

# SNOWHOMISH HEALTH DISTRICT

## Board of Health Minutes

Inaugural Meeting, January 6, 1959, 2 PM

### Present

County Commissioners, Messrs. Kraetz, Wyatt, McCollum. City Commissioners, Messrs. Culmbach, Gebert, Johnson. Deputy County Prosecuting Attorney, Mr. Jefferson. City Attorney, Mr. Cooper. City Clerk, Mr. Sugars. Clerk Board of County Commissioners, Mrs. Marcella Striebe. Also, Reverend Stocker; Miss Monte Kyle; Mrs. Lois Rands; Mr. David Stockton; and Doctors Ebert and Knipe.

### Reporting

Mr. Johnson requested prior to signing of the Agreement between the City and County whether or not it would be possible to report monthly on the activities of the Health District separately for County and City. It was agreed that this will be done.

### Deficit

Mr. Culmbach requested clarification of the deficit which had been accrued by the former County Health Department. Mr. Kraetz assured him that this would be taken care of, and not charged against the new Health District.

### City Petition

The Petition of the City of Everett for inclusion in the Health District (Resolution 6103 dated November 24, 1958) was read. Moved by Mr. McCollum, seconded by Mr. Wyatt and carried that the Petition of the City of Everett be accepted and that Mr. Kraetz be authorized to sign on behalf of the County and the Health District.

### Agreement

The Agreement between the City, the County and the Health District, as prepared by Mr. Cooper, was presented. It was signed on behalf of the City by the Mayor, Mr. Culmbach, and for the County and the Health District by Mr. Kraetz. Respective signatures were attested to by Mr. Sugars and Mrs. Striebe.

### Seventh Member

Mr. Culmbach nominated Doctor Stocker as the seventh member of the Board of Health; seconded by Mr. McCollum. Moved by Mr. Gebert, seconded by Mr. Johnson and carried, that nominations be closed. Doctor Stocker was thereupon declared elected by acclamation by Acting Chairman, Mr. Kraetz.

### Chairman

Mr. Johnson nominated Mr. Kraetz as Chairman of the District Board of Health; seconded by Mr. Gebert. There being no other nominations, Mr. Kraetz took the chair.

Vice-Chairman Mr. Gebert nominated Mr. Arvid Johnson, Commissioner of Health and Safety of the City of Everett, as Vice-Chairman; seconded by Mr. Culmback. There being no other nominations, Mr. Kraetz declared Mr. Johnson elected Vice-Chairman.

District Health Officer Moved by Mr. Johnson, seconded by Mr. Gebert and carried that Doctor Roger Knipe be appointed District Health Officer. Mr. Kraetz declared Doctor Knipe appointed.

Staff Doctor Knipe recommended that his appointments of staff members, as attached, be approved. Moved by Doctor Stocker, seconded by Mr. McCollum and passed, that the appointments be approved.

Budget, 1959 Doctor Knipe presented a recommended budget for the year 1959 for the Health District, as attached. After delineation and discussion, Mr. Gebert moved that the budget as presented be adopted; seconded by Doctor Stocker and carried.

Time of Monthly Meetings It was agreed that the second Tuesday of each month, at 2 p.m., be designated as the time of the regular Board of Health meetings.

Signing Authorities, Monthly Vouchers After discussion, Mr. Jefferson volunteered to obtain the opinion of the Attorney General and the State Auditor with respect to the number of signatures necessary on monthly vouchers, after approval by the Board of Health in open meeting, for presentation to the County Treasurer for payment.

Purchases Doctor Knipe wished a policy on purchases. After discussion, moved by Mr. Gebert, seconded by Mr. Johnson and passed that all purchases of items in excess of \$500 be made by public call for bids through the office of the County Purchasing Agent unless otherwise directed by the Board.

Typewriters: Moved by Mr. McCollum, seconded by Mr. Culmback and passed that the County Purchasing Agent be requested to advertise for two electric IBM 16" carriage typewriters and that the District Health Officer be authorized to accept the lowest bid not to exceed \$930 less trade-in of one used machine.

(Purchases,  
continued)

Used Furniture: Moved by Mr. Johnson, seconded by Mr. Gebert and passed that an emergency is hereby declared to exist and that the County Purchasing Agent be authorized to purchase on behalf of the Health District, used furniture formerly owned by the Public Utility District of Snohomish County, not to exceed \$600, without calling for bids, as follows:

Desks

- 1 - Metal "GF" #C179, typewriter
- 1 - Wood, double desk, w drawers each side, black top
- 1 - Wood, 7 drawer, #PA 613, knee-hole
- 1 - Wood, #JD 550, knee hole

Chairs

- 1 - posture "Goodform" on rollers
- 1 - posture, "Wright & Co." on rollers
- 6 - wood, light color stain, straight back, on swivel
- 7 - wood, straight back, light color stain
- 1 - wood, straight back, dark stain

Files

- 1 - metal, cardex, 6 drawer
- 1 - metal card file, "Art Metal"

File Baskets (desk)

- 2 - 2 tier, 1 metal, 1 wood
- 3 - wood, single tray
- 1 - wood, single tray, legal document length

Clothes Racks

- 1 - wood, tree style
- 1 - metal, tree style

Other

- 7 waste paper baskets
- 1 bulletin board, mounted on floor stand

Charter

Doctor Knipe presented a draft copy of a proposed Charter for the Snohomish District Board of Health. After considerable discussion, the contents were generally agreed upon with the exception of the appointment of an attorney to the Board (Article 5, number 5). Adoption was tabled until the next meeting.

Adjournment

The meeting adjourned at 4:35 p.m.

