

KITSAP PUBLIC HEALTH BOARD
Regular Meeting Minutes
February 4, 2014

The meeting was called to order by Board Chair, Mayor Patty Lent, at 11:20 a.m.

MINUTES

Commissioner Rob Gelder moved and Mayor Becky Erickson seconded a motion to approve the minutes for the January 7, 2014, regular meeting. The motion was approved unanimously.

CONSENT AGENDA

The contracts on the consent agenda included:

- Contract 1135: Amendment 1: Washington Health Benefit Exchange, In-Person Assister
- Contract 1225: Jefferson County, Public Health Nurse Family Partnership Supervision

Commissioner Gelder moved and Mayor Erickson seconded a motion to approve the consent agenda, including the contracts update and warrant and Electronic Funds Transfer register. The motion was approved unanimously with an abstention by Linda Streissguth.

PUBLIC COMMENT

There was no public comment.

HEALTH OFFICER'S REPORT/ADMINISTRATOR'S REPORT

Dr. Scott Lindquist, Health Officer, commented that the Board must now approve the District's warrants and funds transfers as a result of the State auditor's recommendation last year, because the District is not able to act as its own fiscal agent. Secondly, Lindquist noted that flu season has started in earnest; there have been 37 flu-related deaths in Washington state this flu season. There has been one confirmed flu-related death in Kitsap County and a second possible death caused by the flu in Kitsap County. Lindquist stated that it is still not too late to get a flu shot if people have not done so already. Mayor Lent thanked the Health District for offering free flu vaccinations during the Seahawks Super Bowl rally at the Government Center on January 31.

Mr. Scott Daniels, Administrator, informed the Board of two projects he is currently working on in addition to his regular work. The first is the District's decision to apply for national public health accreditation which he noted is an enormous undertaking involving all of the District's managers. Nationally to date, only 19 of more than 3,000 local health jurisdictions have successfully completed the accreditation process and only one has done so in Washington State. Daniels commented that the project is a lot of work, but will help the District become more effective and efficient and put the District in a better position to receive project funding.

Secondly, Daniels summarized some of his work in the current legislative session. Daniels reported that one of the Board's 2014 legislative priorities, House Bill 1538 (public health nurse dispensing bill), passed out of the House yesterday; however, its fate in the Senate is less certain given that the Senate has yet to pass a single bill this session. Daniels also explained the scope and potential impact of House Bill 2572, concerning the transformation of the health care delivery system in Washington State, which public health leaders have been closely following since it was introduced. One of the primary goals of this bill is improve overall health across people's lifespan by building healthy communities through prevention and early mitigation of disease, and by placing this work more in the context of the healthcare delivery system instead of

just the public health system where it has traditionally resided. The bill intends to do this by building Accountable Collaboratives of Health (ACHs) that will integrate physical health, behavioral health, substance abuse, and public health. Daniels called the bill a “game changer” because of the far-ranging scope of the effort and the effect it will have not only on public health and healthcare services, but on behavioral health and substance abuse services as well.

ASSIGNMENT TO THE 2014 BOARD COMMITTEES

Mayor Lent confirmed the membership roster for the 2014 Board committees: Finance and Operations – Mayor Becky Erickson, Commissioner Charlotte Garrido, and Mayor Patty Lent; Policy Committee – Mayor Becky Erickson, Commissioner Rob Gelder, and Mayor Tim Matthes; Personnel Committee – Council Person Sarah Blossom and Commissioner Linda Streissguth. The roster was affirmed by general assent. Commissioner Gelder commented that the Policy Committee will be meeting next Tuesday, February 18, from 2:30-3:30 p.m.

KPHD QUALITY IMPROVEMENT PROJECTS

Mr. Keith Grellner, Director, Environmental Health Division, presented the District’s progress in implementing a formal quality improvement program. Grellner commented that the District has a history of quality improvement (QI) even before there was a formal QI process in place. Previous QI examples include the re-tooling of the budget process to include a priority matrix and a high quality budget book, pioneered by Scott Daniels and Scott Lindquist. A second example was the revamping of the environmental permitting process to improve customer service and to streamline and shorten the process.

By way of background, Grellner explained as part of the Public Health Accreditation Board (PHAB) accreditation process, the District developed a Strategic Plan a few years ago to help the District adopt measurable performance indicators to meet organizational objectives. The draft Strategic Plan was developed with staff and Board participation and was finalized and approved by the Board. At the same time, to meet another PHAB accreditation measure, the District also worked with other community organizations to develop a Community Health Improvement Plan, locally called “KCHP” which stands for Kitsap Community Health Priorities.

Grellner directed the Board’s attention to a diagram in their packet that illustrates how the goals, objectives and measures contained in the Strategic Plan at the highest level are integrated into the Health District’s work, including the District’s work in the community under KCHP. One of the objectives in the Strategic Plan was to adopt a formalized QI process using the Plan-Do-Check-Act model. The QI process is integrated into the Strategic Plan and works in concert with the Implementation Plans developed for each goal in the Strategic Plan. The Implementation Plans are translated into Work Plans at the program level, which in turn translate into performance plans for individual staff members. This trickle down ensures that the Strategic Plan’s goals and objectives flow through the organization from the Board down to the individual staff level.

