

MINUTES

SNOHOMISH DISTRICT BOARD OF HEALTH

Meeting of November 10, 1959

2 p.m.

Present

Members, Messrs. Culback, Gebert, Johnson, Kraetz, McCollum, Stocker and Wyatt. Also, Mr. William Ingram, Board Attorney; Doctor Knipe, Miss Kyle, Miss Platt, Mrs. Rands and Mr. Stockton.

Minutes

Moved by Mr. Culback, seconded by Mr. Johnson and carried that minutes of last meeting as circulated to members, be approved.

Quorum, Meeting October 6, 1959

Moved by Mr. Culback, seconded by Mr. Wyatt, that whereas there was no quorum at the October 6 meeting, the business transacted be now approved. Carried.

Auditing Committee

The Chairman, Mr. Kraetz, appointed Messrs. Gebert and Stocker as the Auditing Committee for this meeting.

Board of Review, Merit System

Minutes of the October 30 meeting of the Board of Review were distributed to the Board of Health members, as appended.

Emander Dump

Mr. Stockton reported that negotiations were now complete with Mr. Russell Jefferson of the Prosecutor's Office for a meeting with the County Commissioners before the end of the present week, to abrogate the Commissioners' contract at the Emander Dump site with Mr. Marvin Bilderback. Mr. Ingram had written a letter to Mr. Jefferson proposing this solution. Doctor Knipe reported that at least one contractor had intimated that he would be willing to enter into a new contract with the County to the extent of \$1500. This amount therefore, it is proposed, shall be budgeted for 1960.

1960 Budget

The 1960 Public Health Budget, as appended, was distributed to all members, discussed and approved on motion of Mr. Gebert, seconded by Doctor Stocker, carried, in the total amount of \$253,377.

School Immuniza- tion Fee

Mr. Johnson wished the matter of the Board's decision to charge a 50¢ fee to school students, discussed under "Old Business". He stated that Mr. Jim Ennis of the City of Everett school system had notified him that he had received a few complaints from parents. After discussion it was the decision of the Board that the 50¢ fee should stand.

Cerebral Palsy

Mr. Johnson similarly wished to discuss an objection by Mrs. Martha Muckey of the Everett Social Assistance office regarding alleged duplication of services between that office and the Health Department. Mr. Kraetz recommended that Mrs. Muckey be requested to appear at the next meeting of the Board of Health to iron out any possible misunderstanding or differences.

Rodent Control

Mr. Johnson brought up the question of rodent control in the City of Everett, notably the waterfront and the City dump. On

Rodent Control,
continued -

recommendation of Mr. Wyatt, Chairman Kraetz requested that Mr. Stockton and Mr. Johnson head a Committee in an attempt to formulate some policy in this regard, and to report to the Board at the next regular meeting.

Volunteer Awards

Doctor Knipe requested consideration of policy in awarding pins for meritorious service for volunteer workers. He stated that many hundred hours of work are being donated to the Health District, and that he and Miss Kyle had felt that some recognition might be made. After discussion and obtaining the opinion of Mr. Ingram, it was decided that a pin to be known as the "Volunteer Identification Pin" be awarded. A quotation from E. J. Towle Company stamp works of Seattle was presented as follows:

Die Charge	-	\$30.
Per Pin	-	\$1.75

Moved by Mr. Gebert, seconded by Mr. Johnson and carried that this quotation be accepted.

Monroe School
District

At the written request of Mr. Thomas Marsden, Superintendent of the Monroe School District, a proposed health contract was presented to the Board. Moved by Mr. Culmbach, seconded by Mr. Gebert, and carried, that Mr. Kraetz be authorized to sign on behalf of the Snohomish District Board of Health. (Copy appended hereto.)

Staff
Resignation

A letter of resignation from Miss Monte Kyle, Nursing Supervisor, was read. Moved by Mr. Johnson, seconded by Mr. Gebert, carried, that this be accepted with profound regret. Several Board members and the Health Officer paid tribute to the excellence of Miss Kyle's administration.

Christmas
Party

Doctor Knipe mentioned plans for a proposed combined Christmas, and Farewell Party for Miss Kyle on December 11, at 6:30 p.m., at the Everett Yacht Club, \$2.50 each Smorgasbord dinner. Members signified their interest and the Secretary was requested to write members and their wives accordingly.

