

NOTICE OF MEETING AND AGENDA

SNOHOMISH DISTRICT BOARD OF HEALTH

October 10, 1967

1:45 p.m.

AGENDA

1. Call to Order
2. Minutes of September 12, 1967
3. Appointment of Auditing Committee for November
4. Old Business
5. New Business
 - A. Adoption of 1968 Budget
 - B. Staff Resignation
6. Reports
 - A. Health Officer
 - B. Community Health Administrator
 - C. Environmental Health
 - D. Nursing
 - E. Vital Statistics
7. Authorization of Accounts
8. Adjournment

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

MINUTES
SNOHOMISH DISTRICT BOARD OF HEALTH
October 10, 1967

Present Members, Mrs. Simpson, Messrs. Alexander, Forsgren, Fowler, Slye, Fosse, and Harrison. Also Dr. Anderson, Dr. Millard, Miss Findlay, Mrs. Manley, Mr. White, Mr. Rowlands, Mr. Stockton, Mr. Moser, Mrs. DeSoto, Mr. Ingram, and Mrs. Supper.

Minutes Moved by Mr. Alexander, seconded by Mrs. Simpson, and carried that the minutes of September 12, 1967, as previously mailed to members, be approved.

Auditing Committee Mr. Fowler appointed Mr. Kraetz and Mrs. Simpson as the Auditing Committee for the November meeting. Mr. Forsgren and Mr. Fosse acted as the Auditing Committee this month.

1968 Budget Adopted Dr. Anderson and Mr. Stockton discussed the steps which were taken in the final mediation and agreement with the Health District nursing staff. The final budget is a compromise on salaries for the entire staff of an increase of 50% of the difference for each salary approved by the Board in the Preliminary Budget adopted September 12, 1967, and the salaries proposed by the administrative staff to the Budget-Finance Committee and the Personnel Committee. Some new staff approved in the Preliminary Budget was deleted as well as two new automobiles. All staff will work eight hours a day effective January 1, 1968. All resignations submitted by the nursing staff were returned. Discussion followed.

Moved by Mr. Forsgren, seconded by Mr. Alexander, and carried that the Snohomish Health District Budget for 1968, as attached, be adopted.

Mr. Fowler commended Dr. Anderson, Mr. Stockton, and Mr. Ingram for their efforts in working out a satisfactory agreement and asked that copies of this agreement be prepared for distribution to the Board of Health at their November meeting.

Staff Resignation Dr. Anderson reported that JoAnne Squires, Public Health Nurse, will resign effective November 8, 1967. The Board directed that employment of new staff and staff resignations need no longer be included in the Board of Health minutes.

Resolution Adopted Moved by Mr. Alexander, seconded by Mr. Fosse, and carried that the attached resolution providing for the investment of surplus funds on November 16, 1967, be adopted.

Health Officer's Report Dr. Anderson reported that he is co-chairman with Dr. William Wagner in the County campaign of "Measles Must Go." This campaign is a joint effort of the Health District and the Snohomish County Medical Society to stamp out measles. Clinics will be held November 19.

Report Cont'd He also reported that there is no real problem in the County with communicable disease at this time, and that the number of illegitimate births in the County are showing a decrease as compared to last year.

Dr. Anderson told the Board that he and Mr. Stockton will attend a seminar in Yakima next week regarding Comprehensive Health Planning and will participate as part of the faculty.

Other Reports Mr. Stockton reported that he had attended a meeting of the Arlington Council the previous evening and had presented Snohomish County's Comprehensive Health Plan to members.

Vital Statistics: Report for August 1967, as appended.

Authorization of Accounts Moved by Mr. Slye, seconded by Mr. Forsgren, and carried that accounts as presented for payment be approved as follows:

Salaries - October 1967: \$24,017.00

Maintenance and Operation - September 1967: \$6,005.53

Capital Outlay - September 1967: \$605.94

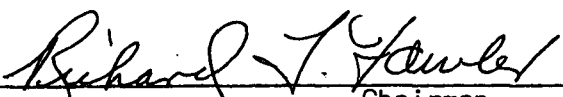
Mr. Forsgren suggested that all expense claims be presented for payment at the close of each month.

Mountlake Terrace Requests Mr. White, Mountlake Terrace City Manager, presented his guest, Mr. Dave Rowlands, to the Board. Mr. Rowlands is a student at the University of Washington and attended this meeting as an observer.

