

MINUTES

SNOHOMISH DISTRICT BOARD OF HEALTH  
Meeting of June 9, 1959  
1:30 p.m.

Present

Members Culmback, Kraetz, McCollum and Wyatt. Also Doctor Knipe, Mr. Moser and Mrs. Rands.

Members absent: Mr. Gebert  
Mr. Johnson  
Dr. Stocker

Minutes

It was unanimously agreed to dispense with reading of the minutes of last meeting inasmuch as copies had been previously circulated to members. Mr. Culmback moved that minutes be approved as submitted; seconded by Mr. McCollum; carried.

Auditing Committee

Mr. Kraetz appointed Messrs. Culmback and Wyatt as Auditing Committee and signing authorities.

U.S.P.H.S. Vector Control

Doctor Knipe reported further to the last meeting that a conference had been arranged with representatives of the State and Federal Health Departments next week to further look into the matter of this Department's participation in a Vector Control Pilot Program.

Polio Survey

The survey has been completed. Volunteer workers from the National Foundation are presently compiling the results. Report could be expected at the next Board meeting.

Port Commission

Sanitation Division is presently engaged in sampling various tide waters at the western side of the Port of Everett jetty for the Port Commission.

Lake Stevens

Lake Stevens Sanitary Survey indicates that on some sampling points there had been a recent reduction in pollution. No action would be taken as to posting the Lake as dangerous to swimmers until more complete information had been obtained.

Resignations

Resignations had been received or were expected from the following nursing staff members:

Mrs. Anne Clinch August 31 (Received)  
Miss Carol Nelson August 31 )  
Mrs. Virginia Davis August 31 )  
Mrs. Hazel Venables July 17 ) Expected

Resignations, continued -

This would create a need for four public health nurses. Active recruitment was being continued through the State Health Department, the University of Washington, the Nursing Associations, and by advertising in the Public Health and Nursing Journals.

New Staff Member

Doctor Knipe requested approval of his appointment of Miss Marilyn Barber, a Canadian of Vernon, British Columbia, as a staff public health nurse at a monthly salary of \$380 effective June 16, 1959. Mr. Culmback questioned the non-requirement of U.S. citizenship. It was pointed out that this was not required for temporary registration as a public health nurse in the State of Washington. Mr. McCollum moved that this appointment be approved; seconded by Mr. Culmback, carried.

Merit System

Further to an earlier request of the Board of Health, Doctor Knipe circulated a Proposed Merit System and Personnel Policies for the District Board of Health employees (as attached). This was discussed at length and tabled for consideration at a future meeting. It was requested that the staff's opinions and comments be obtained.

Leased Cars

Health Officer presented a detailed cost accounting covering the past 16-month period of (i) County-owned vehicles and (ii) mileage paid to personnel driving their own cars. Monthly costs of County-owned vehicles varied from \$25 - \$42 monthly. Averages of mileage paid varied from \$2 - \$72, with eight individuals receiving \$50 or more per month. Proposals for leasing cars had been received from Walsh-Platt Motors (Plymouth) and from Hutching Motors (Ford), in Everett, in the amounts of \$81 and \$73, respectively, monthly per each car. Further information would be received towards the end of the week from a Seattle firm at approximate monthly lease of \$59. Doctor Knipe was requested to obtain more information for presentation to the Board at the next meeting.

Budget

Requests for budget amendments were made, as follows:

- (a) Increase REVENUES by \$4,000 being the anticipated receipts for the period June 15 - December 31, 1959 from the Emander Dump Site Contract.
- (b) Authorization to pay Mr. Marvin Bilderback, contractor for the Emander Dump site, an amount not to exceed \$1,000 for fill and cover material at the site, work to be completed to the satisfaction of the Health District's Division of Sanitation.

Budget, continued -

Moved by Mr. McCollum that the budget be amended as follows:

- (i) REVENUES entitled "Emander Dump Site Contract," be increased by \$4,000; and further that,
- (ii) MAINTENANCE & OPERATION be increased by \$1,000 entitled "Contractor, Emander Dump Site" and that the District Health Officer be authorized to pay \$1,000 to Mr. Marvin Bilderback for fill and cover at the Emander Dump Site.

Motion seconded by Mr. Wyatt; carried.

