

MINUTES
SNOHOMISH DISTRICT BOARD OF HEALTH
Special Meeting of September 14, 1961
9 a.m.

Present

Members, Messrs. McCollum, Gebert, Johnson, Kraetz, Wyatt and Doctor Stocker. Also, Doctors Knipe and Beare, and Mr. Ingram.

Member absent: Mrs. Simpson

Proposed
1962
Budget

Health Officer was requested for a resume and thorough explanation of the Merit System Compensation Plan. He pointed out that the Board of Health, in regular meeting September 8, 1959, on motion of Mr. Gebert, seconded by Mr. McCollum, and carried, had adopted the Snohomish Health District "Merit System, Personnel Policies and Procedures." Doctor Knipe covered the following points:

1. That the compensation plan was an annual recommendation from the office of the State Director of Health and was prepared by an Advisory Committee consisting of local health officers, representatives of the State Health Department and its Director of Local Health Services, the State Personnel Board, and others. This Advisory Committee compiles and summarizes salaries information (similar categories in industry, all health departments in this State and the States of Oregon and California, cost-of-living, State aid available to counties, and other factors) and on this basis compensation plan is recommended annually to all health departments throughout the State.

Copies of Doctor Bucove's memorandum of June 11, 1961 relative to the 1962 compensation plan and copy of the plan itself, including suggestions governing salary adjustments and advancements, were thereupon distributed to the members of the Board (copy of each which is attached and incorporated as part of these minutes). Doctor Knipe pointed out that certain classifications of the Snohomish Health District are not included in the State Salaries Schedule plan as these are not generally applicable to all local health departments. He indicated that these exceptions and variations had been inserted in black-face type on the verifax copies distributed to the members.

Mr. Johnson recalled that on creation of the Health District, the former City employees had relinquished their Civil Service benefits. The Snohomish Health District then had adopted its own merit system and salaries schedule, and that in his opinion, the Board was "honor bound" to the agreement.

2. Doctor Knipe then was asked for clarification as to how salary range numbers and job classifications were arrived at. He circulated to the members the latest employee classifications covering all categories and pointed out that this material had been previously presented to the Board (October, 1959) in written form.

(Proposed
1962 Budget,
continued)

3. Health Officer was then asked to compare the 1962 proposed Salaries Budget with the 1961 Salaries Budget; specifically, what increments were included and what new positions accounted in part, at least, for the apparent increase of \$29,726. He explained as follows:

a) New positions budgeted in 1962:

	<u>Total Annual</u>
2 public health nurses (authorized and employed September 1961).....	\$9,320.
Sanitary Aid	4,368.
Clerk-Stenographer	3,840.
Community Mental Health Consultant .	<u>6,732.</u> \$24,260.

b) Extra Help, represents increase over 1961 of, 1,129.

\$25,389.

c) Increments for all staff according to established compensation plan represents less than 5% increase to each individual staff member over respective current monthly salary

d) Increments not budgeted for as these staff members at 5th step of respective salary ranges, and according to compensation plan, would remain at this step for two years before increment to 6th step in order:

- 2 public health nurses
- 1 clinic nurse
- 4 sanitarians

Doctor Knipe pointed out that the Community Mental Health Consultant and one Clerk-Stenographer (\$10,572 total) included in the Salaries Budget would be employed only if approval and grant-in-aid is received for a "Community Mental Health Project" from the State Health Department and Federal Research funds. Also, that \$42,864 is transferable to the Public Health Budget from the Tuberculosis Control Budget involving salaries as set forth covering the Director of Tuberculosis Control, the Resident Trainee, three public health nurses, one clinic nurse, one clerk-stenographer and the X-Ray clerk. Further, that the Washington State Department of Health reimburses this Department for the salary of the Public Health Social Worker in the total amount of \$6,260.

Actual salary increments, therefore, for present staff positions amounted to \$4,377 out of a total apparent salaries budget increase of \$29,726.

