

MINUTES

SNOHOMISH DISTRICT BOARD OF HEALTH
Meeting of March 10, 1959
2 p.m.

Present

Members Culmbach, Gebert, McCollum, Stocker and Wyatt. Also, Doctors Ebert and Knipe; Miss Kyle, Mr. Stockton and Mrs. Rands. Members absent: Messrs. Kraetz and Johnson.

In the absence of both the Chairman and the Vice-Chairman, Mr. Wyatt was appointed as Acting Chairman.

Attorney

Doctor Knipe read letter dated March 6 from Snohomish County Deputy Prosecuting Attorney in which Mr. French stated Mr. Zempel would hereafter handle any public health matters pertaining to County. Doctor Knipe mentioned that budget had been increased by \$250 to permit employment of legal counsel. Discussion was held as to whether such employment should be on a fee, or retainer basis. Mr. Wyatt moved that Doctor Knipe be authorized to secure the services of an attorney on a fee-for-services basis when legal counsel is desired by the District that could not be handled otherwise. Doctor Stocker seconded this motion; carried.

Medical Services, County Jail

Doctor Ebert reported that he had contacted Sheriff Twitchell and that he would be acting as physician to the County Jail for the time being on a retainer fee basis.

Expense Claims

Doctor Knipe requested policy of the Board governing reimbursement for luncheon expenses within the County for those staff members who attended "duty" meetings. He stated that insofar as good inter-relationships from a public health standpoint were concerned that he, Miss Kyle, Mr. Stockton and Mrs. Chambers served in various capacities (i.e., Board of Directors, committees, etc.), in the programming of the voluntary health agencies within the County. Doctor Stocker questioned the total monthly dollar amount that would be involved. Following explanation by Doctor Knipe, Mr. Gebert moved that Health District employees' expenses for luncheons be allowed when such meetings take place within the confines of Snohomish County and the employee is representing the Department providing the total monthly expenditure for such meals does not exceed \$15 for all staff. Seconded by Doctor Stocker; carried unanimously.

Reporting

Doctor Knipe presented an IBM Statistical Nursing Activity Report for the City of Everett, month of January, along with coding instruction booklet. He outlined the manner in which these reports were compiled and asked the City Commissioners if such reports will be satisfactory to them. (Mr. Johnson had requested a monthly activity report at the inaugural meeting.) Mr. Culback stated he would deliver this IBM report to Mr. Johnson along with the typed report presented on Everett City Sanitation Division activity. The City Commissioners presumed such reporting would suffice, and said they would discuss this with Mr. Johnson.

Organization

Organization Chart and Summary of Services sheets were circulated to all members. Doctor Knipe emphasized the following points:

- (a) We are the fifth largest local health department in the State population-wise.
- (b) We are the only local health department in the State having full-time employment of generalized medical-social worker, and dental hygienist.
- (c) Local medical society and dental society both have active public health committees who work with this department.
- (d) Snohomish Health District personnel participate in activities of the various voluntary health agencies in the County.
- (e) County public schools' health program under the supervision of this department.
- (f) All seven areas of service in public health presently being administered by the department.

Doctor Knipe questioned the Board regarding its interest in participating in a proposed section for Boards of Health in the Washington State Public Health Association. Members expressed interest, but no formal action was taken.

Mr. David Stockton, Supervising Sanitarian, summarized the organization and program of his division.

Public Health
Committee,
Medical
Society

The Public Health Committee of the Medical Society is presently making a study on "fluoride by the bottle" to be made available to the public through purchase from local drug stores. This committee has been working in conjunction with the Dental Society, the Pharmaceutical Association, and the Health Department, and the program will now be presented to the Medical Society by the Public Health Committee for approval.

The Public Health Committee is also undertaking a study of the advisability of setting up a local crippled children's clinic.

A survey has been suggested, through cooperation with Mrs. Aya of the Polio Foundation, to ascertain the extent of polio immunization in the County.

Financial
Report

Reports were presented to each Board member of Revenues received as of 2-28-59, and expenditures as of 2-10-59, (copies attached).

