



YAKIMA HEALTH DISTRICT

Keeping Yakima Communities Informed and Safe

BOARD OF HEALTH

Meeting Agenda & Minutes



March 29, 2017
8:30 am
(Regular Session)



YAKIMA HEALTH DISTRICT

Keeping Yakima Communities Informed and Safe

Board of Health Agenda

Wednesday, March 29, 2017

1. Call regular meeting to order: 8:30a.m.
2. Introduction of guests and/or staff
3. **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.
 - * February 22, 2017 Yakima Health District (YHD) Board of Health minutes
 - * Payment of accounts payable and payroll issued in February 2017 in the amount of \$413,016.73
4. Audience Participation:
6. Financial Report: Chase Porter (please see pages 8-13)
 - a) **Motion** to approve the Preliminary Financial Report for the month of February 2017
7. Board Business: André Fresco
 - a) Naloxone Update
 - b) WSU EPI Update
8. Health Officer: Dr. Chris Spitters
9. Chief Operating Officer: Ryan Ibach
10. Community Health: Ryan Ibach
11. Environmental Health: Dave Cole
12. Other Business:
13. Adjourn:

Upcoming Board of Health Meetings

April 26, 2017	May 31, 2017
8:30 a.m.	8:30 a.m.



YAKIMA HEALTH DISTRICT

Keeping Yakima Communities Informed and Safe

Board of Health

Minutes

(Regular)

February 22nd, 2017

1. Meeting called to order by Board Chair, Gail Weaver, at 8:30 am

PRESENT

Ron Anderson, Commissioner
Maureen Adkison, Yakima City Council
Rand Elliott, Commissioner
Jesse Farias, Citizen Member
Barbara Harrer, Mayor, Town of Harrah
Gail Weaver, Citizen Member, Board Chair

ABSENT

Mike Leita, Commissioner

Yakima Health District (YHD) STAFF

Dave Cole
Orlantha Coleman
Janice Corbin
Andre Fresco
Ryan Ibach
Chase Porter

GUESTS AND PRESS

2. WELCOME AND INTRODUCTIONS

3. CONSENT AGENDA

4. MOTION

MOTION: Gail Weaver asked the Board members to approve the Feb 22nd, 2017 Yakima Health District Consent Agenda

FIRST: Rand Elliott

SECOND: Maureen

Adkison

Approved

Declined

Amend

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

- January 25th, 2016 Yakima Health District Board of Health Minutes
- Approval of accounts payable and payroll issued in January 2017 in the amount of \$486,035.37

5. AUDIENCE PARTICIPATION



YAKIMA HEALTH DISTRICT

Keeping Yakima Communities Informed and Safe

6. BUDGET REPORT: Chase Porter (Please See Attachment A)

MOTION: Gail Weaver, BOH Chair motion to approve the preliminary financial report for the month of January 2017	FIRST: Ron Anderson SECOND: Barbara Harrer <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
--	---

7. BOARD BUSINESS: Andre Fresco, YHD Executive Director, stated that Dr. Spitters is at a TB Conference.

MOTION: Amendment to Resolution 2002-3: Approving Contract for Public Health Officer January 1, 2017 through December 31, 2017	FIRST: Rand Elliott SECOND: Barbara Harrer <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
---	---

Update: WSU EPI – strengthen partnership with a medical university, Andre met with Dr. Ken Roberts shared a memorandum of understanding to hire an Epidemiologist. We are in the process of making sure that it meets legal standard and we will be sending it out to James Elliott, our contracted attorney. After that, we will review it with WSU. The goal is that we will have a signed contract by next month and WSU will be hiring an Epidemiologist. We want to hire an Epidemiologist through WSU College of Medicine because the individual will have access to a far greater and broader support partnership for Epidemiology so that if we need increased support we have it through that partnership. The Epidemiologist will be funded 80% by a grant that we receive from the State Department of Health for Public Health Preparedness. We are adding in 20% of the cost to make sure we have the flexibility to have the Epidemiologist work on any number of issues we believe need to be considered beyond disaster preparedness. Strengthens a partnership with an up and coming medical university

Update: Naloxone Initiative at Needle Exchange (implementation & goals)

- Two staff will be trained by the University of Washington experts on the process of engaging with clients and distribution. Part of the agreement we made with the University is that they want to track the use of Naloxone and who receives it. YHD does not ask for personal information which is something YHD wants to continue to achieve with its clients. Part of the goal of the program is to not just provide Naloxone, but ensure that it is used properly and by whom. We want to be able to identify if someone's life is saved using Naloxone so we can show the impact of Naloxone use.
- In preparation for the program, we have made renovations to the RV, a new starter and battery
- Implementing education programs available online through YHD tablet per recipient of Naloxone through computer tablets hosted within the RV,
 - Client agrees they want Naloxone
 - Client watches the educational content on safety and standards for the use of Naloxone
 - The Public Health Technician will provide a one-on-one educational lesson
 - Then the Public Health Technician administers the doses