4. The Revenues portion of the budget was reviewed.

(Proposed
1962 Budget,
continued)

On motion of Mr. Gebert, seconded by Doctor Stocker, and carried, the
1962 Budget for the Snohomish Health District be approved and
adopted, as follows:

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>

Amendment
to Merit
System

Mr. Ingram pointed out that by resolution in regular meeting
September 8, 1959 that subsequent Boards were committed to the
Current Salary Recommended Compensation Plan, and that in his
opinion, Article V of the Merit System of the Snohomish Health
District should be amended to allow consideration of revenues and
other factors. He was asked for his opinion as to a suitable
wording, and read a prepared resolution, as follows:

"Minimum salaries shall be considered by the Snohomish
Health District Board of Health according to the current
recommendation of the Washington State Department of
Health Merit System salary schedule, and depending upon
the income of the Snohomish Health District for any
current year for which a budget is being prepared, the
Snohomish District Board of Health may take into con-
sideration the said Washington State Department of
Health Merit System Salary Schedule."

Moved by Doctor Stocker, seconded by Mr. Wyatt, and carried, that
the motion, as presented by Mr. Ingram, be adopted.

Board of
Health
Attorney

Moved by Mr. Johnson, seconded by Doctor Stocker, and carried, that
Mr. William F. Ingram be appointed attorney to the Snohomish District
Board of Health effective January 1, 1962 at a retainer fee of
\$150 per month. On query of Mr. Johnson, it was agreed that
Mr. Ingram would present to the Board at its next regular meeting,
a written outline as to his functions and duties as Board of Health
Attorney.

Adjournment

The meeting was adjourned at 9:40 a.m.


Chairman

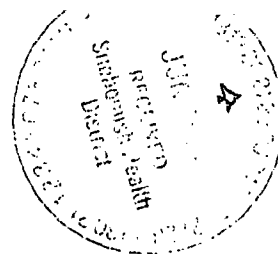
STATE OF WASHINGTON

COMPENSATION PLAN FOR LOCAL HEALTH DEPARTMENTS FOR 1962

	RANGE NUMBER	SALARY RANGE STEPS						
<u>MEDICAL AND DENTAL</u>								
Health Officer II	54	\$1134	\$1185	\$1239	\$1295	\$1343	\$1403	\$1465
Health Officer I	49	909	950	993	1038	1085	1134	1185
Public Health Medical Resident		First year - \$800 Second year \$875						
<u>NURSING</u>								
Director of Nursing.....	36	514	537	561	586	612	639	668
P.H. Nurse Supervisor II	35	492	514	537	561	586	612	639
P.H. Nurse Supervisor I	33	451	471	492	514	537	561	586
Head P.H. Nurse	31	414	432	451	471	492	514	537
P.H. Nurse II	29	380	397	414	432	451	471	492
P.H. Nurse I	27	349	364	380	397	414	432	451
Clinic Nurse (and PHN Trainee)...	25	320	334	349	364	380	397	414
<u>SANITATION</u>								
Director of Sanitation....	36	514	537	561	586	612	639	668
Supervisory Sanitarian	35	492	514	537	561	586	612	639
Head Sanitarian	33	451	471	492	514	537	561	586
Senior General Sanitarian	32	432	451	471	492	514	537	561
General Sanitarian	30	397	414	432	451	471	492	514
Plumbing Inspector	30	397	414	432	451	471	492	514
Sanitary Aid.....	26	334	349	364	380	397	414	432
<u>LABORATORY</u>								
Microbiologist III	33	451	471	492	514	537	561	586
Microbiologist II	31	414	432	451	471	492	514	537
Microbiologist I	28	364	380	397	414	432	451	471
Laboratory Helper	19	248	259	270	282	294	307	320
X-ray Technician (registered)	24	307	320	334	349	364	380	397
X-ray Technician Assistant	20	259	270	282	294	307	320	334
Bacteriologist II.....	32	432	451	471	492	514	537	561
<u>CLERICAL</u>								
Clerical Superv. III.....	31	432	451	471	492	514	537	561
Clerical Supervisor II	29	380	397	414	432	451	471	492
Clerical Supervisor I	26	334	349	364	380	397	414	432
Clerk Stenographer III	25	320	334	349	364	380	397	414
Clerk Stenographer II	23	294	307	320	334	349	364	380
Clerk Stenographer I	21	270	282	294	307	320	334	349
Clerk Typist III	23	294	307	320	334	349	364	380
Clerk Typist II	21	270	282	294	307	320	334	349
Clerk Typist I	19	248	259	270	282	294	307	320
Clerk II	20	259	270	282	294	307	320	334
Clerk I	18	238	248	259	270	282	294	307
<u>ALL OTHER CLASSES</u>								
Health Educator	30	397	414	432	451	471	492	514
Nutritionist	30	397	414	432	451	471	492	514
Dental Hygienist	30	397	414	432	451	471	492	514
Clinical Psychologist	38	561	586	612	639	668		
Community Mental Health Consultant	36	514	537	561	586	612		
Senior Medical Social Worker	32	432	451	471	492	514	537	561
Senior Psychiatric Social Worker	32	432	451	471	492	514	537	561
P.H. Social Worker.....	33	451	471	492	514	537	561	586