Mr. White read a letter which he had written to Dr. Penn at the Washington State Department of Health concerning the Planned Parenthood Clinic at Mountlake Terrace. He also read a letter which he had written to Dr. Anderson concerning the Planned Parenthood Clinic and a Well Child Conference to be operated by the Health District at Mountlake Terrace. He stated that the Mountlake Terrace Council is anxious that both of these projects be considered by the Health District for 1968. He further stated that his council is most anxious to have representation on the Board of Health in 1968.

Public Health Veterinarian Dr. Anderson stated that Dr. Millard has been working hard to find a replacement for the position of Public Health Veterinarian when he leaves December 31, 1967. Dr. Anderson believes they will be able to announce the name of that doctor at the next meeting.

Adjournment The meeting was adjourned at 2:35 p.m.


Chairman



October 5, 1967

Dr. Anderson
Director of Snohomish
County Health Department
Snohomish County Court House
Everett, Washington

Dear Doctor:

I enclose a copy of the memorandum being provided to our City Council concerning the Well-Child Clinic operation, and of a letter to Dr. Penn regarding the Planned Parenthood Clinic.

I would appreciate your confirming that the Well-Child Clinic operations have been reviewed by you and that the Health District will proceed to operate the Clinic as outlined in the memorandum.

Also, I am hopeful that we can have a meeting sometime between October 18 and 20, at which meeting you and Dave Stockton could meet with myself and Mrs. Peterson and our Administrative Assistant to go over the procedural requirements necessary for the State matching monies for 1968 for the Planned Parenthood Clinic. Also, as mentioned in the letter to Dr. Penn, some of our Council is particularly desirous of continuing to pursue the availability of local physicians volunteering their services for the Planned Parenthood Clinic.

While making provisions in the 1968 budget for continued operation for the Planned Parenthood Clinic, and while noting that the local Health Committee in the City have taken initiative with the Well-Child Clinic, our Council was very desirous of ascertaining that the Health District will be considering these two programs in relationship to the County wide Health District program for future years. I did explain to the Council that I understood it to be the desire of the Health District to devote considerable time during the coming year to reviewing the program of the Health District, and that these two projects would be part of such consideration.

Our budget for 1968 does provide the 50 cents per capita for the Health Districts operations, as was requested for this District's budget. We would appreciate receiving from you a copy of the approved budget for the Health District for 1968, along with any pertinent information about the programs that are included or that you might attach thereto. Also, we would appreciate knowing what the District's Council plans are for reorganization of the Council membership, as provided for by the last legislature, whereby representation from Mountlake Terrace might be included on the Board. Due to the recent resignation of Jim Click from our City Council, our Council does not have

Dr. Anderson

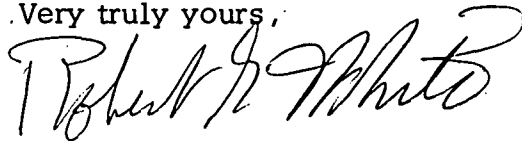
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October 5, 1967

a designated representative to sit in on the Council meetings. However, I will take the occasion to sit in on the Council meetings hereafter, understanding that they do meet on the second Tuesday of the month. As soon as a nother representative from the City Council is designated, he will also be in attendance.

We will appreciate receiving confirmation from you regarding the Well-Child Clinic, the Budget programs for next year, and indication as to when a meeting could be scheduled to discuss further the Planned Parenthood Clinic.

Very truly yours,



Robert G. White
City Manager

RGW:dbc

Enclosures: 2

cc: Mrs. Peterson

TO: City Council

October 5, 1967

FROM: City Manager

SUBJECT: Well-Child Clinic

The Mountlake Terrace Health Committee, through its Well-Child subcommittee, has made arrangements with the Snohomish County Health District to have a monthly Well-Child Clinic provided at Fire Station No. 2. The Clinic would run from 9:30 in the morning until noon-time or until one or two o'clock in the afternoon if it is justified by sufficient attendance. The date of the month is yet to be established; however, the committee is hopeful that arrangements can be made so that the first Clinic can be conducted by the end of October. The Fire Chief has recommended that Mondays be avoided and that Tuesdays would be a preferable date.

