



# YAKIMA HEALTH DISTRICT

Prevention Is Our Business

## BOARD OF HEALTH

### Meeting Agenda & Minutes



**December 6, 2017**  
**8:30 am**

### Upcoming Board of Health Meetings

January 31, 2018  
8:30 a.m.

February 28, 2018  
8:30 a.m.



# YAKIMA HEALTH DISTRICT

Prevention Is Our Business

## Board of Health Agenda

Wednesday, December 6, 2017

1. Call meeting to order: 8:30a.m.
2. Introduction of guests and/or staff
3. Audience Participation
4. **Consent Agenda: Motion** to approve all items listed with an asterisk (\*) are considered routine by the Health Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
  - \* October 25, 2017 Yakima Health District (YHD) Board of Health minutes
  - \* Payment of accounts payable and payroll issued in October 2017 in the amount of \$460,923.01
5. **Board Business:** André Fresco
  - a. Resolution 2017-07 – Authorizing Appointment of Auditing Officers of YHD
  - b. Resolution 2017-08 – Authorizing Appointment of Investing Officers of YHD
  - c. Resolution 2017-09 – Authorizing Appointment of Signature for Checking Accounts  
**Strategic Goal:** *Improved Efficiency and Effectiveness*; **Board Input:** *Board Decision*
  - d. Voucher Certification and Approval-RCW 42.24  
**Strategic Goal:** *Improved Efficiency and Effectiveness*; **Board Input:** *Board & YHD Signature*
6. **Financial Report:** Chase Porter (please see pages 9-14)
7. **Motion** to approve the Preliminary Financial Report for the month of October 25, 2017
8. Health Officer: Dr. Chris Spitters
9. Chief Operating Officer: Ryan Ibach
10. Environmental Health: Holly Myers
11. Disease Control: Melissa Sixberry
12. Public Health Partnerships: Lilian Bravo
13. Janice Corbin: Discuss Process of Executive Director's Review
14. Other Business:
15. Adjourn:



# YAKIMA HEALTH DISTRICT

Prevention Is Our Business

## Board of Health Minutes

October 25, 2017, Wednesday

1. Meeting called to order by Board Vice Chair, Rand Elliott, at 8:34 am

### **PRESENT**

Ron Anderson, Commissioner  
Rand Elliott, Commissioner  
Maureen Adkison, Yakima City Council  
Jesse Farias, Citizen Member

### **ABSENT**

Barbara Harrer, Mayor Town of Harrah  
Mike Leita, Commissioner  
Gail Weaver, Citizen Member, Board Chair

### **Yakima Health District (YHD) STAFF**

Lilian Bravo  
Orlantha Coleman  
Andre Fresco  
Ryan Ibach  
Chase Porter  
Melissa Sixberry  
Dr. Chris Spitters

### **GUESTS AND PRESS**

Holly Myers

2. **WELCOME AND INTRODUCTIONS**-Holly Myers will the join the Yakima Health District as the new Environmental Health Director on November 1, 2017. Holly is from Kittitas County where she was the EH supervisor and is the co-chair for the Washington State Environmental Health Directors statewide. Holly has been involved in a lot of other state committees and was recognized as the Environmental Health Director of the year in 2015. Holly has experience with programs in Kittitas County which are similar and in some ways different from Yakima County due to the higher population. Holly is eager to compare variations between the two counties, spend time with YHD staff, interact and learn about the Yakima community. Holly expressed excitement to work in EH and continue efforts as she transitions from the water rights activities to other EH activities.
3. **AUDIENCE PARTICIPATION**-None
4. **CONSENT AGENDA: MOTION**

<b>MOTION:</b> Rand Elliott entertained a motion to approve the October 25, 2017 Yakima Health District Consent Agenda	<b>FIRST:</b> Maureen Adkison <b>SECOND:</b> Jesse Farias ✓ <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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# YAKIMA HEALTH DISTRICT

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**The following items were adopted upon approval of the consent agenda:**

- September 27, 2017 Yakima Health District Board of Health Minutes
- Approval of accounts payable and payroll issued in September 2017 in the amount of \$441,313.25

**5. BOARD BUSINESS:** Andre Fresco, Yakima Health District (YHD) Executive Director

- **Employee Recognition**

Andre honored Dr. Chris Spitters for his service with the Yakima Health District. Andre presented Dr. Spitters with a plaque in recognition of Health Leadership and Public Service to the citizens of Yakima spanning 16 years.

