

MINUTES  
SNOHOMISH DISTRICT BOARD OF HEALTH  
Meeting of January 10, 1961  
2 p.m.

Present

Members, Mrs. Simpson, Messrs. McCollum, Johnson, Kraetz, and Wyatt, and Doctor Stocker. Also, Doctor Knipe, Messrs. Weller and Stockton, Miss Findlay and Mrs. Rands.

Member absent: Mr. Gebert.

Mr. McCollum declared the meeting open for nomination of 1961 officers.

Mr. Johnson nominated Mr. McCollum as Chairman; seconded by Mrs. Simpson. There being no other nominations, Mr. McCollum declared himself elected by acclamation.

Mr. Kraetz nominated Mr. Johnson as Vice Chairman; seconded by Mrs. Simpson. There being no other nominations, Mr. McCollum declared Mr. Johnson elected by acclamation.

The County and City Commissioners, being the ex-officio members of the Snohomish District Board of Health, appointed Rev. Dr. M. M. Stocker of Everett as the Board member at large for the year 1961. Thereupon Doctor Stocker joined the meeting and was congratulated by the Chairman and thanked for his continued services to the Board.

Minutes

There being no additions or corrections, Mr. Kraetz moved that minutes of previous meeting, as circulated to members, be adopted; seconded by Mr. Johnson and carried.

Auditing  
Committee

Chairman McCollum appointed Mrs. Simpson and Mr. Wyatt as the Auditing Committee.

Vital  
Statistics

Health Officer reported that the transfer to the Health District Office of registration of vital statistics for the City of Everett and Rural Everett had been effected January 1, 1961, as directed by the Board, and agreed pursuant to Amendment dated December 27, 1960 to the Agreement of January 1, 1959, and as attached. He outlined for the Board his proposal for compilation of monthly morbidity and mortality figures for Everett City and Snohomish County. In this way it was felt that better use could be made of the vital statistics. Members expressed considerable interest in this proposal. Mr. Johnson asked whether or not the City could continue to be notified monthly as to deaths of persons over 21 years of age, so that voting, tax and other public records could be kept up-to-date. Health Officer promised to look into this.

Payroll  
Deductions

As a result of the request of the Board last meeting, Mr. McCollum said he had discussed the matter of authorized payroll deductions with Mr. Neubecker, the Board of Health Auditor, and that he, the Auditor, would further consider the matter.

Board of  
Review

Mr. Johnson stated that the City Council had reappointed Mr. Dolph Rae as its' designee to the Snohomish Health District Board of Review of Employee Tenure effective January 1, 1961 and that a letter would be forthcoming.

Purchasing

Doctor Knipe requested consideration by City and County departments in purchasing used automobiles and other large items of expenditure, particularly where trade-ins were involved. He pointed out that this would result in considerable saving in tax money in that the Health Department had available the services of the Monroe Reformatory in repair of vehicles, furniture, etc., at no cost other than actual materials. It was stated, however, that under existing State laws, that when a trade-in had been specified, separate consideration could not be given, and that bids must be submitted in the usual manner.

Staff  
Changes

Health Officer announced the resignation, due to illness, of Mrs. Agnes Conn, Public Health Nurse, effective January 12, 1961.

Health Officer wished approval of his appointment of Miss Sharon Clark, Clerk, at \$238 monthly, effective January 1, 1961. Doctor Stocker moved this appointment be authorized; seconded by Mr. Wyatt and carried.

Used Dental  
Engine

As a result of a misunderstanding at last month's meeting, the County Auditor had found that he could not authorize payment for a used dental engine out of Capital Outlay, "Used Furniture and Refinishing" account. Health Officer explained that this \$15 item was for a piece of used dental equipment purchased from the Government Surplus warehouse in Seattle, and that it was intended that it be dismantled for replacement parts on the dental hygiene mobile unit. Moved by Doctor Stocker seconded by Mr. Kraetz, and carried, that the County Auditor be authorized to pay this item out of Maintenance and Operation, "Expense Equipment" account.

Telephone  
Service,  
City Hall

Health Officer reported that the new telephone number of the Health District Laboratory located in City Hall is ALpine 2-1844, this being an unlisted private business line, and that the former City Health Department (Vital Statistics and Sanitation) phone and extension to the Laboratory (AL 2-1770) had been disconnected.

Air  
Pollution

Mr. Stockton indicated that due to the noise resulting from the installation of the State and Federal air sampler machine recently installed on the roof of the County Agriculture Building, a change in location was indicated. It was suggested by the City members of the Board that possibly the machine could be placed on the roof of the City Hall, a good central location. Both Mrs. Simpson and Mr. Johnson expressed considerable interest in this new program of air pollution sampling, and asked Mr. Stockton to look into moving the machine to the City Hall.

Reports

Financial: As appended.

Authorization  
of Accounts

Moved by Mr. Wyatt, seconded by Mrs. Simpson and carried, that accounts as presented for payment be approved, as follows:

January, 1961 Salaries . . .	\$16,839.26
December M & O . . . . .	2,507.44
December C. Outlay . . . .	8.50

Adjournment

The meeting was adjourned at 3 p.m.

