

MINUTES

SNOHOMISH DISTRICT BOARD OF HEALTH  
Meeting of July 14, 1959  
1:30 p.m.

Present

Members, Messrs. Kraetz, Gebert, Johnson, McCollum, Stocker, and Wyatt. Also, Mr. William Ingram, Board attorney, Doctors Ebert and Knipe, Miss Kyle, Mrs. Rands and Mr. Stockton.

Member absent: Mr. Culmback

Minutes

Mr. McCollum moved that minutes of last meeting, as previously circulated, be adopted; seconded by Mr. Johnson and carried.

Auditing  
Committee

Mr. Kraetz appointed Mr. Johnson and Mr. McCollum to audit vouchers as submitted for payment.

Merit  
System

Doctor Knipe reported that the proposed Merit System had been circulated to and discussed with all staff and that as a result, minor revisions had been recommended and were now included in the attached outline. All staff were in agreement as to its' content except that certain former City employees disagreed on that section referring to "Dismissals." They recommended that a Review Board apart from the Board of Health be appointed rather than have the Board of Health act in that capacity. Mr. Johnson stated that he had been visited by two former City employees who registered their personal objection to him regarding this particular article. Mr. McCollum pointed out that in the present system, Everett City Civil Service Review Board consists of three members whereas the District Board of Health consists of seven members. Doctor Knipe again reminded the Board that the State informed us some months ago that all staff are to be on one payroll by January 1, 1960, pointing out that our State reimbursement would be affected considerably if this is not accomplished. He suggested that Mr. Ingram be requested to furnish the Board with a legal opinion as to content, form, and legality, and that the adoption of the Merit System be considered at the August meeting. Agreed.

Vector  
Control

Doctor Knipe reported that in final meeting with State and Federal Health Department personnel it was determined that this program would cost the District much beyond its' means, and that the USPHS and State Health Department had been so informed.

Minimum  
Wage

Resolution as prepared by Mr. Ingram, Board attorney, was circulated to Board members, as appended. Mr. McCollum moved that it be adopted; seconded by Mr. Gebert and carried.

Transportation - Doctor Knipe presented cost analysis to the Board (as appended)  
Lease and/or  
Purchase of  
Automobiles covering reimbursement to personnel in the top ten mileage bracket and operational costs of District-owned vehicles. Preliminary estimates had been obtained from three local car dealers covering both leasing and purchasing and from this information obtained, Doctor Knipe recommended that the Board seriously consider the purchasing of nine more automobiles on a monthly payment plan.

Mr. Hudgins, representative of Westlake Chevrolet, Seattle, was introduced to the Board, and he presented preliminary proposals on both leasing and purchasing.

Mr. Gebert suggested that a committee be appointed of three members who have had experience in automobile purchasing to look into the matter. Mr. Kraetz thereupon appointed Messrs. Johnson, Culmbach and McCollum, with the request that they report on their findings and recommendations at the next meeting.

Doctor Knipe requested permission in the meantime to have the County Purchasing Agent call for bids on behalf of the District on both leasing and purchasing on monthly instalments provided that any and/or all bids might not necessarily be accepted. It was agreed that this would be satisfactory and that the Committee be empowered to open the bids and to make recommendation to the Board at its next meeting.

Lake Stevens

Mr. Stockton reported further on Lake Stevens sampling which was being continued at ten different locations (seven on the Lake and three on the creeks entering the Lake), and that the majority of reports reflected improvement so that posting of the Lake was not indicated at this time. Mr. Stockton emphasized that recent publicity makes no reference to the main problem which is that of algae and sewage pollution and which first prompted commencement of laboratory analyses some four years ago. And further, that the Health Department's only interest was to "clean up the Lake."

Mr. Johnson stated that in the light of recent newspaper publicity concerning himself that he, too, was gathering information on Lake Stevens at his own expense.

Budget

Doctor Knipe reported that tentative 1960 Public Health and Tuberculosis budgets had been prepared and forwarded to the State Health Department as requested and that confirmation of Federal and State reimbursement as indicated in these drafts (general budget totaling \$37,535 plus \$35,002 tuberculosis funds), had been received. The City and County Commissioners when questioned agreed that they would appropriate \$35,375, and \$15,350 plus tax monies, respectively, towards the 1960 Health District general budget.

Prostitution

Doctor Knipe stated that a house of prostitution was presently operating on Highway 99 in South Snohomish County and that the matter had been brought to the attention of the County Sheriff and Prosecutor. The women involved had been previously operating in another location and had been named as sources of gonorrhoea. Mr. Ingram was presently reviewing the Laws, Rules and Regulations respecting Health Officer's orders, and will present an opinion in the near future.