The Health District will provide the services of Dr. Cook and of Public Health nurses for the Clinic operations. Churches and PTA groups have been contacted and will provide volunteers up to five at a time to assist with the Clinic operations. Scales and other minor items of equipment are needed to be acquired through donations, or the Health District is to be requested to provide these. Mrs. Nan Baker or Mrs. Nancy Siefkas will coordinate the use of the Fire Station, the scheduling of volunteers, and other matters.

The Clinic would be available for the use of all residents in South County area. The general purpose of the Clinic is to provide annual check-ups for pre-schoolers and infants to assure that no health problems do exist. There would be no charge for the Clinic use, except that \$1.00 per immunization shot would be charged.

The Health District and the Health Committee are advised that the City Council did authorize the use of the Fire Station at the October 2 City Council meeting for the Clinic's operation.

RGW:dbc



October 5, 1967

Rhesa L. Penn, M.D.
Washington State Department of Health
Public Health Building
Olympia, Washington

Dear Dr. Penn:

Provisions have been made in the 1968 budget of the City of Mountlake Terrace for \$1,500 to match an equivalent \$1,500 from the State Department of Health for operation of the Planned Parenthood Clinic through 1968. The funds previously allocated by the City Council will provide for physicians' services through the balance of 1967.

Desire was expressed by some of the Councilmen that Dr. Anderson continue to pursue the possibility of having local physicians donate their services for operations of the Clinic. This is something that Dr. Anderson has been working on and we would request that he would continue to do so.

Also, Mrs. Peterson is requested to discuss further with Dr. Anderson the possibility of having some of Dr. Denniston's equipment replaced by equipment loaned by the Health District.

Your letter of September 28, outlines the need for a coordinated control and organization for the Clinic, by the City in concert with the Health District, so that State matching monies can be made available for 1968. In order that the proper applications can be made, I am suggesting that a meeting be held between October 18, and October 20, between officials of the Health District and our City Personnel, with Mrs. Peterson present, to meet the State's requirements. While I don't feel that your presence would be necessary at this meeting, we will keep you informed and look to you for any further recommendations.

Your cooperation is appreciated.

Very truly yours

A handwritten signature in cursive script, appearing to read 'Robert G. White'.

Robert G. White
City Manager

RGW:dbc
cc: Dr. Denniston
Dr. Anderson
Mrs. Lenore Peterson

RESOLUTION

BE IT HEREBY RESOLVED that the Snohomish District Board of Health authorizes the Snohomish County Treasurer, in accordance with RCW 36.29.020, to re-invest on November 16, 1967, the amount of FORTY THOUSAND AND NO/100 DOLLARS (\$40,000), for a period of THIRTY (30) DAYS.

Dated this 10th day of October, 1967.

ATTEST:

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

Passed in Regular Session
this 10th day of October,
1967, Snohomish District
Board of Health.

Richard V. Fowler
Chairman
W.A. Harrison
Mildred F. Simpson
A.F. Alexander
N. Richard Forgren
Richard Olsen
Wesley H. Smith

BIRTHS AND DEATHS

(By Occurrence in Snohomish Co.)

August 31 19 67

<u>BIRTHS</u>		Total to Date	Total for Month	Total County Res.	Total Non-Res.	
Male.....	1015					
Female.....	913					
		M-135 BIRTHS F-127	1928	262	237	25
<u>DEATHS</u>		FETAL DEATHS	21	2	2	
Male....	657	M-64 DEATHS F-48	1144	112	91	21
Female....	487					
"Motor Vehicle" accidents (traffic)			39	4	2	2
(non-traffic)			5			
Accidental deaths (adults)			56	3	1	2
Accidental deaths (infant *)						
All other infant deaths			24	2	2	
Suicide			23	3	2	1
Homicide			3	1	1	
Undetermined (of above)			2			
(cause)						
Infectious diseases			1			
Influenza						
Malignant neoplasms			150	22	19	3
Cerebral vascular accident			149	21	16	5
Diseases of the heart			462	33	25	8
All other diseases			230	23	23	

* Under one year of age

1968 ANNUAL BUDGET

SNOHOMISH HEALTH DISTRICT
Snohomish County Court House
Everett, Washington

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SUMMARY OF REVENUES AND EXPENDITURES