- (c) Transfer of \$19 in the CAPITAL OUTLAY account from "Kodak Verifax Machine" to "Used Furniture and Re-finishing."

Moved by Mr. McCollum, seconded by Mr. Culmback, that this transfer be authorized; carried.

Financial Reports Financial reports, as appended, were approved.

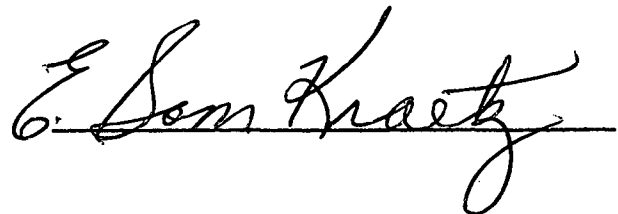
Approval of  
Accounts

Moved by Mr. Culmback, seconded by Mr. Wyatt, that accounts as presented be approved for payment, as follows:

June, 1959 SALARIES . . . \$12,217.00  
M & O (May accounts) . . . 3,123.21

Adjournment

Meeting adjourned at 3 p.m.



SNOHOMISH HEALTH DISTRICT  
Budget Balance as of June 9, 1959

BUDGET ITEM	Annual Budget	May Expenditures (Approved 6/9/59)	Budget Balance
SALARIES	\$178,140.00	\$12,183.00	\$110,849.50
CAPITAL OUTLAY	3,305.00	24.00	1,207.92
MAINTENANCE & OPERATION:	<u>54,872.00</u>	<u>3,381.66</u>	<u>34,295.70</u>
	<u>\$236,317.00</u>	<u>\$15,588.66</u>	<u>\$146,353.12</u>
Pediatrician	\$ 4,800.00	\$ 400.00	\$ 2,800.00
Asst. Health Officer	4,032.00	336.00	2,352.00
Prof. Fees & Services	500.00	-	495.00
Postage & Telephone	3,074.00		2,023.95
Records and Supplies	3,225.00	314.65	1,306.46
Transportation & Exp.	11,000.00	1,045.45	5,834.93
Auto Maintenance	3,260.00	103.16	2,667.49
Clinic & Lab Expense	4,795.00	201.98	3,794.25
X-Ray Supplies & Exp.	2,500.00	6.52	1,716.67
Expense Equipment	400.00		291.02
Insurance	1,400.00	-	- 39.97
State Ret. & Soc. Sec.	13,786.00	973.90	9,099.90
Registrars' Fees	500.00	-	364.00
Emander Dump Contractor	1,000.00	-	1,000.00
Transfers	600.00	-	600.00
(Estab. Petty Cash)	<u>                    </u>	<u>                    </u>	<u>-10.00</u>
	<u>\$ 54,872.00</u>	<u>\$ 3,381.66</u>	<u>\$ 34,295.70</u>

CASH BALANCE (as of 6-30-59):

Total Receipts deposited as of 6-30-59	\$131,491.94
Total Expenditures as of 6-9-59	-89,963.88
June Salaries & Employer Soc. Sec.	<u>-12,494.05</u>
Cash Balance . . . . .	<u>\$ 29,034.01</u>

2 copies of Snohomish District Board of Health meeting  
held June 9, 1959 delivered to County Auditor's Office  
on 6-15<sup>th</sup> 59:

Received by *Barthel L. Tjerne*

SNOHOMISH HEALTH DISTRICT  
PROPOSED MERIT SYSTEM - PERSONNEL POLICIES  
AND PROCEDURES

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(Presented to District Board of  
Health on June 9/59)

APPOINTMENT OF PERSONNEL

Personnel shall be appointed by the District Health Officer in accordance with Section VII, Chapter 183, Laws of 1945, as amended by Chapter 100 Laws of 1957 (Chapter 70.46) Revised Code of Washington; that is, with the approval of the District Board of Health. All appointments shall be provisional, or probationary, for a period not to exceed six months, after which time they shall be considered permanent.

QUALIFICATIONS

Responsibilities, necessary knowledge, skills and abilities, training and experience for each classification of employees shall be according to the State Merit System and as determined from time to time by the District Board of Health. (Suggested job descriptions are attached.)

