



YAKIMA HEALTH DISTRICT

Prevention Is Our Business

BOARD OF HEALTH

Meeting Agenda & Minutes



**October 25, 2017
8:30 am**

Upcoming Board of Health Meetings

December 6, 2017
8:30 a.m.

January 31, 2018
8:30 a.m.



YAKIMA HEALTH DISTRICT

Prevention is Our Business

Board of Health Agenda

Wednesday, October 25, 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.
 - * September 27, 2017 Yakima Health District (YHD) Board of Health minutes
 - * Payment of accounts payable and payroll issued in September 2017 in the amount of \$441,313.25
5. **Board Business:** André Fresco
 - a. 2018 Budget Final
Strategic Goal: *Improved Efficiency and Effectiveness*; **Board Input:** *Decision*
 - b. 2008-02 Fixed Asset Policy/Procedures Amendment (Small and Attractive Items)
Strategic Goal: *Increased Community Partnerships*; **Board Input:** *Board Awareness and Vice Chair Signature*
6. **Financial Report:** Chase Porter (please see pages 12-17)
7. **Motion** to approve the Preliminary Financial Report for the month of September 2017
8. Health Officer: Dr. Chris Spitters
9. Chief Operating Officer: Ryan Ibach
10. Environmental Health: Ryan Ibach
11. Public Health Partnerships: Lilian Bravo
12. Disease Control: Melissa Sixberry
13. Other Business:
14. Adjourn:



YAKIMA HEALTH DISTRICT

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Board of Health Minutes

September 27, 2017, Wednesday

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

PRESENT

Ron Anderson, Commissioner
Rand Elliott, Commissioner
Gail Weaver, Citizen Member, Board Chair
Maureen Adkison, Yakima City Council
Mike Leita, Commissioner

ABSENT

Barbara Harrer, Mayor, Town of Harrah
Jesse Farias, Citizen Member

Yakima Health District (YHD) STAFF

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

GUESTS AND PRESS

Glenda Torres

2. **WELCOME AND INTRODUCTIONS**-Glenda, senior nursing student from Heritage University part of the first co-hort of nursing students.

3. **AUDIENCE PARTICIPATION**-None

4. **CONSENT AGENDA: MOTION**

MOTION: Gail Weaver asked the Board members to approve the September 27, 2017 Yakima Health District Consent Agenda	FIRST: Ron Anderson SECOND: Rand Elliott <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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The following items were adopted upon approval of the consent agenda:

- August 30, 2017 Yakima Health District Board of Health Minutes
- Approval of accounts payable and payroll issued in August 2017 in the amount of \$443,989.61



YAKIMA HEALTH DISTRICT

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

- **State Audit of Yakima Health District**

The September 11, 2017 State Auditor exit interview was successful with no material findings. Next year's audit will be a one year financial audit (reviewing 2017 financials) and a two-year audit of compliance (reviewing 2016 and 2017 compliance). The 9/11/17 audit was a federal audit reviewing financials focused on the BCCHP federal grant.

[Gail congratulated Chase and the staff for maintaining a partnership with the auditors who felt welcomed by YHD].

- **2018 Proposed YHD Budget**

Andre highlighted two key components of the 2018 Proposed YHD Budget.

1. **Operating Budget**-this includes the operating costs to run the YHD organization.
2. **Public Health Enhancement Budget**-this includes potential investments in projects which the Board of Health members have expressed interest in.

As proposed, the Board of Health would be adopting a full budget of \$6 million, comprised of an operating budget of \$5.7 million and an enhanced budget of \$300K.

[Andre extended invitation for questions and comments from the Board of Health members]

[Mike Leita sought clarification regarding the enhanced budget and how the \$300K will be approved by the BOH. Q: Will the board approve the \$300K all at once or per project at the time of implementation?]

[Andre clarified that the BOH would approve the \$300K in full; in addition to the operational budget that would allow YHD flexibility to move quickly on the Public Health Enhancement Budget projects and those that might emerge, if necessary without having to wait for amendment or the next BOH meeting. The YHD intent is to keep the BOH up to date.]

[Gail clarified that YHD would not be required to bring each project before the BOH for approval once the BOH approves the \$300K, YHD may use the \$300K for the projects at YHD discretion and YHD will provide reports to the BOH on how the \$300K is funding each project.]

[Mike Leita communicated interest in seeing majority of the \$300K monies for the near term projects, a lesser amount for long term projects and a smaller amount for planning projects and sought clarification on the priorities in using the \$300K.]



YAKIMA HEALTH DISTRICT

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- **Dr. Spitters' role as Health Officer**

Effective January 1, 2018, Dr. Spitters will no longer work as the YHD Health Officer. To support balance in Dr. Spitters' professional and personal life, Dr. Spitters is making modifications to how he spends his time. Dr. Spitters will continue to support the agency with recruitment, orientation and overall transition of the next Health Officer. Dr. Spitters has enjoyed serving in the Health Officer role capacity and his time with the Yakima Health District.

