



YAKIMA HEALTH DISTRICT

Prevention Is Our Business

BOARD OF HEALTH

Meeting Agenda & Minutes



**January 31, 2018
8:30 am**

Upcoming Board of Health Meetings

February 28, 2018 8:30 a.m.	March 28, 2018 8:30 a.m.
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YAKIMA HEALTH DISTRICT

Prevention Is Our Business

Board of Health Agenda

Wednesday, January 31, 2018

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.
 - * December 6, 2017 Yakima Health District (YHD) Board of Health minutes
 - * Payment of accounts payable and payroll issued in
 - November 2017 in the amount of \$424,730.87
 - December 2017 in the amount of \$461,484.20
5. **Board Business:** André Fresco
 - a. Update on Enhanced Initiatives (Medication Take-Back, Blue Zones, Kitchen Incubator)
Strategic Goal: *Increased Community Partnerships*; **Board Input:** *Board Awareness*
 - b. State Fair Park Contract for Electrical Engineering Study (please see pages 23-28)
Strategic Goal: *Increased Community Partnerships*; **Board Input:** *Board Review, Chair Signature*
 - c. Update on Health Officer Search
Strategic Goal: *Strengthened Mandated Services*; **Board Input:** *Board Awareness*
6. **Financial Report:** Chase Porter (please see pages 12-22)
7. **Motion:** to approve the Preliminary Financial Report for the month of November 2017
to approve the Preliminary Financial Report for the month of December 2017
8. Health Officer: Dr. Chris Spitters
9. Disease Control: Melissa Sixberry
10. Chief Operating Officer: Ryan Ibach
11. Environmental Health: Holly Myers
12. Public Health Partnerships: Lilian Bravo
13. Other Business:
14. Adjourn



YAKIMA HEALTH DISTRICT

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Board of Health Minutes

December 6, 2017, Wednesday

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

PRESENT

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

ABSENT

Mike Leita, Commissioner

Yakima Health District (YHD) STAFF

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

GUESTS AND PRESS

2. WELCOME AND INTRODUCTIONS-None

3. AUDIENCE PARTICIPATION-None

4. CONSENT AGENDA: MOTION

MOTION: Gail Weaver entertained a motion to approve the December 6, 2017 Yakima Health District Consent Agenda	FIRST: Rand Elliott 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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The following items were adopted upon approval of the consent agenda:

- October 25, 2017 Yakima Health District Board of Health Minutes
- Approval of accounts payable and payroll issued in October 2017 in the amount of \$460,923.01



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

- **Employee Recognition:** Andre recognized,

1. Maureen Adkison, for her service to the Yakima Health District as the board representative for the City of Yakima. Maureen Adkison was presented with a crystal plaque honoring her service.
2. Janice Corbin, for supporting the Yakima Health District through structural changes that have supported the new vision for YHD. Janice Corbin was presented with a personalized leather file holder in gratitude for her service.

- **Resolutions to approve authorized signatories:**

MOTION: Rand Elliott moved to approve signatories for, Authorizing Auditing Officers: Resolution 2017-07 Appointment of Investing Officers: Resolution 2017-08 Checking Accounts and Advanced Travel: Resolution 2017-09	SECOND: Ron Anderson <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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Voucher Certification and Approval

Previously, Orlantha has been gracious to facilitate the receipt of signatures for this document post-meeting. Andre requested a signature from Board of Health Members and YHD signatories during the current meeting which Gail Weaver passed around the room. The document was signed which authorizes and certifies changes to signatories.

- **Enhanced Budget Projects: Blue Zones**

The Health District is a partner with the Memorial Foundation and the Yakima Chamber of Commerce on this project, which seeks to address social determinants of health issues in Yakima. This initial study will assess whether Yakima can be a key investment location for these strategies. The Board supported YHD investing up to 8K in this program. YHD would like to use money from this fiscal year. Gail clarified that the Board previously agreed to support this initiative.

- **Medication Drop-Off Box**

A drop-off box has been installed at the County Sheriff's Office at Zillah Lakes and YHD would like to see drop boxes placed at other locations. YHD intends to partner with Safe Yakima Valley which Lilian will speak to in greater detail. Lilian highlighted how YHD will work with Lupita from Safe Yakima Valley, which plans to put out about five different medication drop boxes within the next two months. The YHD plan for 2018 is to continue to reach out to different interested parties, including law enforcement in smaller cities and local hospitals.