- **2008-02 Fixed Asset Policy/Procedures Amendment (Small and Attractive Items)**

Small and Attractive items are considered “capital assets” (page 11 is the capitalization policy which is remaining the same). The small and attractive policy is being changed which is on page 10. Anything between \$300-\$3,000K is automatically considered a small and attractive asset that the Yakima Health District tags and logs in an excel worksheet. The excel worksheet indicates where the item is housed, who has/uses the item. The changes are as follows,

1. remove computer monitors about \$100/each,
2. remove VCR’s (obsolete technology),
3. add VDI’s our virtual desktop interfaces, a system that is County supported and allows YHD staff to work when away from desktop

<b>MOTION:</b> Ron Anderson moved to approve the 2008-02 Fixed Asset Policy/Procedures Amendment.	<b>SECOND:</b> Maureen Adkison ✓ <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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- **2018 Proposed YHD Budget Final**

Andre highlighted two changes to the 2018 Proposed YHD Budget. The YHD received increased investment funds in the amounts of about,

1. \$150K from the state to work on HIV challenges in the Yakima Valley
2. \$45K for colon testing

*[Jesse Farias sought clarity on the use of the budget aligning with the BOH vision for implementation]*



# YAKIMA HEALTH DISTRICT

Prevention Is Our Business

*[Andre clarified that the budget has two parts and the Public Health Enhancement section includes the projects that the BOH has expressed interest in supporting]*

1. **Operating Budget-** reflects the operating costs to run the YHD organization and its programs.
2. **Public Health Enhancement Budget-** Projects which the Board of Health members have expressed interest in supporting

**MOTION:** Jesse Farias moved to approve the October 25, 2017 Proposed Budget Final.

**SECOND:** Maureen Adkison  
☒ *Approved*  
☐ *Declined*  
☐ *Amend*

## 6. **BUDGET REPORT:** Chase Porter

### September 2017 Budget Summary

The YHD had about a \$25k gain in excess revenue bringing yearly excess to \$243K. Overall revenue is coming in under budget by \$298K with the Developmental Disabilities Program revenue \$231K under budget. Federal revenue is down by \$124K mainly due to the PHEPR program being under budget by \$102K. The under budgeted revenue is offset by additional unexpected revenue in the Fees & Permitting, mainly due to the OSS Program in the amount of \$34K as well as Investment Income in the amount of \$43K. Expenditures are coming in under budget by \$463K mainly due to the Developmental Disabilities Program expenditures being under budget by \$166K. Secondly salary and payroll are down due to the unfilled PHEPR and nurse position, totaling \$163K. Expenses were under budget by \$23,710 due to the expense of two audits. One audit was at the beginning of the year for the 2015 financials and another audit was conducted mid-year for the 2016 financials. We anticipate two more audits in 2018. One for the 2017 financials and a two-year compliance audit for 2016-2017.

### September 2017 Revenue and Expenditures

- Annual budgeted revenues and expenditures are \$5.9M and \$5.8M, respectively.
- September year-to-date budgeted revenue and expenditures are both \$4.4M.
- September year-to-date actual revenue and expenditures are \$4.1M and \$3.9M, respectively.

**Cash Flow Report-** The Yakima Health District received \$138,900 from Foundational Public Health Services (FPHS) in October that will not be recorded in revenue until December 2017 for spending in 2018.

- The grant is on a fiscal contract period between (July 1, 2017 thru June 30, 2018).
- YHD is on a calendar year spanning (Jan 1, 2017 thru December 30, 2017).
- The actual expenses that are overbudget



# YAKIMA HEALTH DISTRICT

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FPHS's fiscal contract period versus the organization's calendar reporting period is causing a reporting timing difference. YHD does not plan on using the funds received in October during the 2017 year. The organization plans on using those funds in the beginning half of 2018.

7. <b>MOTION:</b> Rand Elliott moved to approve the preliminary financial report for the month of September 2017.	<b>FIRST:</b> Ron Anderson <b>SECOND:</b> Maureen Adkison <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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8. **HEALTH OFFICER:** Dr. Spitters

- **Hepatitis A findings in San Diego, California**

In recent prior years, California typically has reported an average of about 250 cases per year of hepatitis A (estimated population: about 30million [correction 40 million is the correct estimate]). In 2017, San Diego County has reported over 500 cases, about 300 have been hospitalized, and approximately 20 died. The hospitalization and death rates are far above what we expected to observe (10% and 0.1%, respectively). Homeless and injection drug using populations in San Diego account for the vast majority of cases (>80%). Transmission is believed to occur in settings where hygiene is limited. The high death rates are due to underlying poor health status. The County is working to get hygiene resources (e.g., honey buckets, handwashing stations, toilet paper) into areas where homeless congregate and has vaccinated thousands against hepatitis A.

Hepatitis A is transmitted through poor hygiene (enters the mouth and exits the digestive track). The incubation period is about 30 days (range 15-45 days). Immunization began 20 years ago so those up to about age 20 should already be vaccinated and be immune. Additional smaller outbreaks in California (Santa Cruz Co, Los Angeles Co) and elsewhere in the United States (e.g., southeastern Michigan) are linked to this outbreak, raising concern that it could travel here, as well. Washington State DOH staff are looking at what our preparation and response plans will be, possibly to include state-funded vaccine being made available for administration to high-risk groups.

9. **CHIEF OPERATING OFFICER:** Ryan Ibach

- **Contract Negotiations**

The first round of meetings among three unions were at the beginning of October 2017 and went well. We will be meeting again in November 2017 to finalize agreements. One contract expired in July but we asked that it be extended so that all negotiations can be at the same time of the year. The Yakima Health District made a conservative estimate for contract negotiation costs in next year's budget.





# YAKIMA HEALTH DISTRICT

Prevention Is Our Business

- **Accela**

The Environmental Health team continues to work to adopt Accela as the new YHD Integrated Permitting Management System. YHD is partnering with the Yakima County and other Health Departments (Tacoma-Pierce, Cowlitz) to see how they are using Accela and the ways Accela can benefit the Yakima Health District.