REVENUES

Local	\$376,565	
State and Federal	<u>75,885</u>	\$452,450

EXPENDITURES

Salaries	\$343,700	
Maintenance and Operation	80,244	
Capital Outlay	<u>28,506</u>	\$452,450

SCHEDULE OF REVENUES

I. ACTUAL AND ANTICIPATED LOCAL FUNDS

A. Actual Revenues

1. County .4 Mill Tax Levy	\$120,865	
2. Cities Participation	62,678	
3. County Participation	<u>51,922</u>	
		\$235,465

B. Anticipated Fees, Permits & Miscellaneous Income

1. School Services	16,000	
2. School Employee Certifications	4,600	
3. Septic Tank Certifications	25,000	
4. Septic Tank Installers & Pumpers	4,800	
5. Establishment Licenses	10,000	
6. Nursing & Boarding Home Licenses	1,900	
7. Plat Fees	3,000	
8. Food Workers' Permits	4,600	
9. Vital Statistics	9,000	
10. Immunizations	10,000	
11. Travel Certifications & Miscellaneous	<u>2,200</u>	
		\$ 91,100

C. Anticipated Cash on Hand	<u>50,000</u>	\$376,565
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II. ACTUAL STATE AND FEDERAL FUNDS

A. Tuberculosis Control Budget Funds (reimbursed from .5 mills paid to TB from County levy)	48,245	
B. General Public Health (reimbursement from State Health Department on formula basis)	7,000	
C. Public Health Nursing & Soc. Work (reimbursement from State Health Department)	12,000	
D. Maternal & Child Health Program (reimbursement from State Health Department for Pediatrician)	4,200	
E. Indian Health (reimbursement from Federal funds for services to Tulalip Reservation)	2,400	
F. Vocational Rehabilitation (reimbursement for medical consultation by Health Officer with State Department of Rehabilitation)	<u>1,040</u>	
G. Extended Care Facility Certification Cost (Estimate)	<u>1,000</u>	
		<u>\$ 75,885</u>

TOTAL REVENUES

\$452,450

SALARIES

TOTALS BY DIVISIONS

Medical and Administrative	\$ 33,840	
Nursing Division	145,064	
Environmental Health Division	77,052	
Clerical Division	63,072	
Veterinary Division	16,812	
Laboratory Division	7,860	
	TOTAL SALARIES	\$343,700

MEDICAL AND ADMINISTRATIVE SALARY SCHEDULE

<u>Position</u>	<u>Range Number</u>	<u>Annual</u>	<u>Monthly</u>
Health Officer	46	\$19,920	\$1,660
Assistant Health Officer		3,456	288
Community Health Administrator	31	<u>10,464</u>	872
		\$33,840	

VETERINARY DIVISION SALARY SCHEDULE

Public Health Veterinarian		\$ 9,600	\$ 800
Assistant Veterinarian	24	<u>7,212</u>	601
		\$16,812	

LABORATORY DIVISION SALARY SCHEDULE

Bacteriologist	24	\$ 7,860	\$ 655
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PUBLIC HEALTH NURSING DIVISION SALARY SCHEDULE

<u>Position</u>	<u>Range Number</u>	<u>Annual</u>	<u>Monthly</u>
Director	31	\$ 10,032	\$ 836
Supervisor	29	9,000	750
Supervisor	29	8,616	718
PHN II	26	8,412	701
PHN II	26	8,412	701
PHN II	26	8,412	701
PHN II	26	8,052	671
PHN II	26	8,052	671
PHN II	26	6,560 (10 mo)	656
PHN II	26	7,872	656
PHN II	26	7,872	656
PHN II	26	7,536	628
PHN II	26	7,536	628
PHN I	25	7,428	619
PHN I	25	7,212	601
RN	23	7,524	627
RN	23	5,400 (9 mo)	600
RN	23	7,200	600
Nurses Aid	11	<u>3,936</u>	328
		\$145,064	

ENVIRONMENTAL HEALTH DIVISION SALARY SCHEDULE

<u>Position</u>	<u>Range Number</u>	<u>Annual</u>	<u>Monthly</u>
Director	28	\$ 9,372	\$ 781
Supervisory Sanitarian	27	8,616	718
Sanitarian II	26	8,412	701
Sanitarian II	26	8,412	701
Sanitarian II	26	8,412	701
Sanitarian II	26	8,052	671
Sanitarian I	25	7,428	619
Sanitary Technician	22	6,324	527
Sanitary Technician	22	6,012	501
Sanitary Technician	22	<u>6,012</u>	501
		\$77,052	

