

MINUTES

SNOHOMISH DISTRICT BOARD OF HEALTH  
Meeting of September 8, 1959  
2 p.m.

- Present Members, Messrs. Kraetz, Gebert, Johnson, McCollum, Stocker and Wyatt. Also Doctors Ebert and Knipe, Mr. William Ingram, Mrs. Chambers, Miss Platt, Mr. Stockton and Mrs. Rands
- Member absent: Mr. Culmback
- Minutes Moved by Mr. Gebert, seconded by Mr. Wyatt, and carried that minutes of last meeting as circulated to members, be approved.
- Auditing Committee Chairman Kraetz appointed Messrs. Johnson and McCollum as the Auditing Committee.
- Auto Purchase Mr. Ingram presented a Vehicle Lease Agreement which, in his opinion, would conform with the budget and other State and County laws. Motion was presented, to wit:
- "RESOLVED, that the Snohomish Health District enter into a Vehicle Lease Agreement with Walsh-Platt Motors, a partnership, Everett, Washington, providing for the lease of vehicles as described in that certain proposed lease agreement consisting of nine vehicles, and that the proposed form of said vehicle lease agreement be approved and that the Chairman of the Board of Health of the Snohomish Health District be authorized to execute said agreement for and on behalf of the District, to be attested by the Executive Secretary and District Health Officer, subject to the approval of the Snohomish County Prosecuting Attorney's office as to form and substance."
- Moved by Mr. Gebert, seconded by Mr. Wyatt, that this resolution be adopted. Carried.
- New Staff Moved by Mr. Johnson, seconded by Mr. McCollum and carried, that the District Health Officer's appointment of the following staff be approved:
- Mrs. Gladys Ittner, Public Health Nurse,  
at a monthly salary of \$364 effective 8-24-59
- Mrs. Anna Wilson, to be paid from Salaries  
item "Extra Help" as a Clinic Nurse at a  
monthly salary of \$307 effective 9-28-59

October  
Meeting

Doctor Knipe requested leave to attend a Conference for Medical Consultants to the State Department of Vocational Rehabilitation in San Francisco in October. Granted. This necessitated moving the October meeting of the Board of Health to Tuesday, October 6, at 2 p.m. Agreed.

Tuberculosis  
Control  
Budget

Health Officer reported that the State Health Department had approved the County Commissioners' Tuberculosis Control Budget in the total amount of \$210,589.50, the County's share being \$84,000.00 from the .6 mill levy.

Merit System

The proposed Merit System was again presented with the additional proviso for a Board of Review. There was discussion and subsequent agreement as to the following:

- (1) Appointment of the members of the Board of Review on a rotating basis for three, two, and one year periods, such terms to be determined by the members on appointment by drawing of lots.
- (2) That the three members should not be members of any party to the agreement nor employees thereof.

The Secretary was instructed to re-word Paragraph (d) to Section XVII of the Merit System with the advice and assistance of the Board Attorney. This was done, and the paragraph in question read as follows:

"Hearings and Appeal, Board of Review"

"A Board of Review, to be known as the 'Board of Review of Employee Tenure' shall be appointed immediately on adoption of this Merit System. It shall consist of three persons not members of any party hereto nor employees thereof, to wit:

- "(i) One member nominated by the Commissioners of the County of Snohomish;
- "(ii) One member nominated by the Commissioners of the City of Everett;
- "(iii) One member nominated by the Snohomish District Board of Health.

Merit System,  
continued -

"Members so appointed shall draw lots as to the length of term of office, namely, one for three years, one for two years, and one for one year. Subsequently appointments shall be for a three year period and shall be made by the appropriate bodies on a rotating basis."

Moved by Mr. Gebert, seconded by Mr. McCollum, and carried, that the Merit System as presented and amended, be adopted. (Copy appended hereto.)

Appointment of Board of Health  
Member to Board of Review:

It was agreed that each member of the Board of Health and particularly the Chairman, would consider possible likely nominees to this position, for presentation at the next meeting.