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

M E M O R A N D U M



June 16, 1961

TO: All Local Health Officers

FROM: Bernard Bucove, M.D., State Director of Health

SUBJECT: Compensation Plan for Local Health Departments for 1962

You will recall that following the meeting of the local health officers' Advisory Committee on Local Health Services on May 11th, minutes dated May 15, 1961 were mailed to all local health officers. Attached to the minutes was a proposed Compensation Plan for 1962. Health Officers were invited to submit comments or suggest changes to the Division of Local Health Services.

As a consequence of the above steps which were taken, attached please find the 1962 Compensation Plan for local health departments. Since the primary change in the 1962 compensation plan as compared with the 1961 plan is the addition of two salary steps for each range, a method of adjusting to the added steps is suggested. The "Regulations on Salary Adjustments and Advancements" attached and included in the Manual of Personnel Practices For Local Health Departments does not include procedures for making an adjustment to a seven step range. The following procedure, therefore, is recommended for your consideration:

1. Any employee who has been at the top step of the salary grade for his job classification for a period of five years or more as of January, 1962 may be adjusted to the seventh or top step in the salary grade as of that date.
2. Any employee who has been at the top step for less than five years but for at least two years, may be adjusted to the sixth step of the salary grade as of January, 1962.

If budget limitations prevent the adoption of the above procedure it is suggested that each local health department set up a plan for adjusting to the sixth and seventh steps. This plan should provide for eligibility for adjustment of all employees to these steps in a definite ratio to length of continuous employment in a given position.

REGULATIONS ON SALARY ADJUSTMENTS AND ADVANCEMENTS

The following are regulations governing salary changes for departmental personnel:

I Availability of Funds

Before salary adjustments or advancements can be made funds for this purpose must be available in the budget.

II Salary Adjustments

In adjusting the rates of pay of current employees to a new compensation plan or any amendment thereto, one of the following two plans may be observed:

1. Preferred Plan - Should sufficient funds be available in the opinion of the Health Officer, salary adjustments may be made to the same step in the new plan as held in the old plan.
2. Alternate Plan - Each employee's salary shall be adjusted to the minimum step in the new range if his present salary is less than the minimum, or to the next higher step in the new range if his present salary is within the new range but off-step.

In case the maximum of the range of the employee's salary is lowered the employee's salary may remain at the same rate as long as the employee retains his present position.

III Promotions

An employee who is promoted shall have his salary raised to the minimum rate of pay for the new class if his salary before promotion fell below such minimum rate. If, however, his salary before promotion falls within the range of the new class, his salary should be adjusted to the next higher step of the new range.

IV Demotions

An employee who is demoted shall have his salary reduced at least to the maximum rate of the new class. If his salary before demotion falls within the range for the lower class but does coincide with one of the steps in that range, his salary shall be reduced at least to the next lower step of the new range.

V Salary Advancements

Advancements to steps within a salary range are not automatic but are based on an employee's attitude and work record as reflected in performance ratings and giving due consideration to length of service as follows:

Advancements from the first to the second steps may be granted after completion of the first six months employment.

A minimum of one year of service shall be completed at second, third, and fourth steps before advancements are approved to the next higher step.