SNOHOMISH HEALTH DISTRICT  
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The following papers were delivered on January 15, 1959:

TO THE SNOHOMISH COUNTY AUDITOR: (1) Certified copy Budget for 1959  
(2) Copy of Minutes Inaugural Meeting, 1-6-59  
(3) Photostat copy of: a) City Petition  
b) Agreement

Received by *D.E. Neubacher*

TO THE SNOHOMISH COUNTY TREASURER: (1) Certified copy Budget for 1959  
(2) Copy of Minutes Inaugural Meeting, 1-6-59  
(3) Photostat copy of a) City Petition  
b) Agreement

*June Jensen*  
Received by *Charlotte Dunlap*

TO THE SNOHOMISH COUNTY PURCHASING AGENT: (1) Copy of Minutes of Inaugural Meeting held 1-6-59

Received by *A.W. Watson*



EXHIBIT A

Equipment - Misc.	\$480.60	
Equipment - Apparatus	3067.65	
Glassware	1186.31	
Chemicals	194.12	
Culture Media and CHO	104.23	
	<hr/>	
	\$5032.91	
Health Dept. office, Rm. 208	<u>1785.16</u>	1710.16
	<hr/>	
	\$6818.07	\$6743.07

Inventory of Health Department, Room 208

2	Desks, metal flattop	\$ 150.00	
2	Letter trays	2.00	
1	Hall tree	4.00	
1	Cabinet, wood	16.00	
2	Arm chairs, wood	16.00	
3	Swivel chairs, wood	30.00	
3	Waste baskets	1.50	
1	File and guide, metal	22.00	
1	Typewriter (Underwood) M319342-12	40.00	
1	Brownie camera, 620 Flash	14.00	
1	Polaroid camera (flash), holder, light meter and case, B 173367	109.00	
<del>1</del>	<del>Slide projector (11776) 35 mm.</del>	<del>75.00</del>	
1	Alemite spring spray gun	11.00	
1	Dater, Zephyr	11.00	
1	Chair, (nurse)	32.19	
1	Filing cabinet	72.92	
1	Filing cabinet (no. 145093)	40.00	
1	Bookcase S. F. 8412	48.80	
1	Typewriter stand	22.00	
1	Typewriter pad	1.00	
2	Cardex files, metal	3.50	
1	Supply box	3.00	
4 Doz.	Rat traps	6.00	
1/2 lb.	1080 Poison (sodium fluoroacetate chicken feed)	4.50	
4 Gal.	Insecticide	8.00	
25 lb.	D. D. T.	14.00	
	Misc. notebooks, desk calendars, cards	12.00	
	Permits, inspection forms	125.00	
	Envelopes, typewriter paper, books, pencils	75.00	
1	Map, Everett and district	38.75	
			<u>\$933.16</u>
			\$1008.16
1	1951 Ford	\$ 365.00	
1	1951 Plymouth	365.00	
			<u>\$730.00</u>
1	Light meter	15.00	
1	Pencil sharpener	3.00	
1	Sanitarian's Handbook	14.00	
1	City Directory	?	
1	Test kit (Chlorine) P.H.	12.00	
1	Perforator - model 275	3.00	
			<u>47.00</u>
			\$1785.16
			\$1710.16

# INVENTORY

19 \_\_\_\_\_ Folio \_\_\_\_\_

Sheet No. \_\_\_\_\_

Priced by \_\_\_\_\_

Called by \_\_\_\_\_

Department City of Everett Health

Extended by \_\_\_\_\_

Location Department - Laboratory

Entered by \_\_\_\_\_

Examined by \_\_\_\_\_

ITEM NO.	DESCRIPTION	<input checked="" type="checkbox"/>	QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS															
	Standard Methods, Milk 10 Ed.		1		4 50		4 50															
	Standard Methods, Water 10 Ed.		1		7 50		7 50															
	Diagnostic Procedures, 3rd Ed.		1		6 00		6 00															
	Milk and Food Sanitation Practice		1		1 00		1 00															
	Analytical Microscopy		1		2 00		2 00															
	Public Health Laboratory Methods		1		18 50		18 50															
	A. O. A. C. Methods of Analysis		1		12 00		12 00															
							<u>51 50</u>															
	Tables		2		10 00		20 00															
	Laboratory Table		1		90 00		90 00															
	Desk, Flat top		1		5 00		5 00															
	Bookcase		1		5 00		5 00															
	Sink, Chemical - soapstone		1		110 00		110 00															
	Cabinet, Apparatus		1		20 00		20 00															
	Table, Typewriter		1		15 00		15 00															
	Typewriter - (surplus)		1		15 00		15 00															
	Chair, Straight		2		7 50		15 00															
	Stool, Laboratory		2		3 00		6 00															
	Stool, Short		3		50		1 50															
	Table Lamp		1		1 00		1 00															
	Filing Cabinet - 4 drawer		1		5 00		5 00															
	Garbage Can		1		50		50															
	Mop Bucket		1		50		50															
	Exhaust Fan, (West Wind)		1		29 45		29 45															
	Tape Dispenser				50		50															
	Stapler, Bostich Jr.				50		50															
	Hole Puncher, 2 hole		1		1 00		1 00															
	Amount Forward						<u>392 45</u>															

45,780 PADDED



35,780 TUMBLER WIRE BINDING





# INVENTORY

19\_\_\_\_ Folio\_\_\_\_\_

Sheet No. E-1

Priced by \_\_\_\_\_

Called by \_\_\_\_\_

Department City of Everett Health

Extended by \_\_\_\_\_

Entered by \_\_\_\_\_

Location Laboratory

Examined by \_\_\_\_\_

ITEM NO.	DESCRIPTION	√	QUANTITY	UNIT	PRICE		EXTENSIONS							
	Autoclave, electric, Barnstead		1		53	2 25	5	32	25					
	Nurses Bag, black leather		1		1	2 50		12	50					
	Baskets, tt, ss, 4x4, wire	ss	4			3 15		12	60					
	" " " 6x6, perforated (ss)		6			3 15		18	90					
	" " " 6x6, wire	ss	6			4 30		25	80					
	" " " 5x5, wire	ss	4			3 60		14	40					
	Balance, Torsion, Cream		1		1	0 00		10	00					
	Balance, Analytical, Voland		1		192	00		192	00					
	Balance, Trip., s. s. pans.		1		1	9 80		19	80					
	Balance, Triple Beam		1		1	1 78		11	78					
	Lamp, balance, florescent		1		1	5 00		15	00					
	Weights, Analytical, S-2, 1-100 gm.		1		2	7 15		27	15					
	Incubator, Thelco #4		1		13	6 90		136	90					
	Incubator, Precision		1		9	0 00		90	00					
	Incubator, Water Jacketed	ss	1		3	0 00		30	00					
	Lens, Microscope - 8 mm.		1		3	3 00		33	00					
	Lamp, Microscope, B & L		1		5	1 00		51	00					
	pH Meter, Beckman "G"				173	70		173	70					
	Colorimeter, Duboseq		1		1	4 00		14	00					
	Color Filters, Klett					---		---	---					
	#66, #60, #52		3		1	2 00		36	00					
	Test Tube Holder, Klett					9 25		9	25					
	Timer, G. E.					5 25		5	25					
	Water Bath, electric					7 0 00		70	00					
	Fire Extinguisher - CO <sub>2</sub> 5#		1		3	0 64		30	64					
	Fire Extinguisher - CO <sub>2</sub> 2 1/2#		1			1 00		1	00					
	Jar, Brewer, Culture		1		4	0 65		40	65					
	Microscope, Spencer, Cpd., Binoc.		1		40	8 00		408	00					
	Amount Forward													202157