City of Everett and County of Snohomish Members:

Secretary was instructed to notify the City of Everett and the County of Snohomish in writing that a Merit System had been approved by the Board and would they therefore appoint their members, as provided, to the Board of Review; and secondly, that the City should petition the County for amendment to the Agreement setting up the Health District with respect to that portion which provided for continuation of City Civil Service for former City employees.

Fees for  
Immunizations

Health Officer requested authorization for charging a 50¢ fee for children and \$1.00 fee for adults for immunizing at Well Child Conferences, in the School program, and at the central Office Clinics. Moved by Mr. McCollum, seconded by Mr. Gebert, and carried, that these fees be approved provided that no charge will be made where the patient is unable to pay.

Reports

Mrs. Katharine Hall Chambers, Medical-Social Worker, presented a report of her activities. She pointed out, among other things, that through her efforts a sum of approximately \$4700 had been collected on tuberculosis patients (insurance, etc.), for deposit in the County Tuberculosis Funds. She was commended by the Chairman for the excellence of her performance in the fields of Tuberculosis Control, Crippled Children and Mentally Retarded Children.

Emander  
Dump  
Contractor

Mr. Marvin Bilderback appeared before the Board with an accounting of his financial difficulties. Apparently many persons previously using the Emander Dump site had gone elsewhere since the dumping fee had been set up. This had resulted in a loss of approximately 75% of anticipated receipts. He was requested to petition the County Commissioners for reconsideration of his agreement. Chairman of the County Commissioners stated that he would obtain legal advice in the matter from the County Prosecutor in that the agreement had not been fulfilled by the contractor and that the District Board of Health had promised to pay the contractor a sum not to exceed \$1,000 for putting the dump in satisfactory condition.

Authorization  
of Accounts

Moved by Dr. Stocker, seconded by Mr. Gebert, that accounts as presented be approved for payment, as follows:

Maintenance and Operation, August . . \$ 3,223.40  
Salaries for September . . . . . 12,719.70

Adjournment

Meeting adjourned at 3:25 p.m.

---

Copy of Minutes of Board of Health Meeting held September 8, 1959,  
delivered to County Auditor's office 9-15-59:

Received by Olga Nelson

SNOHOMISH HEALTH DISTRICT  
3011 Rockefeller Avenue  
Everett, Washington

MERIT SYSTEM, PERSONNEL POLICIES AND PROCEDURES

Adopted in regular meeting on  
September 8, 1959, by the  
Snohomish District Board of Health

Merit System, Personnel Policies and Procedures

I N D E X

| <u>Section #</u> | <u>Title</u>  | <u>Page Numbers</u> |
|------------------|---|---------------------|
| I                | APPOINTMENT OF PERSONNEL  | 1                   |
| II               | QUALIFICATIONS  | 1                   |
| III              | DISCRIMINATION  | 1                   |
| IV               | RESIDENCE   | 1                   |
| V                | SALARIES  | 1                   |
| VI               | HOURS OF DUTY   | 1                   |
| VII              | HOLIDAYS  | 2                   |
| VIII             | HEALTH EXAMINATION  | 2                   |
| IX               | CHEST X-RAY   | 2                   |
| X                | LEAVES:   |                     |
|                  | (a) Sick  | 2                   |
|                  | (b) Maternity   | 3                   |
|                  | (c) Military Training   | 3                   |
|                  | (d) Civil and Other Laws  | 3                   |
| XI               | VACATION  | 3 and 4             |
| XII              | MEDICAL INSURANCE   | 4                   |
| XIII             | RETIREMENT  | 4                   |
| XIV              | SOCIAL SECURITY   | 4                   |
| XV               | TRANSPORTATION:   |                     |
|                  | (a) Personal Cars   | 4                   |
|                  | (b) Departmental Cars   | 4                   |
| XVI              | TERMINATION OF EMPLOYMENT BY EMPLOYEE                                   | 4                   |
| XVII             | TERMINATION OF EMPLOYMENT, SUSPENSION AND<br>DISMISSAL BY THE DISTRICT: |                     |
|                  | (a) Causes for Suspension   | 5 and 6             |
|                  | (b) Dismissal   | 6                   |
|                  | (c) Seniority   | 6                   |
|                  | (d) Hearings and Appeal, Road of Review                                 | 7                   |