CLERICAL DIVISION SALARY SCHEDULE

<u>Position</u>	<u>Classification</u>	<u>Annual</u>	<u>Monthly</u>
Supervisory Clerk	Supervisor	\$ 6,756	\$ 563
Clerk	VI	6,192	516
Clerk	V	5,208	434
Clerk	IV	5,904	492
Clerk	IV	5,100	425
Clerk	IV	4,392	366
Clerk	III	4,572	381
Clerk	III	4,200	350
Clerk	II	4,548	379
Clerk	II	4,392	366
Clerk	II	3,936	328
Clerk	II	3,936	328
Clerk	II	<u>3,936</u>	328
		\$63,072	

MAINTENANCE AND OPERATION

EMPLOYEE BENEFITS

1. State Retirement	\$20,622	
2. Social Security	15,122	
3. Industrial Insurance	<u>2,000</u>	
		\$37,744

SERVICES

1. Pediatrician	4,200	
2. Attorney	2,400	
3. Registrars	2,500	
4. Miscellaneous	1,000	
5. Telephone	8,000	
6. Postage	900	
7. Maintenance and Repair	800	
8. Insurance and Bond Premiums	2,200	
9. Automobile Repair	1,000	
10. Equipment Rental	<u>1,000</u>	
		\$24,000

SUPPLIES AND MATERIALS

1. Records and Supplies	3,500	
2. Public Health Literature	500	
3. Clinic Supplies	4,500	
4. Laboratory Supplies	1,500	
5. Automobile Fuel and Parts	<u>6,200</u>	
		\$16,200

OTHER

1. Travel	2,000	
2. Association Dues	<u>300</u>	
		\$ 2,300

TOTAL \$80,244

CAPITAL OUTLAY

Item

Used and New Equipment \$10,056

New Automobiles (9 @ \$2,050) 18,450

\$28,506

BUDGET FOR MENTAL HEALTH SERVICE PROGRAM
SNOHOMISH COUNTY, WASHINGTON

<u>SALARIES</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Mental Health Coordinator	\$785.00	\$9,420.00
Mental Health Assistant Coordinator	662.00	7,944.00
Secretary-Receptionist	<u>428.00</u>	<u>5,136.00</u>
		\$22,500.00
 <u>EMPLOYEE BENEFITS</u>		
F.I.C.A.		
State Retirement		2,340.00
 <u>SERVICES</u>		
Telephones (3 @ \$23.70 per mo.)		853.00
Telephone (Hospital Extension Serv.)		155.00
Telephone Toll Charges		720.00
Postage		<u>125.00</u>
		1,853.00
 <u>SUPPLIES</u>		
Paper, envelopes, etc.		250.00
		250.00
 <u>OTHER</u>		
Travel		100.00
		100.00
 <u>CAPITAL OUTLAY</u>		
Desk and chair (new position)		400.00
		<u>260.00</u>
		660.00
Total Grant-in-Aid Mental Health Funds Requested		<u>\$27,703.00</u>
<hr style="border-top: 1px dashed black;"/>		
<u>OFFICE SPACE</u> including		
Heat, lights, maintenance		\$3,000.00
		\$ 3,000.00
 <u>HEALTH OFFICER</u>		
Supervision and Consultation		
Estimated at 5% of Salary		940.00
		940.00
Total Provided by Snohomish County		<u>\$ 3,940.00</u>
<hr style="border-top: 1px dashed black;"/>		
TOTAL ANNUAL AMOUNT FOR MENTAL HEALTH PROGRAM		<u><u>\$31,643.00</u></u>

Passed in regular session this 10 th day of October, 1967 the Snohomish Health District budget for 1968 in the amount of \$452,450 .

SNOHOMISH DISTRICT BOARD OF HEALTH

A. F. Alexander

Richard J. Fowler
Chairman

N. Richard Forsgren

Mildred J. Simpson

Richard A. Lyle

W. H. Dasse

W. H. Harrison

ATTEST:

Clifford Anderson, M.D., MPH
Clifford Anderson, M. D., MPH
District Health Officer