YAKIMA HEALTH DISTRICT

Keeping Yakima Communities Informed and Safe

Update: Naloxone Initiative at Needle Exchange (implementation & goals) (continued)

- Remodeled the RV in preparation for the program
- Increased available doses from 200 two dos kits to 400; **Cost** \$30/dose, \$60/kit, paid by UW

Our RV is averaging between 90-100 clients 5-6k needles, used to spike but are more consistent. This partnership is allowing a standard of care and relationship with experts YHD does not have in house

Update: Audit Exit Conference Update, thanks to Chair Gail Weaver for attending. Some issues arose that the District is addressing, but no findings.

Some of the issues have to do with State-wide agendas. Example: YHD has a relationship with Tacoma Pierce County that allows us to do online food handler cards. Tacoma Pierce County handles all the internal processes. The State auditors were thinking that it was a contract relationship and were expecting Tacoma Pierce County to pay YHD every day for the number of transactions that were made. The State auditor expectation for real time accounting by Tacoma Pierce County is due to a misunderstanding of an intergovernmental contract which is different from contracts for services. YHD's strong relationship with the auditor's office allowed us to have negotiations that led to understanding rather than sanctions. It is a good experience that allows YHD staff to work challenges with a regulator.

[Gail Weaver complimented YHD staff in welcoming the auditors and strengthening financial accountability. The clean audit is a testament that through the transitions, the right people were in place]

Announcement: Lobby seating changed to accommodate customers to offer a welcoming environment.

8. CHIEF OPERATING OFFICER: Ryan Ibach,

- 2 new Director positions closing on February 28th, 2017, Tentative Interviews March 6, 2017
 - Director of Disease Control (1 viable applicant)
 - Director of Public Health Partnerships (6 applicants)
- Office Tech Position – Background Checks
- Collaboration with Orlantha to reorganize the front desk area for efficiency, to change work flow, and evaluate other ideas for running the front to continue improving how we serve customers

9. COMMUNITY HEALTH: Ryan Ibach

- 2 new confirmed, 1 probable mumps case, 14 investigations, active 4
- Influenza positive numbers have gone down. We peaked during the second week of January where we had about 28.5% positive influenza tests, and this last month we were down to 10.6%

10. ENVIRONMENTAL HEALTH: Dave Cole

- The Yakima Herald Republic's (YHR) online inspection postings have drawn a lot of interest in health inspections. A YHR reporter wanted to do a general interest story that came out yesterday. Several YHD staff were interviewed and accompanied while performing food service inspections. The reporter also called the State, Seattle King County and some of our other neighboring counties to gain insight. The article was a generally positive article and helped to educate food workers. The article did note YHD's interest and focus in education as in addition to enforcement.



YAKIMA HEALTH DISTRICT

Keeping Yakima Communities Informed and Safe

- Anticipating busy season in land development, continuing to train staff in OSS program and drinking water program to be prepared for increased work load and volume.
- GWMA concludes at the end of 2017. YHD continues conversations between YHD, the Department of Ecology and Vern Redifer about what the YHD's role regarding future water testing in the GWMA

[Gail Weaver announced and extended invitation to BOH members to attend a Downtown Rotary event where Andre Fresco will be speaking about public health, on March 9th.

11. OTHER BUSINESS: Andre's Performance Evaluation presented by Janice Corbin

Goals the Board of Health set last year at the end of the evaluation cycle which are referenced and included in the mandated delivery of service as follows:

- Increasing Public Partnerships
- Increasing Effectiveness Internally and,
- Increasing Efficiencies Internally

[Janice handed out The Yakima Health District 2016-2017 Organizational Goals and 2016 Annual Performance Evaluation by (Andre Fresco, Executive Director). Janice also invited board members for a time for she and each member to meet during the week of March 6, 2017 to discuss achievement of annual goals]

Being no further business to come before the board, Gail asked for a motion to adjourn the meeting at 9:10a.m.

Attachment A
Financial Report-February 22, 2017
Chase Porter

JANUARY 2017

- Budgeted revenues and expenditures for 2017 is \$5.9M and \$5.8M, respectively.
- Budgeted revenues and expenditures monthly is \$492k and \$484k, respectively.
- The month of January is 8.3% of the overall budget for the year.
- Actual revenue for the month of January is \$427k. Which is below the monthly budget by \$65k.
- January's revenues total actual percentage to total adopted budget is 7.2%.
- Actual expenditures for the month of January is \$389k. Which is below the monthly budget by \$95k.
- January's expenditures total actual percentage to total adopted budget for January is 6.7%.
- January had excess revenue of \$38k.

