

MINUTES
SNOHOMISH DISTRICT BOARD OF HEALTH
Meeting of September 12, 1961

Present

Members, Mrs. Simpson, Messrs. McCollum, Johnson, Kraetz, Gebert, Wyatt and Doctor Stocker. Also, Doctor Knipe, Doctor Beare, Miss Findlay, Mrs. Rands, Mrs. Schultz, Mr. Stockton; and Mr. Tom Borgford of the Everett Herald, and Mr. William Ingram, Attorney.

Minutes

Moved by Mr. Gebert, seconded by Mr. Johnson and carried, that minutes of meeting of 8/8/61, as previously mailed to members, be approved.

Auditing
Committee

Chairman McCollum appointed Messrs. Johnson and Wyatt as the Auditing Committee.

Health
District
Budgetary
Practices

Mr. Ingram presented a written opinion dated August 29, 1961 regarding budget transfers and verbally repeated that such transfers were in accord with State of Washington Rules and Regulations governing Health District budgetary practices. He felt, however, that resolutions involving transfer of funds and other budgetary matters should be written out and distributed to the members in advance of meetings. He recommended written budgetary procedure be adopted by the Snohomish District Board of Health.

Doctor Knipe circulated copies of correspondence from the Chief Examiner of the State Auditor's Office, Division of Municipal Corporations, dated September 11, 1961 which stated in part, "In view of the urgency of your situation on budget adoption we are putting this in letter form at the present moment and expect to follow same with a formalized bulletin for all Health Districts, in the near future." (This letter specifically sets forth directives governing Health Districts regarding budget control, distribution of expenditures, and budget adoption date, copy of which is incorporated as an attachment to these minutes.)

After considerable discussion, it was the general consensus that on receipt of such a directive from the Division of Municipal Corporations, the Health District's problems relative to budgetary practices would be resolved, and that in the interim, the Chief Examiner's letter should suffice.

Amendment
to
Agreement

As a result of the discussion of the City's contribution to the Health District budget, and as requested, Mr. Ingram presented a written resolution for consideration of the Board relative to amendment to Paragraph II of the County-City-Board of Health Agreement dated January 1, 1959 creating the Health District, as follows:

"The City, in addition to the other consideration originally recited in the Agreement dated January 1, 1959, shall contribute to the Snohomish Health District the sum of \$1.00 per capita per year, commencing January 1, 1959, as originally provided in said Agreement;

(Amendment
to Agree-
ment,
continued)

"Provided further, it is understood that the total population count or per capita count upon which the City shall pay said rate as herein provided, shall be determined from the final determination made by the Washington State Census Board in the previous calendar year upon which count the said City is paid the State of Washington per capita tax for the following year;

"Provided further, in no event shall the City of Everett be obligated to pay in any one year to the Snohomish Health District the per capita rate as herein provided in excess of the \$1.00 times the per capita count determined by the Washington State Census Board for payment of the state taxes to the said City as of January 1 in each current year."

Moved by Mr. Gebert, seconded by Mr. Kraetz, and carried, that amendment to Agreement be prepared by and as presented by Mr. Ingram, and further that the Chairman be authorized to sign on behalf of the Snohomish District Board of Health.

Health
Officer's
Request for
Audit

Health Officer reported that after meetings with County and State Auditors, it was apparent that State auditors conduct "post audits" and that there was no provision otherwise. Health Officer again formally requested audit particularly of revenues as received in the Health District office. Mr. Ingram pointed out that while the County Auditor conducts pre-audit of accounts as presented by this office, to effect complete audit would be quite costly. As a result of meetings with County and State auditors, however, it was presumed that the Health District office could expect a "spot check" revenues and disbursements audit in the future. Health Officer withdrew his request.

Smoke and
Cinders,
Everett City

Mr. Gebert reported that a meeting of the City Commissioners, Health District staff, and Everett waterfront manufacturers had been held. He stated that it had not been the intention of the City at this time to take punitive action against manufacturers who were contributing to the smoke and cinder nuisance but to solicit voluntary cooperation. It had been agreed to call another meeting in two weeks time (about September 21) to determine how successful this approach would be.

Automobile
Accident

Mr. Ingram reported that a letter of demand had been written to the second party, Beatrix Campbell, but that no reply had been received. Mr. Johnson moved that the matter be turned over to the attorney, Mr. Ingram, for collection; seconded by Mr. Kraetz and carried.

Staff
Changes

The Board, at last month's meeting, had approved Health Officer's appointment of Mary Hammer, Public Health Nurse, effective 9-1-61, at \$397 per month. The Health Officer subsequently learned that she did not qualify under the Merit System as a Public Health Nurse II but as a Public Health Nurse I. He therefore wished approval of her appointment effective 9-1-61 at a salary of \$380 monthly instead. Moved by Mr. Johnson, seconded by Mrs. Simpson and carried, that Health Officer's appointment of Mrs. Hammer be approved.

(Staff
Changes,
continued)

The resignation of Miss Jacqualyne Buss, Clerk-Stenographer, effective 9/30/61 was accepted with regret. Health Officer announced Miss Buss is to be married, and will not be residing in this area.

Health Officer requested approval of his appointment of Audrey Brown, Clerk-Typist, effective 10-1-61, at a salary of \$248 monthly. Moved by Doctor Stocker, seconded by Mr. Wyatt and carried, that Health Officer's appointment of Mrs. Brown be approved.

Family Safety
Leadership
Forum

Doctor Beare reported that an all-day "Safety Forum" is being planned for Snohomish County. He briefly outlined planning to date, participating agencies and program content.

Nursing
Report

Miss Dorothy Findlay, Director of Nursing, presented a narrative report of the public health nursing activities of the Health District. She briefly summarized the activities of the public health nurse "control" programs, the liaison capacity, administrative role, advisorships to University of Washington nursing students, stressing the activity in family relationships in all areas in which they work. She also drew attention to the increased nursing case load in this County due to large population increases; e.g., a total of 7,691 office and home visits were made in the year 1960, and for the six months of the current year, already 5,600 visits had been made. Miss Findlay indicated that presently the public's concern seems to be chiefly centered around mental health and alcoholism programs.