45,780 PADDED

35,780 TUMBLER WIRE BINDING





## INVENTORY

19 \_\_\_\_\_ Folio \_\_\_\_\_

Sheet No. G-1

Priced by \_\_\_\_\_

Called by \_\_\_\_\_

Department City of Everett Health

Extended by \_\_\_\_\_

Entered by \_\_\_\_\_

Location Laboratory

Examined by \_\_\_\_\_

ITEM NO.	DESCRIPTION	✓	QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS						
	Arsenic Apparatus, Gutzeit		3	ea.		80				2	40		
	Beakers, Pyrex - 50 ml.		2			28					56		
	" " 100 ml.		6			30				1	80		
	" " 150 ml.		4			28				1	12		
	" " 250 ml.		2			28					56		
	" " 400 ml.		5			34				1	70		
	" " 600 ml.		1			42					42		
	Bottle, sg. gr., 6 therm.		1	ea.	1 0	25				1 0	25		
	Bottle, B. O. D.		6	ea.		1 60					9 60		
	Bottle, Aspirator, 4 L.		1			6 90					6 90		
	" " 2 L.		1			4 00					4 00		
	" " 1 L.		2			2 90					5 80		
	" " 500 ml.		1			2 06					2 06		
	Bottle, g. s., Pyrex 1 L.		9			2 25					20 25		
	" " " 500 ml.		9			1 65					17 85		
	" " " 250 ml.		3			1 12					3 36		
	" " " 125 ml.		21			96					20 16		
	Bottle, Pyrex - 3 1/2 gallon		1			5 78					5 78		
	Bottle, weighing, 25x40 mm.		3			87					2 61		
	Bottle, g. s., amber 1 L.		5			1 50					7 50		
	Bottle, polyethylene 125 ml.		3			24					72		
	" " 1 L.		12			1 20					14 40		
	" " 2 L.		2			4 00					8 00		
	" " 4 L.		2			5 25					10 50		
	Bottle, s. c., sq. 8 oz.		150	ea.		12					18 00		
	" " sq. 4 oz.		97	ea.		10					9 70		
	" " sq. 2 oz.		100	ea.		08					8 00		
	Bottle, stain, g. s. set		1	set							6 50		
	Amount Forward											200	50

ITEM NO.	DESCRIPTION	✓	QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS													
	Amount Forward																			
	Burette - 50 ml.		2	ea.	4	20														
	Burette, 3-way stopcock 50 ml.		2	ea.	6	20														
	" " " 25 ml.		1	ea.	6	20														
	Condenser, Liebig - 300 m.		2	ea.	1	59														
	Connecting Bulb, Kjeldahl		2	ea.	1	68														
	Crucible, porcelain, #1		3	ea.		52														
	Crucible, porcelain, #0		3	ea.		32														
	Crucible Covers - "H"		3	ea.		26														
	Desiccator, Pyrex - 160 mm.		1	ea.	1	3 65														
	Desiccator Plates - 140 mm.		1	ea.		3 52														
	Cylinder, graduated 10 ml.		1	ea.		1 50														
	" " 25 ml.		1			1 79														
	" " 50 ml.		2			1 96														
	" " 100 ml.		3	ea.		2 23														
	" " 250 ml.		2	ea.		2 54														
	" " 500 ml.		2	ea.		4 39														
	" " 1000 ml.		1	ea.		5 98														
	Dishes, Petri w/feet, 20x100 mm.		100	ea.		50														
	Dishes, Petri 15x100 mm.		150	ea.		30														
	Dishes, Petri 15x 60 mm.		70	ea.		50														
	Dishes, Evaporating #2		9	ea.		79														
	Dishes, Evaporating OOA		2	ea.		41														
	Dishes, Evaporating "Vitrosil"		1	ea.		2 80														
	Distilling Apparatus, glass		1	ea.		15 12														
	Extraction Apparatus, Soxhlet		2	ea.		12 50														
	Extraction Apparatus, Water		1	ea.		13 05														
	Flasks, Volumetric 1000 ml.		1	ea.		3 74														
	" " 500 ml.		1	ea.		3 03														
	" " 250 ml.		1	ea.		2 45														
	" " 100 ml.		2	ea.		2 09														
	" " 50 ml.		1	ea.		1 60														
	Flask, boiling (Soxhlet) 150 ml.		4	ea.		1 59														

30301

## INVENTORY

19

Folio

Sheet No. **G-2**

Priced by \_\_\_\_\_

Called by \_\_\_\_\_

Department \_\_\_\_\_

Extended by \_\_\_\_\_

Entered by \_\_\_\_\_

Location \_\_\_\_\_

Examined by \_\_\_\_\_

ITEM NO.	DESCRIPTION	✓	QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS						
	Flask, distilling 1000 ml.		1	ea.	1	80					1	80	
	" " 500 ml.		1	ea.		93						93	
	" " 250 ml.		1	ea.	1	08					1	08	
	" " 125 ml.		1	ea.		75						75	
	Flask, filtering 1000 ml.		2	ea.	2	21					4	42	
	" " 500 ml.		2	ea.	1	70					3	40	
	" " 250 ml.		1	ea.	1	05					1	05	
	Flask, Evlenmeyer 2000 ml.		1	ea.	1	26					1	26	
	" " 1500 ml.		1	ea.	1	07					1	07	
	" " 1000 ml.		2	ea.		72					1	44	
	" " 500 ml.		6	ea.		45					2	70	
	" " 250 ml.		12	ea.		36					4	32	
	" " 125 ml.		10	ea.		34					3	40	
	" " 50 ml.		2	ea.		34						68	
	Flask, Kjeldahl 800 ml.		2	ea.		85					1	70	
	Funnel, fritted, "C" - 60 ml.		1	ea.	3	47					3	47	
	Funnel, 58° 65 mm.		20	ea.		50					1	00	
	Funnel, Buchner #3		1	ea.	5	16					5	16	
	Funnel, ribbed 16 oz.		1	ea.	1	05					1	05	
	Funnel, Separatory - 125 ml.		4	ea.	3	50					1	40	
	" " 500 ml.		1	ea.	5	00					5	00	
	Hydrometer, Quevenne		1	ea.	5	44					5	44	
	Jar, Coplin, s.c.		10	ea.		85					8	50	
	Jar, staining, cover slip		3	ea.		85					2	55	
	Jar, storage, Pyrex		6	ea.		85					5	10	
	Jar, Pyrex - 6 x 18"		1	ea.	5	78					5	78	
	Jar, Pyrex - 3 1/2 gal.		1	ea.	1	313					1	313	
	Mortar, glass 202		2	ea.	1	18					2	36	
	Amount Forward											11	54