Approval of
Accounts

Moved by Mr. Culmbach, seconded by Mr. Wyatt, and carried, that accounts as presented be approved for payments, as follows:

Maintenance and Operation, October 1959	-	\$ 14,641.07
Salaries, City Quarterly Billing	-	\$ 6,890.00
Salaries for November	-	\$ 12,996.00

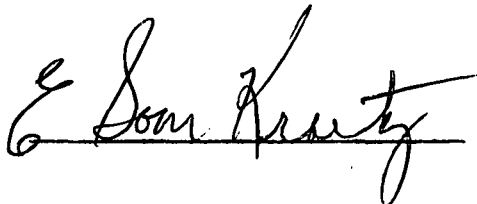
At this point, Messrs. Culmbach, Johnson, McCollum, Gebert and Wyatt found it necessary to leave due to previous commitments.

Nursing Report

Miss Kyle presented a Nursing Report, as appended.

Adjournment

Meeting adjourned at 3:15 p.m.



SNOHOMISH HEALTH DISTRICT

REVENUES - 1959

Income Deposited for the Month of November

SOURCE OF INCOME	Annual Estimate	November Income	TOTAL TO DATE
County .4 Mill Tax Levy	\$ 55,445.00	\$ 9,873.59	\$ 48,170.49
County of Snohomish	15,350.00	-	15,350.00
City of Everett	35,000.00	-	26,250.00
County School Districts	37,432.00	1,717.62	34,169.20
Septic Tank Perm & Certfcns.	9,000.00	910.00	14,185.00
Septic Tank Installers	1,600.00	50.00	1,825.00
Septic Tank Pumpers	300.00	25.00	900.00
Establishment Licenses	5,500.00	140.00	6,290.20
Food & Bev. Serv. Wkr. Perm.	5,000.00	146.00	3,216.00
Nursing & Boarding Home Lic.	1,000.00	1.00	1,280.00
Miscellaneous	1,300.00	1,385.67	4,275.06
State Reimbursement	34,442.00	835.00	23,706.09
Indian Service	2,400.00	-	1,200.00
Tuberculosis Funds	<u>31,548.00</u>	<u>2,627.50</u>	<u>26,275.00</u>
TOTALS	\$235,317.00	<u>\$17,711.38</u>	<u>\$207,092.04</u>
Revenues to date (As of 11/30/9)	-	<u>207,092.04</u>	
Balance Expected	<u>\$ 28,224.96</u>		

SNOHOMISH HEALTH DISTRICT

Budget Balance as of November 25, 1959

BUDGET ITEM (*as amended)	Annual Budget	November Expendi- tures (approved 11/10/9)	BUDGET BALANCE
SALARIES	\$178,140.00	\$19,938.50	\$34,128.10
*CAPITAL OUTLAY	2,130.00	-0-	32.92
*MAINTENANCE & OPERATION:	<u>55,047.00</u>	<u>8,048.13</u>	<u>9,923.73</u>
	<u>\$235,317.00</u>	<u>\$27,986.63</u>	<u>\$44,084.75</u>
Pediatrician	\$ 4,800.00	\$ 400.00	\$ 800.00
Asst. Health Officer	4,032.00	336.00	672.00
Prof. Fees & Serv.	500.00	15.00	367.00
Records & Supplies	3,225.00	144.72	359.60
Postage & Telephone	3,074.00	294.35	760.00
Transportation & Exp.	11,000.00	825.41	1,917.41
*Auto Maintenance	4,435.00	1,847.39	1,614.08
Clinic & Lab Exp.	4,795.00	2,052.50	-1,106.37
X-Ray Sup. & Exp.	2,500.00	502.26	620.32
Expense Equipment	400.00	-	125.67
Insurance	1,400.00	19.60	-64.57
State Ret. & Soc. Sec.	13,786.00	1,486.40	3,180.09
Registrars' Fees	500.00	124.50	88.50
Transfers	600.00	-	600.00
(Estab. Petty Cash)			<u>-10.00</u>
	<u>\$55,047.00</u>	<u>\$ 8,048.13</u>	<u>\$ 9,923.73</u>

CASH BALANCE AS OF 11-30-59:

Total receipts deposited as of 11/30/59	\$207,092.04
Total expenditures as of 11-25-59	-191,232.25
November salaries & Employer social sec.	<u>- 13,255.90</u>
Cash Balance	<u>\$ 2,603.89</u>

Copy of minutes of November 10, 1959, meeting of Snohomish District Board of Health delivered to County Auditor's Office December 1, 1959.