Authoriza-
tion of
Accounts

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

Maintenance & Operation for August . . . \$ 3,718.80
September Pay Roll 18,456.10

Financial
Report

1961 Revenues: Total receipts deposited as of 8/31 - \$188,903.95

| 1961 Operational Costs: | Budget Item | Expended thru 8/31 | Unexpended Balances |
|-------------------------|-------------|-----------------------|------------------------|
| | Salaries | \$135,827.51 | \$ 83,025.99 |
| | M & O | 36,341.49 | 26,758.51 |
| | C. Outlay | 1,466.46 | 93.54 |
| | | <u>\$173,635.46</u> | <u>\$109,878.04</u> |

Vital
Statistics


As appended.

Budget

Health Officer presented a preliminary budget for 1962 for consideration. Chairman McCollum asked that only members, the Executive Secretary, the Resident Trainee and Mr. Ingram remain for the balance of the meeting so that the matter of budget could be reviewed privately.

(Budget, continued) After considerable informal discussion, moved by Mr. Johnson, seconded by Mrs. Simpson and carried, that a special meeting of the Board be called for Thursday, September 14, at 9 a.m. to further consider the proposed 1962 budget, as presented.

Adjournment Meeting adjourned at 4:30 p.m.


Chairman

Notice of Meeting and Agenda
Snohomish District Board of Health
September 12, 1961
2 p.m.

1. Call to order
2. Minutes of last meeting
3. Auditing Committee
4. Unfinished Business -
 - (a) Report by Mr. Ingram: (i) Health District Budgetary Practices
(ii) Amendment to City-County Agreement
 - (b) Health Officer's request for audit
 - (c) Smoke and cinders
 - (d) Auto accident
 - (e) Staff change (correction of salary, new staff nurse)
 - (f) Other
5. New Business -
 - (a) 1962 Budget
 - (b) Staff changes: Resignation, Jacqualyne Buss, Clerk-Steno
Appointment: Audrey Brown, Clerk-Typist
 - (c) Other
6. Reports -
 - (a) Health Officer
 - (b) Resident Trainee
 - (c) Director of Nursing
 - (d) Financial
 - (e) Vital Statistics
7. Authorization of August accounts
8. Adjournment

Roger Knipe, M.D.
Executive Secretary

BIRTHS AND DEATHS OCCURRING IN SNOHOMISH COUNTY
AS OF July 31, 1961

| | | Total To Date | Total Cur. Month | Non- Resi- dent | Resident | |
|-------|--|---------------------|------------------------|-----------------------|-------------------|-----------------|
| | | | | | County (excl.) | Everett Only |
| | BIRTHS | 1498 | 218 | 11 | 103 | 104 |
| | FETAL D. | 23 | 3 | | | 3 |
| | DEATHS | 774 | 108 | 17 | 49 | 42 |
| CODE# | DISEASES AND CONDITIONS | | | | | |
| 01 | Tuberculosis of respiratory system | 3 | 1 | 1 | | |
| 02 | Tuberculosis, other forms | | | | | |
| 03 | Syphilis and its sequelae | | | | | |
| 04 | Typhoid fever | | | | | |
| 05 | Scarlet fever & streptococcal sorethroat | | | | | |
| 06 | Diphtheria | | | | | |
| 07 | Whooping Cough | | | | | |
| 08 | Acute poliomyelitis | | | | | |
| 09 | Measles | | | | | |
| 10 | Other infective & parasitic diseases | 2 | | | | |
| 11 | Malignant neoplasms | 96 | 15 | 1 | 6 | 8 |
| 12 | Neoplasms of lymphatic & hematopoietic tissues | 5 | 2 | | 1 | 1 |
| 13 | Benign or unspecified neoplasms | 3 | | | | |
| 14 | Allergic, endocrine system, metabolic, & nutritional diseases | 5 | | | | |
| 15 | Diabetes mellitus | 15 | 3 | | 2 | 1 |
| 16 | Diseases of the blood & blood-forming organs | 4 | | | | |
| 17 | Mental, psychoneurotic & personality disorders | 6 | | | | |
| 18 | Diseases of nervous system and sense organs | 97 | 20 | 3 | 7 | 10 |
| 19 | Rheumatic fever | | | | | |
| 20 | Diseases of circulatory system (excl. acute rheumatic fever) | 381 | 47 | 7 | 25 | 15 |
| 21 | Influenza | | | | | |
| 22 | Pneumonia | 19 | 2 | 2 | | |
| 23 | Diseases of respiratory system (excl. 21 & 22) | 4 | | | | |
| 24 | Cirrhosis of liver | 9 | | | | |
| 25 | Diseases of digestive system (excl. 24) | 22 | 4 | 1 | 3 | |
| 26 | Diseases of genito-urinary system | 5 | 1 | | 1 | |
| 27 | Deliveries & complications of pregnancy, childbirth and the puerperium | | | | | |
| 28 | Diseases of the skin & cellular tissue | | | | | |
| 29 | Diseases of the bones & organs of movement | | | | | |
| 30 | Congenital malformations | 11 | 2 | | | 2 |
| 31 | Diseases of early infancy (excl. 30) | 23 | 1 | | 1 | |
| 32 | Symptoms, senility & ill-defined conditions | 11 | 2 | | | 2 |
| 33 | Motor vehicle traffic accidents | 11 | 1 | | | 1 |
| 34 | Accidents (excl. 33) | 22 | 3 | 1 | 1 | 1 |
| 35 | Suicide & self-inflicted injury | 18 | 4 | 1 | 2 | 1 |
| 36 | Homicide & injury purposely inflicted by other persons | 2 | | | | |

PROPOSED
1962 P. H. BUDGET
SNOHOMISH HEALTH DISTRICT

Presented to Board of Health September 12, 1961

| | | |
|-----------------------------------|-----------------|---------------------|
| REVENUES | | <u>\$308,740.00</u> |
| SALARIES | \$244,890.00 | |
| MAINTENANCE & OPERATION | 62,700.00 | |
| CAPITAL OUTLAY | <u>1,150.00</u> | <u>\$308,740.00</u> |

