

NOTICE OF MEETING AND AGENDA

SNOHOMISH DISTRICT BOARD OF HEALTH

JULY 11, 1967

1:45 p.m.

Place: Snohomish Health District

AGENDA

1. Call to Order
2. Minutes of June 13, 1967
3. Appointment of Auditing Committee
4. Old Business
5. New Business
 - A. Mr. Ingram - Clarification of HB 466
 - B. County Dumps
 - C. Resolution - Investment of Funds
 - D. Budgetary Resolutions
6. Reports
 - A. Health Officer
 - B. Community Health Administrator
 - C. Environmental Health
 - D. Nursing
 - E. Vital Statistics
 - F. Financial
7. Authorization of Accounts
8. Adjournment

Clifford Anderson, M.D., M.P.H.
District Health Officer

MINUTES
SNOHOMISH DISTRICT BOARD OF HEALTH
July 11, 1967

- Present Members, Mrs. Simpson, Messrs. Fowler, Alexander, Kraetz, McCollum, Forsgren, Kincaid, Harrison, Krekow, Fosse. Also, Dr. Anderson, Dr. Darrough, Dr. Millard, Miss Findlay, Mr. Moser, Mr. Stockton, Mrs. DeSoto, Mr. Click, Mr. Ingram, Dr. Cornell, Mrs. Manley, and Mrs. Supper.
- Minutes Moved by Mrs. Simpson, seconded by Mr. Kraetz, and carried that the minutes of June 13, 1967, as previously mailed to members, be approved.
- Auditing Committee Mr. Fowler appointed Mr. Forsgren and Mr. Krekow as the Auditing Committee for the August 8, 1967 meeting.
- Vehicles Dr. Anderson reported that two inoperative Health District vehicles had been put up for sale in the County auction as directed by the Board, but neither had been sold. To date, one has been sold to S. & M. Auto Supply for \$25.00. Moved by Mr. Forsgren, seconded by Mr. Krekow, and carried that Dr. Anderson dispose of the second vehicle as he sees fit.
- County Dumps Mr. Fowler read a report of a field investigation in May by Mr. Roy J. Myklebust of the State Department of Health of the Lake Stevens Solid Waste Disposal Site. Mr. Myklebust's recommendations were also included. One recommendation was that the County should undertake through the Planning Commission and the Health District the preparation of a comprehensive plan for the handling of solid wastes in Snohomish County. Mr. Fowler stated that the County has applied for a Federal grant to make a study for solid waste disposal in Snohomish County. Discussion followed, and it was agreed that steps must be taken as soon as possible.
- Moved by Mrs. Simpson, seconded by Mr. Krekow, and carried that the Board of Health recommend that the Snohomish County Commissioners call a meeting between the County and the cities to initiate some action in the matter of solid waste disposal for the entire County.
- Guidelines Mr. Ingram discussed Proposed Guidelines to help municipalities budget for health services which were drawn up by the State Department of Health in consultation with representatives of the Washington Association of County Commissioners and the Association of Washington Cities, and will probably be adopted by the State Board of Health at their August 3 meeting. These guidelines will be valuable to health districts as they will provide a basis for monetary contributions by each county, city, and town to cover the cost of maintaining and operating health districts as stipulated by the 1967 legislature.

