does not have adequate funding. The Health District is currently only receiving about \$80 thousand dollars of revenue for the program, though it requires about \$300 thousand dollars. He expressed that the Health District has needed to make a lot of troubling decisions regarding program cuts in recent years, because every cut program is needed to protect the health of the public.

Mayor Lent commented that the City of Bremerton installed sharps containers in many of its park bathrooms, however the containers are being broken into and sharps stolen or flushed down latrines. She said that now, to protect public health, the City of Bremerton is needing to remove the sharps containers. Mr. Grellner agreed that this is a challenge, and explained that due to the budget cuts mentioned earlier, the Health District is down to only three SHW staff inspectors who can respond to reports of illegally discarded needles in the entire county. Mayor Lent also commented that local law enforcement and parks staff are monitoring the parks and finding more and more illegally discarded needles. She said this is a growing concern for all municipalities.

Commissioner Wolfe asked Mayor Erickson if she is seeing the same trend in illegally discarded needles in Poulsbo. Mayor Erickson said she is not aware of any recently found, but will ask her staff. Mayor Putaansuu and Councilperson Sarah Blossom both said they also weren't aware of any recent illegally discarded needles in their jurisdictions.

- Most chronic disease, weight management, physical activity and nutrition indicators are unchanged over time and similar to the state. A few positive exceptions: compared to previous years, more 8th graders report meeting physical activity recommendations; compared to previous years and compared to the state, more 8th graders report not drinking sugary beverages at school; and there are fewer heart disease and diabetes-related hospitalizations in recent years;
- One special area of concern: more pregnant women are being diagnosed with gestational diabetes;
- Kitsap has good air quality but increasing air stagnation over time. There have been improvements in fresh water stream water quality and shorelines open for shellfish harvest. There have been consistently few days when an advisory for lakes or marine water was necessary;

Commissioner Gelder asked what a stagnant air day is. Ms. McKenzie defined air stagnation as occurring when there is not enough wind to overturn the air and clear pollutants. Mr. Grellner provided a current example of smoke from local forest fires remaining in the air over the peninsula because there is no wind.

Commissioner Gelder also asked if automatic shellfish harvest closure areas are excluded from the count. Mr. John Kiess, Environmental Health Director, explained that permanent closures are not excluded from the count. Mr. Grellner commented that it is a good idea to extract those numbers for future reports.

Commissioner Gelder noted one of the new indicators is the number of extremely hot days. He asked how an extremely hot day was defined for the indicator. Ms. McKenzie explained that the number is found by taking finding the 99<sup>th</sup> percentile of the hottest days over time, from the earliest year of data used, to the most recent year, to determine which days are considered extremely hot.

- Not enough pregnant women are starting prenatal care in the first trimester of pregnancy; too many women are smoking during pregnancy and our rate is higher than the state; more babies are being born into poverty; and 60 percent of women served by the Health District home visiting programs had 3 or more Adverse Childhood Experiences. On the positive side, Kitsap has a decreasing trend in youth reporting their parents are not engaged;
- Too many 10th graders, pregnant women, and adults continue to smoke, although rates are decreasing. Fewer 10th graders use e-cigarettes, alcohol, and marijuana compared to the State average.

Commissioner Wolfe asked what the marijuana trend could be attributed to. Ms. Kushner said she cannot make a subjective statement about the trend, but noted it is similar to that of the state. She said that due to the recent legalization of marijuana, the trend is the opposite of what many had expected. Additionally, she said it would be interesting to look at the self-reporting of 8<sup>th</sup> and 12<sup>th</sup> graders to see if the trend is similar or different to that of 10<sup>th</sup> graders. Ms. Kushner also noted that this month's consent agenda included a contract through Department of Health for funding toward marijuana and tobacco prevention education, and the Health District will have someone on staff dedicated to this.

- Kitsap has more drug- and opioid-related hospitalizations and deaths over time, but is lower or the same compared to the state.

Mayor Erickson asked how Kitsap's drug-related deaths compare to the rest of the country. Ms. Kushner said she does not currently have this information, but will look into it.

- Fewer adults report emotional distress and suicide-related hospitalizations are down, however an increasing number of 8th graders report seriously considering suicide. Rates of 6th graders being bullied, 8th graders with adults to turn to, adults with social support, and suicide deaths are all unchanged over time.