Received Olga Nelson

Copy of minutes of November 10, 1959, meeting of Snohomish District Board of Health delivered to County Treasurer's Office December 1, 1959.

Received Charlotte Dunlop

Two copies of the Snohomish Health District Budget for 1960
delivered to Snohomish County Auditor's Office on 11-16-59:

Received by Bartholomew L. Tjerne

One copy of the Snohomish Health District Budget for 1960
delivered to Snohomish County Treasurer's Office on 11-16-59:

Received by Charlotte Dunlap

One copy of the Snohomish Health District Budget for the year
1960 mailed to Dr. H. Grant Skinner, State Health Department,
on 11-14-59./LRands

NURSING REPORT
SNOHOMISH DISTRICT BOARD OF HEALTH MEETING
November 10, 1959

In the way of discussing the nursing program, I would like to tell you about the changes that have taken place in the nursing division in the last three years. I think the best way to do this is to tell you the changes as the public health nurses themselves have observed and brought them up to me.

To begin, there has been a change in the physical set-up as you well know. We now have much improved quarters. We no longer have to share desks and in a manner of speaking, sit on one another. Each nurse has a place of her own in which she can work as well as space to keep records, educational materials, etc. This means a lot and the nurses are appreciative.

The salaries have been adjusted so that they are now in line with the state recommendations and are comparable to other public health nursing salaries.

A yearly increment means that the nurse has something to look forward to-- that her work is not only being appreciated verbally, but financially as well.

The nurse is now being paid according to her qualifications and the job she is doing, i.e., the public health nurse who is expected to take on additional responsibility, such as the Inservice Educational program along with her regular duties, is being compensated financially as she should be. This chance for advancement is an added incentive in any business.

The public health nurse is now paid on the same salary scale as the Sanitarian, which is as it should be, since they have as much responsibility, often have a better educational background, and certainly have equal skills. This was my first experience of ever having started to work on a staff where discrimination was shown simply because of the sex of the individual, and to say the least, I was happy to see such a system go by the wayside, as were the other nurses.

Written policy and procedure has been instituted in the past three years so that every member of the nursing staff has the opportunity to be well informed as to all the nursing functions of the Health Department. When I first came here it was most difficult to find out what policy was being followed. Each nurse was more or less going her own way. There was little working together. Status was maintained by some because of the fact that they were the only ones who knew about a particular clinic set-up or some other procedure. Other means of gaining status have made this no longer necessary. The nurses not only have status on this staff, but now have state-wide status. We have standardized forms and record keeping, and each nurse knows what is expected of her.

Weekly staff meetings give the nurses a chance to get together and freely exchange ideas. I have had many comments regarding the change of atmosphere in our discussion. The girls get along well together and like each other, which is equal to or more important than financial returns. A chance to express oneself fully has been partly responsible for this change. A planned Inservice Education program keeps all of us informed on changes occurring in nursing and in public health. It not only improves service through improved knowledge, but gives one a feeling that this is a department where one can learn and advance professionally.

There is an improvement in the orientation of the new staff nurse; in fact several of the older staff members have asked from time to time if they could

be included in some of the orientation which they missed when they began to work.

This is not to infer that nothing was being done right or that progress was not being made in the past; only that the nurses, along with many others, have seen the need for change and have worked together to institute this change.

For me the past three years have been an opportunity to try new ideas, and have afforded an opportunity for professional advancement. I shall remember my assignment in Snohomish County as a very worthwhile venture in public health.