Authorization
of Accounts

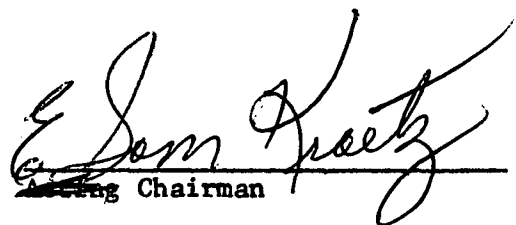
Vouchers were presented for payment approval by the Board, totals as follows:

Maintenance & Operation, February	-	\$ 5,119.59
Capital Outlay, February	-	930.00
Salaries for March, 1959		12,036.00

Doctor Stocker moved that bills as presented be paid; seconded by Mr. McCollum, and carried. Mr. Wyatt appointed Mr. Culmbach and Mr. McCollum as signing authorities for the Board.

Adjournment

The meeting adjourned at 4 p.m.


E. Sam Hertz
Acting Chairman

**NOTICE OF MEETING AND
AGENDA**

**SNOHOMISH DISTRICT BOARD OF HEALTH
March 10, 1959
2 p.m.**

1. Call to order
2. Business pertaining to last meeting:
 - (a) Attorney
 - (b) Medical Services - Jails
3. New Business
4. Reports:
 - (a) Organization of Department and program
 - (b) Sanitation Division (Dave Stockton)
5. Announcements:
 - (a) Public Health Committee of the local Medical Society
 - (b) Boards of Health Section, Wash. State Public Health Assn.
 - (c) Monthly financial statement
6. Authorization of Accounts
7. Adjournment

**Roger Knipe, M.D.
Executive Secretary
Snohomish District Board of Health**

SNOHOMISH HEALTH DISTRICT

REVENUES-1959

Income Deposited for the month
of March

SOURCE OF INCOME	Annual Esti- mate	Current Month	Total to Date
County .4 mill tax levy	\$55,445.00	\$ 2,537.55	\$ 2,537.55
County of Snohomish	15,350.00	-	15,350.00
City of Everett	35,000.00	8,750.00	8,750.00
County School Districts	37,432.00	1,837.62	20,255.74
Septic Tank Permits & Certfcns.	9,000.00	1,145.00	2,850.00
Septic Tank Installers	1,600.00	300.00	1,200.00
Septic Tank Pumpers	300.00	-	750.00
Establishment Licenses	5,500.00	1,425.00	3,905.20
Food & Bev. Serv. Workers Perm.	5,000.00	454.00	1,526.00
Nursing & Boarding Home Licenses	1,000.00	1.00	88.00
Miscellaneous	1,300.00	265.01	505.21
State Reimbursement	34,442.00	4,293.82	5,169.95
Indian Service	2,400.00	400.00	400.00
Tuberculosis Funds	31,548.00	2,627.50	5,255.00
TOTALS	<u>\$235,317.00</u>	<u>\$24,036.50</u>	<u>\$68,542.65</u>
Revenues to date	<u>68,542.65</u>		
Balance expected	<u>\$166,774.35</u>		

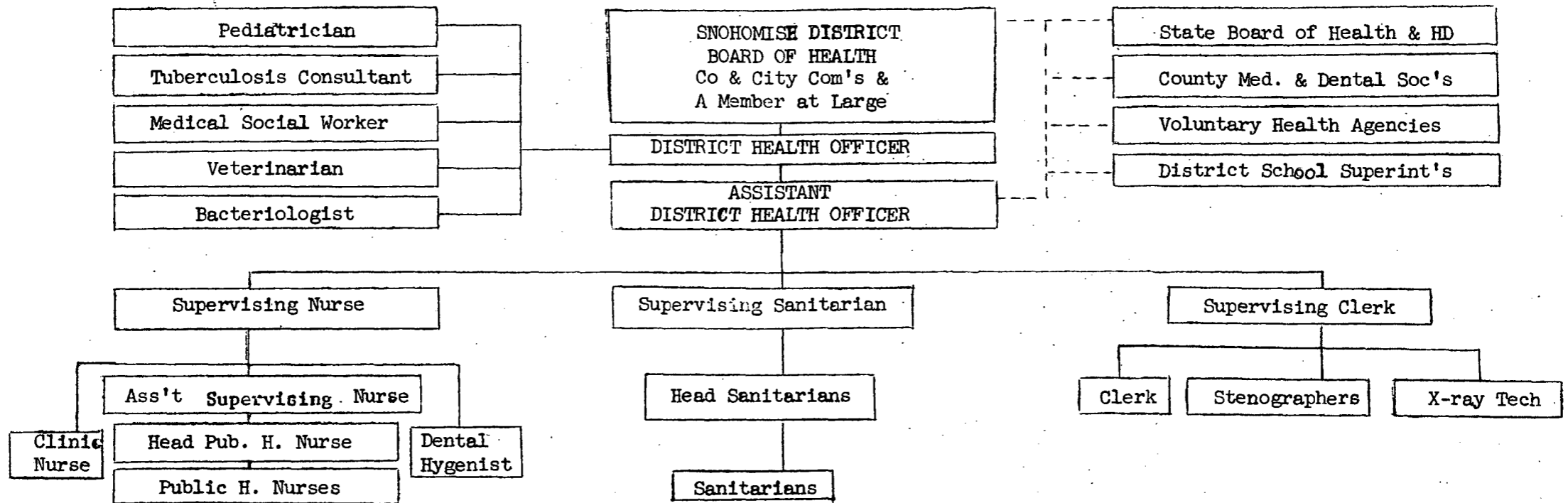
SNOHOMISH HEALTH DISTRICT
Budget Balance as of March 10, 1959

