

**KITSAP PUBLIC HEALTH BOARD
MEETING MINUTES
Regular Meeting
October 2, 2018**

The meeting was called to order by Board Chair, Mayor Becky Erickson at 1:45 p.m.

REVIEW AND APPROVE AGENDA

There were no changes to the agenda.

BOARD MEETING MINUTES

Commissioner Charlotte Garrido moved, and Mayor Rob Putaansuu seconded the motion to approve the minutes for the September 4, 2018, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The October consent agenda included the following contracts:

- 1838, *Canon Financial, Copier Equipment Lease*
- 1854, *Washington State Department of Health, Group B Water Systems*

Mayor Putaansuu moved and Commissioner Garrido 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, provided the Board with two updates. First, she reminded the Board that the second annual Opioid Summit will be held October 17th from noon to 4:30 p.m. at the Clearwater Casino. The Summit will include a review of the project's history, updates on ongoing work (including tribal work), and Medicaid transformation efforts. Dr. Turner said the event should promote fresh participation in the steering committee and work groups. She also invited all the Board members to attend.

Next, Dr. Turner said flu season has begun. She reminded the Board that there is an annual influenza epidemic in the United States, within Washington, and locally in Kitsap County. In anticipation of this year's epidemic, the Health District issued a health advisory urging the medical community to support and administer flu vaccines as soon as they become available.

Dr. Turner explained that the Health District collects influenza surveillance information year-round, and that flu activity in Washington usually peaks in mid-winter. This year, Kitsap started experiencing sporadic influenza activity in August, which is not unusual. Last year, Kitsap experienced 17 flu-related deaths and 13 long term care (LTC) facility outbreaks. In 2016, there were 13 flu-related deaths and 20 LTC facility outbreaks.

Dr. Turner said the Centers for Disease Control and Prevention (CDC) rated last year's flu season as a high severity season. It was also one of the longest seasons. She said that this year's vaccines have been updated since the last flu season. The updated components of the vaccine are H3N2 and the B Component. She said that the nasal spray vaccine was not recommended the last two years, but the formula has been updated this year and is back on CDC list. She said the American Academy of Pediatrics recommends the nasal spray for those who would not normally get vaccinated. She said the CDC promotes that all flu vaccines will be effective. Dr. Turner reminded the Board that people can avoid getting sick by avoiding sick people, encouraging others who are sick to stay home, washing hands often and covering when coughing. She added that those at most risk (and those who care for them) should get vaccinated and seek early medical evaluation if they present symptoms. At risk people include children aged six months to five years, adults aged 50 and older, anyone with chronic diseases or who is immunocompromised, pregnant women, children taking chronic aspirin therapy, long term care facility residents, American Indians and Alaska Natives, and people with very high body mass indexes.

Commissioner Ed Wolfe said he respects Dr. Turner's medical judgement and asked what, in her expertise, supports why people should be vaccinated. Dr. Turner said the CDC is the expert on the issue and states that vaccination is a better tool than washing hands and other preventative measures. She added the vaccine has a 40 to 60 percent effectiveness rate during a normal influenza year. She said the low effectiveness rate of single components the last couple of years has been unusual. She said last year's flu vaccine was 40% effective overall.

Mayor Erickson said she remembers a lot of people getting sick last year and encouraged others to get vaccinated.

There was no further comment.

Administrator Update:

Mr. Keith Grellner, Administrator, provided the board with two updates and a report from the Finance Committee meeting.

Mr. Grellner said the Kitsap Sun and Seattle Times recently published a story about the new respite care program run by a collaboration among Harrison Hospital, CHI Franciscan, Catholic Community Services, and Peninsula Community Health Services. Health District Director Katie Eilers is recognized in the story as one of the people who helped spur the development of this program. He said the idea for this program came out of the Kitsap Community Health Priorities plan (KCHP) that was led by the Health District in 2014. He said this is a great example of

community collaboration to solve a problem, and the Health District is proud to have been a key partner in this effort.

Next, he informed the Board that the Health District held its first syringe exchange program workgroup meeting on October 1st. The workgroup resulted from the syringe exchange program presentation Ms. Eilers gave to the Board last month. He said Mayors Erickson and Wheeler were in attendance, as well as representatives from the City of Bremerton Police and Parks departments, Kitsap County Parks and Recreation, the Health District, and People's Harm Reduction Alliance, the Health District's contractor for syringe exchange.

The purpose of the workgroup is to review the program and to look for opportunities to improve the program and reduce or eliminate the occurrence of illegally discarded syringes in the environment.