(Miss) Monte Kyle
Nursing Supervisor

BOARD OF REVIEW OF EMPLOYEE TENURE
SNOHOMISH HEALTH DISTRICT

Minutes

Meeting of October 30, 1959

Members of the new Board of Review were introduced as follows:

Mr. Harry Kluge -	District Board of Health appointee
Mr. Irvin Pitcher -	County Commissioners' appointee
Mr. Dolph Rae -	City Commissioners' appointee

Doctor Knipe presented each Board member with a dossier which included copies of the Merit System, Employee Classifications, Organization of Department, and Charter of the Snohomish Health District. The contents were thoroughly discussed with the resultant understanding that the Board would be called only in cases of dispute over termination of services between the employee and the District Board of Health.

Thereupon, lots were drawn for duration of terms, as follows:

Mr. Harry Kluge -	Three year term
Mr. Irvin Pitcher -	Two year term
Mr. Dolph Rae -	One year term

Mr. Rae moved, seconded by Mr. Pitcher, that Mr. Harry Kluge be nominated Chairman. There being no other nominations, Mr. Kluge was thereupon declared elected by acclamation.

Mr. Kluge requested the Health Officer to act as Secretary to the Board of Review. This being agreeable to other members, Doctor Knipe accepted. He stated that he would write minutes of meetings for distribution to members and to the Board of Health for its information.

SNOHOMISH HEALTH DISTRICT

BUDGET - 1960

REVENUES		<u>\$253,377.00</u>
SALARIES	\$191,944.00	
MAINTENANCE AND OPERATION	59,653.00	
CAPITAL OUTLAY	<u>1,780.00</u>	<u>\$253,377.00</u>

SNOHOMISH HEALTH DISTRICT

Budget

REVENUES - 1960

1. Local Funds -

County .4 Mill Tax Levy	\$57,200.00	
County of Snohomish	15,350.00	
City of Everett	35,375.00	
County School Districts	<u>42,000.00</u>	\$149,925.00

Sanitation:

Septic Tank Permits & Certifications	\$12,000.00	
Septic Tank Installers & Pumpers	2,600.00	
Establishment Licenses	6,000.00	
Nursing & Boarding Home Licenses	1,200.00	
Food & Beverage Service Worker Permits	4,000.00	
Refuse Disposal Contract	<u>1,500.00</u>	27,300.00

Miscellaneous:

Vital Statistics	\$ 300.00	
Travel Certifications	100.00	
Immunizations	2,500.00	
Water Sample Fees	<u>500.00</u>	<u>3,400.00</u> \$180.625.00

2. State Funds -

General		\$ 19,000.00
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Special Appropriations:

Pediatrician Fees	\$ 4,800.00	
P. H. Social Worker	6,140.00	
P. H. Dental Hygienist	<u>5,410.00</u>	16,350.00

Indian Service		<u>2,400.00</u> 37,750.00
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3. Tuberculosis Funds -

35,002.00

\$253,377.00

SNOHOMISH HEALTH DISTRICT
Budget - 1960
SALARIES

	<u>Monthly Rate</u>	<u>Total Annual</u>	
MEDICAL -			
District Health Officer	\$1,185.00	\$14,220.00	
Tuberculosis Clinician (part-time)	275.00	<u>3,300.00</u>	\$ 17,520.00
NURSING -			
Nursing Supervisor	561.00	6,732.00	
Assistant Nursing Supervisor	451.00	5,412.00	
Head Nurse	432.00	5184.00	
Senior Public Health Nurse	414.00	4,968.00	
Public Health Nurse	451.00	5,412.00	
Public Health Nurse	432.00	5,184.00	
3 Public Health Nurses, ea @	397.00	14,292.00	
5 Public Health Nurses, ea @	380.00	22,800.00	
Public Health Nurse - 6 months @	334.00)		
6 months @	380.00)	4,284.00	
Clinic Nurse	380.00	4,560.00	
Clinic Nurse - 9 months @	320.00	<u>2,880.00</u>	81,708.00
SANITATION -			
Supervising Sanitarian	612.00	7,344.00	
Head Sanitarian	471.00	5,652.00	
Head Sanitarian	451.00	5,412.00	
Senior Sanitarian	492.00	5,904.00	
2 General Sanitarians, ea @	451.00	10,824.00	
General Sanitarian	432.00	5,184.00	
General Sanitarian	414.00	4,968.00	
Public Health Veterinarian (part-time)	282.00	<u>3,384.00</u>	48,672.00
CLERICAL -			
Clerical Supervisor	397.00	4,764.00	
Clerk Stenographer	334.00	4,008.00	
Clerk Typist	334.00	4,008.00	
Clerk Stenographer	320.00	3,840.00	
Clerk Typist	294.00	3,528.00	
Clerk Stenographer	282.00	3,384.00	
Clerk Typist	270.00	<u>3,240.00</u>	26,772.00
OTHER -			
Bacteriologist	471.00	5,652.00	
Public Health Social Worker	471.00	5,652.00	
Public Health Dental Hygienist	414.00	<u>4,968.00</u>	16,272.00
EXTRA HELP			<u>1,000.00</u>
TOTAL SALARIES			<u><u>\$191,944.00</u></u>