[Gail complimented Dr. Spitters on his service and support to the Yakima Health District and for offering to help YHD find another Health Officer.]

[Andre thanked Dr. Spitters for support and commended Dr. Spitters for his contributions and national expertise on TB; which is a resource that the Yakima Health District will continue to benefit from.]

6. BUDGET REPORT: Chase Porter

August 2017 Budget Summary

For the month of August, the Yakima Health District (YHD) had an excess revenue of about \$38K bringing our total for the year up to \$218K. YHD's revenue is under budget due to a couple of reasons; we are about \$137k under budget in PHEPR due to the YHD not spending as much in that program as anticipated and the Medicaid Admin Match is less than expected (YHD is awaiting about \$30K from Medicaid Admin). Our state revenue is down by about \$17K due to the solid waste program. Since the state capital budget did not pass, YHD has decreased services in the solid waste program. We will continue to see the revenue in that program come in under budget because the funds are not available to YHD. Our fees and permits are increasing due to the food program. September billing went out to all the schools who must renew their license and receive a semi-annual YHD food inspection. EH has also been licensing unlicensed food trucks throughout the summer. The Developmental Disabilities Program revenue has underperformed due to less than expected promotional/advertising and vendor expenses. Payroll expense is down compared to budget due to a nurse position that is not yet filled and PHEPR position, that is also not yet filled. We are seeing savings in the Health Officer role, in the amount of about \$16K. Other savings are in the PHEPR and BCCHP provider services. The EH team is saving in fuel costs of about \$7K by implementing the time management improvements that was presented in the "Putting Strategy into Practice" EH County and Health Rankings PowerPoint May 31, 2017.

August 2017 Revenue and Expenditures

- Annual budgeted revenues and expenditures are \$5.9M and \$5.8M, respectively.
- August year-to-date budgeted revenue and expenditures are both \$3.9M.
- August year-to-date actual revenue and expenditures are \$3.7M and \$3.4M, respectively.



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7. MOTION: Mike Leita moved to approve the preliminary financial report for the month of August 2017.	FIRST: Gail Weaver SECOND: 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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- **Cash Flow Report-** The Yakima Health District anticipates receiving \$138,900 from Foundational Public Health Services (FPHS) at the beginning of October. The contract period for those funds is a fiscal contract period of July 1, 2017 thru June 30, 2018. The Yakima Health District's reporting period is calendar, spanning Jan 1, 2017 thru December 30, 2017. 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 2017, the organization plans on using those funds in the beginning half of 2018. Chase communicated with Amy Ferris, the CFO at DOH and our state auditors regarding this overlap in timing. He communicated that Yakima Health District is not expecting to use the (FPHS Contract Period 1) funds until 2018. DOH and the state auditors verified, it will be ok to wait and use the (FPHS Contract Period 1) funds of \$139K in calendar yearend 2018. However, because the funds are measurable and available, the organization will have to record the revenue in 2017. The same amount that is proposed in the 2018 budget will be for (FPHS Contract Period 2). Essentially, the Yakima Health District is receiving money in 2017 that will not be used until 2018. Then again, YHD will receive money in 2018 that will not be used until 2019. Due to the timing discrepancy, 2018's budget will appear that the Yakima Health District will have a deficit of \$139K even though YHD will have the money in savings and will be able to take that money from savings and allocate it towards operations. The YHD wants to early and often mention this timeline to the BOH.

[Andre expressed appreciation for the state allowing the YHD to receive the money all at once rather than incrementally, but the \$138,900 lump sum has created this explained and unforeseen circumstance].

8. **HEALTH OFFICER:** Dr. Spitters

- **State Department of Health final report on the investigation of Neural Tube Defects, Anencephaly, Spina Bifida**

The investigative work concluded about a year ago where the state wrote a report, but competing work prevented finalization. That report has now been released on the [Department of Health](#) (DOH) website. A news article in the [Yakima Herald Republic](#) also covered the topic last week.



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Concern was initially raised when a maternity, labor and delivery nurse noticed the second or third baby being born with a neural tube defect, spanning a short period of time, whereas this had been very rare in her setting before. DOH discovered that during the period spanning 2010-2016 about 45 cases of anencephaly were identified in the three-county area including Yakima, Benton and Franklin Counties. The peak year was about 2012-2013 with 9 cases per year (among approximately 8,000 births), a rate roughly four times what is expected based on nationally reported information. The comparison raised concern and launched an investigation that included multiple components. There was no single identifying factor that the investigation could identify to explain the observed increase in incidence of anencephaly. Investigated variables of cause included nitrates in drinking water, pesticide exposure through agriculture or home use, radiation from Hanford, Fukushima, proximity to agriculture, occupation, intake of pre-natal vitamins, intake of folic acid, other medications, drinking water sources, home use of pesticides. Although folic acid intake was not causally linked to the increase in cases, pregnant women both with and without anencephalic births have lower folic acid use than do pregnant women statewide. Anencephaly and spina Bifida are multi-factorial (diet, genetics, environment) but no single factor was identified.