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- **Central Washington State Fair**

YHD is collaborating with federal and state health partners as well as state fair leadership to prepare the Central Washington State Fair for use as an emergency medical site for Central Washington. The State Department of Health approved Yakima to conduct an engineering study to evaluate the feasibility and infrastructure to support electrical demands of a generator being used at the state fair to support the location as a medical site. The state fair already has three buildings that will work well for the project. YHD's role will be to identify and either pay for or transfer existing generators to the state fair building locations. To overcome fiscal deadlines, the state is allowing YHD to transfer state preparedness funds to the 2018 budget to allow the study to move forward. Those funds will be available through June 30, 2018. YHD will now be completing the RFP which will begin in January 2018.

6. BUDGET REPORT: Chase Porter

October 2017 Budget Summary

The YHD had a \$41K monthly gain in excess revenue bringing the yearly excess in revenue to \$284K. Salaries are down due to YHD not having a full time PHEPR or Nurse position. The \$25K overage in accounting is due to two audits. YHD will have a one year financial audit and a two-year compliance audit in 2018.

[Chase clarified that the Developmental Disabilities (DD) program was new to YHD and therefore over budgeted to support annual flexibility, but now that YHD has actual program experience and tracked program expenses, the budget has been cut significantly in this program.]

[Lilian communicated that changes to the Developmental Disabilities program involve quality improvements around the hours worked in the program, to ensure that whomever can work, has the opportunity to do so and be supported by the vendors. Other activities include improving time management among DD staff and supporting the clients. Variations in the budget due to when a client is onboarded to the program might not always reflect in the end-year annual if a transition occurs.]

[Andre clarified that previous inquiry about DD advertising dollars is better defined as education and promotion. An investment of time by Community Health Specialists next year will support the use of the "advertising" funds to help clients understand the services that are available to them through education on the value of the program to residents that might not yet be aware of the availability of the program.]

October 2017 Revenue and Expenditures

- Annual budgeted revenues and expenditures are \$5.9M and \$5.8M, respectively.
- October year-to-date budgeted revenue and expenditures are \$4.9M and \$4.8M, respectively.
- October year-to-date actual revenue and expenditures are \$4.6M and \$4.3M, respectively.



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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).

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.

<p>7. MOTION: Gail Weaver entertained a motion to approve the preliminary financial report for the month of October 2017.</p>	<p>FIRST: Ron Anderson SECOND: Maureen Adkison <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i></p>
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8. **HEALTH OFFICER:** Dr. Spitters

- **Statewide Occurrences**-TB cases have been low.

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

- **Contract Negotiations**

YHD has a tentative agreement with all three unions and has worked to support negotiations that help employees feel appreciated and want to work at YHD. Union contracts, for all 3 unions, have gone from a two-year contract to a three contract and similar language has been added to all three contracts. YHD will be advertising for a Public Health Nurse to replace Denny Flodin-Hursh who is retiring at the end of December.

- **Virtual Platform**

About 50% of the YHD team have virtual devices which will support field work. The next phase of our efforts will involve the adoption of equipment that will allow YHD to move away from paper copies. The remaining YHD staff, who will be using virtual devices, will be receiving them soon.

10. **ENVIRONMENTAL HEALTH:** Holly Myers

- **Food and Drug Administration Retail Food Grants**

The Yakima Health District (YHD) was awarded three grants. The approval emails reflect \$23,191 to meet the Food and Drug Administration food standards which includes equipment and



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training. Funds are available January 1, 2018- December 31, 2018. YHD has a plan for the spending allocation to make the most of the assets. The Food and Drug Administration Standards Program is a good precursor for the processes and inspection standards to support risk control across inspection types.

- **Registered Sanitarians**

Team EH added three new registered sanitarians. Shawn Magee, Riley Moore, and Alison Towsley are all certified and passed their exam in November 2017.

[Janice clarified that the caliber of employee that Team EH is comprised of, is reflected through staff who completed their test within one year, a timeline that is normally longer and up to two years.]