  
Chairman

RECEIVED  
DEC 23 1960

WASHINGTON STATE DEPARTMENT OF HEALTH  
BUDGET FOR LOCAL HEALTH DEPARTMENT

SNOHOMISH HEALTH DISTRICT

Health Department

Budget No. STATE DEPT. OF HEALTH  
1961 OF STAFF SERVICES

Population Approx. 170,000

Period covered by Budget

January 1, 1961 - December 31, 1961

Item No.	Name or Item	Class Title	Annual Rate	Amounts budgeted 12 Mos.	Amounts budgeted in Pooling Fund	Amounts not in Pooling Fund		SOURCE OF FUNDS	
						State & Federal	All Other Funds		
	Roger Knipe, M.D.	District H. Officer	\$14,868.	\$1,239.				State and Federal	\$
	K. H. Kinard, M.D.	Dir. of T.B. Control	4,032.	336.				Local (Specify)	
	Resident Trainee -?	Resident Trainee	9,552.	796.				County .4 Mill Tax Levy	62,000.
	Dorothy Findlay	Dir. of Nursing	6,444.	537.				Snohomish Co.	15,350.
	Florence Platt	Asst. Nsg. Superv.	5,799.	5mos-471. 7mos-492.				Everett City	40,000.
	Agnes S. Conn	Sr. P.H.N.	5,184	432.				Co. Schools	40,650.
	Grace Timmer	Staff PHN	5,652	471.				Sep. Tank Perm. & Certifications	12,000.
	Tyra Karlsson	Staff PHN	5,412.	451.				Sept. Tank Inst. & Pumps	2,800.
	Lela Ward	Staff PHN	5,184.	432.				Estab. Lic.	7,000.
	Eva Karlsson	Staff PHN	4,968.	414.				Nursing & Bd. Home Licenses	1,300.
	Marilyn Barber	Staff PHN	4,968	414.				Food & Bev. Serv. Worker Permits	3,000.
	Elmina Boothby	Staff PHN	4,968.	414.				Refuse Disposal Contract	100.
	Carolyn Cosgrove	Staff PHN	4,764.	397.				Other (Misc)	4,500.
	Dorothy Bassett	Staff PHN	4,560.	380.					
	Betty Brown	Staff PHN	4,764.	397.					
	Gladys Ittner	Staff PHN	4,764.	397.					
	Mary Patricia Ellis	Staff PHN	4,764.	397.					
	Jeanne Brodsack	Staff PHN	4,764.	397.					
	Elvera Mortvedt	Clinic Nurse	4,764.	397.					
	Anna Wilson	Clinic Nurse	3,006.	9mos-334.				Sub TOTAL	
	David Stockton	Dir. of Sanitation	7,344.	612.				(Fwd. to P. 2)	\$188,700.
			Totals						

WASHINGTON STATE DEPARTMENT OF HEALTH  
BUDGET FOR LOCAL HEALTH DEPARTMENT

Health Department

**SNOHOMISH HEALTH DISTRICT**

Budget No. \_\_\_\_\_

Population \_\_\_\_\_

Period covered by Budget \_\_\_\_\_

Item No.	Name or Item	Class Title	Annual Rate	Amounts budgeted <u>12</u> Mos. Each @	Amounts budgeted in Pooling Fund	Amounts not in Pooling Fund		SOURCE OF FUNDS	
						State & Federal	All Other Funds		
	FORWARD FROM PAGE (1)		\$120,525.					State and Federal	\$
	Leo Moser	Head Sanitarian	5,904.	\$ 492.				Local (Specify)	
	William Franklin, Jr.	Head Sanitarian	5,652.	471.				Fwd. from P. (1)	188,700.
	P. S. Millard, D.V.M.	Sr. Sanitarian	6,168.	514.				State-General	19,000.
	Elmer Ross	Sr. Sanitarian	6,168.	514.				Resident	9,552.
	John Lorenz	Gen. Sanitarian	5,652.	471.				Indian Serv.	2,400.
	W. Wayne Fordham	Gen. Sanitarian	5,652.	471.				Pediatrician	4,800.
	James Smith	Gen. Sanitarian	5,412.	451.				P.H.Soc. Wkr.	6,260.
	Charles Mangum	Gen. Sanitarian	5,184.	432.				P.H. Den.Hyg.	5,410
	Lois E. Rands	Clerical Supervisor	5,184.	432.				T.B. Funds	35,002.
	Carol Milless	Clerk-Steno	4,188.	349.				Transfer (Cash on hand)	10,000.
	Alma Sherlock	Clerk-Typist	4,188.	349.					
	Jacqualyne Buss	Clerk-Steno	4,008.	334.					
	Alice Bowie	Clerk-Typist	3,528.	294.					
	A. Jane Swanson	Clerk-Typist	3,384.	282.					
	Shirley Forsgren (not appointed)	Clerk-Typist	3,384.	282.					
	Jordan S. Lefler	Clerk	2,856.	238.					
	Bruce Weller	Bacteriologist	5,904.	492.					
	Jana Langslet	P.H. Social Worker	6,168.	514.					
		P.H. Dental Hyg.	5,184.	432.					
		Extra Help	871.	--				TOTAL	\$281,124.
			\$215,164.						
			Totals						