DOH, with guidance from the Anencephaly Advisory Committee suspended the active investigation. DOH is continuing enhanced surveillance through active efforts to identify cases by periodically calling birth facilities. This will continue through January 2018. Most of the focus going forward is on outreach and education of healthcare providers and women of child bearing age about the benefits of using folic acid and pre-natal vitamins. Effort is also going into increasing awareness that Medicaid covers prenatal vitamins for women of child-bearing age. Lastly, corn masa flour is now being supplemented with folic acid, just as wheat flour has been supplemented for many years.

9. CHIEF OPERATING OFFICER: Ryan Ibach

- **Budget Hearing**

Next week the Yakima Health District (YHD) will put a Public Hearing Notification in the Yakima Herald Republic, the YHD website, and front desk reflecting the YHD 2018 Proposed Budget.

- **Contract Negotiations**

In two weeks, the Yakima Health District will begin contract negotiations with all three unions.

- **Environmental Health (EH) Director Recruitment Update**

The Yakima Health District hired a new EH Director. Holly Myers is from the Kittitas County Health Department. She has been an EH supervisor in Kittitas County since 2013. With a passion for environmental and public health. She is the Solid Waste Committee Chair for the statewide EH Directors and secretary for the EH Director Executive Committee. Holly was the 2015 Environmental Health Director of year and will join the YHD on November 1, 2017.



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10. ENVIRONMENTAL HEALTH: Ryan Ibach

- **Food Vendor Inspections**

The Environmental Health inspectors have been frequenting the Central Washington State fair to regulate the 62 food vendors/concessions. Once the fair ends, the YHD will begin inspecting school kitchens. There are 97 schools which the YHD inspects twice a year, once in the fall and once in the spring.

- **Failing Septic System** (16th and Fruitvale) a trailer park in the city of Yakima has had surfacing sewage. The YHD has been working with Code Enforcement with the City of Yakima. Code Enforcement and YHD staff went out last week to communicate that non-compliance and refusal to break ground to connect to city sewer by Friday September 29, 2017 will yield a consequence. Resident eviction will be mandatory. The trailer park broke ground last week and began steps to hook to the city sewer, and until complete will pump the septic tank three time a week. This has been an ongoing challenge that is finally near resolve.

11. PUBLIC HEALTH PARTNERSHIPS: Lilian Bravo

- **Communications Update**

- 1) **Press Release**

Wildfire smoke communications went out to three media outlets in English and Spanish on the wildfire smoke's health effects

- 2) **Radio Interview-KDNA by Lilian Bravo (Spanish)**

Wildfire smoke

- 3) **Informal Communications to the School Districts and the City Mayors and Clerks**

Wildfire smoke resource communications through advisories that the YHD received from the DOH related to air quality and safe activities around recess and after school programs/sports circulated.

- 4) **International Overdose Awareness Event (August 24, 2017)-Yakima Herald Republic Interview by Melissa Sixberry and Emily Contreras.**

Included a great story about the Naloxone distribution in the County

- **BCCHP**-the Yakima Health District is working with the Community Health of Central Washington to increase colorectal cancer screening and YHD is providing the technical assistance and resources to support their efforts. Their priority population is those that are over 50 years of age and Spanish speaking among the three clinics that the CHCH is operating within.



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- **Snap Ed Program**- the YHD is working in partnership with Fiesta Foods to offer healthy food demonstrations this week at the grocery store. Fiesta foods is working with customers to offer healthy demonstrations with information on the health benefits of certain food choices.

12. DISEASE CONTROL: Melissa Sixberry

- **CDC Annual Survey for STD's**

The State of Washington average was 566/100K. Yakima County figures come in at 820/100K. STD's are an issue in our County so this number is not unexpected. For 2017, the Yakima County is at zero change each month.

- **DOH Work Group**

Melissa is part of a work group that works to find a way to help control STD numbers. There was a conference call on Monday 9/25/17 and there will be another one in November.

- **HIV**

Last month YHD reported that Yakima County was 3-4 times the average for HIV cases. Melissa confirmed with David Miller that no new cases have been reported since August 23, 2017.

- **Pertussis**

There have not been any new cases since the last Board of Health Meeting August 30, 2017. Our final and current number is 69 cases.