He said the workgroup's next meeting is scheduled for November 5th and all board members are welcome to attend.

Lastly, Mr. Grellner gave a report from the September 25th Finance Committee meeting. Commissioner Garrido and Mayors Erickson and Wheeler are on the Committee. He said the meeting was for information only and no decisions were made by the Committee.

During the Finance Committee meeting on September 25th, the Health District presented the following information concerning the year-to-date status for the 2018 Budget, and a summary of the Draft 2019 Budget:

For the 2018 Budget through August 31st:

- The Health District's cash and investments fund balance currently meets the Board's budget policy of having a minimum of two months operating cash, and the Health District projects that at year's-end this budget goal will still be met.
- Year-to-date revenues are currently favorable and running *above* projections (73.8% actual vs. 66.7% target).
- Year-to-date expenditures are currently favorable and running *below* projections (63.8% actual vs. 66.7% target).
- The Health District cautiously projects that it may finish out the year with our budget close to balanced, potentially eliminating (or significantly reducing) the approved use of \$216,991 of reserve funds to balance the budget.

For the Draft 2019 Budget:

- The Health District is proposing a "status quo" budget for 2019 (i.e., no new programs are being proposed).
- Total Revenues are projected to be about 2.21% higher in 2019 (\$12.35M) than 2018 (\$12.08M).

- Total Expenditures are projected to be about 2.75% higher in 2019 (\$12.63M) than 2018 (\$12.29M).
- Personnel costs are the major expense category in the Draft Budget (79%), like the last six years.
- 101.28 FTE's are proposed for 2019, almost the same as the FTE levels in 2016 – 2018.
- Non-Personnel Costs are projected to decrease by 11.25% primarily due to reductions in Professional Services, Supplies, and computer-related software and hardware.
- Under this status quo budget, the current draft projects a possible deficit of about \$288,000 which would be covered through use of reserves if the Health District is not able to obtain more revenues throughout the budget year --- like budget years 2013 – 2018. However, the Health District is optimistic that it will be able to decrease the deficit through conservative spending practices and new revenues as it has for budget years 2013 – 2017, and likely 2018 (as reported above).
- The Draft 2019 Budget does not include any increases in general public health funding from the state or local board member jurisdictions. The Health District is working diligently to seek Foundational Public Health Services funding from the state and has requested an increase in funding from each local board member jurisdiction. Any funding increases from the state or locals will be used to reduce the current projected deficit.

The Health District is on-track to bring a budget to the Board for approval in December, pending the outcome of negotiations on a new collective bargaining agreement. Additional Finance Committee meetings are scheduled for October 18th and November 8th if needed. Mr. Grellner said he would keep the Finance Committee informed about the development of the 2019 Budget in preparation for possible budget adoption at the Board's regular meeting in December.

Mayor Putaansuu commented that the budget doesn't account for funding increases from the cities and noted there hasn't been a funding adjustment for population increases. He asked if that would occur. Mr. Grellner said population-based funding adjustments would require a more in-depth discussion with the Board, and that it would be great if the Board could discuss a Board funding policy down the road. He said the board has a budget policy, but not a formal funding policy for Board member jurisdictions.

Mayor Erickson said when people need something from public health, they need it now and gave examples of rabid bats and lake issues, among others. She said that often times the Health District is the only jurisdiction that legally can handle these problems. She suggested this be discussed by finance committee after budget season.

Mayor Putaansuu stated the population in Port Orchard has grown and said he would be supportive of a funding policy that had a baseline with modest increases related to population. Mr. Grellner thanked Mayor Putaansuu for his support and said it would help the Health District to have a little certainty about funding going forward.

Mayor Kol Medina said he also supports a Board funding policy.

There was no further comment.

REGULATIONS AND PERMITTING OF MOBILE FOOD UNITS/FOOD TRUCKS

Mr. Grellner introduced Ms. Dayna Katula, the new Food and Living Environment program manager.

Ms. Katula provided the Board with a presentation on the Health District's permitting process for mobile food units (i.e., food trucks). The presentation included information and additional details about the following:

- Mobile food unit definitions;
- The current Health District permitting process;
- Emerging mobile food unit regulatory issues; and
- A mobile food unit cross-jurisdictional pilot project.

Ms. Katula explained that food trucks have been around for over a century, but the industry has exploded in the last 10 years. She said the food truck industry is pushing for some changes in legislature and a new bill was recently approved which no longer requires food trucks to be attached to a brick and mortar building. Another proposed change increases the allowable maximum distance between the food truck and a readily accessible employee restroom.