- **POS-Information Technology Collaboration**

The Yakima Health District is working with a team of County IT to implement a POS

## 10. **ENVIRONMENTAL HEALTH:** Ryan Ibach

- **Press Releases**

The Yakima Health District (YHD) issued a press release about Pride and Joy Dairy findings of positive samples of Salmonella in raw milk.

- **Food Inspections** Team EH continues to conduct inspections throughout the county.

The Yakima Herald used one of our YHD reports to highlight restaurants that are in compliance with food safety regulations.

## 11. **PUBLIC HEALTH PARTNERSHIPS:** Lilian Bravo

- **Press Release**

Food Inspections, Dairy-Pride and Joy, Avian Flu, Seasonal Flu, and STD rates in Yakima County. The Yakima Health District was featured in the Yakima Herald Republic, Seattle Times, and the Northwest Public Radio.

- **BCCHP**

The Yakima Health District screened over 300 women. 2/300 received breast and cervical cancer diagnosis and are being referred to treatment this month.

## 12. **DISEASE CONTROL:** Melissa Sixberry

- **STD Rates**

Yakima County rates are the highest in Washington State. The average rates for chlamydia and gonorrhea have doubled. We are at about 566cases/100K persons.



# YAKIMA HEALTH DISTRICT

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- **New TB Patient**

The Yakima Health District has one TB case that has proved challenging and been managed with the support of Dr. Spitters.

- **Pertussis**

There was one new case reported 10/24/17. Prior to that, there were no new cases prior to late August 2017.

- **YHD TB Nurse Recognition**

David Miller attended a TB conference last month and received recognition from the Department of Health for his work involving the Washington Disease Reporting System (WDRS).

13. **OTHER BUSINESS-** Orlantha gave a presentation during the YHD All Agency meeting 10/24/17 discussing the advancements she has been leading to cross-train staff at the front desk and align best practices to support organizational and interdepartmental efficiencies and customer service. All Yakima Health District departments are actively cross-training staff, setting higher expectations and helping each other do work more effectively.

14. <b>MOTION:</b> Rand Elliott, BOH Chair motion to adjourn the meeting at 9:22am	<b>FIRST:</b> Ron Anderson <b>SECOND:</b> Rand Elliott ✓ <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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**YAKIMA HEALTH DISTRICT  
BOARD OF HEALTH**

**VOUCHERS APPROVAL**

The following vouchers/warrants are approved for payment:

<b>Fund 625-01 - From General Ledger Report (FMS)</b>		
<b>A/P Batch &amp; Cash Voucher#</b>	<b>Amount</b>	
377780 10/13/17	\$138,392.54	
378253 10/31/17	\$149,229.87	
378410 10/31/17	\$22.28	
Indirect Costs- Yakima County	\$1,251.25	
GIS Fixed Cost	\$555.25	
Purchasing Service Cost	\$26.50	
Technology Services Cost	\$13,010.25	
Inter-fund 108507	\$230.98	
Inter-fund 108531	\$59.89	
Inter-fund 108532	\$20.00	
Inter-fund 108551	\$1,288.54	
Inter-fund 108580	\$30.00	
Inter-fund 108592	\$10.20	
Inter-fund 108680	\$10.00	
Inter-fund 108730	\$338.89	
Total Claims & Warrants, above		\$304,476.44
Payroll Remittance to Key Bank B#108527	\$61,916.15	
88077	\$135,945.00	
88215	-\$2,058.71	
88223	-\$39,543.34	
108760	\$187.47	
Total Payroll		\$156,446.57
<b>TOTAL PAYMENTS</b>		<b>\$460,923.01</b>

All of the above are approved for payment in the amount of **\$460,923.01** this 6th day of December, 2017.

\_\_\_\_\_  
**Board of Health Chair**



Yakima Health District  
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Union Gap, WA 98903  
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## YAKIMA COUNTY HEALTH DISTRICT

For the month of October 2017

### REVIEW OF PRELIMINARY FINANCIAL STATEMENTS

#### 83.33% OF THE BUDGET

Year to date: as of September 2017	Net Income (Loss)		\$	243,028
<b>For the Month of October 2017- ACTUALS</b>	<b>Net Income (Loss)</b>		<b>\$</b>	<b>41,256</b>
subtotal			\$	284,284
prior period adjustment			\$	-
<b>Year to date: as of October 2017</b>	<b>Net Income (Loss)</b>		<b>\$</b>	<b>284,284</b>

#### Budget to Actual comparison- Year to date as of 10/31/2017

	Revenue		Expenditures	
Fiscal Year 2017 Total Adopted Budget	5,912,754		5,808,301	
<b>Allocated Budget YTD</b>	<b>4,927,295</b>		<b>4,840,251</b>	
Budget % to total adopted budget	83.33%		83.33%	
Subtotals Actuals	4,609,548	77.96%	4,241,768	73.03%
Actuals - Pass Thru Programs (Indirect Costs)	0		83,496	1.44%
<b>Total Actuals</b>	<b>4,609,548</b>		<b>4,325,264</b>	
Total actuals % to total adopted budget	77.96%		74.47%	
<b>Actual compared to total adopted budget</b>	<b>(1,303,206)</b>		<b>(1,483,037)</b>	
<b>Actual compared to allocated budget - YTD</b>	<b>(317,747)</b>		<b>(514,987)</b>	
<b>As of October 31, 2017</b>	Actual Revenue is less than budget by this amount		Actual Expenditure is less than budget by this amount	