ITEM NO.	DESCRIPTION	✓	QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS													
	Amount Forward																			
	Mortar, Porcelain, #OA		1	ea.	1 20															
	Pipettes, serological 10 ml.		11	ea.	1 41															
	" " 1 ml.		19	ea.	99															
	Pipettes, cream 9 ml.		2	ea.	60															
	Pipettes, milk 17.6 ml.		2	ea.	86															
	" " 1 x 1.1 ml.		277	ea.	50															
	Pipettes, water 10 ml.		62	ea.	1 00															
	Pipettes, vol., transfer 50 ml.		2	ea.	1 41															
	" " " 25 ml.		2	ea.	1 30															
	" " " 10 ml.		2	ea.	1 02															
	Pipette, Ostwald 5 ml.		11	ea.	99															
	" " 2 ml.		12	ea.	90															
	" " 1 ml.		22	ea.	90															
	Pipette, Automatic 10 ml.		1	ea.	6 00															
	Slides, Microscope 25x75 mm.		1/2	gross	1 00															
	" " 50x75 mm.		1/4	gross	1 00															
	Cover Slips, Micro - #1		1/2	doz.	1 50															
	Slides, Micro 2 cavities		6	only	22															
	Thermometer, 100-180° F.		1	ea.	1 0 54															
	Thermometer, 0-110° C.		3	ea.	1 67															
	Thermometer, Standard-1-101° C.		1	ea.	2 1 35															
	Thermometer, Weston 0-250°		1	ea.	7 00															
	Thermometer, clinical		4	ea.	50															
	Spot Plate #1, Porcelain		1	ea.	1 58															
	Swab Test Sets		244	ea.	12															
	Syringe, Asepto 30 ml.		1	ea.	1 00															
	Syringe, Luer 2 cc.		9	ea.	1 50															
	" " 5 cc.		34	ea.	1 50															
	" " 10 cc.		4	ea.	2 00															
	" " 20 cc.		3	ea.	2 00															
	" " tuberculin		1	ea.	2 00															
	Crucible, filtering		3	ea.	1 73															

46216





# INVENTORY

19 \_\_\_\_\_ Folio \_\_\_\_\_

Sheet No. C-1

Priced by \_\_\_\_\_

Department City of Everett Health

Called by \_\_\_\_\_

Extended by \_\_\_\_\_

Location Laboratory

Entered by \_\_\_\_\_

Examined by \_\_\_\_\_

ITEM NO.	DESCRIPTION		QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS								
	Acetic Acid, glacial	✓	1	#							1	40			
	Citric Acid		1/4	#								70			
	Hydrochloric Acid		3	#		46					1	38			
	Hydrobromic Acid		1	#							2	20			
	Lactic Acid		1/4	#								95			
	Nitric Acid		6	#		46					2	76			
	Oxalic Acid		1/4	#								50			
	Phosphoric Acid		1/4	#								65			
	Sulfuric Acid		9	#		47					4	23			
	Sulfuric Acid, fuming		1/2	#								1	00		
	Sulfo salicylic Acid		1/2	oz.								25			
	Tartaric Acid		1/4	#								94			
	Ammonium Hydroxide		3	#		49					1	47			
	Benzoic Acid		1/4	#								1	00		
	Diphenyl carbazone		10	gm.								3	00		
	E. D. T. A. sodium salt		3	oz.								2	00		
	8 - Hydroxyquinoline		1-1/2	oz.		1 89						2	84		
	Hydroxylamine HCl		2	oz.								1	50		
	2, 2' Bipyridine		9/10	gm.								2	61		
	alpha-Naphthol		1	oz.								25			
	Pyrogallol		1/2	oz.								30			
	Dithizone		9	gm.								1	50		
	Hydrazine Sulfate		3	oz.								1	50		
	Methyl Orange		1	oz.								96			
	Thymol Blue		10	gm.								10	00		
	1-Naphthylamine		100	gm.								1	95		
	p-amino dimethylaniline		---									---			
	--hydrochloride		5	gm.								50			
	Amount Forward														4834

45,780 PADDED

35,780 TUMBLER WIRE BINDING



# INVENTORY

19\_\_\_\_\_ Folio\_\_\_\_\_

Sheet No. C-2

Priced by \_\_\_\_\_

Called by \_\_\_\_\_ Department City of Everett Health

Extended by \_\_\_\_\_

Location Laboratory

Entered by \_\_\_\_\_

Examined by \_\_\_\_\_

ITEM NO.	DESCRIPTION	<input checked="" type="checkbox"/>	QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS							
	Ammonium Phosphate (dibasic)		1/4	#		74				74				
	Ammonium Phosphate (mono)		1/4	#		77				77				
	Ammonium Carbonate		1/4	#		61				61				
	Ammonium Molybdate		1/4	#		1 00				1 00				
	Ammonium Oxolate		2	oz.		40				40				
	Ammonium Sulfate		1	#		91				91				
	Ammonium Chloride		1/4	#		57				57				
	Alumina, activated		1	#		1 50				1 50				
	Aluminum Sulfate		1/4	#		56				56				
	Aluminum Ammonium Sulfate		1	#		1 14				1 14				
	Aluminum Pot. Sulfate		1	#		1 44				1 44				
	Arsenic Trioxide		1/4	#		1 50				1 50				
	Barium Chloride		3/4	#		75				75				
	Barium Hydroxide		1/4	#		74				74				
	Boric Acid		1	#		80				80				
	Bromine		2	oz.		75				75				
	Calcium Chloride		1/2	#		35				35				
	Calcium Carbonate		1/4	#		1 00				1 00				
	Calcium Oxide		1/2	#		50				50				
	Calcium Nitrate		1/4	#		60				60				
	Ammonium Nitrate		1/4	#		60				60				
	Cobalt Chloride		1	oz.		50				50				
	Copper Sulfate		1	#		1 66				1 66				
	Copper, foil		1/4	#		1 20				1 20				
	Ferric Ammonium Sulfate		1	#		1 14				1 14				
	Ferric Chloride		1/4	#		72				72				
	Ferrous Sulfate		1/4	#		60				60				
	Iodine		3	oz.		2 00				2 00				
	Amount Forward													25 05