WASHINGTON STATE DEPARTMENT OF HEALTH  
BUDGET FOR LOCAL HEALTH DEPARTMENT

Health Department SNOHOMISH HEALTH DISTRICT Budget No. \_\_\_\_\_

Population \_\_\_\_\_ Period covered by Budget \_\_\_\_\_

Item No.	Name or Item	Class Title	Annual Rate	Amounts budgeted <del>12</del> -Mos.	Amounts budgeted in Pooling Fund	Amounts not in Pooling Fund		SOURCE OF FUNDS	
						State & Federal	All Other Funds		
	FORWARD FROM PAGE (2)	SALARIES BUDGET	\$215,164.	215,164.				State and Federal	\$
	<u>MAINTENANCE &amp; OPERATION:</u>							Local (Specify)	
	Pediatrician		4,800.						
	Prof. Fees & Services		1,700.						
	Records and Supplies		3,000.						
	Postage & Telephone		2,500.						
	P.H. Literature, etc.		400.						
	Transportation & Exp.		7,300.						
	Auto Maintenance		10,000.						
	Clinic & Laboratory		7,200.						
	Expense Equipment		500.						
	Insurance		2,800.						
	State Ret. & Soc. Sec.		19,000.						
	Registrars' Fees		900.						
	Transfers		3,000.	\$63,100.					
	<u>CAPITAL OUTLAY:</u>								
	Mimeograph Machine		500.						
	Automobiles		2,100.						
	Used Furniture & Refinishing		200.						
	Chair (Exec.)		60.	2,860.					
			Totals	\$281,124.				TOTAL (Fwd. from P. (2))	281,124.

Signed for County or Counties

Signed for City or Cities

Signed for Other

Signed for State

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N.A.  
\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
N.A.  
\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Roger Knipe, M.D.  
Executive Secretary  
Snohomish District Board of Health  
Date 12/13/60

\_\_\_\_\_  
\_\_\_\_\_  
Date 12-28-60

SNOHOMISH HEALTH DISTRICT

1960 Budget Balance as of December 13, 1960

BUDGET ITEM	Annual Budget	November Expenditures	BUDGET BALANCE
SALARIES	\$191,944.00	\$15,962.50	\$18,220.83
CAPITAL OUTLAY	2,091.68	54.08	519.99
MAINTENANCE & OPERATION:	59,341.32	3,771.04	9,870.55
		- 39.50	
	<u>\$253,377.00</u>	<u>\$19,748.12</u>	<u>\$28,611.37</u>
Pediatrician	4,800.00	400.00	400.00
Asst. Health Officer	2,880.32	-	1,536.32
Prof. Fees & Services	1,340.00	210.00	35.00
Records & Supplies	3,000.00	139.29	965.03
Postage & Tel. Exp.	2,500.00	192.20	-260.05
Transportation & Exp.	7,200.00	557.66	1,025.99
Auto Maintenance	8,351.00	854.77	- 11.13
Transfers	2,520.00	-	2,520.00
Clinic & Lab. Exp.	6,000.00	160.98	839.29
Expense Equipment	400.00	33.80	136.38
Insurance	2,800.00	-	209.65
State Ret. & Soc. Sec.	16,300.00	1,214.44	1,992.61
Registrars' Fees	750.00	-39.50	228.00
P.H. Literature, Etc.	500.00	7.90	253.46
	<u>\$59,341.32</u>	<u>\$3,731.54</u>	<u>\$9,870.55</u>

NOTICE OF MEETING AND AGENDA  
SNOHOMISH DISTRICT BOARD OF HEALTH  
January 10, 1961  
2 p.m.

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1. Call to order
  - Appointment of 7th Member
  - Election of Officers
2. Minutes of last meeting
3. Auditing Committee
4. Unfinished Business -
  - (a) Vital Statistics
  - (b) Pay Roll Deductions
  - (c) Other
5. New Business -
  - (a) City appointment of member to Board of Review of Employee Tenure
  - (b) Purchasing through other County and City Departments
  - (c) Staff changes: (i) Resignation of Mrs. Agnes Conn, PHN  
(ii) Appointment of Miss Sharon Clark, Clerk
  - (d) Authorization to County Treasurer to pay for used dental engine out of unused portion of "Used Office Furniture and Refinishing" Capital Outlay Budget 1960
  - (e) Other
6. Reports -
  - (a) Health Officer
  - (b) Financial
7. Authorization of accounts
8. Adjournment

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



Two copies of Snohomish District Board of Health Meeting  
of 12/13/60 delivered to County Auditor's Office:

Received by Olga Nelson

Two (2) copies Minutes of Snohomish District Board of Health Meeting of 12/13/60, each appending certified copy of Snohomish Health District 1961 Budget, delivered to County Auditor's Office:

Received by Olga Nelson

Copy Minutes of Snohomish District Board of Health Meeting of 12/13/60, with copy Snohomish Health District 1961 Budget appended, delivered to County Treasurer's office:

Received by Verne Seivers