**Yakima Health District  
Income Statement  
October 2017**

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	2 Mo's Remaining
<b>Revenue</b>								
Public Health Funding	87,707	87,707	0	877,068	877,068	0	1,052,481	175,413
Federal	38,173	61,715	(23,542)	469,400	617,152	(147,752)	740,582	271,182
State	18,155	14,796	3,359	130,534	147,961	(17,427)	177,553	47,019
Yakima County	12,500	12,500	-	125,000	125,000	-	150,000	25,000
Fees, Permits Licensing	123,574	103,111	20,462	1,086,037	1,031,114	54,923	1,237,337	151,300
Developmental Disabilities	186,842	209,567	(22,724)	1,841,743	2,095,668	(253,924)	2,514,801	673,058
Investment Income	6,521	3,333	3,188	79,670	33,333	46,337	40,000	(39,670)
Other	-	-	-	95	-	95	-	(95)
<b>Total Revenue</b>	<b>473,472</b>	<b>492,730</b>	<b>(19,258)</b>	<b>4,609,548</b>	<b>4,927,295</b>	<b>(317,748)</b>	<b>5,912,754</b>	<b>1,303,206</b>
<b>Expenses</b>								
Salaries & Wages	133,886	149,069	(15,182)	1,351,681	1,490,686	(139,005)	1,788,823	437,142
Benefits-Direct	50,366	54,503	(4,137)	502,013	545,033	(43,021)	654,040	152,027
Payroll Expense	184,253	203,572	(19,319)	1,853,693	2,035,719	(182,026)	2,442,863	589,170
Advertising/Promotional	77	5,719	(5,641)	3,734	57,189	(53,455)	68,627	64,893
BOH Meeting Supplies	22	46	(23)	457	458	(1)	550	93
Computer Expense	600	-	600	2,925	-	2,925	-	(2,925)
Copies & Printing	1,433	1,814	(380)	22,205	18,136	4,069	21,763	(442)
Employee Reconciliation	-	42	(42)	1,373	417	956	500	(873)
Janitorial Services	1,725	2,512	(787)	23,714	25,120	(1,406)	30,144	6,430
Janitorial Supplies	581	167	414	2,784	1,667	1,117	2,000	(784)
Membership Dues	60	1,301	(1,241)	12,911	13,009	(98)	15,611	2,700
Office Supplies	571	815	(244)	10,994	8,151	2,843	9,781	(1,213)
Operating Supplies	100	1,126	(1,026)	8,089	11,259	(3,170)	13,511	5,422
Postage	638	653	(14)	7,174	6,525	649	7,830	656
Telephone	1,723	1,795	(72)	17,875	17,954	(79)	21,545	3,670
Professional Services - Accounting	2,002	333	1,668	28,711	3,333	25,378	4,000	(24,711)
Professional Services - County Indirect	1,251	1,251	-	12,513	12,513	-	15,015	2,503
Professional Services - Health Officer	4,420	7,083	(2,663)	48,960	70,833	(21,873)	85,000	36,040
Professional Services - Legal	-	1,427	(1,427)	10,691	14,267	(3,576)	17,120	6,429
Professional Services - Technology	13,010	13,010	0	130,103	130,102	1	156,122	26,020
Professional Services - Other	66,154	91,371	(25,217)	802,328	913,709	(111,381)	1,096,451	294,123
Provider Serv-Medical (Fed)	20,156	18,321	1,836	159,819	183,207	(23,388)	219,848	60,029
Provider Serv-Medical (State)	1,388	-	1,388	1,388	-	1,388	-	(1,388)
Provider Services - Other	172,520	188,672	(16,152)	1,704,429	1,886,717	(182,288)	2,264,060	559,631
Contracted Services	608	2,104	(1,496)	15,168	21,037	(5,868)	25,244	10,076
Temp Worker	-	417	(417)	1,741	4,167	(2,426)	5,000	3,259
Client's Related Expenses	400	42	358	400	417	(17)	500	100
Interpreting Services	-	38	(38)	-	375	(375)	450	450
Laboratory & Pharmacy Supplies	324	271	53	3,448	2,708	740	3,250	(198)
Bank Fees	-	50	(50)	258	500	(242)	600	342
Fuel	1,092	1,717	(625)	8,557	17,171	(8,614)	20,605	12,048