45,780 PADDED



35,780 TUMBLER WIRE BINDING







# INVENTORY

19\_\_\_\_\_ Folio\_\_\_\_\_

Sheet No. \_\_\_\_\_

Priced by \_\_\_\_\_

Department City of Everett Health

Called by \_\_\_\_\_

Extended by \_\_\_\_\_

Location Laboratory

Entered by \_\_\_\_\_

Examined by \_\_\_\_\_

ITEM NO.	DESCRIPTION	<input checked="" type="checkbox"/>	QUANTITY	UNIT	PRICE	UNIT	EXTENSIONS								
	Agar Bacto		1/4	#							2	00			
	Brilliant Green Agar		1/4	#							2	50			
	Blood Agar Base		1	oz.							N.	V.			
	Beef Extract		2	oz.							1	00			
	Brilliant Green Bile Broth		1	#							5	50			
	M-Bismuth Sulfite Broth		3	oz.							2	00			
	Bismuth Sulfite Agar		3	oz.							1	25			
	Brain Heart Infusion		2	oz.							1	50			
	Desoxycholate Agar		1-1/2	#		6	00				9	00			
	Dextrose-Proteose #3 Agar		2	oz.							1	00			
	E.M.B. Agar, Levine's		1/4	#							2	00			
	Enterococci Confirmatory Agar		2	oz.							1	00			
	" " Broth		2	oz.							1	00			
	" Presumptive Broth		2	oz.							1	00			
	Formate Ricinoleate Broth		8	oz.							4	00			
	G. C. Medium Base		1	oz.							N.V.				
	Bacto - Hemoglobin		2	oz.							1	00			
	Koser's Citrate Medium		3	oz.							1	00			
	Löffler's Blood Serum		3	oz.							1	00			
	Kligler's Agar		2	oz.							1	00			
	Litmus Milk		3	oz.								75			
	Lauryl Tryptose Broth		1/2	#							2	25			
	Lactose Broth		3/4	#							4	50			
	MacConkey's Agar		2	oz.							1	00			
	Malt Extract		---								N.	V.			
	M. R. - V. P. Medium		2	oz.								90			
	Nutrient Gelatin		2	oz.								90			
	Nutrient Agar		1	oz.								50			
Amount Forward														49	55

45,780 PADDED



35,780 TUMBLER WIRE BINDING







SIRCHOMISH COUNTY HEALTH DEPARTMENT

Inventory

December 31, 1958

<u>ITEM</u>	
Automobiles	\$ 5,170.00
Books and Pamphlets	285.30
Clinic Equipment & Fixtures	671.00
Clinic Supplies	1,970.00
Office Furniture and Equipment	5,576.00
X-ray Equipment	3,415.00
X-ray Supplies	<u>238.05</u>
<u>Grand Total</u>	<u>\$17,325.35</u>

SNOKOMISH COUNTY HEALTH DEPARTMENT

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Inventory

11-14-58

Automobiles

1937 Plymouth, "Plaza" 4-door, automatic transmission, 3 cylinder, I.D. #26611625, License CO 3039 \*\$1,625.00

1956 Chevrolet, automatic transmission, 2 door, Motor #A560012769, License CO 3040 \* 1,255.00

1951 Ford, 4 door, standard shift, I.D. #116967; License CO 3041 \* 290.00

Mobil Dental unit and dental equipment (installed), 1948 GMC Truck, Motor # A24850660, License C-11364 2,000.00

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\$5,170.00

\* Present Blue-book price

SHOHOMISH COUNTY HEALTH DEPARTMENT

Inventory

Books and Pamphlets

<u>ITEM</u>	<u>PRESENT VALUE</u> <u>(Estimated)</u>
Pamphlets	\$ 185.30
Books	<u>100.00</u>
	<u>\$ 285.30</u>

SNYHOMISH COUNTY HEALTH DEPARTMENT

Inventory  
Clinic Equipment & Fixtures  
11-14-58

<u>ITEM</u>	<u>PRESENT VALUE</u> <u>(Estimated)</u>
Audiometer	\$ 100.00
Auto Clav No. 999 "Castle" Ser. 312; on 2-door metal stand w/formica top	\$ 400.00
Cabinet, metal, white, 1-drawer, 1-door w/2 shelf compartment	25.00
Hamper, wicker	2.00
Lamp, examining, gooseneck, floor model	10.00
Refrigerator, "Gibson" 6 cu. ft.	50.00
Scale w/measuring device, #27451, "Mason Davis"	15.00
Screen, 3-section, wood frame	2.00
Sterilizer, "Castle" electric w/tray	20.00
Stethoscope	10.00
Stool, white, metal, upholstered seat	5.00
Table, Examining, metal, white, w/storage space, black leather upholstered top	15.00
Waste container, metal, white, step-on style w/lid	2.00
A's Lamp	<u>15.00</u>
	<u>\$ 671.00</u>

SPOKANE COUNTY HEALTH DEPARTMENT

INVENTORY  
Clinic Supplies

<u>ITEM</u>	<u>VALUE</u>
Acetone	\$ 2.46
Distryain	28.20
D-F-T	15.00
D-T	41.25
Dressing Jars	6.00
Isopropyl alcohol	6.00
Isoniazid (100 mgs.)	30.80
(50 mgs.)	43.75
(25 mgr.)	1.50
Needles	214.00
PAS	78.00
Folio vaccine	935.00
Smallpox vaccine	45.00
Streptomycin	11.50
Syringes	365.00
Tuberculin (PPD)	11.60
Terramycin	134.94
	\$ <u>1,970.00</u>

SNOHOMISH COUNTY HEALTH DEPARTMENT

Inventory

Office Furniture and Office  
Equipment  
11-14-58

<u>ITEM</u>	<u>PRESENT VALUE</u> <u>(Estimated)</u>
Adding Machine, Underwood, 10 key, electric, Ser.646528	\$ 150.00
Adding Machine, R. C. Allen, 6 digit, manual	50.00
Bench, wood, w/side arms (varnish finish)	25.00
Book case, wood, 5 shelf, approx. size 60 x 60	5.00
Book case, 2 shelves, wood, formica top	5.00
Book case, metal, "G" 3-tier, glass sections front	75.00
Book case, wood, 4 shelves, glass front	25.00
Book case, glass front, wood, 2 shelves	15.00
Book case, wood, 4 open shelves	10.00
6 Chairs, leather upholstery, w/side arms (one chair unnumbered; and #'s 8217-8218-8219-8221-8228-8229)	180.00
1 Chair, Steno, "Posture JP", rollers, upholstered	25.00
1 Chair, Steno, "Royal Chrome", rollers, upholstered	25.00
2 Chairs, Steno, "GF Goodform", rollers, upholstered	25.00
1 Chair, Steno, "Cramer," rollers, upholstered	25.00
1 Chair, Executive, upholstered, side arms, on rollers	75.00
20 Chairs, wood, straight back, varnished finish	200.00
11 Chairs, wood, straight back, painted (kitchen style)	25.00
9 Chairs, wood, straight back, on swivel	135.00
2 Chairs, overstuff, w/slip covers	20.00