Mayor Erickson commented that the indicator of fewer adults reporting emotional stress directly correlates to the 1/10<sup>th</sup> of 1% funding projects that the Board is familiar with.

Dr. Turner ended the presentation by sharing some of her top public health focus recommendations based on the *Indicators Report*, listed in order of significance.

For pregnant women and babies:

- Improve prenatal care and preventive care between pregnancies
- Improve understanding of poor birth outcomes and disparities
- Increase financial supports
- Increase housing supports
- Increase social supports

- Increase breastfeeding supports
- Prevent and reduce tobacco use and other substance use
- Increase prevention and control of STIs

For children and youth:

- Increase financial supports for young families
- Increase housing supports for young families
- Increase social supports for young families
- Follow developing sciences of ACES and implement prevention and mitigation strategies
- Decrease sedentary lifestyles and poor eating habits – seek cultural shift where healthy choices are the norm.

For adults:

- Continue to provide wide access to preventative healthcare across the adult life course
- Seek cultural shift where healthy food and activity choices are the norm
- Improve behavioral health care, integrated with physical healthcare
- Better understand and prepare for the results of climate change

Foundational Public Health Services (FPHS):

- Support policy, systems and environmental work: conditions for health
- Support and advocate for full delivery of the FPHS

Commissioner Wolfe commented that this presentation provided a mix of good and bad news. He noted the improvement in water quality over the last three years and thanked Health District staff for their work.

Commissioner Gelder asked if the indicator related to the population enrolled in Medicare was another way of showing how the population is aging. Ms. Kushner agreed that this is a fair assumption.

Commissioner Gelder asked what the benefit was of tracking of Alzheimer's in our county, since we don't have to capability of controlling that indicator. Dr. Turner commented that Alzheimer's is associated with premature death in aging. She explained that Alzheimer's causes a hardship to the individual themselves, as well as to the loved ones surrounding them. She said the indicator provides a reminder of the aging population and the financial and social burden it places on the community. Commissioner Gelder thanked Dr. Turner for this explanation and said his father had Alzheimer's which caused a rippling impact through the family.

Mayor Lent commented that the rates of obesity and gestational diabetes in youth are indicators the Health Board can make a positive impact on. She mentioned the work of 5210 and Health Eating Active Living (HEAL) and how much of a difference they make in schools. She explained that one of the hardest things for kids to change about their diet is removing excess sugar, because most things have added sugar these days, including fruit juice. She encouraged the Board and Health District to find new ways to do outreach within their jurisdictions around

lifestyle changes for better health. Dr. Turner agreed and said our community needs to reach a cultural shift.

Mr. Grellner commented that the presentation today was a high-level overview of the report. He asked for the Board to read the report more in depth and contact Health District staff with any questions or ideas to refine the report in the future.

There was no further comment.

## **ADJOURN**

Mayor Erickson asked when the shellfish opening celebration would be. Mr. Kiess confirmed that the Liberty Bay Commercial Shellfish Reclassification Celebration would be held on September 29<sup>th</sup> to celebrate nearly 700 acres of shoreline being reclassified. He said the Health District plans to send out invitations soon. Mayor Erickson also commented that this has taken years of work to achieve and is a big celebration for Poulsbo.

Mayor Lent commented that state legislators would soon be back in session. She asked the Health District to send the Board comments about its budget so that the jurisdictions could advocate for FPHS and other necessary funds for public health. Mr. Grellner confirmed that staff would send budget comments to the Board.

There was no further business; the meeting adjourned at 3:01 p.m.