- House Bill 466 Mr. Ingram interpreted House Bill No. 466 which takes effect July 30, 1967, and made his recommendations. To include all cities in the Health District, the County Commissioners "shall pass a resolution to organize such a health district under this 1967 amendatory act".
- Mr. Kraetz suggested, and the Board concurred, that Mr. Ingram write a letter to the non-participating cities for the Board's approval and direct Mr. Schillberg, Snohomish County Prosecuting Attorney, to prepare such a resolution.
- Investment of Funds Moved by Mr. Forsgren, seconded by Mr. Kincaid and carried that the attached resolution authorizing the County Treasurer to invest surplus funds for sixty days be adopted.
- Hourly Pay Rate Moved by Mr. Kincaid, seconded by Mr. Forsgren, and carried that the attached resolution setting a maximum hourly rate for extra help be adopted.
- Allocation of Mental Health Funds Moved by Mrs. Simpson, seconded by Mr. Alexander, and carried that the attached resolution providing for allocation and reimbursement of funds for the mental health program of the Snohomish Health District be adopted.
- Copy Machine Moved by Mr. Kincaid, seconded by Mr. Krekow, and carried that the attached resolution authorizing the rental of a copy machine and the transfer of funds to provide for payment, be adopted.
- Committees Dr. Anderson stated that he had written to Board Member McGuinness as directed by the Board and had been advised that Mr. McGuinness will be unable to continue as a member, and that the Edmonds City Council will appoint a new representative. Mr. Fowler appointed Mr. Harrison to take Mr. McGuinness' place on the Budget-finance Committee. Mr. Kincaid was appointed Chairman of the Personnel Committee, and he called a meeting with the representatives of the Nursing Staff of the Health District on July 19, 1967 at 2:00 p.m. in the Health District library.
- Reports Dr. Anderson reported on his attendance at the annual meeting of the Western Branch of the American Public Health Association at Albuquerque, New Mexico.
- Mr. Stockton reported on the activities of some of the local community health planning groups.
- Mrs. Beryl Manley, Community Mental Health Consultant, reported on her activities during the year ending June 30. A printed report will be forthcoming.
- Mr. Moser reported on the increase of activity and fees during

Reports the first six months of this year.
Cont'd

Miss Findlay reported that Public Health Nurse Eva Karlsson would retire on July 27. Also, a monthly Well Child Clinic will soon be operating in Darrington, upon request of residents in that area.

Vital Statistics - For May, 1967, as appended.

Financial - Revenues deposited up to June 30, 1967: \$262,415.04

Total expended up to May 31, 1967: \$171,319.36

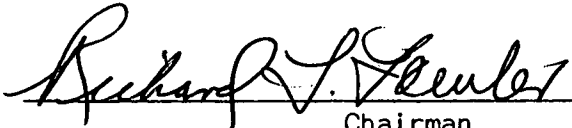
Authoriza- Moved by Mr. Krekow, seconded by Mr. Alexander, and carried
tion of that accounts as presented for payment be approved as follows:
Accounts

Salaries - July, 1967: \$22,967.45

Maintenance and Operation - June, 1967:

Capital Outlay - June, 1967:

Adjournment The meeting was adjourned at 3:30 p.m.


Chairman

7/19

THE EVERETT HERALD

Serving All of Snohomish County

County's Health Services Get Financial Shot in Arm

By JOYCE DeSOTO
Staff Writer

The last state legislature gave the Snohomish Health District a financial shot in the arm with House Bill 466.

Effective July 30 every incorporated city in Snohomish County must participate financially in the county health district — or employ a health officer.

The health officer must be a full-time employe, a physician and hold a master's degree in public health, plus have two years experience in the field.

Presently 11 of the county's 18 cities participate financially in the district at the rate of 50 cents per capita. So do the unincorporated areas of the county.

"That's about 92 per cent of the county's population," says David Stockton, community health coordinator.

But about 16,000 of the county's population does not. The non-participating communities are Snohomish, Arlington, Marysville, Mukilteo, Woodway, Monroe and Lake Stevens.

"However, some of these cities have indicated interest in joining," advises Stockton.

For years services have been given these cities, and those who just joined January 1, by the health district. Participating cities increased the health district budget by some \$50,000 this year. Everett and the county always have paid. Support by cities not now belonging could add about another \$8,000 a year.

Snohomish was the first in the state to have voluntary financial support by the majority of its cities. Now the legislature asks that all cities in the state do the same — or set up their own services.

A full program of basic health services, directed by a public health physician, must be assured, legislation insists.

And public health covers more ground than it used to, warns Bill Ingram, health board attorney.

The amount of payment by each city is determined by the city meeting with the health dis-

trict. If there is a dispute over the amount, an arbitration board is named to fix the just compensation.

If a city fails to pay 30 days after the fiscal year begins the amount may be deducted from its share of the general county fund.

Financial guidelines for health services will be better determined after Aug. 3. At that time the state board of health will adopt a formula based on assessed valuation and population to guide the cities and health districts in setting amounts of support.