Snohomish Health District

REVENUES-1962

1. LOCAL FUNDS:

| | | | |
|-----------------------------------|------------------|--------------|--|
| County .4 Mill Tax Levy | \$66,400.00 | | |
| County of Snohomish | 15,350.00 | | |
| City of Everett | 40,304.00 | | |
| County School Districts | <u>41,000.00</u> | \$163,054.00 | |

Permits and Miscellaneous:

| | | | |
|--|---------------|-----------|--|
| Septic Tank Permits and Certifications . . | \$10,000.00 | | |
| Septic Tank Installers and Pumpers | 3,500.00 | | |
| Establishment Licenses | 7,000.00 | | |
| Nursing and Board Home Licenses | 1,300.00 | | |
| Food & Beverage Service Workers' Permits . . . | 3,500.00 | | |
| Refuse Disposal Contract | <u>100.00</u> | 25,400.00 | |

Fees:

| | | | |
|---|------------------|------------------|-------------|
| Plat Fees | \$ 4,000.00 | | |
| Other (Vital Statistics, Immunizations, Travel Certifications, Water Samples, etc.) | <u>12,700.00</u> | <u>16,700.00</u> | \$205,154.0 |

2. STATE AND FEDERAL FUNDS:

| | | | |
|---|------------------|------------------|----------|
| General | \$19,000.00 | | |
| Indian Service | <u>2,400.00</u> | \$21,400.00 | |
| Special Services- Pediatrician Fees | \$ 4,800.00 | | |
| P.H. Social Worker | 6,260.00 | | |
| Mental Health Project . . | <u>11,524.00</u> | <u>22,584.00</u> | 43,984.0 |

3. TUBERCULOSIS FUNDS

44,602.0

4. CASH ON HAND

15,000.0

\$308,740.0

Snohomish Health District
SALARIES - 1962

| MEDICAL - | <u>Monthly</u> | <u>Annual</u> | <u>Total</u> |
|---|----------------|-----------------|---------------------|
| District Health Officer | \$1,295.00 | \$15,540.00 | |
| Director of Tuberculosis Control | 364.00 | 4,368.00 | |
| Resident Trainee | 800.00 | <u>9,600.00</u> | \$ 29,508.00 |
| | | | |
| NURSING - | | | |
| Director of Nursing | 561.00 | \$ 6,732.00 | |
| Supervising Nurse, 6 months @ | 451.00) | | |
| 6 months @ | 471.00)- | 5,532.00 | |
| Senior Public Health Nurse | 432.00 | 5,184.00 | |
| Public Health Nurse | 471.00 | 5,652.00 | |
| 2 Public Health Nurses, each @ | 451.00 | 10,824.00 | |
| 2 Public Health Nurses, each @ | 432.00 | 10,368.00 | |
| 4 Public Health Nurses, each @ | 414.00 | 19,872.00 | |
| Public Health Nurse, 2 months @ | 397.00) | | |
| 10 months @ | 414.00)- | 4,934.00 | |
| Public Health Nurse, 6 months @ | 397.00) | | |
| 6 months @ | 414.00)- | 4,866.00 | |
| Public Health Nurse, 8 months @ | 397.00) | | |
| 4 months @ | 414.00)- | 4,832.00 | |
| Public Health Nurse | 397.00 | 4,764.00 | |
| Public Health Nurse, 6 months (Trainee) @ | 334.00) | | |
| 6 months @ | 414.00)- | 4,488.00 | |
| Clinic Nurse | 397.00 | 4,764.00 | |
| Clinic Nurse, 9 months, @ | 349.00 | <u>3,141.00</u> | 95,953.00 |
| | | | |
| SANITATION - | | | |
| Director of Sanitation | 639.00 | 7,668.00 | |
| Head Sanitarian | 514.00 | 6,168.00 | |
| Head Sanitarian | 492.00 | 5,904.00 | |
| 2 Senior Sanitarians | 514.00 | 12,336.00 | |
| 3 General Sanitarians, each @ | 471.00 | 16,956.00 | |
| General Sanitarian | 451.00 | 5,412.00 | |
| Sanitary Aid | 364.00 | <u>4,368.00</u> | 58,812.00 |
| | | | |
| CLERICAL - | | | |
| Clerical Supervisor | 451.00 | 5,412.00 | |
| 2 Clerk-Stenographers, each @ | 364.00 | 8,736.00 | |
| Clerk-Stenographer | 320.00 | 3,840.00 | |
| Clerk-Stenographer | 307.00 | 3,684.00 | |
| 2 Clerk-Typists, each @ | 294.00 | 7,056.00 | |
| Clerk-Typist | 259.00 | 3,108.00 | |
| Clerk-Typist, 9 months @ | 248.00) | | |
| 3 months @ | 259.00)- | <u>3,009.00</u> | 34,845.00 |
| | | | |
| OTHER - | | | |
| Bacteriologist | 514.00 | 6,168.00 | |
| P. H. Dental Hygienist | 414.00 | 4,968.00 | |
| Community Mental Health Consultant | 561.00 | 6,732.00 | |
| P. H. Social Worker | 492.00 | <u>5,904.00</u> | 23,772.00 |
| | | | |
| EXTRA HELP | | | <u>2,000.00</u> |
| TOTAL SALARIES | | | <u>\$244,890.00</u> |