Approval of  
Accounts

Mr. Gebert moved that vouchers be approved for payment, as follows:

July Salaries - \$12,371.00  
June M & O - \$ 4,350.58

Seconded by Mr. Johnson; carried.

Class "HY"  
Restaurant  
Licenses

Mr. Johnson reported that he had on behalf of the City Council recently recommended that an approval for a Class "H" (Liquor) License by a restaurant operator be denied because of difficulty that the City Health Department had had in the past with the applicant who owned two other restaurants in Everett. He stated that the Health Officer had subsequently been approached on behalf of the applicant and that the Health Officer had apparently recommended Class "H" License. Doctor Knipe stated that there was an apparent misunderstanding here in that he had no authority for nor special interest in liquor licenses. Correspondence was produced and reviewed at this point in the meeting indicating that the Health Officer had written the applicant that if he applied to the Health District for a restaurant license under the City Ordinance that the permit would be issued. Mr. Ingram stated that in his opinion the Health Officer could not legally refuse to issue a permit on the strength of past performance of an operator in connection with other business establishments owned and operated by him. In other words, the Health Officer "cannot anticipate a violation."

Emander Dump

Mr. McCollum asked how things were progressing at the new Emander Dump site. Mr. Stockton reported that he was fairly well satisfied with progress considering the difficulty that the new operator had been having with equipment. County Commissioners requested more publicity in the press on this new arrangement.

Reports

Mr. Stockton presented a typed report covering Sanitation Division activity for the month of June.

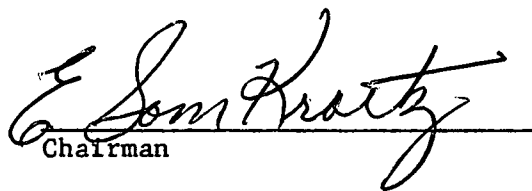
Reports, continued -

Miss Kyle presented Everett City IBM Statistical Report and a total program narrative report of nursing activity.

Financial reports were distributed, as appended.

Adjournment

Meeting adjourned at 3:30 p.m.

  
Chairman

Copy of Minutes of July 14, 1959 Meeting of the Snohomish  
District Board of Health delivered to County Auditor's Office  
9-15-59:

Received Olga Nelson

AGENDA

Snohomish District Board of Health

July 14, 1959 - 1:30 p.m.

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1. Call to order
2. Minutes of last meeting
3. Authorization of accounts
4. Old Business -
  - (a) Merit System
  - (b) Transportation Costs
  - (c) Lease or Purchase of Automobiles
  - (d) Lake Stevens Sanitary Survey
  - (e) U.S.P.H.S. Vector Control Program
  - (g) Washington Minimum Wage and Hour Act
5. New Business -
  - (a) Budget
  - (b) Prostitution
6. Reports -
  - (a) Sanitation
  - (b) Nursing
  - (c) Financial
7. Approval of Accounts
8. Adjournment

Roger Knipe, M.D.  
Executive Secretary

SNOHOMISH HEALTH DISTRICT  
MERIT SYSTEM, PERSONNEL POLICIES AND PROCEDURES

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APPOINTMENT OF PERSONNEL

Personnel shall be appointed by the District Health Officer in accordance with the Charter of the Snohomish 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 employee shall be according to the State Merit System and as determined from time to time by the District Board of Health.

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

When 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 before permanent appointment. 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 except that vacation leave may be accumulated with the approval of the District Health Officer. 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. If employment is terminated by resignation or dismissal prior to twelve months' employment in any calendar year, vacation leave shall be pro-rated.

MILITARY TRAINING LEAVE

Leaves not to exceed fifteen (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



**MILITARY LEAVE, continued -**

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 or courses of instruction 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 Physician 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 a rate to be determined annually by the Board of Health for travel related to such duty. Driving to-and-from residence shall not be considered duty travel.

TRANSPORTATION, continued -

(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 suspension 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, provided that a minimum of thirty (30) days' notice is given the employee by the District Health Officer.
- (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, provided that a minimum of thirty (30) days' notice is given the employee by the District Health Officer.
- (8) The use or attempt in use of political influence in securing promotion, transfer, leave of absence, or increase of pay, provided that a minimum of thirty (30) days' notice is given the employee by the District Health Officer.