BY DEPARTMENT

Line 100 Administrator and Health: The program reflects a gain of \$24k over budget for the month of January. The gain is the result of a previous year-end reversing entry. If the organization had to sell all the assets in short-term investments and close the pool, at December 31st Yakima Health would incur a loss of \$27k. The loss was booked at the end of the year, the entry subsequently reverses in January. The organization will carry this gain all year long, until the same calculation is performed for 2017.

Line 172 HR & Legal: The program reflects a gain of \$7k over budget due to no January HR fee.

Line 332 STD and 390 Communicable Disease: The program reflects a \$13k gain over budget due to lower than expected expenditures. Expenditures were down due to two vacant full-time positions. Once those roles are filled, expenditures will become more in line with the budget.

Line 431 and 441 BCCHP: The program reflects a \$20k gain over budget due to lower than expected expenditures. January's provider fees are down and the program is short of one full-time employee.

Line 540 EH and OSS & Land Development: The program reflects a \$17k loss compared to budget. This is due to mainly seasonal factors, winter weather, impacting environmental health licensing and permits. The program also has four new employees that are in training. The new employees will alleviate the back-log and stress caused by the busy summer season.

Line 888 Indirect Cost Allocation: The program came in at a \$16k loss compared to budget. The organization can allocate a percentage of indirect costs based on direct costs to the program, i.e. more direct expenditures allow for more indirect cost allocation. With expenditures, down, mainly in the BCCHP and Communicable Disease programs, the organization cannot allocate out as much indirect expenses. As the year progresses, the organization will be able to allocate out more as direct expenditures increases.

Cash Flow: The cash available in the organization's general account is close to one million dollars at the end of the month. As of February 21st, the cash available in the general account is close to \$400k. The organization's total balance in the investment account is \$6M which is an uptick of \$300k from January. In December, the organization had 357days of total operating cash. As of January month-end there is 358 days of total operating cash. Our cash position has not changed much from the prior month. The organization is at where we expected.

**YAKIMA HEALTH DISTRICT
BOARD OF HEALTH**

VOUCHERS APPROVAL

The following vouchers/warrants are approved for payment:

Fund 625-01 - From General Ledger Report (FMS)	
A/P Batch & Cash Voucher#	Amount
370808 2/15/17	\$111,613.34
371105 2/28/17	\$136,505.05
371411 2/28/17	\$5.92
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 106042	\$1,236.37
Inter-fund 106108	\$4,175.61
Inter-fund 106136	\$81.23
Inter-fund 106228	\$30.00
Inter-fund 106253	\$30.00
Inter-fund 106567	\$32.65
Total Claims & Warrants, above	\$268,553.42
Payroll Remittance to Key Bank	
B#106116	\$52,305.09
85236	\$119,793.74
85400	\$10,298.32
85403	-\$364.74
85404	-\$37,569.10
Total Payroll	\$144,463.31
TOTAL PAYMENTS	\$413,016.73

All of the above are approved for payment in the amount of **\$413,016.73** this 29th day of March, 2017.

Board of Health Chair



Yakima Health District
1210 Ahtanum Ridge Drive
Union Gap, WA 98903
Phone (509) 249-6549
Fax (509) 249-6649

YAKIMA COUNTY HEALTH DISTRICT

For the month of February 2017

REVIEW OF PRELIMINARY FINANCIAL STATEMENTS

16.67% OF THE BUDGET

Year to date: as of January 2017	Net Income (Loss)	\$ 38,051	
For the Month of February 2017- ACTUALS	Net Income (Loss)	\$ (20,983)	
subtotal		\$ 17,068	
prior period adjustment		\$ (299)	
Year to date: as of February 2017	Net Income (Loss)	\$ 16,769	

Budget to Actual comparison- Year to date as of 2/28/2017

	Revenue		Expenditures	
Fiscal Year 2017 Total Adopted Budget	5,912,754		5,808,301	
Allocated Budget YTD	985,459		968,050	
Budget % to total adopted budget	16.67%		16.67%	
Subtotals Actuals	864,583	14.62%	810,171	13.95%
Actuals - Pass Thru Programs (Indirect Costs)	0		37,644	0.65%
Total Actuals	864,583		847,815	
Total actuals % to total adopted budget	14.62%		14.60%	
Actual compared to total adopted budget	(5,048,171)		(4,960,486)	
Actual compared to allocated budget - YTD	(120,876)		(120,236)	
As of February 28, 2017	Actual Revenue is less than budget by this amount		Actual Expenditure is less than budget by this amount	