Snohomish Health District

MAINTENANCE AND OPERATION - 1962

| <u>ITEM</u> | | <u>TOTAL ANNUAL</u> |
|--|-----------------|---------------------|
| 1. Employee Benefits: | | |
| (a) State Retirement and Social Security | \$19,600.00 | |
| (b) Industrial Insurance | <u>1,600.00</u> | \$21,200.00 |
| 2. Fees: | | |
| (a) Pediatrician | \$ 4,800.00 | |
| (b) Attorney | 1,800.00 | |
| (c) Registrars | 1,500.00 | |
| (d) Other | <u>200.00</u> | 8,300.00 |
| 3. Services: | | |
| (a) Postage and Telephone | \$ 3,000.00 | |
| (b) Expense Equipment | 300.00 | |
| (c) Insurance and Bond Premiums | <u>2,500.00</u> | 5,800.00 |
| 4. Supplies and Materials: | | |
| (a) Records and Supplies | 2,500.00 | |
| (b) P. H. Literature, etc. | 200.00 | |
| (c) Clinic & Laboratory | <u>7,200.00</u> | 9,900.00 |
| 5. Travel: | | |
| (a) Transportation and Expense | 7,000.00 | |
| (b) Auto Maintenance | 7,500.00 | |
| (c) Gas from County Pump | <u>2,500.00</u> | 17,000.00 |
| 6. Other Maintenance and Operation | | 500.00 |
| | | <hr/> |
| | TOTAL | <u>\$62,700.00</u> |

Snohomish Health District

MAINTENANCE AND OPERATION - 1962

| <u>Item</u> | <u>Total Annual</u> |
|--|---------------------|
| Pediatrician | \$ 4,800.00 |
| Professional Fees and Services | 700.00 |
| Records and Supplies | 2,500.00 |
| Postage and Telephone | 3,000.00 |
| P. H. Literature, Books, Pamphlets, etc. | 200.00 |
| Transportation and Expense | 7,300.00 |
| Auto Maintenance | 8,000.00 |
| Clinic and Laboratory Expense | 7,200.00 |
| Expense Equipment | 300.00 |
| Insurance | 3,200.00 |
| State Retirement and Social Security | 21,000.00 |
| Registrars' Fees | 1,500.00 |
| Transfers | <u>3,000.00</u> |
| TOTAL | <u>\$62,700.00</u> |

Snohomish Health District

CAPITAL OUTLAY - 1962

| <u>Item</u> | <u>Total Amount</u> |
|---------------------------------------|---------------------|
| 4-drawer metal file cabinet | \$ 100.00 |
| Laboratory Counter | 75.00 |
| Photo Copy Machine | 130.00 |
| Used Automobiles | 525.00 |
| Used office furniture and refinishing | <u>320.00</u> |
| TOTAL | <u>\$1,150.00</u> |

Two (2) copies Minutes of Board of Health Meeting of 8/8/61, and
two (2) copies Mr. Ingram's letter to the Board of Health dtd 8/29/61
delivered to County Auditor's office:

Received by _____

aw.

CLIFF YELLE
STATE AUDITOR



The State of Washington
OFFICE OF
STATE AUDITOR
DIVISION OF MUNICIPAL CORPORATIONS
Olympia

ROBERT V. GRAHAM
CHIEF EXAMINER

R. L. HUSK
ADMINISTRATIVE
ASSISTANT

September 11, 1961

Mr. Roger Knipe
District Health Officer
3011 Rockefeller Avenue
Everett, Washington



Dear Mr. Knipe:

In view of the urgency of your situation on budget adoption we are putting this in letter form at the present moment and expect to follow same with a formalized bulletin for all Health Districts, in the near future.

In view of RCW Chapter 70.46 not specifically designating a classification of accounts or budget procedure, the Division of Municipal Corporations, pursuant to RCW 43.09.190 et seq. herewith prescribes as a standard classification of accounts for Health Districts the same classification of accounts as set forth for counties in our Bulletin No. 57, dated June 7, 1960. However, Bulletin #57 does not apply in its entirety.

Budget Control. Insofar as budget control is concerned the budget, as finally adopted, shall constitute the appropriations of the Health District for the ensuing year, and the district Board shall be limited in the making of expenditures and incurring of liabilities to the grand total of such appropriations.

Distribution of Expenditures. RCW 70.46.080 provides that the County Auditor shall keep the record of disbursements and shall draw all warrants. We accordingly prescribe the keeping of the distribution of expenditures or disbursements on a basis of the basic categories, as outlined in our Bulletin No. 57, this for the purpose of the Health Districts for budget planning and district management purposes.

Budget Adoption. For the purpose of uniformity, we recommend that Health Districts conform to the general budget adoption

Mr. Roger Knipe

-2-

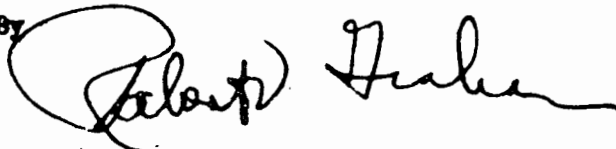
September 11, 1961

calendar providing for the final adoption on the first Monday
in October.

Yours very truly,

CLIFF YELLE, State Auditor

By

A handwritten signature in cursive script, appearing to read "Robert V. Graham". The signature is written in dark ink and is positioned to the right of the word "By".

Robert V. Graham
Chief Examiner

RVG:ass

CC: Del Neubecker
Vernon Kirkby

Enclosure (Bulletin #57)

copy. Bot Brummel 9-12-61

LEWIS A. BELL
WILLIAM F. INGRAM
NEWELL SMITH

BELL, INGRAM & SMITH

ATTORNEYS AT LAW

314-316 FIRST NATIONAL BANK BUILDING

EVERETT, WASHINGTON

August 29, 1961

TELEPHONE
ALONG 9-4324
ALONG 9-4135



Board of Health
Snohomish Health District
3011 Rockefeller
Everett, Washington

Attention: Dr. Roger Knipe
Health Officer

Re: Budget transfers approved at
August meeting of Board of Health

Gentlemen and Mrs. Simpson:

At your request and by direction of the Health Officer, I have reviewed the recommendation of the Health Officer for appointment of certain individuals to nurses' positions entailing a salary provision of \$4,313.50. I have also considered the proposed transfer from salaries budget, from capital outlay budget, and increased estimated revenues as set forth in the minutes of said meeting.

I have also read the letter of Dr. Knipe to Mr. Neubecker, Snohomish County Auditor, dated August 14, 1961, and the reply to that letter dated August 16, 1961 from Robert V. Graham, Chief Examiner, Division of Municipal Corporations, State Auditor, State of Washington.