(Forward-\$1,095.00)



SNOHOMISH COUNTY HEALTH DEPARTMENT  
 Inventory - Office Furniture and  
 Office Equipment - 11-14-58

Page -2-

ITEM	PRESENT VALUE (Estimated)
	(\$ 1,095.00)
	(Fwd. page -1-
1 Chair, wicker, side arms	\$ 5.00
2 couches, overstuffed, w/slip covers	40.00
4 clothes racks, tree-style, wood	20.00
2 Clocks, GE Telechron (electric) wall-type	10.00
1 Cabinet, metal, white 2-drawer, 2-door, black bakelite top	30.00
1 Cabinet, metal, white, 1 open shelf, 4 enclosed shelves, glass doors	35.00
1 Cabinet, metal grey-green, 2-door, Shaw Walker, SCHD #56	30.00
3 Cabinet, metal, grey-green, 2-door, 5 shelves, 7' high "Art Metal"	105.00
Desk, typewriter, metal, grey, "GF" 653	75.00
Desk, typewriter, metal, mahogany color, "GF"	75.00
Desk, typewriter, metal grey, "Crown" D-14, SCHD #6	75.00
Desk, executive, wood, knee hole, 7-drawer, blonde finish	75.00
Desk, executive, metal, knee hole, 7-drawer, "Steelcase"	75.00
Desk, executive, metal, knee hole, 6-drawer	75.00
Desk, knee hole, 6-drawer, "Crown" D-81	75.00
8 Desks, metal, 4 drawer	320.00
8 Desks, wood, 3-drawer	320.00
Desk, knee hole, mahogany wood, 7-drawer	40.00
Dictating equipment: Gray Audograph, transcriber #125902 w/2 sets ear phones and 2 foot pedals; and 2 Gray Audograph, combination transcriber/recorder, w/microphones	300.00
	(Forward - 2,875.00)

SNOHOMISH COUNTY HEALTH DEPARTMENT  
 Inventory - Office furniture and  
 Office Equipment - 11-14-58

Page -3-

ITEM	PRESENT VALUE (Estimated)
	(Fwd. page 2 - (\$2,875.00))
File Cabinet, metal, mimeograph base, 2-door, 2 shelves	\$ 50.00
File Cabinet, metal, 6-drawer card file, "Steelcase"	40.00
File cabinet, metal, Steelage: 3 ea - 5 drawer 3 ea - 4 drawer	360.00
File Cabinet, metal, D-148, 4-drawer	60.00
File cabinet, metal "Corrian" D-114, 2-drawer (new)	50.00
File cabinet, metal, 2 sections, 2door, 6-drawer, Art Metal	25.00
File cabinet, metal, 3- 14x17 drawers, 1 tray drawer	50.00
File cabinet, metal, 2 units, 56-drawer sections, 7' high	75.00
4 File cabinets, (x-ray), metal, 3 - 14x17 file drawers	200.00
File cabinet, metal, 4-drawer	50.00
File cabinet, metal, 5-drawer	50.00
File cabinet, metal, 4-drawer, "File Case"	50.00
File cabinet, wood, 3-drawer	30.00
File cabinet, wood, 4-drawer	30.00
3 File sections (x-ray), wood, approx, 7' x 9'	225.00
3 (Electric) Heaters, 200V, "Electromode"	150.00
Intercoms, 2-way, Ser. 004304	40.00
Mimeograph machine, electric, ABDick Model No. 91	150.00
	(Forward - 4,560.00)

SNOWHOMESH COUNTY HEALTH DEPARTMENT  
 Inventory - Office Furniture and  
 Office Equipment - 11-14-58

ITEM	PRESENT VALUE (Estimated)
	(Fwd. page 3 - \$4,560.00)
Post Hole Diggers	\$ 5.00
Projector (Movie) Bell & Howell, 16mm sound and film sound speaker, Model 179	100.00
Projector Screen, 50", "Challenger Daylite"	15.00
Refrigerator, Goldspot, 4 cu. ft.	25.00
2 Smokers Stands, sand filled pottery containers, floor models; and 1 Smokers Stand, metal, floor model	6.00
Stove, 3 burner, w/over, apartment size, "AB"	25.00
2 Tables, wood, formica top (conference)	70.00
2 Tables, metal, white, 1 drawer, 1 open shelf	20.00
1 Table, wood, one drawer, approx. 32 x 50, painted	10.00
1 Table, wood (mahogany), approx 2' x 3'	10.00
1 Table, typewriter stand, on rollers	5.00
1 Table, metal, "IBM" Type Desk	30.00
1 Table, metal, w/shelf, on rollers	15.00
1 Table, wood, approx. 16 x 26	10.00
1 Table, metal, approx 50 x 31	15.00
1 Table, metal, approx. 36 x 60, "Art Metal"	35.00
Typewriters: 1 IBM Electric, 16" carriage, Ser.502 207 ) 1 IBM Electric, 16" carriage, Ser. 11 146012 ) 1 IBM Electric, 16" carriage, Ser. 11 40239 ) 450.00 1 Royal, electric, 16" carriage, Ser. RP158308 70.00 1 Remington, standard, 16" carriage, Ser. J2348901 50.00 1 Remington, standard, 12" carriage, Ser.2-41024 50.00	
	<u>\$5,576.00</u>

SNOWHOMISH COUNTY HEALTH DEPARTMENT

Inventory

X-Ray Equipment  
11-14-58

<u>ITEM</u>	<u>PRESENT VALUE</u> <u>(Estimated)</u>
1 X-Ray Machine, Westinghouse, Ser. 104359, basic unit 14 x 17 w/Stereo attachment SE 181517; and 70mm attachment, #1405 Fairchild Camera and inst.	\$ 3,000.00
1 X-Ray Lead Screen, 2 sections, hinged	50.00
2 X-Ray Drying Frame Holders	5.00
26 - 14x17 X-Ray Film Developing Holders	
11 - 4x10 X-Ray Film Developing Holders, 8 sections	25.00
3 - 14 x 17 cassettes	60.00
11 - 4 x 10 cassettes	110.00
1 Developing Timer	5.00
1 Metal Drain Tray	25.00
1 - 30 gallon Developing Tank w/2 5-gal insets	100.00
1 GE Stereo Illuminator #309465	
3 GE Cold Light X-Ray Illuminators	20.00
1 "Kodak" Safe Light	5.00
1 boxed set date and numbering letters for x-ray machine	10.00
	<hr/>
	<u>\$3,415.00</u>