TERMINATION OF EMPLOYMENT, SUSPENSION AND  
DISMISSALS BY THE DISTRICT; Causes for  
Suspension, continued -

- (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, provided that a minimum of thirty (30) days' notice is given the employee by the District Health Officer.
- (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, provided that a minimum of thirty (30) days' notice is given the employee by the District Health Officer.
- (15) Employment in gainful occupation for profit during vacation period which will interfere with the relaxation for which vacation is granted, provided that a minimum of thirty (30) days' notice is given the employee by the District Health Officer.
- (16) Active participation in, or assisting in any way, a political campaign involving the election or recall of any elective official.
- (17) Attaining the age of 65 years; this may be waived at the discretion of the District Board of Health.

Dismissal:

Employee 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.

TERMINATION OF EMPLOYMENT, SUSPENSION AND  
DISMISSALS BY THE DISTRICT, continued -

Seniority:

In the event of the elimination of a position, or reduction in the number of employees in any classification due to budgetary limitations, dismissal of employees shall be according to their seniority in length of service to the Board and/or total length of service to the Board and to the previous County or City Health Departments.

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.

ADOPTED IN REGULAR MEETING ON \_\_\_\_\_, \_\_\_\_\_, BY THE  
SNOHOMISH DISTRICT BOARD OF HEALTH:

\_\_\_\_\_, Chairman  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

Attest:

\_\_\_\_\_  
Executive Secretary

RESOLUTION ESTABLISHING THE HOURLY WAGES, HOURS TO BE WORKED EACH DAY AND EACH WEEK AND ESTABLISHING MINIMUM MONTHLY SALARIES FOR CERTAIN SPECIFIED EMPLOYEES OF THE SNOHOMISH HEALTH DISTRICT

BE IT RESOLVED:

WHEREAS, the "Washington Minimum Wage and Hour Act," being Chapter 294, Laws of 1959, became effective on the 11th day of June, 1959; and

WHEREAS, all employees of the Snohomish Health District are retained in a professional capacity, and as such are not affected by the said "Washington Minimum Wage and Hour Act," except certain clerical positions hereinafter referred to; NOW, THEREFORE:

Section 1: It shall be the policy of the Health District to pay the employees holding the positions hereinafter described at not less than One Dollar (\$1) per hour, and that all such employees working in excess of forty (40) hours in any week or eight (8) hours in any day, one and one-half (1½) times the said employee's hourly rate.

Section 2: The hourly rate of pay for the specified Health District positions shall be as follows, to-wit:

<u>Title of Employee Position</u>	<u>Regular Hourly Rate of Pay</u>
Clerical Supervisor	\$2.192
Clerk Stenographer	1.846
Clerk Stenographer	1.846
Clerk Stenographer	1.771
Clerk Typist	1.627
Clerk	1.442

Section 3: As to such employees set forth in Section 2, and as to any other employees retained to fill said positions, or any other employees which may be covered by the said "Washington Minimum Wage and Hour Act," it shall be the responsibility of the Health Officer to schedule shifts and hours of work of the employees; it shall be permissible for such employees, by mutual agreement, to exchange shifts or hours of work, with the consent of the Health Officer; further, the Health Officer shall maintain a daily time report for each employee specified in this Resolution; such report will show date and the hours worked; such report shall further be certified by the Health Officer not less than once a month as a correct record of the days and hours worked for such employees.

Section 4: The purpose of the minimum salaries hereinabove established for the positions herein referred to is to assure Health District employees an adequate standard of living and assure the Health District loyal and qualified employees to conduct its affairs.

Section 5: The following officers and employees shall be considered Executive, Administrative, or Professional employees, as hereinafter indicated, and shall receive monthly or annual salaries as set forth by the Health District budget. Such employees, because of the nature of their work, shall not be entitled to overtime pay and no records shall be required for the incumbents of such positions:

- (a) District Health Officer
- (b) Assistant District Health Officer
- (c) Bacteriologists
- (d) Meat Inspectors
- (e) Public Health Nurses
- (f) Clinic Nurses
- (g) Sanitarians
- (h) Medical-Social Workers
- (i) Dental Hygienists
- (j) Pediatricians

Section 6: No Health District employee referred to in Section 2 hereof shall work in excess of his regular work week as specified in Section 1 hereof without prior approval of the Health Officer. Any employee who shall work without such prior approval shall not be deemed to be employed by the Health District and such services shall be deemed to be a mere gratuity; provided that, it is understood that as to the employees whose positions are described in Section 2 hereof, that such employees' regular work week at the present time is fixed at thirty-five (35) hours in any one week.