SNOHOMISH HEALTH DISTRICT

Budget - 1960

MAINTENANCE AND OPERATION

<u>Item</u>	<u>Total Annual</u>
Pediatrician	\$ 4,800.00
Assistant Health Officer	4,032.00
Professional Fees and Services	500.00
Records and Supplies	3,000.00
Postage and Telephone	2,500.00
Public Health Literature, Periodicals, Books	500.00
Transportation and Expense	7,200.00
Auto Maintenance	8,351.00
Transfers	2,520.00
Clinic and Laboratory Expense	6,000.00
Expense Equipment	400.00
Insurance	2,800.00
State Retirement and Social Security	16,300.00
Registrars' Fees	<u>750.00</u>
	<u>\$59,653.00</u>

SNOHOMISH HEALTH DISTRICT

Budget - 1960

CAPITAL OUTLAY

<u>Item</u>	<u>Total Annual</u>
Used Cash Register	\$ 210.00
Used Office Furniture and Refinishing	200.00
Conference Room Folding Chairs	200.00
One Metal Mimeograph Stencil File	60.00
One two-drawer Correspondence File, metal	60.00
One four-drawer Correspondence File, metal	300.00
Laboratory Dishwasher	525.00
Electric Waterbath	125.00
Darkfield Condenser	75.00
Nosepiece Quadruple, Revolving	<u>25.00</u>
	<u>\$1,780.00</u>

SCHOOL HEALTH CONTRACT

It is hereby agreed by and between the Snohomish District Board of Health and the Board of Directors of the Monroe School District No. 402, Snohomish County, State of Washington, that the Snohomish Health District will administer and supervise the health program of the Monroe School District No. 402 during the school year 1959 - 1960 for the sum of \$1.50 per student enrollment of the Monroe School District No. 402 as of October 1, 1959.

It is further agreed that the Snohomish Health District will give inoculations to students whose parents request them attending the Monroe School District No. 402 at an additional charge of fifty cents (50¢) per student; such inoculations shall be paid for by the School District. The same student may have a number of inoculations without an additional cost to the School District and the charge will be based on the number of students inoculated. Inoculations shall be for such diseases and in such grades as are covered in the School Health Services Manual of the Health District.

It is further agreed that the Monroe School District No. 402 will pay for the inoculations when the Snohomish Health District presents the bill. The bill must be presented for the total charge for the entire school year no later than June 1, 1960.

It is further agreed that the Snohomish District Board of Health will furnish a nurse who will spend sufficient time in the Monroe School District No. 402 to adequately carry out the health program of the school according to the School Health Services Manual of the Health District.

It is further agreed that the Monroe School District can call on the services of physicians, dental hygienist, and sanitarian without added cost to the School District.

It is further agreed that the payment to the Snohomish Health District will be made in one payment but not before January, 1960.

SNOHOMISH DISTRICT BOARD OF HEALTH:

Date NOV 10 1959

by E. Sam Kratz

MONROE SCHOOL DISTRICT NO. 402:

Date 12/15/59

by Thomas M. ...
Superintendent of Schools

NOTICE OF MEETING AND AGENDA

Snohomish District Board of Health
November 10, 1959
2 p.m.