- **Yakima County Permit Servicing Program**

Yakima County Water Resource System (YCWRSS) has a new water well exempt program that YHD will assist with by requiring community members to submit well logs and proof of acceptable bacteria and nitrate levels for approval prior to application for a building permit with the County. YHD will process the application and fees for the determination, conduct review of the submitted documents and send approval to county divisions responsible for receiving building permit applications/fees. YHD is responsible only for determination of ‘adequate and potable’ verification.

[Andre communicated, that with Holly and her background working in Kittitas County, YHD can offer a partnership.]

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

11. DISEASE CONTROL: Melissa Sixberry

- **Legionella**

There was a reported legionella case where Melissa and Holly have worked together to identify an exposure place. Holly and Riley have gone out to a local facility to do some water testing.

Exposure to legionella is usually due to standing water around tubs and pools. The results should be back by the end of the week. YHD can't confirm with positive results that the tested area is where the patient got legionella. If the legionella test results are positive, YHD would go out to the site and provide education and share protocols for sanitizing the site's pools and hot tubs.



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- **Wound Botulism Case**

This case is most likely associated with IV drug use involving black tar heroin. The patient has been on a ventilator and YHD worked with the state to get the anti-toxin sent over by flight where the physician picked it up at the airport.

- **Salmonella**

DOH put out a report on 18 cases of salmonella, an outbreak in Washington State that is associated with Kroger, Fred Meyer and Rosauers involving fresh fruit including melons and cantaloupe. There is currently one case in Yakima County from fresh fruit eaten from Rosauers.

- **Zika Case among Pregnant**

A new case involving a pregnant woman from Mexico at the end of October 2017 who is due on Friday. The CDC did confirm the patient is positive for Zika virus which could result in microcephaly found in the infant. There were 21 cases of babies born to moms with Zika, three of which were found to have microcephaly. The cases are put in a registry where DOH follows the long-term effects of Zika on the baby. YHD worked with Virginia Mason and to get testing on the baby that is due Friday.

- **Influenza and RSV**

Influenza has not peaked but RSV recently increased this last week. Flu typically peaks the end of December-January. What we are currently seeing now is Influenza A

[Dr. Spitters spoke about the national dialogue on low efficacy of this years' flu vaccine which has occurred in prior years. The vaccine is described as a quintessential poor vaccine, but worth taking nevertheless. The east coast tends to lead the way on flu. Flu illness and hospitalization is higher in their area.]

12. PUBLIC HEALTH PARTNERSHIPS: Lilian Bravo

- **Interviews**

Melissa Sixberry conducted an interview with the Yakima Herald Republic about World Aids Day Friday 12/1/17 and the article was on the frontpage Saturday. Melissa spoke to the need to promote the World Aids Day event in Yakima and further promoted some of the YHD services.

- **Facebook and Twitter**

The Yakima Health District (YHD) social media pages are up which is giving YHD a good opportunity to connect with our partners to know what our partners are up to in the community and to make the community aware of YHD education on safe food handling or reminders to get



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influenza shots. This tool is helpful for our communications now and in the future which YHD will continue to work on.

- **BCCHP**

The Yakima Health District is piloting a new enrollment system involving the Union Gospel mission. YHD is enrolling more clients in a shorter amount of time so that our wait list can be decreased. This process change is allowing YHD to see more patients than in prior months which is good for the patients. YHD will offer the enrollment to four other clinics.

- **Developmental Disabilities Program**

Ryan and Lilian have been talking about ways to involve the Community Health Specialist role more in the Developmental Disabilities Program to increase education and resources for people at the schools so that family members can better understand the services that are available to them. YHD is also working more closely with schools to identify students with developmental disabilities who might be graduating so they can be enrolled in the program right away vs. post-graduation. Pre-grad enrollment is a smoother transition for the student. The advertising dollars discussed earlier will be used.

13. OTHER BUSINESS- Janice Corbin-Pay-for-Performance Program

During contract negotiations, YHD shrunk salary schedules from 20 steps to 10 steps. YHD began with the executives' salary schedules, then changed two of the union salary schedules to replace the, "would be" steps beyond 10 to "Pay-for-Performance". The Pay-for-Performance will roll out in January 2018 and requires employees to meet core competencies and goals that are accomplished throughout the year which tie with the overarching organizational goals (increase efficiencies, deliver mandated services and build partnerships). The goals which would be set between the employee and their supervisor can be internal and personal like building a new skill set with technology or an external goal like building a partnership. If the goal is satisfied then the employee would qualify for a "pay for performance" raise. YHD is embracing this equitable approach vs. managing raises based on entitlement due to seniority.