HOURS OF DUTY

All personnel in the Health District shall work a minimum of thirty-five (35) hours per week. The hours of work shall be 8:30 a.m. to 4:30 p.m., winter and summer, with one hour allowed for lunch. The Department will make every attempt to allow compensatory time for overtime work by employees.

HOLIDAYS

Any day so designated by Law or proclaimed by the Governor:

January 1 - February 12 - February 22 - May 30 - July 4 - Labor Day -  
October 12 - November 11 - General Election Day - Thanksgiving Day -  
and - December 25.

Whenever a holiday falls on a Sunday, offices shall be closed the following Monday.

HEALTH EXAMINATION

Pre-employment physical examination shall be required of all new employees. It is urged in addition that each employee have an annual physical examination.

CHEST X-RAY

An annual chest x-ray shall be required.

LEAVES

(a) Sick Leave: Sick leave shall be earned at the rate of one day per each completed month of service and shall be accumulated to a total of sixty (60) days. If employment commences after the 15th of the month, sick leave shall not be earned for that particular month.

Sickness shall be reported to the immediate supervisor at the beginning of any period of sickness. Upon return to work an employee shall submit a formal request for approval of leave so taken. A medical certificate may be required for absence in excess of six (6) consecutive days. The District Health Officer shall satisfy himself that the reason for taking sick leave be bonafide.

All accumulated sick leave shall be cancelled when employment is terminated. It shall be restored, however, if an employee be reappointed within one (1) year to the Health District staff. Sick leave may be extended by the District Health Officer with the approval of the District Board of Health after all earned sick leave has been taken if an employee be injured in the line of duty (except when covered by State Industrial Insurance) or contracts a communicable disease through exposure to such illness in the line of duty.

(b) Maternity: Employee services shall be terminated at the beginning of the fifth month of pregnancy, except that the District Health Officer with the approval of the District Board of Health may make special allowances in individual cases.

#### VACATION

Employees shall be entitled to vacation at the rate of twelve (12) working days per year. Such leave shall be in addition to holidays. This leave shall be taken within the calendar year next succeeding the calendar year in which service was rendered. Vacation leave shall be taken when it will least interfere with the work of the Department, and only with the approval of the supervisor of the division in which the employee works. If employment commences after the 15th of the month, no vacation day will be earned for that month.

#### MILITARY TRAINING LEAVE

Leaves not to exceed 15 calendar days in any one year, over and above the vacation leave, may be allowed for active training duty to an employee who is a member of the Washington National Guard, or a Reserve Corps of the United States as authorized by Chapter 113, Session Laws of 1939. During the period of such leave employee shall receive his salary less the amount of the base pay earned by him in the performance of such active training duty. Proof of the amount and receipt of the base pay for such service shall be made in such manner and upon such certificate as the County Auditor may require.

#### CIVIL AND OTHER LAWS

The District Health Officer may allow any necessary leave to permit an employee to serve on a jury, to take merit system examinations for State positions in Washington or to exercise other civil duties. When such leave is granted, compensation shall be paid for the time absent only in the amount of the excess of any compensation received for such civil duties.



Because of illness or death in the immediate family requiring the attendance of the employee, the District Health Officer may grant such leave. (Family includes only the following persons related by blood, marriage, or legal adoption in the degree of grandparents, parents, wife, husband, brother, sister, child or grandchild, or any relative living in the employee's household.)

The District Health Officer may allow employees to attend meetings which are of direct concern to the Department, providing the Department is adequately staffed during the regular office hours.

#### MEDICAL INSURANCE

All Health District employees are encouraged to join the Snohomish County Physicians Corporation for hospital and medical services coverage. The employee shall pay the entire amount of the medical insurance premium.

#### RETIREMENT

All employees shall be under the Washington State Employees' Retirement System commencing six (6) months after date of employment.

#### SOCIAL SECURITY

All full time employees shall be covered by Social Security.

#### TRANSPORTATION

- (a) Personal Cars: Employees required to drive personally-owned vehicles for duty shall be compensated at the rate of eight cents (8¢) per mile for travel related to such duty. Driving to-and-from residence shall not be considered duty travel.
- (b) Departmental Cars: Employees driving vehicles owned or leased by the Health District shall keep a daily record of mileage and expenses; such records shall be turned in to the District on the last working day of each month.

TERMINATION OF EMPLOYMENT BY EMPLOYEE

At least thirty (30) days written notice of intention of termination of employment shall be given by the employee to the District.