1. Call to order
2. Minutes of last meeting
3. Auditing Committee
4. Old Business -
 - (a) Quorum, October 6 meeting
 - (b) Board of Review, Merit System
 - (c) Emander Dump
5. New Business -
 - (a) 1960 Public Health Budget
 - (b) Volunteer Awards
 - (c) Monroe School District - School Health Services Contract
 - (d) Staff Resignation
 - (e) Christmas Party
 - (f) Other
6. Reports -
 - (a) Washington State Public Health Association Conference
 - (b) Nursing
 - (c) Financial
7. Authorization of Accounts
8. Adjournment

Roger Knipe, M.D.
Executive Secretary

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SNOHOMISH DISTRICT BOARD OF HEALTH:

Date _____

by _____

MONROE SCHOOL DISTRICT NO. 402:

Date _____

by _____
Superintendent of Schools

SNOHOMISH HEALTH DISTRICT

REVENUES - 1959

Income Deposited for the Month of October

SOURCE OF INCOME	Annual Estimate	October Income	TOTAL TO DATE
County .4 Mill Tax Levy	\$ 55,445.00	\$ 722.04	\$ 38,296.90
County of Snohomish	15,350.00	-	15,350.00
City of Everett	35,000.00	8,750.00	26,250.00
County School Districts	37,432.00	1,788.12	32,451.58
Refuse Disposal Contract	4,000.00	-	-0-
Septic Tank Perm.& Certfcns.	9,000.00	1,630.00	13,275.00
Septic Tank Installers	1,600.00	50.00	1,775.00
Septic Tank Pumpers	300.00	25.00	875.00
Establishment Licenses	5,500.00	285.00	6,150.20
Food & Bev. Serv. Wkr. Perm.	5,000.00	86.00	3,070.00
Nursing & Boarding Home Lic.	1,000.00	26.00	1,279.00
Miscellaneous	1,300.00	1,197.77	2,889.39
State Reimbursement	34,442.00	3,186.21	22,871.09
Indian Service	2,400.00	-	1,200.00
Tuberculosis Funds	<u>31,548.00</u>	<u>2,627.50</u>	<u>23,647.50</u>
TOTALS	\$239,317.00	<u>\$20,373.64</u>	<u>\$189,380.66</u>
Revenues to date (As of 10/30/9)		<u>-189,380.66</u>	
Balance Expected	<u>\$ 49,936.34</u>		

SNOHOMISH HEALTH DISTRICT
Budget Balance as of October 6, 1959

BUDGET ITEM (*as amended)	Annual Budget	September Expendi- tures (Approved 10/6/9)	BUDGET BALANCE
SALARIES	\$178,140.00	\$12,719.70	\$ 54,066.60
*CAPITAL OUTLAY	2,130.00	-0-	32.92
*MAINTENANCE & OPERATION:	<u>56,047.00</u>	<u>4,502.49</u>	<u>18,971.86</u>
	<u>\$236,317.00</u>	<u>\$17,222.19</u>	<u>\$ 73,071.38</u>
Pediatrician	\$ 4,800.00	\$ 800.00	\$ 1,200.00
Asst. Health Officer	4,032.00	336.00	1,008.00
Prof. Fees & Serv.	500.00	20.00	382.00
Postage & Telephone	3,074.00	160.10	1,054.35
Records & Supplies	3,225.00	167.86	504.32
Transportation & Exp.	11,000.00	597.56	2,742.82
*Auto Maintenance	4,435.00	75.59	3,461.47
Clinic & Lab Exp.	4,795.00	1,257.45	946.13
X-Ray Sup. & Exp.	2,500.00	105.25	1,122.58
Expense Equipment	400.00	40.23	125.67
Insurance	1,400.00	5.00	- 44.97
State Ret. & Soc. Sec.	13,786.00	937.45	4,666.49
Registrars' Fees	500.00	-	213.00
Emander Dump Contr.	1,000.00	-	1,000.00
Transfers	600.00	-	600.00
(Estab. Petty Cash)	<u> </u>	<u> </u>	<u>- 10.00</u>
	<u>\$ 56,047.00</u>	<u>\$ 4,502.49</u>	<u>\$ 18,971.86</u>

CASH ABALNCE AS OF 10-31-59:

Total receipts deposited as of 10-31-59	\$189,380.66
Total expenditures as of 10-6-59	- 163,245.62
October salaries & Employer social security	- <u>13,317.66</u>
Cash Balance	<u>\$ 12,817.38</u>