"It's common sense for non-participating cities in Snohomish County to support this program," says Ingram, who has interpreted the legislation to the health district board.

Cities may drop out of the program after two years. But they must give six months notice — and, of course, set up their own health department.

For cities with 100,000 population or more, Ingram says, setting up individual districts would work. But for a Snohomish County city to run their own department wouldn't pay, he ascertains.

THE EVERETT HERALD

Serving All of Snohomish County

7/12

Crusade Asked

Dump Conditions Prompt Demands

By JOYCE DeSOTO
Staff Writer

Unsanitary conditions at the county dump in Lake Stevens has prompted the Snohomish Health District to ask for an all-county attack on garbage disposal.

County commissioners, who also serve on the health district board, yesterday agreed to initiate a meeting with representatives of the 19 Snohomish County communities.

Prompting the move was a complaint from a Lake Stevens resident about lack of rodent control at the open burning dump which he claimed Everett people have been using since the event of the sanitary landfill.

The complaint was made to the State Department of Health which asked for an investigation by the Snohomish Health District.

County health sanitation officer Leo Moser found the rodent complaint true—no rat control is used. Also flies swarm over the area. There is no proper coverage of garbage nor any burning. And dump gates are barred after 6 p.m.

A hard look at all county dumps was suggested. By law, county dump operation is not the concern of the health district, but of the county commissioners.

Al Kincaid of Edmonds wasn't too sure that the cities — especially in South County — weren't responsible, too, for county dumps being antiquated.

"South County cities have been getting a free ride," he said. There are no dump areas within the incorporated boundaries of any of the South County communities.

There are 14 dumps in Snohomish County. Only three are not designated as open burning areas — those in Everett, Arlington and Snohomish.

"Let's not put the monkey on the county's back," Kincaid continued, "Until recently the county has been able to handle its problems. Now let the cities face their problems."

He indicated that he was not speaking as an Edmonds City

councilman but as a member of the South County Chamber of Commerce.

County commissioner Dick Fowler said the county has applied for a federal grant to make a thorough study for solid waste disposal with an eye toward incineration.

As to a meeting between representatives of the county and cities, he approved, as did the other two commissioners.

"We tried a meeting a year or so ago," he admitted, "but few attended. However, we're willing to try it again."

Incineration of disposal wastes would cost three times as much as other disposal methods but 90 per cent of the waste would completely dissolve. The approximate 10 per cent remaining would be in the form of clinkers which could be used as a road bed in street construction.

Report of Field Investigations

Lake Stevens Solid Waste Disposal Site

May 11, 1967

Problem: To evaluate the Lake Stevens (Snohomish County) Solid Waste Disposal Site.

Persons contacted: Leo Moser, Snohomish Health District by Roy J. Myklebust, Washington State Department of Health.

Background: As a result of a letter to Governor Daniel J. Evans from Mr. R. D. Hussey, Route 2, Lake Stevens, dated April 12, 1967, a request was made to the Snohomish Health District to make an evaluation of the comments made. Since I was in the area on another project, Mr. Moser asked me to accompany him on the inspection. Mr. Hussey alleges rats on the dump with no control program, that the dump is locked at 6:30 PM, and that Everett people are using this site because of charges made at the Everett site.

Findings: The county-owned and operated Lake Stevens disposal site is an open burning dump with uncontrolled salvaging. There are signs of rodent activity. Flies were profuse. The rodent control program has been dropped. There is a caretaker present. No water contamination was evident since there was no standing water. There was a gate with posted times that it was open. There was no equipment available for compaction and cover.

Recommendations:

1. The county should undertake through the Planning Commission and the Health District, the preparation of a comprehensive plan for the handling of solid wastes in Snohomish County. This plan would provide an orderly closure of many small open burning sites and disposal of waste from these areas into one or more larger sanitary landfills.
2. The Lake Stevens site must be viewed in the light of this approach and a decision made to close it or to incorporate more waste into it.
3. In any case, the site should be compacted and covered with at least 6 inches of soil on all sides and top. If dumping is continued, the site must be operated as a sanitary landfill with daily cover, no burning, and preferably no salvage. Adequate equipment and personnel should be provided at the site to effectively compact and cover the wastes.