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**Ed Wolfe**  
**Kitsap Public Health Board**

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**Keith Grellner**  
**Administrator**

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

**Board Members Absent:** None.

**Community Members Present:** Pam Harman, *League of Women Voters*; Doug Washburn, *Kitsap County Human Services*.

### **Staff Present:**

Karen Bevers, *Public Information Officer*; Karen Boysen-Knapp, *Community Liaison, Chronic Disease Prevention*; Margo Chang, *Secretary Clerk 2, Support Services*; Yolanda Fong, *Assistant Director, Community Health Division*; Keith Grellner, *Administrator*; Johanna Hanssen-Keller, *Public Health Nurse, Communicable Disease*; Kari Hunter, *Epidemiologist 2, Assessment and Epidemiology*; John Kiess, *Director, Environmental Health Division*; Siri Kushner, *Program Manager, Assessment and Epidemiology*; Melissa Laird, *Program Manager,*

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*Accounting and Finance; Angie Larrabee, Confidential Secretary, Administration; Maya McKenzie, Epidemiologist 1, Assessment and Epidemiology; Susan Turner, MD, Health Officer; Annilicia Wilson, Secretary Clerk 2, Support Services.*

DRAFT

# MEMO

**To:** Kitsap Public Health Board  
**From:** Keith Grellner, Administrator  
**Date:** October 3, 2017  
**Re:** Request for State Attorney General Action to Stop Illegal Web-Based Food Service Company

For your information, please find attached a written request to the state Attorney General's Office to initiate legal action to stop a web-based food service company from Oakland, California, Josephine, from operating within Washington state. The letter is jointly signed by the directors of the local public health jurisdictions from King, Pierce, Snohomish, and Kitsap counties.

I will reference this letter during my Administrator's Report (Agenda Item 6).

## **Recommended Action**

None – informational only.

Please contact me at (360) 728-2284, or [keith.grellner@kitsappublichealth.org](mailto:keith.grellner@kitsappublichealth.org) with any questions or comments regarding this matter.

Attachment: Joint Letter to State Attorney General's Office

September 7, 2017

Matthew Befort  
Washington Attorney General's Office  
Consumer Protection Division  
800 – 5<sup>th</sup> Ave., Suite 2000  
Seattle, WA 98104

Dear Mr. Befort:

We urge the Attorney General's Office to initiate legal action to stop the Oakland, Calif. company, Josephine, [www.josephine.com](http://www.josephine.com), from marketing a service to market home cooked food in Washington State. This company uses a web-based platform to entice would-be entrepreneurs and their customers to join its "private network for home cooked meals."

As directors of our respective county public health agencies, our concern is to protect our communities from foodborne illness.

- Home-based operations selling food to the public are at greater risk of making people sick, as they operate beyond the capacity of home kitchens.
- Because home kitchens are not permitted, our health departments do not inspect them. They operate illegally and without accountability to county and state food codes.

We are also concerned about the deceptive practices of this company, which may adversely affect vulnerable people.

- The company's marketing material creates the misleading impression that home cooks can legally and safely operate food businesses from their homes.
- The company appeals to the entrepreneurial sensibilities of people who may not have business experience in this country.
- Josephine is engaging in deceptive acts and practices in commerce, which threaten the public health, and the company is violating Washington's Consumer Protection Act.

Home kitchens are one of the primary locations of foodborne outbreaks. They are gathering places for the entire family and for pets, making them unsuitable for large scale safe food preparation. Public health agencies have confirmed Salmonella, E. coli, Campylobacter, and Staphylococcus aureus in home kitchens. Home kitchens are a source that can potentially introduce these and other harmful pathogens into food. Home kitchens also lack proper refrigeration, indirect drainage of food preparation sinks, and separate hand washing facilities, all required of commercial kitchens for safe food handling.

Because of the significant health risks, Washington's food handling regulations prohibit the use of home kitchens for commercial food preparation. See WAC Chapter 246-215.

Yet, on its website, under FAQs, Josephine misleadingly informs potential cook-clients that commercial home cooking is legal, cleverly describing this commerce as “private meal events.” They state:

### **How is this legal?**

Josephine cooks are hosting private meal events for approved guests, which are not subject to the same regulations as traditional restaurants. Josephine is also working on civic programs and state-level legislation to ensure that home cooks can benefit from necessary safety training, oversight, and resources. Read more about our legislative and advocacy work.”

Josephine also misleads potential cooks by claiming that only local zoning and business codes may apply to home food preparation, as follows:

### **What about other local laws and regulations?**

When deciding whether to become a Josephine cook, it's important for you to understand how the laws work in your city.

Some cities have laws that restrict your ability to operate a business from your home. These laws are often part of a city's zoning or administrative codes. In many cities, you must register, get a permit, or obtain a license before operating a business from home. Please review your local laws before publishing your first meals.