Grellner explained that the QI process at the District is governed by a Quality Council of which Grellner is the chair. The Quality Council’s charter was included in the Board packet. Also included was the Council’s QI Plan 2013 Project Log for projects in process, which are on track, and for planned 2014 QI projects. The QI Council uses the project log to track progress. The log is available to all staff on the District QI Council’s Intranet page. The QI Council has just

completed its first year of projects and two of those projects will be reviewed with the Board today.

Grellner introduced Ms. Jessica Guidry, who presented the scope and outcome of the District's first formal QI project which sought to improve the District's medical provider and alert message system. Guidry explained the scope of the project and its importance to the community, the project outcomes, and plans for the future. Grellner then introduced Ms. Terri Smith from the District's Information Technology Program who presented the "Tech Physical" QI project whose goal was to create the method and tools to provide systematic examinations of program processes to make informed recommendations about the ways technology may be able to address needs, whether expressed or not. The "Tech Physical" examines the elements of the program and provides a complete report that lays out recommendations that includes guidance on start-up, implementation, and maintenance so that programs can make informed decisions about process changes. In a year, as this process rolls out, the QI team will evaluate the outcomes of the current projects to make adjustments to the process as it matures. There was a brief discussion with the Board about the impacts of the QI process as it is being implemented at the District.

BOARD ORIENTATION

Dr. Lindquist next led the discussion and orientation of the Board using the Board's updated Member Orientation Manual, leading the Board through a high-level review of all the chapters included in the Manual. Lindquist explained that the Board plays an integral role in policy development; public health regulation and enforcement, including the adoption of Board ordinances; and engagement with other community organizations with regard to public health issues in Kitsap County. At the staff and program level, Lindquist reviewed the contact information for public health staff in the event of questions during regular work hours and coverage after-hours through the duty officer, the structure of the District's programs, including the District staff that work directly for the Board. Lindquist further explained that both he and Scott Daniels, the District's Administrator, are hired by, supervised by, and evaluated by the Board. Lindquist then highlighted the section in the Board Manual that summarizes Health Board, Health Officer, and Administrator powers and duties in Washington state law including Board and Health Officer responsibilities for adopting and ensuring enforcement of public health regulations within Kitsap County. Lindquist also reviewed Washington State legal mandates affecting local public health jurisdictions and how the District addresses these mandates, and local ordinances and regulations affecting Environmental Health programs.

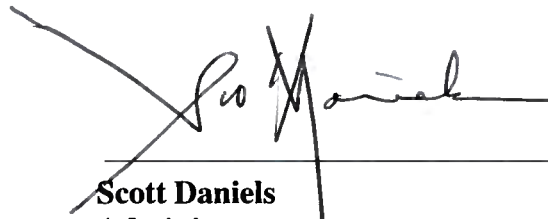
Lindquist then reviewed the sections of the Manual summarizing the District's efforts to implement a strategic plan and community health plan which are required for accreditation by the Public Health Accreditation Board. All other sections of the Board's Orientation Manual were also discussed.

ADJOURN

There was no further business; the meeting was adjourned at 12:27 p.m.



**Mayor Patty Lent, Chair
Kitsap Public Health Board**



**Scott Daniels
Administrator**

Board Members Present: *Council Member Sarah Blossom; Mayor Becky Erickson; Commissioner Charlotte Garrido; Commissioner Rob Gelder; Mayor Patty Lent; Mayor Tim Matthes*

Board Members Absent: None

Staff Present: *Jan Brower, Program Manager, Solid and Hazardous Waste Program; Scott Daniels, Administrator; Melanie Dalton, IT Specialist 4, Information Technology Program; Kerry Dobbelaere, Program Manager, Clinical Services Program; Katie Eilers, Assistant Director, Community Health Division; Grant Holdcroft, Senior Environmental Health Specialist, Solid & Hazardous Waste Program; Keith Grellner, Director, Environmental Health Division; Jessica Guidry, Regional PHEPR Coordinator, Administration; Dana Hernandez, EH Specialist I, Food and Living Environment Program; Judy Holt, Support Services Manager; Karen Holt, Human Resources Analyst, Administration; Leslie Hopkins, Management Analyst, Administration; Siri Kushner, Epidemiologist 2, Administration; Scott Lindquist, Health Officer; Beth Lipton, Epidemiologist 2, Administration; Maureen Murphy, Human Resources Manager; Suzanne Plemmons, Director, Community Health Division; Lacey Rhoades, Confidential Secretary, Administration; Terri Smith, IT Specialist 3, Information Technology Program; Ruth Westergaard, Community Liaison, PHEPR; Jim Zimny, Program Manager, Food and Living Environment Program.*

Public Present: *Monte Levine, self*