YAKIMA HEALTH DISTRICT

Preliminary Monthly Financial Summary by Program for February 2017

Budget YTD Percentage

16.67%

Yrly Budget Rev
5,912,754
16.67%Yrly budget Exp
5,808,301
16.67%

Original

		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	
Prog No.	Program Description	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	Comments
111	YHD Vehicles			(69)			74			(246)	246	(172)			
100	Administrator & Health Officer	5,065	0	5,065	32,296	0	32,296	6,667	3	6,663	25,633	56,434	54,480	(1,954)	Treasurer's Investment pool allocated unrealized gain/loss.
110	Information Systems	-	0	(0)	-	0	(0)	-	0	(0)	0	7,539	4,696	(2,843)	
113	Strategic Planning and Partnership	10,579	8,684	1,895	21,158	16,697	4,461	21,158	24,428	(3,270)	7,731				
120	Community Health Administration	-	0	(0)	-	-	-	-	1	(1)	1	481	10,976	10,495	
130	Building, Fixtures			(0)			-	-	(9,504)	9,504	(9,504)	3,349	11,982	8,633	
150	EH Administration	-	0	(0)	-	-	-	-	(3)	3	(3)	22,309	24,262	1,953	
160	Business Management							-	(3)	3	(3)	60,469	40,615	(19,854)	
161	Asset Replacement/PERS 1	3,882	3,133	749	3,882	3,882	-	-	4,389	(4,389)	4,389				
170	Personnel						-	-	0	(0)	0	4,238	690	(3,548)	
171	Agency Training	367	-	367	734	875	(141)	735	847	(113)	(28)				
172	HR Legal/Sound Employment	6,063	7,000	(937)	12,127	7,000	5,127	12,127	14,003	(1,876)	7,003				No Jan HR Fee
221	Health Outcome Proj-Pregnant Women	229	292	(63)	268	342	(74)	6,758	6,759	(1)	(73)				
225	Child Death Review	591	-	591	1,182	-	1,182	1,182	1,364	(182)	1,364				
290	Medicaid Admin Match- YHD	-	432	(432)	-	1,351	(1,351)	#	11,966	5,533	6,433	(7,783)			No YTD Activity - Billed Qrtly
309	Medical Records	656	330	326	1,302	614	688	1,199	1,384	(185)	873				
320	DOHCC - Immunizations	-	9	(9)	-	11	(11)	2,167	2,165	2	(12)				
321	DOHCC-Prenatal Hep B	6,428	5,765	663	12,366	11,041	1,325	3,204	3,408	(204)	1,530				
325	State Vaccine Monitoring	-	234	(234)	-	469	(469)	5,729	5,731	(1)	(468)				
329	PPHF Vtrecks IIS Interface	-	-	-	-	-	-	-	-	-	-				
331	STD - DOH staff	776	776	-	1,548	1,548	-	1,258	1,259	(1)	1				
332	STD- Yakima	16,839	14,821	2,017	33,677	29,312	4,365	33,710	38,918	(5,208)	9,572				Emp Salary down compared to budget due to missing 2 FTE's.
349	Tuberculosis Program	25,294	21,723	3,571	44,025	41,388	2,637	41,525	43,451	(1,927)	4,563				
352	Adult Viral Hepatitis	5,486	4,120	1,366	10,721	7,929	2,792	7,093	7,771	(678)	3,469				
390	Other Comm Diseases	29,719	26,327	3,393	50,119	42,991	7,128	59,439	68,630	(9,191)	16,319				Emp Salary down compared to budget due to missing 2 FTE's.
430	Colon Screening	1,953	1,801	152	2,200	1,810	391	3,743	3,787	(45)	435				
431	Breast/Cervical Cancer-Direct Services/Operation	33,946	42,463	(8,517)	60,639	55,254	5,386	56,858	53,525	3,333	2,052				Increase for monthly provider fees
432	Komen Funding	-	-	-	-	-	-	1,066	1,067	(1)	1				
441	BCHP-Region: Mgmt. Costs	5,609	7,177	(1,568)	16,587	12,687	3,900	25,735	31,070	(5,336)	9,235				A budgeted deficit is driving the overage.
520	Drinking Water	1,560	3,248	(1,688)	2,950	5,807	(2,857)	#	3,197	2,114	1,083	(3,940)			Rev Down/Exp Up compared to budget due to seasonal fluxuations.
522	Water Quality- Sanitary Survey	-	333	(333)	-	402	(402)	2,467	1,531	935	(1,337)				
529	Water Quality/Nitrate Survey	-	-	-	-	-	-	-	-	-	-				
523	DOE Well Drilling Inspections	-	242	(242)	-	397	(397)	4,113	2,762	1,350	(1,747)				
530	Solid Waste Permits/Tonnage	6,355	7,625	(1,270)	10,104	12,760	(2,656)	#	10,247	9,315	931	(3,587)			
531	Solid Waste Nuisances	3,661	2,235	1,427	6,478	3,141	3,336	10,652	9,587	1,065	2,271				
532	Solid Waste Facilities	2,465	366	2,099	4,910	697	4,213	5,733	5,133	600	3,612				
533	Bio-Solids	101	263	(163)	1,094	450	643	1,287	915	372	272				
534	Proper needles/syringes Program Outreach	401	636	(235)	526	833	(307)	600	310	291	(598)				