I point out to you that the Snohomish Health District is a creature of the County of Snohomish and the City of Everett. Both the County and the City are required by applicable statutes to operate under strict budget laws and requirements. It would seem only reasonable then, to expect that the Health District, being a creature of said two municipalities, would be required to operate under similar budgetary controls.

Examination of the statute creating Health Districts, and in particular, R.C.W. 70.46.080 discloses however, that the Health District must establish a fund in which it shall place all revenues and from which it shall make all disbursements, designating certain County officials to act as officers for the purpose of receipt and disbursements.

8/29/61

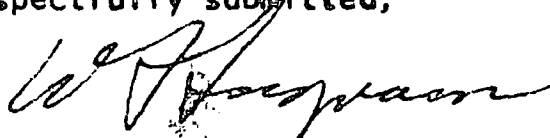
In fact, the Snohomish Health District has created with the County Treasurer of Snohomish County a Public Health Pooling Fund which is maintained in accordance with R.C.W. 70.12.040. This statute and subsequent sections require that all expenditures for salaries, wages and operations incurred in carrying on the Health District be made from this fund, and that any fund so established and disbursements made therefrom shall be geared to a budget. The statute further provides that said Health Pool Fund shall be subject to audit by the Division of Departmental audits and shall be subject to check by the State Department of Health.

Since the power of the Health District is vested in the Board of Health, I conclude that the Board of Health may, by appropriate resolution, make the transfers set forth in the minutes and provide for disbursement of increased revenue as set forth in the minutes of the August meeting.

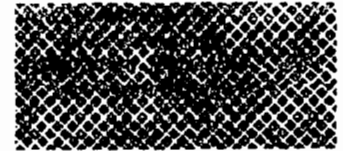
This opinion, however, is somewhat guarded in view of the fact that the County would be unable to make such transfers in its budget while the City of Everett is authorized by its budget statutes to make such transfers.

It seems to me, and in this opinion the City Attorney, Leslie Cooper, concurs, that the Board of Health would be well advised to adopt strict budget procedure in conformity with either the laws governing the City or the laws governing the County, preferably the latter, and obtain the approval of the Division of Municipal Corporations, and the State Department of Health with reference to its budgetary practices. It is necessary, in my opinion, for this to be done, in the absence of any action by the Legislature, in order for the members of the Board of Health, who are solely responsible for the administration of the Health District, to be able to have confidence that it is acting in a manner which will not subject it to attack upon audit.

Respectfully submitted,



WILLIAM F. INGRAM
Attorney for Snohomish Health District



The State of Washington

OFFICE OF
STATE AUDITOR
DIVISION OF MUNICIPAL CORPORATIONS

Olympia

ROBERT V. GRAHAM
CHIEF EXAMINER

R. L. HUSK
ADMINISTRATIVE
ASSISTANT

August 16, 1961



Dr. Roger Knipe
District Health Officer
3011 Rockefeller Avenue
Everett, Washington

Dear Dr. Knipe:

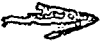
I have read your letter directed to Mr. Neubecker, County Auditor, concerning the matter of transferring from one classification of your budget to another, as well as increasing the over all appropriation by way of increasing revenues from other local funds and from the Snohomish-Island County Tuberculosis Association.

I have further read opinions of the Attorney General dated December 30, 1948 and AGO 53-95-134, dated September 17, 1953.

I hasten to conclude that neither of these opinions applies in the instant case. In the September 17, 1953, opinion they refer to a letter from this Division dated August 13, 1953, to Dr. Kahl, Acting Director of the State Department of Health, which purports to make a Health District subject to the county budget law, being RCW Chapter 36.40, which law in fact prescribes and makes mandatory what is known as a line-item budget, which law further prohibits a transfer of funds between classifications. The August 13, 1953 letter was, in fact, written concerning the subject of the transfer of county budget funds, and in particular county budget funds of the County Hospital and the letter merely points out the fact that RCW 36.40.100 permits a transfer within classification only.

Health District fund budgets are not, in my opinion, governed by the county budget statute, but rather, are governed by RCW 70.46.080. Further, it appears that what you have there in Snohomish County is, in fact, a Public Health Pooling Fund,

August 16, 1961

with the school districts contracting with the Health District for services as provided by RCW Chapter 70.12, in which event the expenditures and budgets are governed by RCW 70.12.050 and .060. Neither of these latter statutes provide for a ~~line-item~~ budget  but rather, merely require a budget and we have considered the control to be the aggregate total of the appropriation. Therefore, by proper resolution or motion of the Health District Board, I feel that transfers between items would unquestionably be authorized.

Further, if there are additional revenues during a budget year, the over all appropriation could be increased through the routine procedure of adopting the original appropriation.

In view of the fact that RCW 70.46.080 and RCW 70.12.040 have, in this case, made the Snohomish County Treasurer the Treasurer of the Health District and Pooling Fund, the Health District is examined as part of the Snohomish County general examination report.

If we can be of any further assistance in this matter, do not hesitate to call on us.

Yours very truly,

CLIFF YELLE, State Auditor

By



Robert V. Graham
Chief Examiner

9.

RVG:ges
CC: Del Neubecker
Vernon Kirkby

August 14, 1961

Mr. Del Neubecker,
Snohomish County Auditor
County Court House
Everett, Washington

Subject: Health District Budget

Dear Mr. Neubecker:

Mr. William Ingram, Attorney to the Snohomish District Board of Health, has suggested that I direct to you a request for certain budgetary changes, authority for which is apparently rather vague.

The employment of two additional staff public health nurses is almost mandatory in that the demand for increased nursing service in South Snohomish County has been apparent for over two years. In fact, the Edmonds School District has signified its intention of withdrawing from the District's School Health Program if more nursing time were not made available. This would mean a resultant loss of approximately \$22,000 revenue.