RESOLUTION

WHEREAS, at the time of the preparation of the Snohomish Health District 1967 budget, the Department of Institutions allocated funds in the amount of \$6,609 to be spent by the Snohomish Health District for a Mental Health Program on a reimbursement basis through June 30, 1967, and

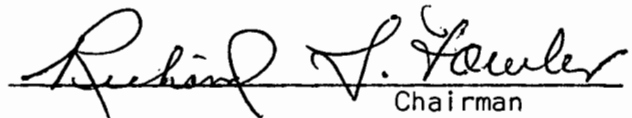
WHEREAS, the Board of Health budgeted this amount to SALARIES - Community Mental Health Consultant - \$4,110, and Clerk - \$2,148 for the first six months of 1967, the remainder to be reimbursed for a portion of the employee benefits paid by the Health District for these employees, and

WHEREAS, the Department of Institutions on June 15, 1967 allocated the amount of \$6,609 to the Snohomish Health District for a Mental Health program from July 1, 1967 to December 31, 1967.

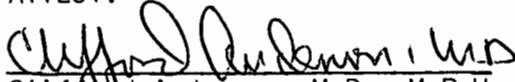
NOW THEREFORE, BE IT RESOLVED that \$4,110 be designated to Salary Item No. 4 - Community Mental Health Consultant to be paid at a monthly salary of \$685, and \$2,148 be designated to Salary Item No. 64 - Stenographer to be paid at a monthly salary of \$358, and

BE IT FURTHER RESOLVED that Revenues - Mental Health (page 2 of the 1967 Snohomish Health District Budget) be increased by \$6,609.

Dated this 11th day of July, 1967.


Richard J. Fowler
Chairman

ATTEST:


Clifford Anderson, M.D., M.P.H.
District Health Officer

Passed in Regular Session this
11th day of July, 1967 by the
Snohomish District Board of
Health

DEPARTMENT OF INSTITUTIONS

CENTRAL OFFICE

OLYMPIA, WASHINGTON

MEMORANDUM

To: Community Mental Health Grant-in-Aid Recipients

From: Sidney Coleman, Supervisor,
Division of Administrative Operations

Subject: Program Allocations -
July 1, 1967 - December 31, 1967

Date: 15 June 1967

Following up from Doctor Conte's memorandum of June 1, 1967, this is to advise that the allocation for your program for July 1, 1967, until December 31, 1967, is as follows:

(Snohomish Health District

\$6,609

In accordance with our contract with the Department of Health, Education, and Welfare, local projects participating in the Grant-in-Aid program authorized by the State Mental Health Authority must comply with certain fiscal and accounting procedures. These are set forth below for your guidance.

1. Separation of allowable expenditures for public health and mental health services.
2. Adequate information to show exclusion from expenditures of those funds received from other sources so that utilization of Mental Health Authority Grant-in-Aid monies can be readily identified.
3. Maintain an adequate record of refunds, proceeds from sale of equipment, fees, and other similar adjustments.
4. Maintenance of time records or other appropriate accounting techniques for personnel who are working less than full-time in mental health programs.
5. Maintenance of inventory records for equipment purchased out of Mental Health Authority funds which clearly identifies the type of equipment, its cost, and location.

Under the terms of our contract with the Department of Health, Education, and Welfare, we are obliged to conduct periodic audits of fiscal and accounting records to verify compliance to the aforementioned requirements.

Should you have any questions about any of the foregoing, we would be pleased to hear from you.

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Dr. Conte

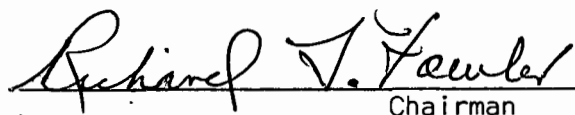


RESOLUTION

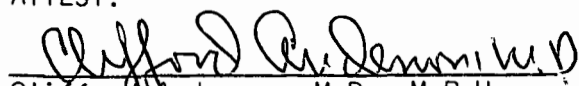
ON MOTION, BE IT RESOLVED that the Snohomish Health District be authorized to establish a new item in the 1967 Budget for the rental of a Xerox 914 Copier at \$74.00 a month.