YAKIMA HEALTH DISTRICT

Preliminary Monthly Financial Summary by Program for February 2017

Budget YTD Percentage

16.67%

Yrly Budget Rev

5,912,754

Yrly budget Exp

5,808,301

Original

			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	
Prog No.	Program Description		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	Comments	
540	OSS & Land Develop		15,055	17,473	(2,418)	26,755	46,570	(19,815)	#	47,774	43,507	4,267	(24,082)				Rev Down/Exp Up compared to budget due to seasonal fluxuations.
550	Vector		746	662	85	1,493	1,453	40		1,493	1,724	(232)	272				
560	Food Inspections		31,858	40,584	(8,726)	67,115	74,695	(7,580)	#	63,138	61,036	2,102	(9,682)				Rev Down/Exp Up compared to budget due to seasonal fluxuations.
561	Food Education		3,432	4,386	(954)	5,290	7,423	(2,133)	#	13,404	15,544	(2,140)	7				
562	School Food Program		710	307	403	1,497	519	978		3,383	2,523	860	118				
563	Itinerant Food Program		586	983	(397)	1,176	1,308	(132)		5,635	5,908	(273)	141				
580	Water Recreation & Camps		-	1,906	(1,906)	5,348	4,227	1,121		9,609	9,096	512	609				
680	Developmental Disability		189,361	188,320	1,041	365,520	363,529	1,992		419,134	419,685	(552)	2,543				
710	Vital Records		17,643	13,370	4,273	32,789	25,495	7,295		36,000	24,106	11,894	(4,600)				
790	Epidemiology		8,527	8,527	-	23,619	23,619	-		11,544	13,329	(1,785)	1,785				
794	PHERP-Bio Terrorism		1,003	1,003	-	1,647	1,647	-		31,292	31,860	(568)	568				
811	Assessment		721	-	721	1,443	-	1,443		1,443	1,667	(224)	1,667				
888	Indirect Cost Rate Allocation				(20,443)			(37,135)					(37,135)				Indirect allocation loss due to expenses being down in direct programs
999	Printers & Copiers				(583)			(583)			-	(3,338)	3,338	(3,920)			
GRAND TOTAL			437,669	437,558	(20,983)	864,583	810,171	16,769		985,459	968,050	17,409	(640)				

TOTALS BY DEPARTMENT

Personal Health Program	820	724	96	1,450	1,693	(243)		19,906	13,656	6,250	(6,493)					
Breast & Colon Program	41,508	51,441	(9,933)	79,426	69,751	9,676		87,402	89,449	(2,048)	11,724					
Adult Hepatitis Program	5,486	4,120	1,366	10,721	7,929	2,792		7,093	7,771	(678)	3,469					
Communicable Disease Prog	88,961	78,514	10,447	168,098	150,993	17,106		161,217	179,940	(18,723)	35,829					
Environ. Health Program	67,934	82,251	(14,317)	136,381	162,329	(25,948)	#	214,022	202,863	11,159	(37,107)					
Developmental Disability Program	189,361	188,320	1,041	365,520	363,529	1,992		419,134	419,685	(552)	2,543					
Admin & Support	15,644	8,684	6,959	53,454	16,697	36,757		27,825	14,926	12,899	23,858					
Internal Serv- Vehicles/Copiers			(652)			(508)			-	(3,584)	3,584	(4,092)				
Indirect cost Rate Allocation			(20,443)			(37,135)	#		-	-	-	(37,135)				
Vital Records	17,643	13,370	4,273	32,789	25,495	7,295		36,000	24,106	11,894	(4,600)					
Assets replacements/PERS1	3,882	3,133	749	3,882	3,882	-			-	4,389	(4,389)	4,389				
Agency Trg/HR Legal/Sound Employment	6,431	7,000	(569)	12,861	7,875	4,986		12,862	14,850	(1,988)	6,974					
	437,669	437,558	(20,983)	864,583	810,171	16,769		985,459	968,050	17,409	(640)					