- **Executive Director Evaluation**

Andre's Annual Evaluation has come around again which will be managed differently this year. The executive team will evaluate Andre through survey monkey to allow for anonymous input. This input will be given to Board of Health members. There will be 12-15 questions with a narrative which will be tied to annual goals and will allow input on what is wanted to be seen done in the following year.

- **Phone Stipend**

The memo was for approval of a \$100/month stipend spanning the 2017 year for Andre that is being brought before the board.



YAKIMA HEALTH DISTRICT

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14. MOTION: Rand Elliott moved to approve the 2017 Annual phone stipend for Andre Fresco, the YHD Executive Director

SECOND: Ron Anderson
 Approved
 Declined
 Amend

[Barbara sought clarity around whether a policy existed]. The Auditors required the town of Harrah to develop a policy on how to reimburse of use of personal phones.

[Janice clarified that YHD has modeled a policy from our collective bargaining agreement. Janice will supply YHD management with the policy as a final deliverable.]

[Ryan is working to provide YHD cell phones to employees through a vendor]

[Andre communicated that in the past we had not been able to secure the contracts that were favorable of payment. Purchasing phones was expensive for YHD but we did that in the absence of a contract.]

[The Board communicated support for a phone stipend and advocated non-use of a personal device as the entire device and all its contents are considered a public record. The board recommends a phone from the County that is paid for using the stipend funds. Rand Elliott stated that the County adopted an archival program to comply with public records requests. YHD will revisit public record compliance.]

15. MOTION: Gail Weaver, BOH Chair entertained a motion to adjourn the meeting at 9:34am

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
378664 11/15/17	\$126,021.68
379043 11/30/17	\$125,203.02
379337 11/30/17	\$52.95
379634 11/30/17	\$3.01
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 108766	\$60.00
Inter-fund 108806	\$112.97
Inter-fund 108893	\$1,293.20
Inter-fund 108982	\$488.61
Total Claims & Warrants, above	\$268,078.69
Payroll Remittance to Key Bank B#108769	\$57,713.59
88360	\$142,083.02
88526	-\$2,152.26
88539	-\$40,992.17
Total Payroll	\$156,652.18
TOTAL PAYMENTS	\$424,730.87

All of the above are approved for payment in the amount of **\$424,730.87** this 31st day of January, 2018.

Board of Health Chair

**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
379380 12/7/17	-\$66.00
379551 12/15/17	\$93,537.89
379923 12/29/17	\$181,339.47
380266 12/31/17	11.72
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 109020	\$159.99
Inter-fund 109094	\$1,320.37
Inter-fund 109039	\$30.00
Inter-fund 109282	\$108.96
Inter-fund 109279	\$5,051.66
Inter-fund 109325	\$236.94
Inter-fund 109534	\$1,870.83
Total Claims & Warrants, above	\$298,445.08
Payroll Remittance to Key Bank B#108998	\$59,590.50
88763	\$153,776.14
88899	\$4,272.49
88909	-\$54,600.01
Total Payroll	\$163,039.12
TOTAL PAYMENTS	\$461,484.20

All of the above are approved for payment in the amount of **\$461,484.20** this 31st day of January, 2018.

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 November 2017

REVIEW OF PRELIMINARY FINANCIAL STATEMENTS

91.67% OF THE BUDGET

Year to date: as of October 2017	Net Income (Loss)	\$ 284,284	
For the Month of November 2017- ACTUALS	Net Income (Loss)	\$ (8,488)	
subtotal		\$ 275,796	
prior period adjustment		\$ -	
Year to date: as of November 2017	Net Income (Loss)	\$ 275,796	