BE IT FURTHER RESOLVED that the amount of \$370 be transferred from Item I of Capital Outlay in the Snohomish Health District 1967 Budget to new item entitled EQUIPMENT RENTAL under SERVICES in the MAINTENANCE AND OPERATION portion of the budget.

Dated this 11th day of July, 1967.


Chairman

ATTEST:


Clifford Anderson, M.D., M.P.H.
District Health Officer

Passed in Regular Session this 11th day of July, 1967 by the Snohomish District Board of Health

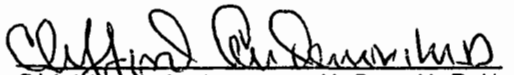
RESOLUTION

ON MOTION, BE IT RESOLVED that the Snohomish Health District be authorized to pay a maximum of \$1.75 per hour to employees hired on an hourly basis and paid from Salary funds designated as EXTRA HELP.

Dated this 11th day of July, 1967


Chairman

ATTEST:


Clifford Anderson, M.D., M.P.H.
District Health Officer

Passed in Regular Session this
11th day of July, 1967.
Snohomish District Board of
Health.

RESOLUTION

BE IT HEREBY RESOLVED that the Snohomish District Board of Health hereby authorizes the Snohomish County Treasurer, in accordance with RCW 36.29.020, to re-invest on July 13, 1967, the amount of TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000) plus FORTY THOUSAND AND NO/100 DOLLARS (\$40,000), making a total investment of SIXTY THOUSAND AND NO/100 (\$60,000), now deposited in the Snohomish Health District Pooling Fund, for a period of SIXTY DAYS (60).

Dated this 11th day of July, 1967.

ATTEST:

Clifford Anderson
Clifford Anderson, M.D., M.P.H.
District Health Officer

Passed in Regular Session
this 11th day of July, 1967.
Snohomish District Board of
Health.

Richard T. Foeuber
Chairman

Richard Forsgren

A. L. Gucaia

A. W. Harrison

E. Sam Krectz

J. Mc Callum

C. F. Chapman

A. C. Kuper

Mildred J. Simpson

Clyde N. Jace

Washington State Department of Health

MEMORANDUM

Date: July 6, 1967

To: All Mayors
All Chairman, Local Boards of Health

From: Wallace Lane, M.D., Chief, Division of Local Health Services

Subject: Proposed Guidelines to help municipalities budget for health services
(sec. 19, Chapter 51, Laws 67, Ex. Sess.)

On August 3, 1967, in Room 217, Public Health Building, Olympia, Washington, the Washington State Board of Health will consider for adoption, guidelines to assist each county, city or town included in a health district, in estimating its equitable share of the expense for maintaining and operating the district, or maintaining its own health department if it withdraws from a health district.

On July 5, 1967, in consultation with representatives of the Washington Association of County Commissioners and the Association of Washington Cities, guidelines were developed. These will be presented to the State Board of Health for consideration for adoption on August 3.

Since 1968 budgets are being drawn up at this time, a copy of these proposed guidelines is enclosed so that you will have the benefit of this information at this time. Obviously, the actual legal guidelines will not exist until after:

- (1) Chapter 51, Laws 67, Ex. Sess. becomes effective July 30, 1967;
- (2) Guidelines are adopted, thereafter, by the Washington State Board of Health.

July 11

Guidelines*

for

County, City, or Town in a Health District

in

Estimating the Equitable Share of the Expense

of

Maintaining and Operating the Health District

Preamble

What health services should local government provide? Health needs and health services vary from community to community. While some are still trying to solve elements of health problems, others, having met these basic needs, are concerned also with newer health problems, as well as with promptness and enhancement of the quality of services, making sure that these are well integrated and available to all citizens.

The types** of basic health services which every county, city and town should provide are as follows:

A. Basic Health Service of Local Health Departments

1. Disease Prevention and Control

- Tuberculosis
- Venereal Disease
- All other Communicable Diseases
- Immunizations
- Epidemiologic Services
- Hearing Conservation
- Vision Conservation
- Health Services to Handicapped Persons
- Alcoholism, at least an Information and Referral Service

*Pertains also to a county, city or town which has withdrawn from a health district to operate its own health department or decides to contract with another municipality for such health services.