13. OTHER BUSINESS-None

14. **MOTION:** Gail Weaver, BOH Chair motion to adjourn the meeting at 10:00am

FIRST: Ron Anderson
SECOND: Rand Elliott
 Approved
 Declined
 Amend

**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
376949 9/15/17	\$113,577.73
377551 9/25/17	\$32.79
377322 9/30/17	\$144,457.23
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 108268	\$140.35
Inter-fund 108248	\$30.00
Inter-fund 108273	\$599.96
Inter-fund 108303	\$1,295.79
Total Claims & Warrants, above	\$274,977.10
Payroll Remittance to Key Bank	
B#108244	\$58,423.84
87665	\$13,045.55
87746	\$132,118.51
87898	\$4,146.84
87903	-\$41,398.59
Total Payroll	\$166,336.15
TOTAL PAYMENTS	\$441,313.25

All of the above are approved for payment in the amount of **\$441,313.25** this 25th day of October, 2017.

**Board of Health Vice Chair Signature
Rand Elliott**

Yakima Health District Policy/Procedure

Number:	2008-02
Title:	Fixed Asset Policy/Procedure
References:	Supersedes all previous fixed asset policies
Effective Date:	10/25/2017
Approved:	10/25/2017 – Yakima County Board of Health

4.0 Other Health District Assets

Other Health District Assets include items that do not meet the test for the fixed assets, but have value to the organization and require safekeeping guidelines.

4.1 Small and Attractive Items.

Small and attractive items are items which have a value less than \$3,000 [and more than \$300] and whose useful life is greater than 1 year. These are items which are easily misplaced or may have potential for unauthorized uses. The following is a list of small and attractive items.

- 1 Cameras
- 2 Cell phones
- 3 Computer printers
- 4 GPS Units
- 5 PDAs, VDIs
- 6 TV, DVD, and tape recorders

4.2 Expense Procedure and Assignment to Employee

Items purchased in this category will be expensed to the appropriate program after proper approvals and assigned to an individual that normally works with that program. The assigned individual is responsible for the safekeeping and maintenance of the item. An asset tag will be attached at the time of purchase and included in the inventory list. Additions, transfers and removals will follow the procedure outlined in section 3.3 of this document, except that the item will not be included in the fixed asset valuation.

4.3 Annual Documentation

A video documentation of assets will be performed each year. The documentation should include pictures of all the listed assets as well as all the small and attractive items. The intent of the video is to capture pictures of all items for insurance purposes and to aid in identification in case of loss. The Finance Office is responsible to ensure that the documentation is conducted annually, and that the tape is stored in a secure location.

Board of Health Vice Chair Signature
Rand Elliott

3.3 Capitalization Policy

All items purchased under the annual budget codes that have a useful life of more than one year, are of a tangible nature and have a value of \$3,000 or more, net cost, not including trade-ins or any taxes, licenses, etc. are fixed assets.

Items of less than \$3,000 are not considered to be fixed assets unless they form an integral and essential part of another piece of equipment or structure considered to be a fixed asset.

A. Classification of Fixed Assets:

- 1) Land and improvements: Purchased land will be carried as a fixed asset at acquired cost. All cost for legal services incidental to the acquisition and other charges incurred in preparing the land for use shall be included in the cost. In order for improvements to be capitalized, the improvement should be considered permanent and should add value or improve the use of the land. Examples of improvements are fences, retaining walls, landscaping, drainage systems, etc.
- 2) Buildings: All buildings will be valued at purchase price or construction cost. Cost should include all charges applicable to the building acquisition including fees for brokers, appraisers, engineering consultants, and architects.
- 3) Equipment and fixtures: All equipment needed for the normal operation of the building (Mechanical systems, appliances, alarm systems, signage, etc.) that may have a different useful life than buildings.
- 4) Office equipment and furniture: including computers, desks, cabinets, and chairs: Furniture whose parts include several items such as pedestals and desktops will be considered as one unit for valuation purposes. Computer monitors will be considered as separate items if not permanently attached to the central processing unit. Each chair is an individual item for valuation purposes.
- 5) Vehicles: All equipment that must be titled by the Washington State Division of Motor Vehicles and bears a license tag. Cars, trucks and trailers are examples.

B. Additions and Modifications to Existing Assets

Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure which is definitely an addition to a fixed asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a capital expenditure and the original acquisition cost adjusted. When modifications, which enhance the performance of an asset, are made, the value of the asset should be adjusted by the difference in cost between the original and the modification. However, if the cost of the original cannot be determined, the asset value cannot be adjusted correctly and the modification will be considered a maintenance and repair expense.