SNOHOMISH HEALTH DISTRICT

MERIT SYSTEM, PERSONNEL POLICIES AND PROCEDURES

I. 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.

II. 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.

III. DISCRIMINATION

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

IV. 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.

V. SALARIES

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

VI. 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.



VII. 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.

VIII. 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.

IX. CHEST X-RAY

An annual chest x-ray shall be required.

X. 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.

X., LEAVES, continued -

(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.

(c) 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 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.

(d) 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.

XI. 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.

XI. VACATION, continued -

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.

XII. 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.

XIII. RETIREMENT

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

XIV. SOCIAL SECURITY

All full-time employees shall be covered by Social Security.

XV. 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.

(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.

XVI. 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.

XVII. TERMINATION OF EMPLOYMENT, SUSPENSIONS AND  
DISMISSALS BY THE DISTRICT

(a) 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.
- (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.

XVII., TERMINATION OF EMPLOYMENT, SUSPENSIONS AND  
DISMISSALS BY THE DISTRICT, continued -

- (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.

(b) Dismissal:

Any employee may, on receipt of written notice, be dismissed on recommendation of the District Health Officer by the District Board of Health, subject to hearing and appeal as hereinafter provided, for any of the causes of suspension as listed above.

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.

(c) Seniority:

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

XVII, TERMINATION OF EMPLOYMENT, SUSPENSIONS AND  
DISMISSALS BY THE DISTRICT, Continued -

(d) Hearings and Appeal, Board of Review:

A Board of Review, to be known as the "Board of Review of Employee Tenure" shall be appointed immediately on adoption of this Merit System. It shall consist of three (3) persons not members of any party hereto nor employees thereof, to wit:

- (i) One member nominated by the Commissioners of the County of Snohomish;
- (ii) One member nominated by the Commissioners of the City of Everett; and
- (iii) One member nominated by the Snohomish District Board of Health.

Members so appointed shall draw lots as to the length of term of office, namely, one for three years, one for two years, and one for one year. Subsequently appointments shall be for a three year period and shall be made by the appropriate bodies on a rotating basis. The Board of Review may elect a chairman from its' members.

Any employee who has been given written notice of dismissal by the Board of Health as heretofore provided and feels aggrieved thereby may, within ten (10) days, give to the Executive Secretary of the District Board of Health written notice of intention to appeal to the Board of Review. The Secretary shall promptly notify the members of the Board of Review who shall fix the time, date and place of hearing and shall notify the employee thereof. The employee may be present at the hearing and present such evidence or other matters bearing upon the issue. He may at his option be represented by an attorney.

The decision of the Board of Review shall be final, conclusive and binding upon both the employee and the Snohomish District Board of Health. In case of reinstatement of a dismissed employee, he shall be eligible for full remuneration for the intervening period.

NOTICE OF MEETING AND AGENDA

Snohomish District Board of Health  
September 8, 1959, 2 P.M.

---

1. Call to order
2. Minutes of last meeting
3. Auditing Committee
4. Old Business -
  - (a) Merit System
  - (b) Auto Purchases
5. New Business -
  - (a) New Staff - Mrs. Gladys Ittner, PHN  
Mrs. Anna Wilson, Clinic Nurse
  - (b) October Board of Health Meeting
  - (c) Tuberculosis Control Budget
  - (d) Other
6. Reports -
  - (a) Doctor Knipe
  - (b) Mrs. Katharine Hall Chambers, Medical-Social Worker
  - (c) Financial
7. Authorization of Accounts
8. Adjournment

Roger Knipe, M.D.  
Executive Secretary