Reconciliation to Income Statement

Activities of Pass-Through & Indirect Programs

111 YHD Vehicles	69	(74)														
888 Indirect Costs Programs	20,443	37,135														
999 Printing/Copiers	583	583														
	21,095	37,644														
Reconciliation to Income Statement	458,653	847,815														



Yakima Health District
Income Statement
February 2017

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	10 Mo's Remaining
							2017 Budget	10 Mo's Remaining
Revenue								
Public Health Funding	87,707	87,707	0	175,414	175,414	0	1,052,481	877,067
Federal	50,084	61,715	(11,631)	83,602	123,430	(39,828)	740,582	656,980
State	15,871	14,796	1,075	27,213	29,592	(2,379)	177,553	150,340
Yakima County	13,103	13,208	(105)	26,160	26,417	(257)	158,500	132,341
Fees, Permits Licensing	77,082	103,111	(26,029)	155,538	206,223	(50,684)	1,237,337	1,081,799
Developmental Disabilities	188,758	208,858	(20,100)	364,361	417,717	(53,356)	2,506,301	2,141,940
Investment Income	5,065	3,333	1,731	32,296	6,667	25,629	40,000	7,704
Total Revenue	437,669	492,730	(55,060)	864,583	985,459	(120,876)	5,912,754	5,048,171
Expenses								
Salaries & Wages	129,727	149,069	(19,341)	257,864	298,137	(40,273)	1,788,823	1,530,959
Benefits-Direct	49,826	54,503	(4,677)	99,577	109,007	(9,430)	654,040	554,463
Payroll Expense	179,553	203,572	(24,019)	357,441	407,144	(49,702)	2,442,863	2,085,422
Advertising	1,069	5,719	(4,650)	1,517	11,438	(9,921)	68,627	67,110
BOH Meeting Supplies	53	46	7	79	92	(12)	550	471
Computer Expense	-	-	-	-	-	-	-	-
Copies & Printing	2,370	1,814	556	4,021	3,627	394	21,763	17,742
Employee Recognition	-	42	(42)	20	83	(63)	500	480
Janitorial Services	2,063	2,512	(449)	4,089	5,024	(935)	30,144	26,055
Janitorial Supplies	515	167	348	779	333	445	2,000	1,221
Membership Dues	1,384	1,301	83	1,528	2,602	(1,074)	15,611	14,083
Office Supplies	1,042	815	227	2,495	1,630	865	9,781	7,286
Operating Supplies	1,396	1,126	270	1,791	2,252	(461)	13,511	11,720
Postage	601	653	(51)	1,456	1,305	151	7,830	6,374
Telephone	1,768	1,795	(28)	3,501	3,591	(90)	21,545	18,044
Professional Services - Accounting	1,071	333	737	5,726	667	5,059	4,000	(1,726)
Professional Services - County Indirect	1,251	1,251	-	2,503	2,503	-	15,015	12,513
Professional Services - Health Officer	8,543	7,083	1,459	8,543	14,167	(5,624)	85,000	76,458
Professional Services - Legal	-	1,427	(1,427)	1,386	2,853	(1,467)	17,120	15,734
Professional Services - Technology	13,010	13,010	0	26,021	26,020	0	156,122	130,102
Professional Services - Other	82,588	91,371	(8,783)	142,096	182,742	(40,646)	1,096,451	954,355
Provider Serv-Medical (Fed)	18,691	18,321	370	21,087	36,641	(15,555)	219,848	198,761
Provider Serv-Medical (State)	-	-	-	-	-	-	-	-
Provider Servies - Other	175,822	188,672	(12,849)	338,534	377,343	(38,809)	2,264,060	1,925,526
Contracted Services	184	2,104	(1,920)	1,813	4,207	(2,394)	25,244	23,431
Temp Worker	1,741	417	1,324	1,741	833	907	5,000	3,259
Client's Related Expenses	-	42	(42)	-	83	(83)	500	500
Interpreting Services	-	38	(38)	-	75	(75)	450	450
Laboratory & Pharmacy Supplies	2,090	271	1,819	2,158	542	1,616	3,250	1,092
Bank Fees	-	50	(50)	-	100	(100)	600	600
Fuel	307	1,717	(1,410)	688	3,434	(2,747)	20,605	19,917