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YAKIMA COUNTY HEALTH DISTRICT

For the month of September 2017

REVIEW OF PRELIMINARY FINANCIAL STATEMENTS

75.00% OF THE BUDGET

Year to date: as of August 2017	Net Income (Loss)	\$ 217,785	
For the Month of September 2017- ACTUALS	Net Income (Loss)	\$ 25,243	
subtotal		\$ 243,028	
prior period adjustment		\$ (0)	
Year to date: as of September 2017	Net Income (Loss)	\$ 243,028	

Budget to Actual comparison- Year to date as of 9/30/2017

	Revenue		Expenditures	
Fiscal Year 2017 Total Adopted Budget	5,912,754		5,808,301	
Allocated Budget YTD	4,434,566		4,356,226	
Budget % to total adopted budget	75.00%		75.00%	
Subtotals Actuals	4,136,076	69.95%	3,801,628	65.45%
Actuals - Pass Thru Programs (Indirect Costs)	0		91,420	1.57%
Total Actuals	4,136,076		3,893,048	
Total actuals % to total adopted budget	69.95%		67.03%	
Actual compared to total adopted budget	(1,776,678)		(1,915,253)	
Actual compared to allocated budget - YTD	(298,490)		(463,177)	
As of September 30, 2017	Actual Revenue is less than budget by this amount		Actual Expenditure is less than budget by this amount	



Yakima Health District
Income Statement
September 2017

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	3 Mo's Remaining
							2017 Budget	3 Mo's Remaining
Revenue								
Public Health Funding	87,707	87,707	0	789,361	789,361	1	1,052,481	263,120
Federal	74,959	61,715	13,244	431,227	555,437	(124,209)	740,582	309,355
State	10,786	14,796	(4,010)	112,379	133,165	(20,786)	177,553	65,174
Yakima County	12,500	12,500	-	112,500	112,500	-	150,000	37,500
Fees, Permits Licensing	106,462	103,111	3,350	962,463	928,003	34,460	1,237,337	274,874
Developmental Disabilities	171,760	209,567	(37,807)	1,654,901	1,886,101	(231,200)	2,514,801	859,900
Investment Income	6,658	3,333	3,325	73,149	30,000	43,149	40,000	(33,149)
Other	-	-	-	95	-	95	-	(95)
Total Revenue	470,832	492,730	(21,898)	4,136,076	4,434,566	(298,490)	5,912,754	1,776,678
Expenses								
Salaries & Wages	150,571	149,069	1,502	1,217,794	1,341,617	(123,823)	1,788,823	571,029
Benefits-Direct	52,486	54,503	(2,018)	451,646	490,530	(38,884)	654,040	202,394
Payroll Expense	203,056	203,572	(516)	1,669,441	1,832,147	(162,707)	2,442,863	773,422
Advertising/Promotional	-	5,719	(5,719)	3,657	51,470	(47,814)	68,627	64,970
BOH Meeting Supplies	34	46	(12)	435	413	22	550	115
Computer Expense	460	-	460	2,325	-	2,325	-	(2,325)
Copies & Printing	2,510	1,814	697	20,772	16,322	4,450	21,763	991
Employee Recognition	-	42	(42)	1,373	375	998	500	(873)
Janitorial Services	3,159	2,512	647	21,989	22,608	(619)	30,144	8,155
Janitorial Supplies	220	167	53	2,203	1,500	703	2,000	(203)
Membership Dues	-	1,301	(1,301)	12,851	11,708	1,143	15,611	2,760
Office Supplies	1,673	815	858	10,424	7,336	3,088	9,781	(643)
Operating Supplies	2,159	1,126	1,034	7,989	10,133	(2,144)	13,511	5,522
Postage	745	653	93	6,535	5,873	663	7,830	1,295
Telephone	1,752	1,795	(44)	16,152	16,159	(7)	21,545	5,393
Professional Services - Accounting	17,084	333	16,751	26,710	3,000	23,710	4,000	(22,710)
Professional Services - County Indirect	1,251	1,251	-	11,261	11,261	-	15,015	3,754
Professional Services - Health Officer	3,570	7,083	(3,513)	44,540	63,750	(19,210)	85,000	40,460
Professional Services - Legal	1,139	1,427	(288)	10,691	12,840	(2,149)	17,120	6,429
Professional Services - Technology	13,010	13,010	0	117,092	117,092	1	156,122	39,030
Professional Services - Other	84,592	91,371	(6,779)	736,174	822,338	(86,164)	1,096,451	360,277
Provider Serv-Medical (Fed)	17,899	18,321	(421)	139,662	164,886	(25,224)	219,848	80,186
Provider Serv-Medical (State)	-	-	-	-	-	-	-	-
Provider Servs - Other	158,317	188,672	(30,354)	1,531,909	1,698,045	(166,136)	2,264,060	732,151
Contracted Services	374	2,104	(1,729)	14,561	18,933	(4,372)	25,244	10,683
Temp Worker	-	417	(417)	1,741	3,750	(2,009)	5,000	3,259
Client's Related Expenses	-	42	(42)	-	375	(375)	500	500
Interpreting Services	-	38	(38)	-	338	(338)	450	450
Laboratory & Pharmacy Supplies	-	271	(271)	3,124	2,438	687	3,250	126
Bank Fees	-	50	(50)	258	450	(192)	600	342
Fuel	894	1,717	(824)	7,465	15,454	(7,989)	20,605	13,140