By accepting our Terms of Service and activating a listing, you certify that you will follow your local laws and regulations.”

Josephine’s management knows state and local food codes prohibit commercial home cooking. Officials in California, Oregon and Washington have informed Josephine they are facilitating illegal food businesses and to cease operations. Josephine touts its efforts to change the law elsewhere on its website, urging support for California AB 626, which “will be the first bill of its kind in the United States” and “will permit the sale of meals from home kitchen operations....”

Local Health Departments and the Washington State Department of Health have a long history of working with the food service industry to develop practical regulatory approaches to meet the changing needs of commercial foodservice and protect the health of the public. To date, Josephine’s has ignored attempts to work collaboratively to develop a practical solution to meet important safety standards and protect the health of the public.

Many Washington counties may be reluctant to take on a well-funded, politically savvy Silicon Valley corporation. We need the Attorney General’s Office to take forceful state-wide action, rather than piecemeal efforts by individual counties. We need the state to stand behind its food regulations, as we continue our local work to support food service establishments that operate legally—and protect our residents from food borne illnesses.

We urge you to please consider taking legal action to stop Josephine from marketing home cooked food in Washington State.

Please feel free to contact us if you have any questions.

Sincerely,



Patty Hayes, RN, MN  
Director  
Public Health Seattle-King County  
patty.hayes@kingcounty.gov



Anthony L-T Chen, MD, MPH  
Director of Health  
Tacoma-Pierce County Health Department  
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Keith Grellner, RS  
Administrator  
Kitsap Public Health District  
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Jefferson Ketchel, MA, RS  
Interim Administrator  
Snohomish Health District  
jketchel@snohd.org

# MEMO

**To:** Kitsap Public Health Board  
**From:** Keith Grellner, Administrator  
**Date:** October 3, 2017  
**Re:** Resolution 2017-02, Rescinding Resolution 2007-1 and Appointing an Agent to Receive Claims for Damages

Revised Code of Washington (RCW) [Chapter 4.96](#), Actions Against Political Subdivisions, Municipal and Quasi-Municipal Corporations, requires the governing body of each local governmental entity to appoint an agent to receive any claim for damages made under RCW 4.96. This statute also requires that the identity of the agent, and the address where the agent may be reached during normal business hours of the local governmental entity, be recorded with the auditor of the county in which the entity is located.

Attached for your review and approval is Resolution 2017-02, Rescinding Resolution 2007-1 and Appointing an Agent to Receive Claims for Damages. The resolution formally names and appoints Keith Grellner, Administrator, and Dr. Susan, Turner, Health Officer, as the claim agents for the Kitsap Public Health District. Once approved by the Health Board, Resolution 2017-02 will be recorded with the Kitsap County Auditor, thereby satisfying the requirements of RCW 4.96.020 (2). Additionally, the Health District's website at [www.kitsappublichealth.org](http://www.kitsappublichealth.org) will be updated to reflect the Health Board's approval of Resolution 2017-02.

Also attached for your reference is Resolution 2007-1, naming Scott Lindquist and Scott Daniels as claim agents for the Health District. Resolutions 2007-1 needs to be rescinded and replaced by Resolution 2017-02 because Messrs. Lindquist and Daniels are no longer employees of the Health District.

## **Recommended Action**

The Health District recommends the Health Board to make and adopt the following motion:

*The Board moves to approve Resolution 2017-02, Rescinding Resolution 2007-1 and Appointing an Agent to Receive Claims for Damages, effective October 3, 2017.*

Memo to Kitsap Public Health Board – Resolution 2017-02, Rescinding Resolution 2007-01 and Appointing an Agent to Receive Claims for Damages

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Please contact me at (360) 728-2284, or [keith.grellner@kitsappublichealth.org](mailto:keith.grellner@kitsappublichealth.org) with any questions or comments.