Section 7: The Health Officer shall not authorize any employee to work any hours in excess of his regularly scheduled work week unless there is available to the Health Officer sufficient funds within his budget to pay the added costs of such additional work and nothing in this Resolution shall authorize the Health Officer to exceed any budget item.

Section 8: This Resolution shall become effective immediately upon its passage.

PASSED THIS 14th DAY OF JULY, 1959:

SNOHOMISH DISTRICT BOARD OF HEALTH

\_\_\_\_\_, Chairman  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

Attest:

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

*W. J. (Handwritten signature)*

SNOHOMISH HEALTH DISTRICT

AUTOMOBILE COST COMPARISON - JANUARY 1956/APRIL 1959

	Mileage	Cost	Present Value	Depreciation	Repairs	Tires and Tubes	Misc.	Total	Total Annual	Total Monthly
1957 Plymouth	23,000	\$1,825	\$1,050	\$ 775	\$ 60	\$45	\$40	\$1,020	\$500	\$42
1956 Chevrolet		1,800	750	1,050	300	100	30	1,480	490	41
1951 Ford-4dr		1,600	200	1,400	900	90	50	2,440	306	25
1951 Plymouth	51,000	1,400	175	1,225						
1951 Ford-cpe	50,000	1,400	175	1,225						

MILEAGE PAID TO EMPLOYEES - JANUARY 1958/APRIL 1959

<u>District #</u>	<u>1958</u>	<u>1959</u>	<u>Total</u>	<u>Monthly Average</u>
#9 (Nursing)	\$874	\$275	\$1,149	\$72
#3 (Nursing)	746	329	1,075	67
Sanitation		260		63
Sanitation		248		62
#5 (Nursing)	655	285	940	59
#8 (Nursing)	736	209	945	58
#12 (Nursing)	703	195	898	56
#11 (Nursing)	625	194	819	51
Sanitation		184		48
#7 (Nursing)	585	175	760	47
				<u>(\$583)</u>

MILEAGE PAID TO EMPLOYEES - JANUARY - MAY 30, 1959

#3 (Nursing)	\$410	\$82
#5 (Nursing)	372	74
Sanitation	355	72
#9 (Nursing)	352	70
#10 (Nursing)	350	70
Sanitation	294	59
		<u>(\$427)</u>
#8 (Nursing)	258	52
#12 (Nursing)	248	50
Overall County	248	49
#11 (Nursing)	240	48
		<u>(\$626)</u>

NOTE: It is apparent that for the first sixteen months of operation that the ten highest recipients of mileage average \$58.30 per month. Checking the experience the first five months of 1959 the top six persons averaged \$71 per month and the top ten averaged \$62.60 per month.

If cars can be purchased for \$50 a month it would appear that considerable amount of money would be saved even including gasoline, oil, repairs and depreciation for the top six high mileage people if they were assigned District-owned vehicles. In addition, consideration should be given to replacing the three 1951 model automobiles.

It is therefore recommended that a total of nine vehicles be purchased at this time.

Roger Knipe, M.D.



SNOHOMISH HEALTH DISTRICT

REVENUES - 1959

Income Deposited for the Month of June

SOURCE OF INCOME	Annual Estimate	Current Month	Total to Date
County .4 mill tax levy	\$ 55,445.00	\$11,162.86	\$ 36,287.33
County of Snohomish	15,350.00	-	15,350.00
City of Everett	35,000.00	-	8,750.00
County School Districts	37,432.00	1,406.00	25,096.98
Refuse Disposal Contract	4,000.00	-	-0-
Septic Tank Permits & Certfcns.	9,000.00	1,760.00	7,340.00
Septic Tank Installers	1,600.00	150.00	1,650.00
Septic Tank Pumpers	300.00	-	800.00
Establishment Licenses	5,500.00	440.00	4,975.20
Food & Bev. Serv. Workers' Perm.	5,000.00	378.00	2,456.00
Nursing & Boarding Home Licenses	1,000.00	-	174.00
Miscellaneous	1,300.00	450.35	1,330.11
State Reimbursement	34,442.00	2,829.95	13,144.82
Indian Service	2,400.00	200.00	1,000.00
Tuberculosis Funds	<u>31,548.00</u>	<u>2,627.50</u>	<u>13,137.50</u>
TOTALS .....	\$239,317.00	<u>\$21,404.66</u>	<u>\$131,491.94</u>
Revenues to date (6/30) -	<u>131,491.94</u>		
Balance Expected	<u>\$107,825.06</u>		