**Yakima Health District
Income Statement
September 2017**

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	3 Mo's Remaining
Expenses (Cont.)								
Insurance	3,367	3,165	202	28,684	28,482	202	37,976	9,292
Miscellaneous	99	-	99	1,121	-	1,121	-	(1,121)
Operating Rental & Leases	6,535	4,748	1,787	49,797	42,730	7,067	56,973	7,176
Rent Storage	391	210	182	391	1,886	(1,494)	2,514	2,123
Repair & Maintenance	493	1,473	(979)	11,656	13,256	(1,600)	17,675	6,019
Small Tools & Minor Equipment	-	1,421	(1,421)	3,310	12,788	(9,478)	17,050	13,740
Training	560	435	125	7,076	3,919	3,157	5,225	(1,851)
Travel	3,574	5,693	(2,119)	44,490	51,236	(6,746)	68,315	23,825
Utilities	1,958	2,148	(190)	16,715	19,328	(2,613)	25,771	9,056
Close Out Indirect Program	(81,353)	(73,849)	(7,504)	(677,575)	(664,641)	(12,934)	(886,188)	(208,613)
Depreciation Expense	5,026	-	5,026	53,044	-	53,044	-	(53,044)
Less Pass-Through Expenses	(8,958)	(7,083)	(1,875)	(66,996)	(63,750)	(3,246)	(85,000)	(18,005)
Total Expenses	445,589	484,025	(38,436)	3,893,048	4,356,226	(463,177)	5,808,301	1,915,253
Excess/(Loss on) Revenue	25,243	8,704	16,538	243,028	78,340	164,688	104,453	(138,575)