Attachments: Resolution 2017-02, Rescinding Resolution 2007-01 and Appointing an Agent to Receive Claims for Damages

Resolution 2007-1, Rescinding Resolution 2005-11 and Appointing an Agent to Receive Claims for Damages

## **RESCINDING RESOLUTION 2007-1 AND APPOINTING AN AGENT TO RECEIVE CLAIMS FOR DAMAGES**

**WHEREAS**, the Washington State Legislature, in its 2001 Regular Session, approved Chapter 4.96 Revised Code of Washington (RCW), requiring the governing body of each local government entity to appoint an agent to receive any claim for damages made under RCW 4.96; and

**WHEREAS**, RCW 4.96.020 also requires that the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, the Kitsap Public Health Board is the governing body for the Kitsap Public Health District; and

**WHEREAS**, on January 9, 2007, the Health Board approved Resolution 2007-1, appointing Scott W. Lindquist, MD, Director of Health for the Health District, as the appropriate person and Scott Daniels, Deputy Director of Health is to serve as the alternate to receive claims for damages at 345 6th Street, Bremerton, Washington for the Health District when Scott Lindquist is not available; and

**WHEREAS**, Scott W. Lindquist and Scott Daniels are no longer employees of the Health District and are no longer the appropriate persons to receive claims for damages for the Health District; and

**WHEREAS**, Keith Grellner, Administrator for the Health District, is the appropriate person to receive claims for damages for the Health District, and Susan Turner, MD, MPH, MS, Health Officer is to serve as the alternate when Keith Grellner is not available; and

**WHEREAS**, both Keith Grellner and Dr. Susan Turner have offices located at the Health District's office at 345 6th Street, Suite 300, Bremerton, Washington 98337, and the usual hours of operation at that office are 8:00 a.m. to 4:30 p.m. weekdays.

**NOW, THEREFORE, BE IT RESOLVED** that Health Board Resolution 2007-1 be rescinded and that Keith Grellner and Dr. Susan Turner are hereby appointed by the Kitsap Public Health Board to be its agents to receive any claim for damages made under Chapter 4.96 RCW, and Health District staff is instructed to record this Resolution with the Kitsap County Auditor.

Kitsap Public Health Board Resolution 2017-02

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**APPROVED:** October 3, 2017

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Commissioner Ed Wolfe, Chair  
Kitsap Public Health Board



## BOARD OF HEALTH RESOLUTION 2007-1

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### Rescinding Resolution 2005-11 and Appointing an Agent to Receive Claims for Damages

**WHEREAS**, the Washington State Legislature, in its 2001 Regular Session, approved RCW 4.96, requiring the governing body of each local government entity to appoint an agent to receive any claim for damages made under Chapter 4.96; and

**WHEREAS**, RCW 4.96.020 also requires that the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, the Kitsap County Board of Health is the governing body for the Kitsap County Health District; and

**WHEREAS**, on July 12, 2005 the Board of Health approved Resolution 2005-11 appointing Elaine Croteau, Director of Administrative Services for the Kitsap County Health District, as the agent to receive claims for damages for the Health District at 345 6<sup>th</sup> Street, Bremerton, Washington; and

**WHEREAS**, Elaine Croteau, the Director of Administrative Services for the Health District retired and is no longer the appropriate person to receive claims for damages for the Health District; and

**WHEREAS**, Scott W. Lindquist, MD, Director of Health for the Health District, is the appropriate person and Scott Daniels, Deputy Director of Health is to serve as the alternate to receive claims for damages for the Health District when Scott Lindquist is not available; and

**WHEREAS**, both named individuals have offices located at the Health District's main office at 345 6<sup>th</sup> Street, Suite 300, Bremerton, Washington 98337, and the usual hours of operation at that office are 8:00 a.m. to 5:00 p.m. weekdays.

**NOW, THEREFORE, BE IT RESOLVED** that Board of Health Resolution 2005-11 be rescinded and that Dr. Scott W. Lindquist and Scott Daniels are hereby appointed by the Kitsap County Board of Health to be its agents to receive any claim for damages made under Chapter 4.96 RCW, and the Health District staff is instructed to file this Resolution with the Kitsap County Auditor.