Ms. Katula also explained that when food trucks move from county to county or local jurisdiction to local jurisdiction, the laws and regulations change, and the food trucks must adhere to those regulations. Because of this, a mobile unit cross jurisdictional pilot program is being developed by other local health jurisdictions around Puget Sound with input and guidance from the Washington State Department of Health. The program aims to make it easier for food trucks to operate within any of the five counties participating in the program. The program is still in the beginning stages of the process and is currently working on a universal plan review application. Ms. Katula explained that two of the biggest challenges of multi-jurisdictional permitting are responding to food borne illness outbreaks and differing fee structures. She said once all these things are worked out, the program will launch.

Mayor Rob Putaansuu asked if each county will still have its own fee and review or if there will be one fee for all the jurisdictions. Ms. Katula said this is still being worked out as far as permitting. However, she said with plan review, the food truck will go through whatever local health jurisdiction their kitchen is located in for their review.

Mayor Erickson said it is her understanding that King, Pierce, and Snohomish counties have a cooperative agreement that food trucks can travel between the three counties. Ms. Katula explained that Snohomish is accepting King's plan reviews as a pilot project but was not sure if it is a permanent change and does not apply to permitting.

Mayor Erickson said it would be nice if all the jurisdictions could have one permit that can be used by the mobile units in all the jurisdictions. She asked if this is the goal. Ms. Katula said that

will be determined by the pilot project. She added that this could pose an issue if a truck is permitted in Tacoma but violated health codes while operating in another jurisdiction, such as Kitsap. That Health District may not have authority to act.

Commissioner Wolfe asked if there was 24 mobile units permitted in the pilot project. Ms. Katula clarified that there are not currently any permitted under the pilot project, but there are 24 permanently permitted units in Kitsap county.

Mayor Erickson said that in Poulsbo, mobile units are required to have a temporary use permit, which is expensive. The city is currently working to eliminate the current process. She said there is a lot of interest in the food truck industry in the north end of the county, and that it will be great to move the pilot project forward.

Mayor Medina said it has always gotten the sense that food trucks are highly regulated. He said food trucks seem like a simple concept and it has surprised him how regulated they are. He asked if they are more regulated than a regular restaurant. Ms. Katula explained that food trucks are held to the same standards as any other food establishment and are given one additional inspection because they make the food in one location and serve it in another.

Mayor Medina said perhaps the challenge for food truck operators is getting permits to operate in certain locations.

Mayor Erickson added that she had two food truck operators talk to her about the barriers of high regulation on food trucks and difficulty traveling between counties as far as fees and process.

Mr. Grellner explained that the challenge in food trucks moving between counties is that the Health District can't inspect a food truck in another county. He reiterated what Ms. Katula said, that food trucks are not regulated any more than any other restaurant, but they encounter more challenges to serve food safely because they move around. He said if the Health District can't guarantee that food will be safe, this is a problem for the public.

There was no further comment.

EXECUTIVE SESSION: PURSUANT TO RCW 42.30.140(4)(B), DISCUSSION RELATED TO COLLECTIVE BARGAINING

At 2:29 p.m., Mayor Erickson announced the Board would adjourn for approximately 30 minutes for an Executive Session for discussion related to collective bargaining. Mayor Erickson said there would be no additional business and the regular meeting would adjourn immediately following executive session.

At 3:00 p.m., Mayor Erickson announced that the Executive Session had ended and opened the meeting to regular session.

ADJOURN

There was no further business; the meeting adjourned at 3:00 p.m.



Becky Erickson
Kitsap Public Health Board



Keith Grellner
Administrator

Board Members Present: *Mayor* Becky Erickson; *Commissioner* Charlotte Garrido; *Mayor* Kol Medina; *Mayor* Rob Putaansuu; *Mayor* Greg Wheeler; *Commissioner* Ed Wolfe.

Board Members Absent: *Commissioner* Rob Gelder.

Community Members Present: Tad Sooter, *Kitsap Sun*; Rod Younker, *Summit Law Group*.

Staff Present: Angie Berger, *Administrative Assistant, Administration*; Katie Eilers, *Director, Community Health Division*; Piyanate Fay, *Intern, Food and Living Environment*; Karen Holt, *Program Manager, Human Resources*; Dayna Katula, *Manager, Food and Living Environment*; Ross Lytle, *Senior Environmental Health Specialist, Food and Living Environment*; Megan Moore, *Community Liaison, Chronic Disease Prevention*; Niels Nicolaisen, *Senior Environmental Health Specialist, Food and Living Environment*; Dr. Susan Turner, *Health Officer, Administration*; Jim Zimny, *Assistant Director, Environmental Health Division*.