**Yakima Health District  
Income Statement  
October 2017**

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	2 Mo's Remaining
<b>Expenses (Cont.)</b>								
Insurance	3,367	3,165	202	32,051	31,647	405	37,976	5,925
Miscellaneous	285	-	285	1,406	-	1,406	-	(1,406)
Operating Rental & Leases	5,237	4,748	490	55,035	47,478	7,557	56,973	1,938
Rent Storage	391	210	182	783	2,095	(1,312)	2,514	1,731
Repair & Maintenance	864	1,473	(609)	12,520	14,729	(2,209)	17,675	5,155
Small Tools & Minor Equipment	-	1,421	(1,421)	3,310	14,208	(10,899)	17,050	13,740
Training	1,530	435	1,095	8,606	4,354	4,252	5,225	(3,381)
Travel	7,725	5,693	2,032	52,215	56,929	(4,715)	68,315	16,100
Utilities	1,891	2,148	(257)	18,606	21,476	(2,870)	25,771	7,165
Close Out Indirect Program	(61,627)	(73,849)	12,222	(739,202)	(738,490)	(712)	(886,188)	(146,986)
Depreciation Expense	4,339	-	4,339	57,383	-	57,383	-	(57,383)
Less Pass-Through Expenses	(6,895)	(7,083)	188	(73,891)	(70,833)	(3,057)	(85,000)	(11,109)
<b>Total Expenses</b>	<b>432,216</b>	<b>484,025</b>	<b>(51,809)</b>	<b>4,325,264</b>	<b>4,840,251</b>	<b>(514,987)</b>	<b>5,808,301</b>	<b>1,483,037</b>
<b>Excess/(Loss on) Revenue</b>	<b>41,256</b>	<b>8,704</b>	<b>32,552</b>	<b>284,284</b>	<b>87,044</b>	<b>197,240</b>	<b>104,453</b>	<b>(179,831)</b>

**YAKIMA HEALTH DISTRICT**  
**Preliminary Monthly Financial Summary by Program for October 2017**  
**Budget YTD Percentage 83.33%**

Yrly Budget Rev      Yrly budget Exp  
**5,912,754      5,808,301      Original**  
83.33%      83.33%

Prog. No.	Program Description	Actual - Current Month			Actual - Year to Date (YTD)			Budget - Year To Date (YTD)			Budget Variance from YTD actual	Year to date	Year to date	Admin & Support Programs	Comments
		Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net	Amount (Over) or Under Budget	Actuals (Expenses only)	Budget (Expenses only)	Amount (Over) or Under Budget	
111	YHD Vehicles			697			3,513	-	(1,229)	1,229	2,284				
100	Administrator & Health Officer	6,521	(0)	6,521	79,670	0	79,670	33,333	17	33,317	46,353	271,954	272,400	446	Treasurer's Investment pool allocated unrealized gain/loss.
110	Information Systems	-	(0)	0	-	-	-	-	1	(1)	1	39,191	23,480	(15,711)	Implementation of Accela
113	Strategic Planning and Partnership	10,579	15,943	(5,363)	107,629	108,338	(708)	105,792	122,142	(16,350)	15,642				
120	Community Health Administration	-	-	-	-	0	(0)	-	4	(4)	4	21,253	54,880	33,627	Director expenses to direct programs
130	Building, Fixtures			(0)			0		(47,521)	47,521	(47,521)	48,960	59,910	10,950	
150	EH Administration	-	-	-	-	-	-	-	(14)	14	(14)	75,931	121,310	45,379	EH Admin Unfilled
160	Business Management							-	(15)	15	(15)	265,294	203,075	(62,219)	Increased FTE/Auditing Expenses
161	Assets Replacement/PERS 1	-	755	(755)	17,123	17,878	(755)	-	21,946	(21,946)	21,191				
170	Personnel							-	2	(2)	2	16,619	3,450	(13,169)	Increased FTE
171	Agency Training	367	-	367	9,392	8,366	1,026	3,673	4,236	(563)	1,589				
172	HR Legal/Sound Employment	6,063	-	6,063	39,931	29,728	10,202	60,635	70,013	(9,378)	19,581				Reduced HR Fee
221	SNAP ED	2,790	2,790	-	17,964	21,955	(3,992)	#	33,791	(3,992)	(3)	(3,989)			Indirect cost partially reimbursed
225	Child Death Review	591	423	168	5,912	936	4,976	5,912	6,822	(910)	5,886				
290	Medicaid Admin Match- YHD	(0)	5,443	(5,443)	45,446	19,416	26,030	59,828	27,665	32,163	(6,132)				Qtrly Billing
309	Medical Records	596	707	(111)	6,253	4,169	2,084	5,994	6,919	(925)	3,009				
320	DOHCC - Immunizations	-	158	(158)	15,061	18,388	(3,327)	#	10,833	10,825	8	(3,335)			Indirect cost partially reimbursed. Met Grant limit, new expt in 2018.
321	DOHCC-Prenatal Hep B	2,024	1,418	606	29,291	23,756	5,535	16,018	17,040	(1,022)	6,556				
325	State Vaccine Monitoring	4,427	4,427	-	19,486	20,102	(615)	28,646	28,653	(7)	(609)				
329	PPHF Vtrecks IIS Interface	-	-	-	700	700	-	-	-	-	-				
331	STD - DOH staff	745	745	-	7,423	7,423	-	6,290	6,293	(3)	3				
332	STD- Yakima	16,879	13,813	3,065	165,405	132,968	32,437	168,552	194,589	(26,038)	58,474				Emp Salary down due to missing FTE's.
349	Tuberculosis Program	18,731	23,929	(5,198)	210,935	196,386	14,549	207,623	217,256	(9,633)	24,183				
352	Adult Viral Hepatitis	2,192	4,198	(2,005)	41,274	41,707	(433)	35,466	38,853	(3,388)	2,955				
390	Other Comm Diseases	29,719	28,597	1,123	287,875	289,515	(1,641)	297,195	343,149	(45,954)	44,314				Emp Salary down due to missing FTE's.
430	Colon Screening	1,617	1,465	152	17,178	15,572	1,606	18,713	18,936	(223)	1,829				
431	Breast/Cervical Cancer-Direct Services/Operation	28,227	28,107	120	263,864	267,743	(3,879)	#	284,292	267,626	16,666	(20,545)			A budgeted gain is driving the underperformance.
432	Komen Funding	-	-	-	3,560	3,560	-	5,330	5,333	(3)	3				
441	BCHP-Region: Mgmt. Costs	18,102	15,277	2,825	128,538	98,477	30,060	128,673	155,352	(26,678)	56,739				A budgeted deficit is driving the overage.
520	Drinking Water	7,980	2,383	5,598	26,330	27,336	(1,006)	#	15,983	10,570	5,413	(6,419)			FTE hours more than expected due to unfunded assistance
522	Water Quality- Sanitary Survey	-	1,521	(1,521)	15,264	22,710	(7,446)	#	12,333	7,657	4,677	(12,123)			Increased FTE hours to cross train in the program. Inv. Timing
529	Water Quality/Nitrate Survey	-	-	-	-	-	-	-	-	-	-				
523	DOE Well Drilling Inspections	4,875	3,090	1,785	7,575	7,251	324	20,563	13,812	6,751	(6,426)				Program breaking even.
530	Solid Waste Permits/Tonnage	5,247	2,395	2,852	35,533	45,493	(9,960)	#	51,233	46,577	4,657	(14,617)			Tonnage Rev less than expected. Indirect cost partially reimbursed.
531	Solid Waste Nuisances	500	1,492	(992)	27,840	13,987	13,852	53,258	47,933	5,325	8,527				
532	Solid Waste Facilities	500	220	280	22,060	3,088	18,971	28,667	25,666	3,001	15,971				
533	Bio-Solids	770	106	664	8,323	2,049	6,274	6,433	4,574	1,859	4,415				
534	Proper Syringes Program Outreach	-	-	-	2,647	6,859	(4,212)	3,000	1,548	1,453	(5,664)				Increased FTE for Naloxone.
540	OSS & Land Develop	31,321	29,595	1,726	295,043	272,330	22,713	238,868	217,533	21,335	1,378				