Budget to Actual comparison- Year to date as of 11/30/2017

	Revenue		Expenditures	
Fiscal Year 2017 Total Adopted Budget	5,912,754		5,808,301	
Allocated Budget YTD	5,420,025		5,324,276	
Budget % to total adopted budget	91.67%		91.67%	
Subtotals Actuals	5,044,858	85.32%	4,684,141	80.65%
Actuals - Pass Thru Programs (Indirect Costs)	0		84,921	1.46%
Total Actuals	5,044,858		4,769,062	
Total actuals % to total adopted budget	85.32%		82.11%	
Actual compared to total adopted budget	(867,896)		(1,039,239)	
Actual compared to allocated budget - YTD	(375,167)		(555,214)	
As of November 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
November 2017

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	1 Mo. Remaining
							2017 Budget	Remaining
Revenue								
Public Health Funding	87,707	87,707	0	964,775	964,774	1	1,052,481	87,706
Federal	47,420	61,715	(14,295)	516,820	678,867	(162,047)	740,582	223,762
State	7,489	14,796	(7,307)	138,023	162,757	(24,734)	177,553	39,530
Yakima County	12,500	12,500	-	137,500	137,500	-	150,000	12,500
Fees, Permits Licensing	89,381	103,111	(13,730)	1,175,418	1,134,226	41,192	1,237,337	61,919
Developmental Disabilities	184,139	209,567	(25,428)	2,025,882	2,305,234	(279,352)	2,514,801	488,919
Investment Income	6,674	3,333	3,341	86,344	36,667	49,677	40,000	(46,344)
Other	-	-	-	95	-	95	-	(95)
Total Revenue	435,310	492,730	(57,419)	5,044,858	5,420,025	(375,167)	5,912,754	867,896
Expenses								
Salaries & Wages	139,931	149,069	(9,138)	1,491,612	1,639,754	(148,143)	1,788,823	297,211
Benefits-Direct	51,033	54,503	(3,470)	553,046	599,537	(46,491)	654,040	100,994
Payroll Expense	190,964	203,572	(12,608)	2,044,657	2,239,291	(194,634)	2,442,863	398,206
Advertising/Promotional	-	5,719	(5,719)	3,734	62,908	(59,174)	68,627	64,893
BOH Meeting Supplies	-	46	(46)	457	504	(47)	550	93
Computer Expense	460	-	460	3,385	-	3,385	-	(3,385)
Copies & Printing	3,558	1,814	1,745	25,763	19,949	5,814	21,763	(4,000)
Employee Recognition	-	42	(42)	1,373	458	914	500	(873)
Janitorial Services	4,419	2,512	1,907	28,133	27,632	501	30,144	2,011
Janitorial Supplies	46	167	(121)	2,830	1,833	996	2,000	(830)
Membership Dues	-	1,301	(1,301)	12,911	14,310	(1,399)	15,611	2,700
Office Supplies	1,222	815	407	12,217	8,966	3,251	9,781	(2,436)
Operating Supplies	356	1,126	(770)	8,446	12,385	(3,939)	13,511	5,065
Postage	2,036	653	1,383	9,209	7,178	2,032	7,830	(1,379)
Telephone	2,947	1,795	1,152	20,822	19,750	1,073	21,545	723
Professional Services - Accounting	-	333	(333)	28,711	3,667	25,044	4,000	(24,711)
Professional Services - County Indirect	1,251	1,251	-	13,764	13,764	-	15,015	1,251
Professional Services - Health Officer	3,783	7,083	(3,301)	52,743	77,917	(25,174)	85,000	32,258
Professional Services - Legal	2,211	1,427	784	12,902	15,693	(2,791)	17,120	4,218
Professional Services - Technology	13,010	13,010	0	143,113	143,112	1	156,122	13,009
Professional Services - Other	75,335	91,371	(16,035)	877,663	1,005,080	(127,417)	1,096,451	218,788
Provider Serv-Medical (Fed)	25,926	18,321	7,606	185,745	201,527	(15,782)	219,848	34,103
Provider Serv-Medical (State)	2,468	-	2,468	3,857	-	3,857	-	(3,857)
Provider Servies - Other	170,078	188,672	(18,593)	1,874,507	2,075,388	(200,881)	2,264,060	389,553
Contracted Services	1,122	2,104	(982)	16,290	23,140	(6,850)	25,244	8,954
Temp Worker	-	417	(417)	1,741	4,583	(2,843)	5,000	3,259
Client's Related Expenses	-	42	(42)	400	458	(58)	500	100
Interpreting Services	-	38	(38)	-	413	(413)	450	450
Laboratory & Pharmacy Supplies	213	271	(58)	3,661	2,979	682	3,250	(411)
Bank Fees	-	50	(50)	258	550	(292)	600	342
Fuel	746	1,717	(971)	9,304	18,888	(9,584)	20,605	11,301