TERMINATION OF EMPLOYMENT, SUSPENSIONS AND DISMISSALS BY THE DISTRICT

Causes for Suspension:

The following are declared to be causes for suspension of an employee by the District Health Officer from the service of the Health District, although suspensions may be based upon causes other than those enumerated, namely:

- (1) Conviction of a felony or a misdemeanor involving moral turpitude.
- (2) Wilful violation of any lawful and reasonable regulation, order or direction made or given by a superior where such violation has amounted to insubordination or serious breach of proper discipline or has resulted in loss or injury to the Health District or to the public.
- (3) Habitual use of intoxicating beverages, in excess.
- (4) Incompetency or inefficiency in the performance of duties of the position to which he is appointed.
- (5) The use of wantonly offensive conduct or language towards the public or fellow employees.
- (6) Carelessness or negligence in the use of the property of the Health District.
- (7) Failure to pay or make reasonable provisions for future payment of just debts due and owing by him.
- (8) The use or attempt in use of political influence in securing promotion, transfer, leave of absence, or increase of pay.
- (9) The aiding in assessment or collection from any municipal officer or employee, or employee in the service of the Health District, for the purpose of securing the nomination or election of any person to municipal

office or for the purpose of making a gift to any elective officer or superior for purposes of personal gain.

- (10) The attempt to induce any civic officer or municipal employee or employee of the Health District to commit an illegal act or acts in violation of any law or regulation.
- (11) The taking or receiving of any fee, gift or other valuable thing in the course of his work or in connection with it for his personal gain from any person when such fee or gift is given or offered by such person in the hope or expectation of receiving a favor or better treatment than that accorded another person.
- (12) Conduct unbecoming an officer or employee of the Health District or aiding or abetting or being in collusion with any form of crime.
- (13) The contraction of such infectious disease or physical ailment or defect which incapacitates him for the proper performance of the duties of his position and for the contraction of which the employee is himself responsible.
- (14) Employment in gainful occupation for profit in addition to regular duties, which conflicts with or in any way interferes with the performance of his regular duties.
- (15) Employment in gainful occupation for profit during vacation period which will interfere with the relaxation for which vacation is granted.
- (16) Active participation in, or assisting in any way, a political campaign involving the election or recall of any elective official.

Dismissal:

Employees may be dismissed on recommendation of the District Health Officer, by the District Board of Health, for any of the causes of suspension as listed above.

Hearings and Appeal:

Any employee suspended by the District Health Officer, or dismissed by the District Board of Health, shall have the right of hearing and appeal at the next regular meeting of the District Board of Health, whose decision shall be final. In case of reinstatement by the District Board of Health of a suspended employee, he shall be eligible for full remuneration for the period of suspension.

GENERAL REQUIREMENTS - ELIGIBILITY

There shall be no discrimination as to race, creed, color and/or sex in making appointments to the staff of the Health District.

RESIDENCE AND CITIZENSHIP

United States citizenship and residence within the County of Snohomish may be waived in making appointments, provided there is a proven shortage of personnel applying for employment with the Health District. All other things being equal, however, U. S. citizens and residents of the County of Snohomish will be given preference.

SALARIES

Minimum salaries shall be according to the current recommendations of the Washington State Department of Health Merit System Salary Schedule.

AGENDA

SNOHOMISH DISTRICT BOARD OF HEALTH

June 9, 1959

1:30 p.m.

(Due to the heavy agenda, Mr. Kraetz has asked that we call the meeting for 1:30 p.m., or as soon thereafter as possible)

1. Call to order
2. Minutes of last meeting
3. Authorization of Accounts
4. Old Business -
  - a) U.S.P.H.S. Vector Control Program
  - b) Polio Survey
  - c) Port Commission, Jetty Development
  - d) Lake Stevens Sanitary Survey
5. New Business -
  - a) Resignations
  - b) New staff appointment (Miss Marilyn Barber)
  - c) Proposed Merit System
  - d) Leased Cars
  - e) Budget: 

{(i)	County Refuse Disposal Site
{(ii)	Capital Outlay
  - f) Other
6. Reports - Financial
7. Approval of accounts
8. Adjournment

Roger Knipe, M.D.  
Executive Secretary