YAKIMA HEALTH DISTRICT

Preliminary Monthly Financial Summary by Program for September 2017

Budget YTD Percentage

75.00%

Yrly Budget Rev

5,912,754

Yrly budget Exp

5,808,301

Original

69.95% 65.45%

75.00%

75.00%

		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			320				2,816		(1,106)	1,106		1,710				
100	Administrator & Health Officer	6,658	0	6,658	73,149	(0)	73,149		30,000	15	29,985	43,164	250,219	245,160	(5,059)	Treasurer's Investment pool allocated unrealized gain/loss.	
110	Information Systems	-	0	(0)	-	(0)	0		-	1	(1)	1	35,510	21,132	(14,378)	Implentation of Accela	
113	Strategic Planning and Partnership	10,579	6,763	3,816	97,050	92,395	4,655	95,213	109,928	(14,715)	19,370						
120	Community Health Administration	-	-	-	-	(0)	0		-	4	(4)	4	18,732	49,392	30,660	Director expenses to direct programs	
130	Building, Fixtures						0		-	(42,769)	42,769	(42,769)	45,438	53,919	8,481		
150	EH Administration	-	-	-	-	-	-		-	(13)	13	(13)	72,849	109,179	36,330	EH Admin Unfilled	
160	Business Management								-	(14)	14		(14)	241,085	182,768	(58,317)	Increased FTE/Auditing Expenses
161	Assets Replacement/PERS 1	7,853	7,807	46	17,123	17,123	-		-	19,751	(19,751)	19,751					
170	Personnel								-	2	(2)	1	13,743	3,105	(10,638)	Increased FTE	
171	Agency Training	367	-	367	9,025	8,366	659	3,305	3,812	(507)	1,166						
172	HR Legal/Sound Employment	(1,790)	3,030	(4,820)	33,867	29,728	4,139	54,572	63,012	(8,441)	12,579				Reduced HR Fee		
221	SNAP ED	8,153	10,101	(1,948)	15,173	19,165	(3,992)	#	30,412	30,414	(2)	(3,990)				Indirect cost partially reimbursed	
225	Child Death Review	591	84	507	5,321	513	4,808	5,321	6,140	(819)	5,627						
290	Medicaid Admin Match- YHD	30,438	5,794	24,644	45,446	13,973	31,474	53,845	24,899	28,946	2,527						
309	Medical Records	596	581	15	5,657	3,462	2,195	5,395	6,227	(833)	3,028						
320	DOHCC - Immunizations	-	1,418	(1,418)	15,061	18,230	(3,169)	#	9,750	9,743	8	(3,176)				Indirect cost partially reimbursed. Met Grant limit, new exp in 2018.	
321	DOHCC-Prenatal Hep B	663	176	487	27,267	22,338	4,928	14,417	15,336	(920)	5,848						
325	State Vaccine Monitoring	1,381	1,381	-	15,060	15,675	(615)	25,781	25,787	(6)	(609)						
329	PPHF Vtrends IIS Interface	-	-	-	700	700	-	-	-	-	-						
331	STD - DOH staff	863	863	-	6,677	6,677	-	5,661	5,663	(2)	2						
332	STD- Yakima	16,839	14,496	2,343	148,526	119,155	29,371	151,697	175,130	(23,434)	52,805				Emp Salary down due to missing FTE's.		
349	Tuberculosis Program	25,294	13,771	11,523	192,204	172,457	19,748	186,860	195,530	(8,670)	28,418						
352	Adult Viral Hepatitis	4,066	4,265	(200)	39,082	37,510	1,572	31,919	34,968	(3,049)	4,621						
390	Other Comm Diseases	29,719	37,245	(7,526)	258,155	260,918	(2,763)	267,476	308,834	(41,359)	38,596				Emp Salary down due to missing FTE's.		
430	Colon Screening	1,742	1,590	152	15,562	14,108	1,454	16,841	17,042	(201)	1,655						
431	Breast/Cervical Cancer-Direct Services/Operation	22,757	22,757	-	235,637	239,636	(3,999)	#	255,863	240,863	14,999	(18,998)				A budgeted gain is driving the underperformance.	
432	Komen Funding	-	-	-	3,560	3,560	-	4,797	4,800	(3)	3						
441	BCHP-Region: Mgmt. Costs	15,387	16,177	(790)	110,436	83,200	27,235	115,806	139,817	(24,011)	51,246				A budgeted deficit is driving the overage.		
520	Drinking Water	1,050	3,370	(2,320)	18,350	24,953	(6,603)	#	14,385	9,513	4,872	(11,475)				FTE hours more than expected due to unfunded assistance	
522	Water Quality- Sanitary Survey	11,814	7,039	4,776	15,264	21,189	(5,925)	#	11,100	6,891	4,209	(10,134)				Increased FTE hours to cross train in the program.	
529	Water Quality/Nitrate Survey	-	-	-	-	-	-	-	-	-	-						
523	DOE Well Drilling Inspections	-	893	(893)	2,700	4,160	(1,460)	#	18,506	12,431	6,076	(7,536)				FTE hours less than expected. Waiting on 2nd Qtr billing which is ~\$5K.	
530	Solid Waste Permits/Tonnage	400	2,974	(2,574)	30,286	43,098	(12,812)	#	46,110	41,919	4,191	(17,003)				Tonnage Rev less than expected. Indirect cost partially reimbursed.	
531	Solid Waste Nuisances	2,300	203	2,097	27,340	12,495	14,844	47,933	43,140	4,793	10,052						
532	Solid Waste Facilities	2,300	106	2,194	21,560	2,869	18,691	25,800	23,099	2,701	15,991						
533	Bio-Solids	-	136	(136)	7,553	1,943	5,610	5,790	4,117	1,673	3,936						
534	Proper Syringes Program Outreach	-	898	(898)	2,647	6,859	(4,212)		2,700	1,393	1,307	(5,519)				Increased FTE for Naloxone	
540	OSS & Land Develop	33,455	29,622	3,833	263,722	242,735	20,987	214,981	195,779	19,202	1,785						

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 September 2017

Budget YTD Percentage 75.00%

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	
550	Vector	746	1,308	(562)	6,717	6,987	(270)	6,716	7,760	(1,043)	773					
560	Food Inspections	31,201	26,600	4,601	300,099	264,352	35,747	284,122	274,663	9,459	26,288					
561	Food Education	2,206	5,105	(2,899)	56,775	28,816	27,959	60,319	69,947	(9,628)	37,587					
562	School Food Program	461	581	(120)	17,365	7,344	10,021	15,225	11,355	3,870	6,151					
563	Itinerant Food Program	6,156	4,662	1,494	29,936	21,229	8,707	25,358	26,588	(1,230)	9,937					
580	Water Recreation & Camps	597	4,433	(3,836)	39,281	42,275	(2,994)	#	43,238	40,933	2,306	(5,300)			Invoicing timing	
680	Developmental Disability	171,760	172,522	(762)	1,654,901	1,651,657	3,244	1,886,101	1,888,583	(2,482)	5,726					
710	Vital Records	14,521	16,075	(1,554)	162,979	139,988	22,992	162,000	108,476	53,525	(30,533)				FTE Hours higher than expected	
790	Epidemiology	5,772	5,042	729	64,022	60,719	3,303	51,947	59,978	(8,031)	11,334					
794	PHEPR-Bio Terrorism	3,214	3,214	-	38,350	38,350	-	140,815	143,369	(2,554)	2,554					
811	Assessment	721	170	551	6,493	723	5,770	6,493	7,500	(1,007)	6,778				Indirect allocation loss due to expenses being down in direct programs	
888	Indirect Cost Rate Allocation			(12,657)			(93,657)			-	(93,657)					
999	Printers & Copiers			-			(579)		-	(15,020)	15,020	(15,599)				
GRAND TOTAL		470,832	433,253	25,243	4,136,076	3,801,628	243,028	4,434,566	4,356,226	78,340	164,688					