SPENCER COUNTY HEALTH DEPARTMENT

Inventory  
X-ray Supplies

<u>ITEM</u>	<u>Value</u>
Medical X-ray film 14 x 17	\$ 220.95
Medical X-ray film 4 x 10	16.20
Fixer (5 gallon bottle)	<u>.90</u>
	<u>\$ 238.05</u>

SNOHOMISH HEALTH DISTRICT

Budget-1959

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REVENUES . . . . .		<u>\$232,872.00</u>
SALARIES . . . . .	\$178,140.00	
MAINTENANCE AND OPERATION . . . . .	51,836.78	
CAPITAL OUTLAY . . . . .	2,855.00	
UNPAID CLAIMS. . . . .	<u>40.22</u>	<u>\$232,872.00</u>

SNOHOMISH HEALTH DISTRICT

Budget

REVENUES - 1959

1.	Local Funds -			
	County .4 mill tax levy . . . . .	\$54,000.00		
	County of Snohomish . . . . .	15,350.00		
	City of Everett . . . . .	35,000.00		
	County School Districts . . . . .	<u>37,432.00</u>	\$141,782.00	
	Septic Tank Permits & Certifications .	\$ 9,000.00		
	Septic Tank Installers . . . . .	1,600.00		
	Septic Tank Pumpers . . . . .	300.00		
	Establishment Licenses . . . . .	5,500.00		
	Food & Beverage Service Workers' Permits	5,000.00		
	Nursing and Boarding Home Licenses . .	1,000.00		
	Miscellaneous (Drugs, Vital Statistics, etc.)	<u>300.00</u>	<u>22,700.00</u>	\$164,482.00
2.	State Funds -			
	General		\$ 19,046.00	
	Special Appropriations:			
	Pediatrician Fees . . . . .	\$ 4,800.00		
	Medical-Social Worker . . . . .	5,857.00		
	Dental Hygienist . . . . .	<u>4,739.00</u>	<u>15,396.00</u>	34,442.00
3.	Federal Funds -			
	Indian Service			2,400.00
4.	Tuberculosis Funds -			
	Tuberculosis Hospitalization . . . . .	\$22,748.00		
	Tuberculosis X-Rays . . . . .	5,500.00		
	Tuberculosis Clinician . . . . .	<u>3,300.00</u>		<u>31,548.00</u>
				<u>\$232,872.00</u>

SNOHOMISH HEALTH DISTRICT

Budget-1959

SALARIES

	<u>Monthly Rate</u>	<u>Total Annual</u>	
<b>MEDICAL -</b>			
Health Officer	\$1,134.00	\$13,608.00	
Tuberculosis Clinician (part-time)	275.00	<u>3,300.00</u>	\$ 16,908.00
<b>* NURSING -</b>			
Nursing Supervisor	561.00	6,732.00	
Assistant Nursing Supervisor	432.00	5,184.00	
Head Nurse	414.00	4,968.00	
2 Public Health Nurses, ea @	432.00	10,368.00	
1 Public Health Nurse (Senior PHN)	397.00	4,764.00	
* 5 Public Health Nurses, ea @	380.00	*22,040.00	
4 Public Health Nurses, ea @	364.00	17,472.00	
1 Clinic Nurse	364.00	<u>4,368.00</u>	75,876.00
<b>SANITATION -</b>			
Supervising Sanitarian	586.00	7,032.00	
Head Sanitarian	451.00	5,412.00	
Head Sanitarian	432.00	5,184.00	
Senior Sanitarian	471.00	5,652.00	
2 Sanitarians, ea @	432.00	10,368.00	
Sanitarian	414.00	4,968.00	
Sanitarian	397.00	4,764.00	
Bacteriologist	451.00	5,412.00	
Meat Inspector (part-time)	268.00	<u>3,216.00</u>	52,008.00
<b>CLERICAL -</b>			
Chief Clerk	380.00	4,560.00	
3 Clerk Stenographers, ea @	320.00	11,520.00	
1 Clerk Stenographer	294.00	3,528.00	
Clerk (x-ray)	270.00	<u>3,240.00</u>	22,848.00
<b>OTHER -</b>			
Medical-Social Worker	451.00	5,412.00	
Dental Hygienist	364.00	4,368.00	
Extra Help		<u>700.00</u>	<u>10,480.00</u>
TOTAL SALARIES . . . . .			<u>\$178,140.00</u>

(\*3 PHNs @ \$380 x 12 months/\$13,680;  
2 PHNs @ \$380 x 11 months/\$8,360)



## SNOHOMISH HEALTH DISTRICT

Budget-1959

MAINTENANCE AND OPERATION

<u>Item</u>	<u>Total Annual</u>
Pediatrician	\$ 4,800.00
Assistant Health Officer	4,032.00
Professional Fees and Services	250.00
Records and Supplies	3,225.00
Postage and Telephone	3,033.78
Transportation and Expense	11,000.00
Auto Maintenance	3,260.00
Clinic and Laboratory Supplies & Expense	4,200.00
X-Ray Supplies and Expense	2,500.00
Expense Equipment	400.00
Insurance (Malpractice and Bonds)	850.00
State Retirement and Social Security	13,786.00
Registrars' Fees	<u>500.00</u>
	<u>\$51,836.78</u>

SNOHOMISH HEALTH DISTRICT

Budget - 1959

CAPITAL OUTLAY

2 Electric Typewriters, 16" carriage	\$ 930.00
5 used cars (approximate cost ea \$225)	1,175.00
Kodak Verifax Copier	125.00
Used office furniture and refinishing	<u>625.00</u>
	<u>\$2,855.00</u>

SNOHOMISH HEALTH DISTRICT

Budget - 1959

UNPAID CLAIMS

Tidewater Oil Company	\$31.15
Standard Oil Company	<u>9.07</u>
	<u>\$40.22</u>

(Statements from these companies in the amounts above specified were not received in time to be presented for payment against the 1957 Snohomish County Public Health Budget)

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SNOROMISH HEALTH DISTRICT

Board of Health

January 6, 1959

Agenda

1. Agreement, County-City
2. Appointment of Seventh Board Member
3. Election of (a) Chairman  
(b) Vice-Chairman
4. Appointment of District Health Officer
5. Appointment of other District staff members
6. Budget for 1959
7. Time of regular monthly meetings
8. Signing authorities, vouchers
9. Purchases
10. Consideration of a Charter
11. Other Business
12. Adjournment

PROPOSED CHARTER OF THE  
SNOHOMISH DISTRICT BOARD OF HEALTH  
Created January 1, 1959

ARTICLE I - NAME

The name of this organization shall be the Snohomish District Board of Health.