**Yakima Health District
Income Statement
November 2017**

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2017 Budget	1 Mo. Remaining
Expenses (Cont.)								
Insurance	3,367	3,165	202	35,418	34,811	607	37,976	2,558
Miscellaneous	184	-	184	1,590	-	1,590	-	(1,590)
Operating Rental & Leases	6,966	4,748	2,218	62,000	52,225	9,775	56,973	(5,027)
Rent Storage	391	210	182	1,174	2,305	(1,130)	2,514	1,340
Repair & Maintenance	257	1,473	(1,216)	12,777	16,202	(3,425)	17,675	4,898
Small Tools & Minor Equipment	692	1,421	(729)	4,002	15,629	(11,628)	17,050	13,048
Training	372	435	(63)	8,978	4,790	4,189	5,225	(3,753)
Travel	3,418	5,693	(2,275)	55,632	62,622	(6,990)	68,315	12,683
Utilities	1,995	2,148	(152)	20,601	23,623	(3,022)	25,771	5,170
Close Out Indirect Program	(70,924)	(73,849)	2,925	(810,126)	(812,339)	2,213	(886,188)	(76,062)
Depreciation Expense	4,309	-	4,309	61,692	-	61,692	-	(61,692)
Less Pass-Through Expenses	(9,381)	(7,083)	(2,297)	(83,271)	(77,917)	(5,355)	(85,000)	(1,729)
Total Expenses	443,798	484,025	(40,227)	4,769,062	5,324,276	(555,214)	5,808,301	1,039,239
Excess/(Loss on) Revenue	(8,488)	8,704	(17,193)	275,796	95,749	180,047	104,453	(171,343)