BUDGET ITEM	Annual Budget	February Expenditures (Approved 3/10)	Budget Balance
SALARIES	\$178,140.00	\$12,036.00	\$154,432.00
CAPITAL OUTLAY	\$ 3,305.00	930.00	1,652.18
MAINTENANCE & OPERATION:	<u>\$ 53,872.00</u>	<u>5,119.59</u>	<u>45,488.33</u>
	<u>\$235,317.00</u>	<u>\$18,085.59</u>	<u>\$201,572.51</u>
Pediatrician	\$ 4,800.00	\$ 400.00	\$ 4,000.00
Asst. Health Officer	4,032.00	336.00	3,360.00
Prof. Fees & Services	500.00	-	500.00
Postage and Telephone	3,074.00	287.50	2,680.00
Records and Supplies	3,225.00	416.98	2,141.54
Transportation & Exp.	11,000.00	890.22	9,179.36
Auto Maintenance	3,260.00	144.49	3,070.50
Clinic & Lab Expense	4,795.00	281.16	4,396.73
X-Ray Supplies & Exp.	2,500.00	52.29	2,092.09
Expense Equipment	400.00	8.06	386.77
Insurance	1,400.00	1,394.67	5.33
State Ret. & Soc. Sec.	13,786.00	908.22	12,586.01
Registrars' Fees	500.00	-	500.00
Transfers	600.00	-	600.00
(Estab. Petty Cash Fund)	<u> </u>	<u> </u>	<u>-10.00</u>
	<u>\$ 53,872.00</u>	<u>\$ 5,119.59</u>	<u>\$ 45,488.33</u>

CASH BALANCE:
(as of 3-31-59)

Receipts deposited as of 3-31-59	\$68,542.65
Expenditures as of 3-10-59	- 33,744.49
March Salaries and Employer Social Security	- <u>12,336.87</u>
Cash Balance	<u>\$22,461.29</u>

ORGANIZATION AND SERVICES OF SNOHOMISH HEALTH DISTRICT



COMMUNICABLE DISEASE CONTROL		ADULT HEALTH	INFANT AND CHILD HEALTH		ENVIRONMENTAL SANITATION		HEALTH EDUCATION	LABORATORY	STATISTICAL & CLERICAL	
T.B.	Other		Clinics	School Health	Public	Private			Vital Statistics	Clerical
Case Finding	Immunization	Home Visiting	Well Child Conferences	Physical Exams	Water	Water	Talks and Addresses	Clinical	Birth & Death Registration	Office
Home Visiting	Consultation	Home Teaching	Orthopedic Clinics	Home Teaching	Sewage	Sewage	Films	Water	Budget	
Clinics	Case Finding & Reporting	Chronic Diseases	Hearing Clinics	Immunizations	Tourist Facilities	Refuse	Poster and Pamphlets	Milk	Payroll	
Hospitalization	Home Visiting	Nursing Homes	Dental hygiene	Sanitation	Food Handling	Complaints & Nuisances	Newspaper & Radio	Foods	Recording (Registers)	X-rays
	V.D. Clinic		Topical Fluoride	Vision	Refuse Disposal		Sewage		Evaluation	
				Hearing	Boarding Homes		Home Visiting			
					Meat & Butcher Shops		Student Training			