ARTICLE II - OBJECTS

The objects of this organization are (1) to promote the art and science of preventive medicine and betterment of Public Health; (2) to unite all official contributing agencies, counties and cities according to the Sessions Laws of 1945, Chapter 183, Senate Bill 231, page 529, as amended by Chapter 100, Laws of 1957, (Chapter 70.46); (3) to promote a uniform health policy; (4) to make possible and invite active participation of all agencies interested in public health.

ARTICLE III - MEMBERSHIP

Membership shall be according to Sections 2, 3 and 4 of the 1945 Session Law. The seventh member of the Board of Health shall be appointed by the other six members of the Board within thirty (30) days of creation of the Board, and shall serve until the next succeeding December 31.

ARTICLE IV - LEGISLATIVE POWERS, Duties and Functions

1. The authority of the District Board of Health shall be as prescribed by the Laws of the State of Washington.
2. Appoint a qualified District Health Officer in accordance with Section 7, Chapter 183, Laws of 1945, as amended by Chapter 100, Laws of 1957 (Chapter 70.46) Revised Code of Washington.
3. Review, provide and arrange for the necessary finances and budget to carry on an adequate public health program.

4. Receive reports from the District Health Officer of the activities of the Health District.
5. Promulgate rules and regulations for the control of communicable diseases and other conditions dangerous to the public's health and in conformity with the provisions of the Laws of the State of Washington.
6. Hear grievances of persons, or groups, appearing before it in regular meeting, and to plan with the District Health Officer in attempting to meet such grievances.
7. Hold hearings as prescribed by the Public Health Law of the State of Washington.
8. Review plans and suggested plans, and the requests for public health services of agencies both voluntary and official within the Health District.
9. Cooperate with and coordinate activities with the local medical, dental, nursing and allied professions and to solicit their cooperation and services in carrying out a sound program of public health administration within its jurisdiction.

#### ARTICLE V - OFFICERS AND DUTIES

##### 1. Chairman

- (a) The Board shall elect a Chairman from its membership in January of each year, and he shall serve for a period of one year. In the event of a vacancy occurring, a new Chairman shall be elected from the same group, who shall fill the unexpired term of office.
- (b) The Chairman shall preside at the meetings of the District Board of Health, and shall perform such other duties as custom and parliamentary procedure require.

##### 2. Vice-Chairman

- (a) There shall be elected from the members of the Board a Vice-Chairman in January of each year. He shall serve for a period of one (1) year. In the event of a vacancy occurring, a new Vice-Chairman shall be elected from

## 2. (a) -

the same group to fill the unexpired term of office.

- (b) He shall perform the duties of the Chairman in the event of the Chairman's absence or inability to perform.

3. Executive SecretaryThe

- (a) The Board shall appoint a District Health Officer who shall be a qualified physician, experienced and trained in public health administration, and who shall act as Executive Secretary to, and administrative officer of, the Board. He shall serve at the pleasure of the Board. His compensation shall be fixed annually.
- (b) He shall perform such duties designated by and under the functions of the Board. He shall be responsible to the Board for his actions and the actions of all other personnel appointed by him and approved by the Board to carry out the technical and other functions performed in the Health District.
- (c) It shall be the duty of the Executive Secretary to: (i) record minutes of all meetings of the Board, (ii) be custodian of all records, books and papers belonging to the Board, (iii) carry on the usual correspondence of the Board, including such matters as notifying members of meetings, and notifying officers of their election.
- (d) Payment of Accounts: Vouchers shall be prepared by the Executive Secretary and shall be presented monthly to the Board. All accounts shall be reviewed by the Board, and ordered paid upon signature of the Chairman, \_\_\_\_\_ other members (s) to be designated by the Board, and the Executive Secretary.

4. Treasurer and Auditor

- (a) The County Auditor of Snohomish County shall keep the record of the receipts and disbursements, and shall draw and the County Treasurer shall honor and pay all warrants, which shall be approved before the issuance and payment as directed by the Board. Warrants shall be paid out of either the District Health Fund and/or the Tuberculosis Hospitalization Fund.

- (b) It shall be the duty of the Pascoish County Auditor to carry out the laws set down in Section 4, Chapter 183 of the Session Laws of 1945 as amended by Chapter 100, Laws of 1957 (Chapter 70.46) Revised Code of Washington.

5. Attorney

The Board shall appoint an attorney whose duties shall be to advise and to assist in all legal matters.

ARTICLE VI - SESSIONS

Section 1 - Meetings

- (a) The Board shall meet at least monthly at such times and places as may be determined.
- (b) There shall be held annually a meeting in January of each year designated as the annual meeting at which the Board shall elect officers for the ensuing year.
- (c) Special Meeting: A special meeting may be called by the Chairman at his discretion, or on written request of three-fourths ( $3/4$ ) of the members provided that written notice is given each member at least ten (10) days prior to the proposed meeting concerning the time, place, and object of the meeting. At a special meeting, no business may be transacted except that specified in the call.

Section 2 - Quorum

- (a) A majority of the members of the Board shall constitute a quorum for the dispatch of business.

Section 3 - Rules of Order

- (a) In the absence of any provisions to the contrary, all meetings of the Board shall be governed by the parliamentary rules and usages contained in the current edition of "Robert's Rules of Order."



Section 4 - Order of Business

- (a) The following shall be the order of business of all meetings unless changed by a majority vote of all members present:
- (i) Call to order by the Chairman.
  - (ii) Reading of minutes of last meeting.
  - (iii) Business pertaining thereto.
  - (iv) New business.
  - (v) Reports
  - (vi) Announcements.
  - (vii) Authorization of accounts.
  - (viii) Adjournment.

ARTICLE VII - EXPENSES

Ordinary expenses, such as meals and travel, incurred by members of the Board incidental to their meetings shall be allowed. The Executive Secretary shall submit vouchers and make allowances for these expenses to be paid from the District Health Fund.