YAKIMA HEALTH DISTRICT

Preliminary Monthly Financial Summary by Program for November 2017

Budget YTD Percentage

91.67%

Yrly Budget Rev

5,912,754

Yrly budget Exp

5,808,301

Original

85.32% 80.65%

91.67%

91.67%

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						
111	YHD Vehicles			355				3,868		-	(1,352)	1,352	2,516			
100	Administrator & Health Officer	6,674	99	6,575	86,344	99	86,245		36,667	18	36,648	49,597	296,140	299,640	3,500	Treasurer's Investment pool allocated unrealized gain/loss.
110	Information Systems	-	0	(0)	-	0	(0)		-	1	(1)	1	45,545	25,828	(19,717)	Implentation of Accela
113	Strategic Planning and Partnership	11,560	9,090	2,471	119,190	117,427	1,762		116,371	134,356	(17,985)	19,747				
120	Community Health Administration	-	-	-	-	-	-		-	5	(5)	5	24,100	60,368	36,268	Director expenses to direct programs
130	Building, Fixtures								-	(52,273)	52,273	(52,273)	52,481	65,901	13,420	
150	EH Administration	-	(0)	0	-	-	-		-	(16)	16	(16)	83,918	133,441	49,524	EH Admin Unfilled
160	Business Management								-	(17)	17	(16)	287,940	223,383	(64,558)	Increased FTE/Auditing Expenses
161	Assets Replacement/PERS 1	1,055	300	755	18,178	18,178	-		-	24,140	(24,140)	24,140				
170	Personnel								-	2	(2)	2	20,002	3,795	(16,207)	Increased FTE
171	Agency Training	8,325	9,351	(1,026)	17,717	17,717	-		4,040	4,659	(620)	620				
172	HR Legal/Sound Employment	(2,949)	4,485	(7,434)	36,981	34,213	2,768		66,699	77,015	(10,316)	13,084				Reduced HR Fee
221	SNAP ED	6,281	2,289	3,992	24,244	24,244	-		37,170	37,173	(3)	3				Indirect cost partially reimbursed
225	Child Death Review	(3,401)	231	(3,632)	2,511	1,167	1,344		6,503	7,504	(1,001)	2,345				
290	Medicaid Admin Match- YHD	-	1,208	(1,208)	45,446	20,624	24,822		65,810	30,432	35,379	(10,557)				Qrtrly Billing
309	Medical Records	616	694	(78)	6,869	4,863	2,006		6,594	7,611	(1,018)	3,023				
320	DOHCC - Immunizations	3,357	30	3,327	18,418	18,418	-		11,917	11,908	9	(9)				Indirect cost partially reimbursed. Met Grant limit, new exp't in 2018.
321	DOHCC-Prenatal Hep B	(2,694)	1,578	(4,272)	26,597	25,335	1,262		17,620	18,744	(1,124)	2,386				
325	State Vaccine Monitoring	2,870	2,870	-	22,356	22,971	(615)		31,510	31,518	(7)	(608)				
329	PPHF Vtrecks IIS Interface	-	-	-	700	700	-		-	-	-	-				
331	STD - DOH staff	860	860	-	8,282	8,282	-		6,919	6,922	(3)	3				
332	STD- Yakima	10,799	13,657	(2,858)	176,204	146,625	29,578		185,407	214,048	(28,641)	58,219				Emp Salary down due to missing FTE's.
349	Tuberculosis Program	18,731	17,832	899	229,666	214,218	15,448		228,385	238,981	(10,597)	26,045				
352	Adult Viral Hepatitis	2,192	3,268	(1,075)	43,467	44,975	(1,508)	#	39,012	42,739	(3,726)	2,218				
390	Other Comm Diseases	35,759	34,119	1,641	323,634	323,634	-		326,915	377,464	(50,550)	50,550				Emp Salary down due to missing FTE's.
430	Colon Screening	4,257	4,105	152	21,435	19,677	1,758		20,584	20,829	(246)	2,004				
431	Breast/Cervical Cancer-Direct Services/Operation	38,644	39,605	(962)	302,508	307,348	(4,841)	#	312,721	294,388	18,332	(23,173)				A budgeted gain is driving the underperformance.
432	Komen Funding	-	-	-	3,560	3,560	-		5,863	5,867	(4)	4				
441	BCHP-Region: Mgmt. Costs	11,248	6,455	4,793	139,785	104,932	34,854		141,541	170,887	(29,346)	64,200				A budgeted deficit is driving the overage.
520	Drinking Water	2,230	1,995	235	28,560	29,331	(771)		17,582	11,627	5,955	(6,725)				FTE hours more than expected due to unfunded assistance
522	Water Quality- Sanitary Survey	-	3,894	(3,894)	15,264	26,604	(11,341)	#	13,567	8,422	5,144	(16,485)				Increased FTE hours to cross train in the program. Inv. Timing
529	Water Quality/Nitrate Survey	-	-	-	-	-	-		-	-	-	-				
523	DOE Well Drilling Inspections	5,225	3,887	1,338	12,800	11,138	1,662		22,619	15,193	7,426	(5,763)				Program breaking even.
530	Solid Waste Permits/Tonnage	4,629	3,131	1,498	40,163	48,624	(8,462)	#	56,357	51,234	5,122	(13,584)				Tonnage Rev less than expected. Indirect cost partially reimbursed.
531	Solid Waste Nuisances	500	1,208	(708)	28,340	15,195	13,145		58,584	52,727	5,858	7,287				
532	Solid Waste Facilities	500	1,290	(790)	22,560	4,378	18,182		31,533	28,232	3,301	14,881				
533	Bio-Solids	-	293	(293)	8,323	2,342	5,981		7,077	5,032	2,045	3,936				
534	Proper Syringes Program Outreach	-	-	-	2,647	6,859	(4,212)		3,300	1,702	1,598	(5,810)				Increased FTE for Naloxone.
540	OSS & Land Develop	32,204	31,606	598	327,247	303,936	23,311		262,754	239,286	23,469	(157)				