In addition, the Snohomish-Island County Tuberculosis Association has agreed to reimburse this Department for the salary of a part-time staff public health nurse at \$397 per month together with necessary travel expenses effective 9-18-61 until at least the end of this year to enable us to conduct a tuberculin skin test survey in high school students. It has been arranged that they will reimburse the Health District on receipt of a monthly billing from this office. In order to place this program under medical and public health supervision, however, it is their wish and ours that this part-time employee be placed on our pay roll and paid out of our Extra Help item of the 1961 Salaries Budget.

Specifically therefore, may we make the following changes in the 1961 budget:

Increase Extra Help item by \$4,313.50, to be derived as follows:

1. Transfer from Salaries budget as follows -

| | | |
|------------------------------------|---------------|-----------|
| Item #113, Sr. Public Health Nurse | \$424.00 | |
| #182, P. H. Social Worker | 100.00 | |
| #183, P. H. Dental Hygienist | <u>100.00</u> | \$ 624.00 |

2. Transfer from Capital Outlay budget as follows -

| | |
|---------------------|-----------------|
| Automobiles account | <u>1,300.00</u> |
| | \$1,924.00-fwd |

Mr. Del Neubecker,
Snohomish County Auditor
Subj: Health District Budget

August 16, 1961
Page -2-

(fwd)- \$1,924.00

3. Increase estimated Revenues by -

| | | |
|--|-----------------|-------------------|
| (a) Other (Local Funds) | \$1,000.00 | |
| (b) Snohomish-Island County T.B. Assn. | <u>1,389.50</u> | <u>2,389.50</u> |
| | | <u>\$4,313.50</u> |

Explanatory notes re above, as follows:

1. These amounts (totaling \$624) represent unexpended portions in the categories named by reason of replacement of staff at a lesser salary than that budgeted.
2. You will remember that the 1961 budget for this item was \$2,100. There is an unexpended balance of approximately \$1,300 as a result of savings effected by our purchase of a used automobile (\$575) from the Snohomish County Engineer's Department, and purchase of a second used vehicle (\$100) from the Washington State Surplus Property Section. These opportunities were not foreseen a year ago when the budget was prepared. We do not contemplate purchase of additional automobiles this year.
3. (a) As you are aware, the 1961 Legislature authorized an increase in the fee for certified copies of birth and death registrations from \$1 to \$2 effective July 1, 1961. Already since 7-1-61 our increased revenues from this source has been approximately \$225. We could easily justify an increase in revenues of \$1,000 from this source alone for the year, but our "Other" revenues have increased almost 100% for the first seven months of the year.

(b) Refer to third paragraph, page one.

I would appreciate having from you a written directive as to accounting procedures and budgetary practices to be followed by the Snohomish Health District in future.

May this also serve as a formal request for a complete audit of the Health District books since its inception January 1, 1959.

An early reply would be very much appreciated in that our school health services commence in early September, and authorization for these budgetary changes should be received within the next day or two.

Yours very truly,

Roger Knipe, M.D.
District Health Officer

RK lr

cc Mr. Vernon Kirkby, State Auditor, County Court House
Mr. William Ingram, Board of Health Attorney, Everett
Miss Olga Nelson, Deputy Auditor, County Court House

*Submitted to
The Health District*

MINUTES
SNOHOMISH DISTRICT BOARD OF HEALTH
Meeting of August 8, 1961

Present Members, Mrs. Simpson, Messrs. McCollum, Gebert, Kraetz, Johnson, Wyatt and Doctor Stocker. Also, Doctor Knipe, Doctor Beare, Mrs. Rands, Mrs. Schultz, Mr. Stockton and Mr. Weller.

Minutes The minutes of the previous meeting of June 13 were accepted as distributed, on motion of Mr. Kraetz, seconded by Mr. Johnson, and carried.

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

Authorization of June Accounts There having been no July meeting, the action of the Chairman in appointing an auditing committee consisting of members Kraetz and Wyatt was approved on motion of Mr. Johnson, seconded by Mr. Kraetz, and carried. Payment had been subsequently made, as follows:

| | |
|------------------------------------|-------------|
| July 1961 Salaries | \$16,650.94 |
| June Maintenance & Operation . . . | 4,807.47 |
| June Capital Outlay | 113.30 |

Staff Changes Medical-Social Worker: Mr. Bruce Weller, Medical-Social Worker, had submitted his resignation effective August 31, 1961. He had indicated that he would be available for part-time employment, namely afternoons, evenings and possibly weekends, until such time as a suitable and qualified replacement could be obtained. Doctor Knipe had received assurance from the State Health Department that it would continue to underwrite Mr. Weller's salary on this basis. He therefore wished approval of appointing Mr. Weller as a part-time Medical-Social Worker commencing September 1, 1961, at his present salary to be pro-rated. Moved by Mr. Johnson, seconded by Doctor Stocker, and carried, that this arrangement be approved.

Nursing: Health Officer reported on the need for increasing the number of public health nurses, notably in South County where we are experiencing our own "population explosion." This need has been apparent for over two years but until now there had not been sufficient monies in the budget to warrant the increased expenditure. In fact, failure to increase the number of staff nursing positions would mean withdrawal of the Edmonds School District from the School Health Program, with the resultant loss of approximately \$22,000 revenue. Now, however, due to other changes in personnel, savings on capital outlay budgeted items, and notably, increased revenues, the Health Officer stated that there were sufficient monies accrued to enable the Board to authorize two new nursing positions at this time.

(Staff Changes, Nursing, continued)

Doctor Knipe requested approval of his appointment of Mary Hammer, staff public health nurse, at a salary of \$397 per month commencing September 1, 1961, to be paid from "Extra Help" of the Salaries Budget, and of Ethel Mary Byrne, public health nurse trainee, at a salary of \$334 per month commencing September 1, 1961, to be paid from "Extra Help" of the Salaries Budget. Moved by Mrs. Simpson, seconded by Mr. Wyatt, and carried that these appointments be approved.

Proposed Tuberculin Skin Testing, High School Students:

Health Officer outlined the Department's intention of tuberculin skin testing by the Mantoux method those senior high school students whose parents wished this in lieu of routinely x-raying, as had been the practice in previous years. He pointed out that a positive skin test was an indication of past infection with tuberculosis and was therefore a better index of infection in this age group than was the routine screening chest x-ray. This procedure has been recommended and endorsed by the State Health Department and the National Tuberculosis Association and other professional groups.