Internal Serv- Vehicles/Copiers	Personal Health Program	Environ. Health Program
Admin & Support	Communicable Disease Prog	Developmental Disability Program
Assets replacements/PERS1	Adult Hepatitis Program	Vital Records
Agency Trg/HR Legal	Breast & Colon Program	Indirect cost Rate Allocation

**YAKIMA HEALTH DISTRICT**  
**Preliminary Monthly Financial Summary by Program for October 2017**  
**Budget YTD Percentage**      **83.33%**

Yrly Budget Rev      Yrly budget Exp  
**5,912,754**      **5,808,301**      **Original**  
83.33%      83.33%

Prog. No.	Program Description	Actual - Current Month			Actual - Year to Date (YTD)			Budget - Year To Date (YTD)			Budget Variance from YTD actual	Year to date	Year to date	Admin & Support Programs	Comments
		Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net	Amount (Over) or Under Budget	Actuals (Expenses only)	Budget (Expenses only)	Amount (Over) or Under Budget	
550	Vector	746	790	(43)	7,463	7,776	(314)	7,463	8,622	(1,159)	846				
560	Food Inspections	40,876	32,264	8,612	340,975	296,616	44,359	315,691	305,181	10,510	33,849				
561	Food Education	19,483	5,113	14,370	76,258	33,929	42,329	67,021	77,718	(10,698)	53,027				
562	School Food Program	-	1,135	(1,135)	17,365	8,479	8,886	16,917	12,617	4,300	4,586				
563	Itinerant Food Program	2,028	3,334	(1,306)	31,964	24,563	7,401	28,175	29,542	(1,367)	8,768				
580	Water Recreation & Camps	314	2,987	(2,673)	39,595	45,262	(5,667)	# 48,043	45,481	2,562	(8,229)				Invoicing timing
680	Developmental Disability	186,842	187,138	(295)	1,841,743	1,838,795	2,949	2,095,668	2,098,425	(2,758)	5,706				
710	Vital Records	14,639	14,524	115	177,618	154,512	23,106	180,000	120,528	59,472	(36,365)				FTE Hours higher than expected
790	Epidemiology	5,772	3,174	2,598	69,794	63,893	5,901	57,719	66,643	(8,923)	14,824				
794	PHEPR-Bio Terrorism	684	684	-	39,035	39,035	-	156,461	159,298	(2,838)	2,838				
811	Assessment	721	-	721	7,214	723	6,492	7,214	8,333	(1,119)	7,611				
888	Indirect Cost Rate Allocation			7,227			(86,430)	-	-	-	(86,430)				Indirect allocation loss due to expenses being down in direct programs
999	Printers & Copiers			-			(579)	-	(16,689)	16,689	(17,268)				
	<b>GRAND TOTAL</b>	<b>473,472</b>	<b>440,140</b>	<b>41,256</b>	<b>4,609,548</b>	<b>4,241,768</b>	<b>284,284</b>	<b>4,927,295</b>	<b>4,840,251</b>	<b>87,044</b>	<b>197,240</b>				