Yakima Health District
Income Statement
February 2017

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	10 Mo's Remaining
Expenses (Cont.)								
Insurance	3,165	3,165	0	6,329	6,329	0	37,976	31,647
Miscellaneous	62	-	62	75	-	75	-	(75)
Operating Rental & Leases	8,776	4,748	4,029	17,421	9,496	7,926	56,973	39,552
Rent Storage	-	210	(210)	-	419	(419)	2,514	2,514
Repair & Maintenance	3,887	1,473	2,414	4,598	2,946	1,653	17,675	13,077
Repairs & Maint-Vehicles	-	-	-	413	-	413	-	(413)
Small Tools & Minor Equipment	-	1,421	(1,421)	(54)	2,842	(2,895)	17,050	17,104
Training	3,373	435	2,938	3,517	871	2,646	5,225	1,708
Travel	3,777	5,693	(1,916)	6,639	11,386	(4,747)	68,315	61,676
Utilities	1,889	2,148	(259)	3,867	4,295	(428)	25,771	21,904
Close Out Indirect Program	(58,966)	(73,849)	14,883	(117,683)	(147,698)	30,015	(886,188)	(768,505)
Depreciation Expense	5,864	-	5,864	11,727	-	11,727	-	(11,727)
Less Pass-Through Expenses	(10,283)	(7,083)	(3,199)	(20,046)	(14,167)	(5,880)	(85,000)	(64,954)
Total Expenses	458,653	484,025	(25,372)	847,815	968,050	(120,236)	5,808,301	4,960,486
Excess/(Loss on) Revenue	(20,983)	8,704	(29,688)	16,769	17,409	(640)	104,453	87,684

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

	1/31/2017	2/28/2017
Beginning Cash	132,273	8,812
Transfers From Investment	239,000	
Receipts /Deposits	929,575	382,951
	TOTAL CASH AVAILABLE	1,061,848
	MINUS	
Payroll Outlays	140,976	144,463
Transfers Out (Payments to Yakima County Departments)	16,075	20,429
Vouchers Payables Paid	328,985	248,124
Transfer to investment	567,000	198,100
	TOTAL CASH OUTLAY/TRANSFER	1,053,035
	ENDING BALANCE - CASH (Fund 01 only)	8,812
Temporary Investment Fund 01	6,038,747	5,997,847
	TOTAL CASH & CASH EQUIVALENTS- FUND 1 ONLY	6,047,559
	TOTAL CASH & CASH EQUIVALENT- ALL FUNDS	6,047,559
	6,017,494	
MONTHLY EXPENSES BASED ON YEARLY BUDGET divided by 12	507,358	507,358
NUMBER OF MONTHS - OPERATING CASH AVAILABLE Fund 01 only	12	12
NUMBER OF DAYS - OPERATING CASH AVAILABLE	358	356
	BUDGET YEAR	Y2017
BUDGET (ADOPTED ON 10/26/16 MTG)		
OPERATION	5,808,301	
ENHANCED PROGRAM	280,000	
FULL BUDGET	6,088,301	



ENERGIZE YOUR LIFE! EAT HEALTHY-BE ACTIVE

This newsletter is produced by the *Nutrition Education Network of Washington* to enhance communication and coordination among those who educate Washington families about nutrition and food. *Energize Newsletter for Nutrition Educators* shares brief information about programs and materials that support healthful and enjoyable eating.

STAFF

Kathleen Manenica, MS, CN
Executive Editor
Branding & Communication Initiative
WSU SNAP-Ed
253-445-4598
manenica@wsu.edu

Martha Marino, MA, RDN, CD
Writer
206-817-1466
martha_marino@yahoo.com

SUBSCRIPTION INFORMATION

Energize Newsletter for Nutrition Educators can be sent to you electronically each month. There is no charge. To subscribe or unsubscribe, contact Kathleen Manenica, WSU Puyallup, 253-445-4598, e-mail manenica@wsu.edu.

To access past issues, go to
<https://nutrition.wsu.edu/energize-newsletter/>

Energize is a publication of the *Nutrition Education Network of Washington*, whose staff is responsible for its content.



SNAP-Ed

WASHINGTON STATE UNIVERSITY
EXTENSION

USDA is an equal opportunity provider and employer.

This material was funded by USDA's Supplemental Nutrition Assistance Program (SNAP). The Supplemental Nutrition Assistance Program (SNAP) provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet. To find out more, contact: <http://foodhelp.wa.gov> or the Basic Food Program at 1 877 501 2233.

We value your opinions!

Please fill out our short questionnaire.

Please take a few minutes to provide your input. We conduct a survey of our readers biennially to assure the *Energize Newsletter* is meeting both your needs and ours. Because the survey is required by the funder, all recipients need to complete it to continue receiving future issues.

All information is confidential.

To complete this short survey, please click [here](#).