**APPROVED:** January 9, 2007

*Kim Abel, Vice-Chair*

Commissioner Jan Angel, Chair  
Kitsap County Board of Health



## BOARD OF HEALTH RESOLUTION 2007-1

### Rescinding Resolution 2005-11 and Appointing an Agent to Receive Claims for Damages

WHEREAS, the Washington State Legislature, in its 2001 Regular Session, approved RCW 4.96, requiring the governing body of each local government entity to appoint an agent to receive any claim for damages made under Chapter 4.96; and

WHEREAS, RCW 4.96.020 also requires that the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, the Kitsap County Board of Health is the governing body for the Kitsap County Health District; and

WHEREAS, on July 12, 2005 the Board of Health approved Resolution 2005-11 appointing Elaine Croteau, Director of Administrative Services for the Kitsap County Health District, as the agent to receive claims for damages for the Health District at 345 6<sup>th</sup> Street, Bremerton, Washington; and

WHEREAS, Elaine Croteau, the Director of Administrative Services for the Health District retired and is no longer the appropriate person to receive claims for damages for the Health District; and

WHEREAS, Scott W. Lindquist, MD, Director of Health for the Health District, is the appropriate person and Scott Daniels, Deputy Director of Health is to serve as the alternate to receive claims for damages for the Health District when Scott Lindquist is not available; and

WHEREAS, both named individuals have offices located at the Health District's main office at 345 6<sup>th</sup> Street, Suite 300, Bremerton, Washington 98337, and the usual hours of operation at that office are 8:00 a.m. to 5:00 p.m. weekdays.

NOW, THEREFORE, BE IT RESOLVED that Board of Health Resolution 2005-11 be rescinded and that Dr. Scott W. Lindquist and Scott Daniels are hereby appointed by the Kitsap County Board of Health to be its agents to receive any claim for damages made under Chapter 4.96 RCW, and the Health District staff is instructed to file this Resolution with the Kitsap County Auditor.

APPROVED: January 9, 2007

Kim Abel, Vice-Chair  
Commissioner Jan Angel, Chair  
Kitsap County Board of Health

COPY

KITSAP CO HEALTH DIST  
Appointment Rec Fee: \$ 41.00  
08/10/2007 09:39 AM  
Karen Flynn, Kitsap Co Auditor

200708100021

Page: 2 of 2



Name and Full Address

**Kitsap County Health District**

**109 Austin Drive**

**Bremerton, WA 98312**

KITSAP CO HEALTH DIST

200708100021

Appointment Rec Fee: \$ 41.00

08/10/2007 09:39 AM

Karen Flynn, Kitsap Co Auditor

Page: 1 of 2



Please print in black ink neatly or type information.

The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

Document Title(s):

**Appointment of Agent – RCW 4.96.020**

Additional reference #'s on page: \_\_\_\_\_

Reference Number(s) of related documents: **N/A**

Grantor(s) Last Name, First Name, Middle Initials:

**Kitsap County Board of Health**

Additional Grantors on Page: \_\_\_\_\_

Grantee(s) Last Name, First Name, Middle Initials:

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

**Scott Daniels, Deputy Director of Health**

Additional Grantee on Page: \_\_\_\_\_

Legal Description (abbreviated form: i.e. Plat name, lot, block, section, township, range, quarter/quarter).

**N/A**

Assessor's Property Tax Parcel/Account Number: **N/A**

I, \_\_\_\_\_, am requesting an emergency nonstandard recording for an additional fee of \$50.00 as provided in RCW 36.18.010. I understand that the recording processing requirements may cover up or otherwise obscure some part of the text of the original document. Signature: \_\_\_\_\_



## BOARD OF HEALTH Resolution 2005-11

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### Rescinding Resolution 2001-18 and Appointing an Agent to Receive Claims for Damages

WHEREAS, the Washington State Legislature, in its 2001 Regular Session, approved RCW 4.96, requiring the governing body of each local government entity to appoint an agent to receive any claim for damages made under Chapter 4.96; and

WHEREAS, RCW 4.96.020 also requires that the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, the Kitsap County Board of Health is the governing body for the Kitsap County Health District; and

WHEREAS, on November 6, 2001 the Board of Health approved Resolution 2001-18 appointing Elaine Croteau, Director of Administrative Services for the Kitsap County Health District, as the agent to receive claims for damages for the Health District at 109 Austin Drive, Bremerton, Washington; and

WHEREAS, the Kitsap County Health District has moved its offices to 345 6<sup>th</sup> Street, Suite 300, Bremerton, Washington; and

WHEREAS, Elaine Croteau, the Director of Administrative Services for the Health District, is still the appropriate person to receive claims for damages for the Health District; and

WHEREAS, Scott W. Lindquist, MD, Director of Health for the Health District, is the appropriate person to serve as the alternate to receive claims for damages for the Health District when Elaine Croteau is not available; and

WHEREAS, both named individuals have offices located at the Health District's main office at 345 6<sup>th</sup> Street, Suite 300, Bremerton, Washington 98337, and the usual hours of operation at that office are 8:00 a.m. to 5:00 p.m. weekdays.