**TOTALS BY DEPARTMENT**

Personal Health Program	3,381	8,657	(5,275)	69,321	42,307	27,015	99,530	68,280	31,250	(4,235)
Breast & Colon Program	47,946	44,849	3,097	413,140	385,352	27,788	437,008	447,247	(10,239)	38,027
Adult Hepatitis Program	2,192	4,198	(2,005)	41,274	41,707	(433)	35,466	38,853	(3,388)	2,955
Communicable Disease Prog	79,615	76,969	2,646	819,437	758,023	61,415	806,084	899,699	(93,615)	155,030
Environ. Health Program	115,325	87,108	28,217	993,268	856,763	136,506	1,070,108	1,014,313	55,795	80,711
Developmental Disability Program	186,842	187,138	(295)	1,841,743	1,838,795	2,949	2,095,668	2,098,425	(2,758)	5,706
Admin & Support	17,100	15,943	1,158	187,299	108,338	78,962	139,125	74,629	64,496	14,466
Internal Serv- Vehicles/Copiers			697			2,934	-	(17,918)	17,918	(14,984)
Indirect cost Rate Allocation			7,227			(86,430)	# -	-	-	(86,430)
Vital Records	14,639	14,524	115	177,618	154,512	23,106	180,000	120,528	59,472	(36,365)
Assets replacements/PERS1	-	755	(755)	17,123	17,878	(755)	-	21,946	(21,946)	21,191
Agency Trg/HR Legal	6,431	-	6,431	49,323	38,094	11,228	64,308	74,249	(9,942)	21,170
	<b>473,472</b>	<b>440,140</b>	<b>41,256</b>	<b>4,609,548</b>	<b>4,241,768</b>	<b>284,284</b>	<b>4,927,295</b>	<b>4,840,251</b>	<b>87,044</b>	<b>197,240</b>

**Reconciliation to Income Statement**

**Activities of Pass-Through & Indirect Programs**

111 YHD Vehicles	(697)	(3,513)
888 Indirect Costs Programs	(7,227)	86,430
999 Printing/Copiers	-	579
	<u>(7,924)</u>	<u>83,496</u>
<b>Reconciliation to Income Statement</b>	<b>432,216</b>	<b>4,325,264</b>

Internal Serv- Vehicles/Copiers	Personal Health Program	Environ. Health Program
Admin & Support	Communicable Disease Prog	Developmental Disability Program
Assets replacements/PERS1	Adult Hepatitis Program	Vital Records
Agency Trg/HR Legal	Breast & Colon Program	Indirect cost Rate Allocation



**YAKIMA HEALTH DISTRICT**  
**2017 Cash Flow Report- from FMS REPORT**  
 (Cash Basis Accounting)

	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017
Beginning Cash	132,273	8,812	19,647	3,944	22,552	18,430	8,543	17,770	8,991	33,425
Transfers From Investment		239,000	204,732	311,000	279,179	396,400	243,995	299,000	315,671	191,000
Receipts /Deposits	929,575	382,951	371,031	417,430	443,631	403,854	909,746	399,211	339,777	563,296
<b>TOTAL CASH AVAILABLE</b>	<b>1,061,848</b>	<b>630,763</b>	<b>595,409</b>	<b>732,374</b>	<b>745,362</b>	<b>818,684</b>	<b>1,162,284</b>	<b>715,981</b>	<b>664,439</b>	<b>787,721</b>
<b>MINUS</b>										
Payroll Outlays	140,976	144,463	144,308	142,197	147,975	162,611	154,368	151,740	166,336	156,447
Transfers Out (Payments to Yakima County Departments)	16,075	20,429	18,041	17,479	16,461	26,596	18,005	16,415	16,909	16,832
Vouchers Payables Paid	328,985	248,124	317,315	327,847	253,496	260,774	307,948	275,834	258,068	287,645
Transfer to investment	567,000	198,100	111,800	222,300	309,000	360,160	664,193	263,000	189,700	311,600
<b>TOTAL CASH OUTLAY/TRANSFER</b>	<b>1,053,035</b>	<b>611,117</b>	<b>591,465</b>	<b>709,822</b>	<b>726,932</b>	<b>810,141</b>	<b>1,144,514</b>	<b>706,990</b>	<b>631,013</b>	<b>772,523</b>
<b>ENDING BALANCE - CASH ( Fund 01 only)</b>	<b>8,812</b>	<b>19,647</b>	<b>3,944</b>	<b>22,552</b>	<b>18,430</b>	<b>8,543</b>	<b>17,770</b>	<b>8,991</b>	<b>33,425</b>	<b>15,198</b>
Temporary Investment Fund 01	6,038,747	5,997,847	5,904,915	5,816,215	5,846,036	5,809,796	6,229,994	6,193,994	6,068,023	6,188,623
<b>TOTAL CASH &amp; CASH EQUIVALENTS- FUND 1 ONLY</b>	<b>6,047,559</b>	<b>6,017,494</b>	<b>5,908,859</b>	<b>5,838,767</b>	<b>5,864,466</b>	<b>5,818,339</b>	<b>6,247,764</b>	<b>6,202,985</b>	<b>6,101,448</b>	<b>6,203,821</b>
<b>TOTAL CASH &amp; CASH EQUIVALENT- ALL FUNDS</b>	<b>6,047,559</b>	<b>6,017,494</b>	<b>5,908,859</b>	<b>5,838,767</b>	<b>5,864,466</b>	<b>5,818,339</b>	<b>6,247,764</b>	<b>6,202,985</b>	<b>6,101,448</b>	<b>6,203,821</b>
MONTHLY EXPENSES BASED ON YEARLY BUDGET divided by 12	507,358	507,358	507,358	507,358	507,358	507,358	507,358	507,358	507,358	507,358
NUMBER OF MONTHS - OPERATING CASH AVAILABLE Fund 01 only	12	12	12	12	12	11	12	12	12	12
NUMBER OF DAYS - OPERATING CASH AVAILABLE	358	356	349	345	347	344	369	367	361	367
<b>BUDGET YEAR</b>	<b>Y2017</b>									
<b>BUDGET (ADOPTED ON 10/26/16 MTG)</b>										
OPERATION	5,808,301									
ENHANCED PROGRAM	280,000									
FULL BUDGET	6,088,301									