The Snohomish-Island County Tuberculosis Association had indicated its willingness to participate in this survey by providing the tuberculin skin test material, the syringes and needles, assisting in an educational campaign, and to pay the salary and travel expenses of a part-time public health nurse. In order that the program be under the medical supervision of the Health Department, Doctor Knipe had recommended to the Tuberculosis Association that the nurse be employed by the Health District. This was agreeable.

He therefore wished authorization of his appointment of Helen Scales as a part-time public health nurse at a salary of \$397 monthly effective September 18, 1961, to be paid from the "Extra Help" item of the Salaries Budget on the understanding that her salary and travel expenses be reimbursed to the Health District upon its' submission of a monthly billing to the Tuberculosis Association. On motion of Mr. Johnson, seconded by Mr. Wyatt, and carried, this appointment was approved.

Budget Revisions

Health Officer stated that the appointments of Mesdames Hammer, Byrne and Scales would necessitate a transfer of funds and budget amendments. These proposals had been discussed with the County and State Auditor's staffs, and with their approval, the Health Officer requested the following budget amendments:

Increase "Extra Help" item of the 1961 Salaries budget by \$4313.50, to be derived as follows:

- 1. Transfer from Salaries budget as follows -

| | | |
|------------------------------------|---------------|-----------|
| Item #113, Sr. Public Health Nurse | \$424.00 | |
| #182, P.H. Social Worker | 100.00 | |
| #183, P.H. Dental Hygienist | <u>100.00</u> | \$ 624.00 |

- 2. Transfer from Capital Outlay budget as follows -

| | |
|--------------------|-----------------|
| Automobile account | <u>1,300.00</u> |
|--------------------|-----------------|

(Forward) \$1,924.00

(Budget
Revisions,
continued)

(Forward)-\$1,924.00

3. Increase estimated Revenues by -

| | | |
|-------------------------------------|-----------------|-------------------|
| (a) Other (Local Funds) | \$1,000.00 | |
| (b) Snohomish-Island Co. T.B. Assn. | <u>1,389.50</u> | <u>2,389.50</u> |
| | | <u>\$4,313.50</u> |

Explanatory notes re above, as follows:

1. These amounts (totaling \$624) represent unexpended portions in the categories named by reason of replacement of staff at a lesser salary than that budgeted.
2. The 1961 budget for this item was \$2100.00. There is an unexpended balance of approximately \$1,300.00 as a result of savings effected by purchase of a used automobile (\$575.00) from the Snohomish County Engineer's Department, and purchase of a second used vehicle (\$100.00) from the Washington State Surplus Property Section. These opportunities were not foreseen a year ago when the budget was prepared. Additional automobile purchases are not contemplated this year.
3. (a) The 1961 Legislature authorized an increase in the fee for certified copies of birth and death registrations from \$1.00 to \$2.00 effective July 1, 1961. Since July 1 increased revenues from this source alone is approximately \$225.00, but "Other" (Local Funds) revenues have increased almost 100% for the first seven months of the year.

(b) Refer to page -2-, "Proposed Tuberculin Skin Testing, High School Students."

There was considerable discussion as to the propriety and legality of effecting budget transfers and amendments in this manner. It was finally moved by Mr. Johnson, seconded by Mr. Kraetz, that these budget changes be approved, (and, at the added suggestion of Doctor Stocker), provided that such action meets with the approval of the Board of Health Attorney, Mr. Ingram. On putting the question, six members "yea," Mrs. Simpson "nay." The Chairman declared the motion carried.

Further discussion ensued with the resulting recommendation that in future, proposed resolutions dealing especially with finances be prepared in advance of meetings by the Executive Secretary, to be mailed to the members along with "Notice of Meeting and Agenda."

Mr. Gebert suggested that these matters be gone into fully with Mr. Ingram, Board of Health Attorney, and that he be requested to attend the next Board of Health meeting.

City of Everett
Financial
Participation

Mr. Johnson raised the matter of the City of Everett's financial participation in the Health District. The minutes of the June 13, 1961 meeting stated that the City would continue to contribute at the rate of \$1.00 per capita, but Mr. Johnson wished it understood that the City Council had decided that this participation would only be based on the number of persons for whom personal and real property taxes were received by the City of Everett. It was further explained that while it was true that due to annexation the City's population increased immediately, the personal and real property taxes for these persons could not be expected until January, 1963. The actual estimate therefore for 1962 to the Health District Budget would be \$40,304.00.

It was thereupon agreed that consideration should be given to amending Paragraph II. of the Agreement of January, 1959 between the City, the County and the Health District, which presently reads:

"The CITY, as part of the consideration for the services to be rendered, shall contribute the sum of \$1.00 per capita per year, commencing January 1, 1959 and continuing thereon until the CITY shall, as provided by law, withdraw from such HEALTH DISTRICT."

Doctor Knipe was requested to draw this discrepancy in intent to the attention of the Board of Health Attorney.

1962 Tuber-
culosis
Control
Budget

Health Officer circulated the proposed Snohomish County Tuberculosis Control Budget for 1962 in the total amount of \$216,802.00. Of this amount, it is estimated \$99,000.00 will be received from the .6 mill tax levy, and the balance from State funds. Of the total, \$44,602.00 will be transferred to general public health, as per agreement with the State Health Department and as allowed by law.

Mr. McCollum, as Chairman of the Board of County Commissioners, took the proposed budget for action by the County Commissioners at their meeting.

Surplus
Property

Moved by Mr. Johnson, seconded by Mr. Kraetz and carried, that the Executive Secretary be named duly authorized representative of the Snohomish District Board of Health and the Snohomish Health District for acquisition of materials and/or supplies from the Surplus Property Section of the State of Washington, and further that he be authorized to designate certain other Health District personnel as his deputies for the purpose of issuing identification cards.