NOW, THEREFORE, BE IT RESOLVED that Elaine Croteau and Dr. Scott W. Lindquist are hereby appointed by the Kitsap County Board of Health to be its agents to receive any claim for damages made under Chapter 4.96 RCW, and the Health District staff is instructed to file this Resolution with the Kitsap County Auditor.

APPROVED: July 12, 2005.

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Commissioner Patty Lent, Chair  
Kitsap County Board of Health

# MEMO

**To:** Kitsap Public Health Board

**From:** John Kiess, Environmental Health Director

**Date:** October 3, 2017

**Re:** Secure Medicine Return Regulations - Implementation Update

At today's Kitsap Public Health Board meeting, I will provide a brief update concerning the implementation status of the new Secure Medicine Return Regulations, Kitsap Public Health Board Ordinance 2016-02, approved by the Board in December 2016.

Since the Board's adoption of the ordinance, the following actions have been completed in accordance with the regulations:

- **Pharmaceutical "producer" notice of intent to participate notification** – January, 2017.
- **Producer notification of intent to participate** – February, 2017.
- **Pharmaceutical "wholesaler" notification and outreach other producers** – March, 2017.
- **Identification of plan operator and notification of authorized collectors** – April, 2017.
- **MED-Project notified pharmacies and other potential authorized collectors** – April, 2017.
- **KPHD Meeting with local law enforcement** – April, 2017.
- **MED-Project Stewardship Plan was submitted** - June 6, 2017.
- **Plan reviewed and comments returned to MED-Project** - July 28, 2017.

Remaining tasks to be completed include:

- **Revised/Second submittal** - due by September 28, 2017.
- **Once received and hopefully approved, the plan operator has 90 days to fully implement the plan, including promotion, placing collection boxes, and beginning collections.**

Health District staff have been working diligently to coordinate with our neighboring local health jurisdictions (Seattle-King, Tacoma-Pierce, Snohomish) who have also implemented secure medicine return programs to minimize duplication wherever possible. Communication among the four public

health jurisdictions is maintained as necessary to collaborate and learn from one another's challenges and successes.

**Recommended Action**

None – informational only.

Please contact me at (360) 728-2290, or [john.kiess@kitsappublichealth.org](mailto:john.kiess@kitsappublichealth.org) with any questions or comments.

# MEMO

**To:** Kitsap Public Health Board

**From:** Jim Zimny, Assistant Environmental Health Director

**Date:** October 3, 2017

**Re:** New Electronic Reporting System for Food Service Inspections

During today's Kitsap Public Health Board meeting, I will present and discuss with the Board the Health District's new electronic reporting system for food service inspections. This presentation will highlight the inspection work of our Food & Living Environment Program, and the improvements in service and food safety that the new electronic reporting system is enabling.

Local health jurisdictions are mandated to regulate and inspect food service establishments under [RCW 70.05.060](#) and [WAC 246-215](#). The Board has adopted local regulations to implement these state rules in Kitsap Public Health Board [Ordinance 2014-01](#).

Highlights of the presentation will include:

- A brief overview of Food & Living Environment Program services.
- A summary of the 2016 Food Service Establishment (FSE) inspection data and developing trends of the 2017 FSE inspection data. Data summaries will include information about the numbers of routine and follow up FSE inspections; the numbers of FSE closures; the numbers of food borne illness investigations; and the numbers of FSE complaint investigations made.
- Service improvements and cost savings that the new electronic reporting system is yielding, as well as an overview of the grant funding which was used to purchase the computer hardware and support development of the new system.
- A demonstration of the new electronic reporting system, contrasted with the past reporting practices.

**Recommended Action**

None – informational only.

Please contact me at (360) 728-2300, or [jim.zimny@kitsappublichealth.org](mailto:jim.zimny@kitsappublichealth.org) with any questions or comments.