This Month's Focus:

PSE Strategies in Retail Settings

Over the last six years, SNAP-Ed nutrition educators have been directed to use "Policy, Systems, and Environmental Change" (PSE) strategies to help reduce the risk for obesity and other chronic diseases. Also during that time, nutrition educators have expanded where they guide people to better health, beyond classrooms and clinics, to the places where they buy food. At supermarkets, corner stores, food pantries, and other retail settings, partnership relationships are essential to "make the healthy choice, the easy choice." Because the use of PSE in retail is relatively new, some activities are in beginning stages while others have had the benefit of evaluation to know whether the intervention was effective. In this issue of the *Energize Newsletter for Nutrition Educators*, we will explore some promising PSE activities in retail settings here in Washington State, and highlight useful resources created in other states.

PSE Review – About two years ago the *Energize Newsletter* did a three-part series on PSE, which provide useful background reading:

- [PSE Overview](#), October 2014
- [PSE: Environmental Change](#), December 2014
- [PSE: Policy and Systems Change](#), Late Winter 2015

An excellent overview of [PSE in SNAP-Ed programming](#) is provided by the Washington State Department of Health.

Access to Healthier Options at Corner Stores – Building relationships with corner store retailers is crucial before recommending any changes, says Linda Choi of the Tacoma Pierce County Health Department. Six individually owned stores in the Tacoma area have enrolled in a program to make healthy food choices easier for SNAP (Supplemental Nutrition Assistance Program),

formerly known as food stamps) recipients, and WIC (Women, Infants, and Children Nutrition Program) clients. Linda, project lead for the healthy corner store initiative, laid considerable groundwork before approaching the stores. First, a community survey within a one-mile radius of each store helped to identify barriers as well as changes that customers might want. Linda shared the survey's results when establishing relationships with store owners. She adapted a useful tool kit by New York City's Health Department called [How to Adopt a Shop](#). In her view, it is important to build trust, listen to the store owner's needs, show genuine interest, be flexible in offering recommendations, and tailor technical assistance to the unique needs of each retailer. In all six stores, EBT signage is now placed at eye level indicating that EBT is accepted. In three of the stores, some foods have been rearranged to make healthier snacks such as canned tuna and nuts easier to "grab and go." Some retailers are understandably reluctant to rearrange their stock since they make small margins in their businesses. A next step is to meet with neighborhood groups to get their input. (Contact: Linda Choi, Project Lead, Healthy Corner Store Initiative, Tacoma Pierce County Health Department LChoi@TPCHD.org.)



Photo: Laura Garcia

Shelf-Talkers Encourage Nutritious Foods – In Yakima, signage in both English and Spanish encourages supermarket shoppers to opt for healthier beverages and snacks. Laura Garcia of the Yakima Health District shares that in the aisles and near the pop section of the store, shelf-talkers suggest choosing fruits and vegetables. The initiative began in 2016 in Wray's Marketfresh IGA and Fiesta Foods. The signs read "Simple Goodness Made Easy" and direct people to Arizona Nutrition Network's Champions for Change, www.eatwellbewell.org. (Contact: Laura Garcia, Public Health Specialist, Yakima Health District, 509-249-6518, Laura.Garcia@co.yakima.wa.us.)

Receptive Retailer – Dana Bierman with Kitsap Public Health reached out to a local retail chain grocery store and found that the owners were very supportive of healthy eating promotions. She offered to do booth events on nutritious foods, and they set her up in the produce department on Wednesdays (the busiest day because of a 10% off promotion) and the first day

of the month (a high-sales day for SNAP). She suggested making an environmental change by modifying one of the checkout lanes to feature healthy options. Signs read "Enjoy a healthy treat" and nutritious choices are placed right there, such as granola bars and dried fruit. In a survey of 12 grocery store staff, 100% of them noticed the signage and more than 90% had purchased a healthy snack from the display. They also reported that most of the customers liked the changes at that checkout lane. She found that nationally owned chain stores have a more difficult time making environmental changes because corporate headquarters often want a uniform look with product placement. A local retail grocery store could more easily implement environmental changes because, although part of a national chain, stores are owned and managed by local families. There has been positive movement in Bremerton to support people living healthier lives. Dana applauds locally owned stores that are willing to help make the healthy choice, the easy choice. (Contact: Dana Bierman, Healthy Communities Specialist, Chronic Disease Prevention Program, Kitsap Public Health District, 360-728-2206, dana.bierman@kitsappublichealth.org.)



Photo: Dana Bierman

Food Deserts in Washington State – Better access to supermarkets is often given as a reason for healthier diets and reduced risk for obesity, while living in food deserts (neighborhoods that have poor access to supermarkets) are associated with poor diets and higher risk for obesity. Local researchers found that this assumption may not necessarily be true. Brigit Igoe and