Smoke and
Cinders

Health Officer reported to the Board that he had been requested by the City Council through the Clerk to set up a committee of City and Health District officials for the purpose of making recommendations to the Council concerning smoke and cinder nuisance in the City of Everett. He had contacted the State Health Department Sanitation and Radiation Control Section for assistance in monitoring and programming.

Automobile Accident

As a result of an automobile accident involving a member of the Health District nursing staff while on duty (1959 Plymouth, License # C-12379), an itemized repairs estimate was presented in the amount of \$717.55, plus towing charges. This involved approximately \$300.00 in parts and \$400.00 in labor. In that there is a lien against this vehicle, and the Board of Health will continue to pay at the rate of \$59.01 per month until August, 1962, it was agreed that an attempt should be made to have the automobile repaired. On motion of Mr. Gebert, seconded by Mr. Kraetz, and carried, the Health Officer was instructed to negotiate with the Washington State Reformatory regarding labor repair of this automobile.

The accident had been fully reported to the Health Officer, the insurance carrier and to the District Board of Health, and the second party had been reported to have been cited for negligent driving. On motion of Mr. Gebert, seconded by Mr. Johnson, and carried, the Health Officer was instructed to turn the matter over to the Board of Health Attorney for prosecution.

Reports

Nursing: Postponed Vital Statistics: For June and July, as attached

Financial:

1961 Revenues - Total receipts deposited as of 7/31/61-
\$174,538.44

| 1961 Operational Costs- Budget Item | Expended thru 7/31 | Unexpended Balance |
|-------------------------------------|---------------------|---------------------|
| Salaries | \$118,344.51 | \$ 96,819.49 |
| M & O | 32,622.69 | 30,477.31 |
| C. Outlay | 1,466.46 | 1,393.54 |
| | <u>\$152,433.66</u> | <u>\$128,690.34</u> |


Authorization of Accounts

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

| | |
|-------------------------------|-------------|
| August Salaries | \$17,483.00 |
| July M & O | 3,426.33 |
| July Capital Outlay | 599.00 |

Adjournment

The meeting was adjourned at 3:45 p.m.


Chairman

STATE OF WASHINGTON
SURPLUS PROPERTY SECTION
4140 East Marginal Way
Seattle 4, Washington

BE IT RESOLVED THAT the Snohomish District Board of Health THE duly authorized governing body of the Snohomish Health District HAVING taken the matter into full consideration, and having determined by the required vote, as stated in the minutes, does hereby designate Roger Knipe, M.D. THE REPRESENTATIVE of the aforementioned institution. The said Representative is hereby authorized to bind the institution to the particular terms and conditions of transfer which are or may be imposed by the execution of the Form HEW 135 or the state agency Warehouse Issue Sheet. The said representative is moreover empowered to delegate the authority imposed upon him to such people as he considers reasonably necessary to accomplish these purposes. He is hereby instructed to confer upon the people designated by him such authority as is necessary and to see that they are properly identified by card or letter.

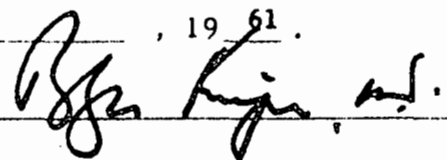
I, Roger Knipe, M.D., HEREBY certify that I am the custodian of the official records of the Snohomish District Board of Health and the Snohomish Health District;
(legal name of governing board or applicant)

that the foregoing RESOLUTION is a true and correct copy of a resolution adopted by a majority of the members thereof present at a meeting of said board regularly called on the 8th day of August, 1961 at which a quorum was present, and that Roger Knipe, M.D. is the duly appointed and acting
(Name of Representative)

Executive Secretary and District Health Officer of said organization.
(Title of Representative)

DATE: this 8th day of August, 1961.

(SEAL)



TO: Manager, Surplus Property Section DATE 8/9/61

FROM: Institution SNOHOMISH HEALTH DISTRICT

Address 3011 Rockefeller Avenue

City Everett, Washington Phone ALpine 9-2188

Subject: DELEGATION OF AUTHORITY

Please issue Identification cards to the following personnel of this institution:

Name Roger Knipe, M.D.

Title or Position District Health Officer

Name David A. Stockton

Title or Position Director of Sanitation

Name Lois E. Rands

Title or Position Clerical Supervisor

Name _____

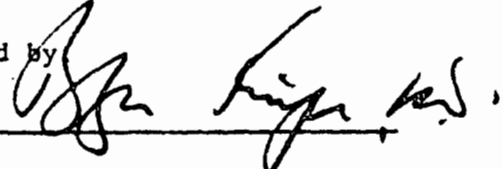
Title or Position _____

Name _____

Title or Position _____

I hereby delegate the authority vested in me according to the Resolution submitted to the Surplus Property Section by the governing body of this Institution. The aforementioned delegates are hereby authorized to bind the Institution to the particular terms and conditions of transfer which are or may be imposed by the execution of Form HEW 135 or the state agency Warehouse Issue Sheet.

Authorized by

Signature 

Printed Name Roger Knipe, M.D.

Title or Position District Health Officer

NOTICE OF MEETING AND AGENDA
Snohomish District Board of Health
August 8, 1961
2 p.m.

1. Call to order
2. Minutes of last meeting
3. Auditing Committee
4. Unfinished Business
5. New Business -
 - (a) Authorization of June accounts
 - (b) Staff Changes: (i) Appointment of Mrs. Hammer, Public Health Nurse; and Mrs. Byrne, Public Health Nurse Trainee, effective 9-1-61
(ii) Authorization for part-time employment of Mr. Weller, Medical-Social Worker, effective 9-1-61
 - (c) Proposed tuberculin skin testing in high schools
 - (d) Other
6. Reports -
 - (a) Health Officer
 - (b) Director of Public Health Nursing
 - (c) Financial
 - (d) Vital Statistics
7. Authorization of July accounts
8. Adjournment

Roger Knipe, M.D.
Executive Secretary

Two (2) copies Minutes of Board of Health Meeting of 6/13/61
delivered to County Auditor's Office:

Received by O. Nelson