TOTALS BY DEPARTMENT

Personal Health Program	39,183	15,979	23,204	65,940	33,650	32,290	89,577	61,452	28,125	4,165	
Breast & Colon Program	39,887	40,524	(638)	365,194	340,504	24,691	393,307	402,522	(9,215)	33,906	
Adult Hepatitis Program	4,066	4,265	(200)	39,082	37,510	1,572	31,919	34,968	(3,049)	4,621	
Communicable Disease Prog	81,848	75,143	6,705	739,823	681,054	58,769	725,476	809,729	(84,254)	143,022	
Environ. Health Program	95,900	91,143	4,757	877,943	769,654	108,289	963,097	912,881	50,216	58,073	
Developmental Disability Program	171,760	172,522	(762)	1,654,901	1,651,657	3,244	1,886,101	1,888,583	(2,482)	5,726	
Admin & Support	17,237	6,763	10,474	170,199	92,395	77,804	125,213	67,166	58,046	19,758	
Internal Serv- Vehicles/Copiers			320			2,237		-	(16,127)	16,127	(13,889)
Indirect cost Rate Allocation			(12,657)			(93,657)	#	-	-	-	(93,657)
Vital Records	14,521	16,075	(1,554)	162,979	139,988	22,992	162,000	108,476	53,525	(30,533)	
Assets replacements/PERS1	7,853	7,807	46	17,123	17,123	-	-	19,751	(19,751)	19,751	
Agency Trg/HR Legal	(1,423)	3,030	(4,453)	42,892	38,094	4,798	57,877	66,824	(8,948)	13,745	
	470,832	433,253	25,243	4,136,076	3,801,628	243,028	4,434,566	4,356,226	78,340	164,688	

Reconciliation to Income Statement

Activities of Pass-Through & Indirect Programs

111 YHD Vehicles	(320)	(2,816)
888 Indirect Costs Programs	12,657	93,657
999 Printing/Copiers	-	579
	12,337	91,420
Reconciliation to Income Statement	445,589	3,893,048

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
Beginning Cash	132,273	8,812	19,647	3,944	22,552	18,430	8,543	17,770	8,991
Transfers From Investment		239,000	204,732	311,000	279,179	396,400	243,995	299,000	315,671
Receipts /Deposits	929,575	382,951	371,031	417,430	443,631	403,854	909,746	399,211	339,777
TOTAL CASH AVAILABLE	1,061,848	630,763	595,409	732,374	745,362	818,684	1,162,284	715,981	664,439
MINUS									
Payroll Outlays	140,976	144,463	144,308	142,197	147,975	162,611	154,368	151,740	166,336
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
Vouchers Payables Paid	328,985	248,124	317,315	327,847	253,496	260,774	307,948	275,834	258,068
Transfer to investment	567,000	198,100	111,800	222,300	309,000	360,160	664,193	263,000	189,700
TOTAL CASH OUTLAY/TRANSFER	1,053,035	611,117	591,465	709,822	726,932	810,141	1,144,514	706,990	631,013
ENDING BALANCE - CASH (Fund 01 only)	8,812	19,647	3,944	22,552	18,430	8,543	17,770	8,991	33,425
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
TOTAL CASH & CASH EQUIVALENTS- FUND 1 ONLY	6,047,559	6,017,494	5,908,859	5,838,767	5,864,466	5,818,339	6,247,764	6,202,985	6,101,448
TOTAL CASH & CASH EQUIVALENT- ALL FUNDS	6,047,559	6,017,494	5,908,859	5,838,767	5,864,466	5,818,339	6,247,764	6,202,985	6,101,448

MONTHLY EXPENSES BASED ON YEARLY BUDGET divided by 12

NUMBER OF MONTHS - OPERATING CASH AVAILABLE Fund 01 only

NUMBER OF DAYS - OPERATING CASH AVAILABLE

507,358	507,358	507,358	507,358	507,358	507,358	507,358	507,358	507,358	507,358
12	12	12	12	12	12	11	12	12	12
358	356	349	345	347	344	369	367	367	361

BUDGET YEAR **Y2017**

BUDGET (ADOPTED ON 10/26/16 MTG)

OPERATION

5,808,301

ENHANCED PROGRAM

280,000

FULL BUDGET

6,088,301