**The extent of health services provided, will vary from area to area and has to be a local determination. Each local health department should prepare its own list of basic health services it provides (or would provide) each municipality contributing equitably to its financial support.

2. Environmental Control

The health aspects of:

Food
Water
Air
Waste Disposal
Housing (shelter)
Safety (in other areas than those covered by the Department
of Labor & Industries)
Nuisances
Vector Control

3. Vital Records

(Is already a mandatory function of each county and city of the
First Class)

4. Family Planning

5. Laboratory services necessary to perform the functions in items
1 and 2 above.

6. Health Information and Educational Services

7. Community Health Planning

8. Administration

Business Management
Records
Budgeting
Purchasing
Conferences
Programming
Evaluating
Legal Services

B. Total Cost of Providing the Basic Health Services.

1. Salaries (Ratio of staff to 100,000 population)

One Health Officer
Nine Clerical Personnel
Fifteen Public Health Nurses
Seven Senior Sanitarians
Two Laboratory Technicians
One Health Educator
One Social Worker

2. Maintenance and Operation Cost

Usually about twenty-five to thirty-three percent of the total budget

3. Capital Outlay

Routine: Usually one to eight percent

C. Financing

Expenditures

1. Basic Health Services "X" dollars
2. Additional Services "Y" dollars
(District-wide)
- Total "X+Y" dollars

Any city might, in addition, request and fund a specific service, not needed nor desired by the other cities nor by the district as a whole. It would, in such instances, pay an additional sum equal to the actual cost of such services.

D. Potential Sources of Funds

1. Property millage levies
2. City contribution*
3. County contribution*
4. Fees for permits and licenses
5. Charges for services
6. Contracts with schools and other agencies
7. State and Federal funds
8. Sales of publications
9. Gifts
10. Miscellaneous (sale of property, witness fees, jury duty of personnel, etc.)

E. Determination of equitable share for each municipality (county or city) of its fiscal support of basic health services:

*Based on the formula in Item E. Determination of Equitable Share of Official Local Fiscal Support.

1. In any case, for the next two years at least, there should be no reduction in the amount currently being paid to its health district by a county or city.

2. Formula to be used:

$$C = \frac{1}{2}B \left(\frac{A_C}{A_T} \right) + \frac{1}{2}B \left(\frac{P_C}{P_T} \right)$$

Where:

C = Contribution of city or county needed to balance the budget ("X + Y" dollars)

B = Dollars needed to balance the "X + Y" portion of the health district annual budget *

A_C = The assessed valuation of the component governmental unit, i.e., the city, town or unincorporated area of the county

A_T = The total assessed valuation of the governmental jurisdictions encompassed by the health district

P_C = Population of the component governmental unit, i.e., the city, town or unincorporated area of the county

P_T = Total population of the governmental jurisdictions encompassed by the health district

*Is the balance to be raised by contributions of all the cities and counties in the health district. This is the total budget less the amount raised from the revenue sources listed under D (above) as items 1, 4, 5, 6, 7, 8, 9 and 10

BIRTHS AND DEATHS

(By Occurrence in Snohomish Co.)

May 31, 19 67

<u>BIRTHS</u>		Total to Date	Total for Month	Total County Res.	Total Non-Res.
Male...634...					
Female...559...					
		BIRTHS	1,193	250	228
<u>DEATHS</u>		FETAL DEATHS	17	3	3
Male...420...					
Female...337...		DEATHS	757	139	116
"Motor Vehicle" accidents (traffic)		21	6	3	3
(non-traffic)		5	1	1	
Accidental deaths (adults)		40	13	9	4
Accidental deaths (infant *)					
All other infant deaths		14	2	2	
Suicide		17	1	1	
Homicide		1			
Undetermined (of above)		2			
(cause)					
Infectious diseases		1			
Influenza					
Malignant neoplasms		97	17	16	1
Cerebral vascular accident		98	15	13	2
Diseases of the heart		324	53	48	5
All other diseases		137	31	23	8

* Under one year of age