**YAKIMA HEALTH DISTRICT  
BOARD OF HEALTH**

**RESOLUTION AUTHORIZING THE  
APPOINTMENT OF AUDITING  
OFFICERS OF YAKIMA HEALTH DISTRICT**

**Resolution 2017-07**

**WHEREAS**, the Yakima Health District has established General Operating Funds (625-001) and Construction Funds (625-005);

**WHEREAS**, it is the best interest of the Yakima Health District to maintain more than one auditing officer; and,

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Yakima Health District Board of Health authorize the following to act as auditing officers of the funds mentioned above:

Lilian Bravo, Director of Public Health Partnerships  
Andre Fresco, Executive Director  
Ryan Ibach, Chief Operating Officer  
Holly Myers, Environmental Health Director  
Chase Porter, Senior Accountant  
Melissa Sixberry, Director of Disease Control

This resolution supersedes Resolution No. 2017-06 and shall remain in place until it is revised.

**PASSED AND ADOPTED** this 6th day of December, 2017.

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Board of Health Chair

# AUDITING OFFICER AUTHORIZATION

## VOUCHER CERTIFICATION AND APPROVAL

RCW 42.24

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

The undersigned are hereby authorized to sign the above certification as Auditing Officer for: **(Yakima Health District)**

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Lilian Bravo

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Holly Myers

---

Andre Fresco

---

Chase Porter

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Ryan Ibach

---

Melissa Sixberry

### Board Member Signatures below

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Ron Anderson

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Jesse Farias

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Maureen Adkison

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Barbara Harrer

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Rand Elliott

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Mike Leita

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Date

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Gail Weaver, Board of Health Chair



**YAKIMA HEALTH DISTRICT  
BOARD OF HEALTH**

**RESOLUTION AUTHORIZING THE  
APPOINTMENT OF INVESTING  
OFFICERS OF YAKIMA HEALTH DISTRICT**

**Resolution 2017-08**

**WHEREAS**, it is to the advantage of the Yakima Health District for funds to be invested without delay; and

**WHEREAS**, the Yakima County Treasurer will accept an order for the investment of funds, from those granted authorization, by resolution approved by the Board of Directors; and,

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Yakima Health District Board of Health authorize the following to act as investing officers:

Lilian Bravo, Director of Public Health Partnerships  
Andre Fresco, Executive Director  
Ryan Ibach, Chief Operating Officer  
Holly Myers, Environmental Health Director  
Chase Porter, Senior Accountant  
Melissa Sixberry, Director of Disease Control

This resolution supersedes Resolution No. 2017-05 and shall remain in place until it is revised.

**PASSED AND ADOPTED** this 6th day of December, 2017.

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Board of Health Chair



**YAKIMA HEALTH DISTRICT  
BOARD OF HEALTH**

**RESOLUTION AUTHORIZING SIGNATURE  
FOR CHECKING ACCOUNTS, FOR  
ADVANCED TRAVEL AND REVOLVING FUND**

**Resolution 2017-09**

**WHEREAS**, the Yakima Health District has established both Advanced Travel and Revolving Fund checking accounts;

**WHEREAS**, it is the best interest of the Yakima Health District to maintain more than one bank signatory; and,

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Yakima Health District Board of Health authorize the following as signatories of the checking accounts mentioned above:

Lilian Bravo, Director of Public Health Partnerships  
Andre Fresco, Executive Director  
Ryan Ibach, Chief Operating Officer  
Holly Myers, Environmental Health Director  
Chase Porter, Senior Accountant  
Melissa Sixberry, Director of Disease Control

This resolution supersedes Resolution No. 2017-04 and shall remain in place until it is revised.

**PASSED AND ADOPTED** this 6th day of December, 2017.

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Board of Health Chair