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 November 2017

Budget YTD Percentage 91.67%

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

85.32% 80.65%

91.67% 91.67%

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							
550	Vector	746	821	(75)	8,209	8,597	(388)	8,209	9,484	(1,275)	887						
560	Food Inspections	24,131	27,242	(3,111)	365,106	323,858	41,247	347,260	335,699	11,561	29,686						
561	Food Education	3,470	5,091	(1,621)	79,728	39,020	40,708	73,723	85,490	(11,767)	52,475						
562	School Food Program	-	2,526	(2,526)	17,365	11,004	6,361	18,608	13,878	4,730	1,631						
563	Itinerant Food Program	636	2,449	(1,813)	32,600	27,011	5,589	30,993	32,496	(1,503)	7,092						
580	Water Recreation & Camps	(100)	2,016	(2,116)	39,495	47,278	(7,783)	#	52,847	50,029	2,818	(10,601)			Invoicing timing		
680	Developmental Disability	184,139	185,457	(1,318)	2,025,882	2,024,252	1,631	2,305,234	2,308,268	(3,033)	4,664						
710	Vital Records	14,955	14,188	767	192,573	168,699	23,874	198,000	132,581	65,419	(41,545)				FTE Hours higher than expected		
790	Epidemiology	5,772	1,787	3,985	75,566	65,680	9,886	63,491	73,307	(9,816)	19,701						
794	PHEPR-Bio Terrorism	1,368	1,368	-	40,403	40,403	-	172,107	175,228	(3,121)	3,121						
811	Assessment	721	-	721	7,936	723	7,213	7,936	9,167	(1,231)	8,444				Indirect allocation loss due to expenses being down in direct programs		
888	Indirect Cost Rate Allocation			(1,780)				(88,210)				(88,210)					
999	Printers & Copiers			-				(579)		-	(18,358)	18,358			(18,937)		
	GRAND TOTAL	435,310	442,373	(8,488)	5,044,858	4,684,141	275,796	5,420,025	5,324,276	95,749	180,047						

TOTALS BY DEPARTMENT

Personal Health Program	2,880	3,729	(849)	72,202	46,036	26,166	109,483	75,108	34,375	(8,209)	
Breast & Colon Program	54,148	50,165	3,983	467,288	435,517	31,771	480,708	491,971	(11,263)	43,034	
Adult Hepatitis Program	2,192	3,268	(1,075)	43,467	44,975	(1,508)	#	39,012	42,739	(3,726)	2,218
Communicable Disease Prog	76,790	73,427	3,363	896,228	831,450	64,778	886,693	989,669	(102,977)	167,755	
Environ. Health Program	75,540	88,816	(13,276)	1,068,808	945,578	123,230	1,177,118	1,115,744	61,375	61,855	
Developmental Disability Program	184,139	185,457	(1,318)	2,025,882	2,024,252	1,631	2,305,234	2,308,268	(3,033)	4,664	
Admin & Support	18,234	9,189	9,046	205,534	117,526	88,007	153,038	82,092	70,945	17,062	
Internal Serv- Vehicles/Copiers			355			3,289		-	(19,710)	19,710	(16,421)
Indirect cost Rate Allocation			(1,780)			(88,210)	#	-	-	-	(88,210)
Vital Records	14,955	14,188	767	192,573	168,699	23,874	198,000	132,581	65,419	(41,545)	
Assets replacements/PERS1	1,055	300	755	18,178	18,178	-	-	24,140	(24,140)	24,140	
Agency Trg/HR Legal	5,376	13,836	(8,460)	54,698	51,930	2,768	70,738	81,674	(10,936)	13,704	
	435,310	442,373	(8,488)	5,044,858	4,684,141	275,796	5,420,025	5,324,276	95,749	180,047	

Reconciliation to Income Statement

Activities of Pass-Through & Indirect Programs

111 YHD Vehicles	(355)	(3,868)
888 Indirect Costs Programs	1,780	88,210
999 Printing/Copiers	-	579
	1,425	84,921
Reconciliation to Income Statement	443,798	4,769,062

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
1210 Ahtanum Ridge Drive
Union Gap, WA 98903
Phone (509) 249-6549
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YAKIMA COUNTY HEALTH DISTRICT

For the month of December 2017

REVIEW OF PRELIMINARY FINANCIAL STATEMENTS

100.00% OF THE BUDGET

Year to date: as of November 2017	Net Income (Loss)	\$ 275,796	
For the Month of December 2017- ACTUALS	Net Income (Loss)	\$ 111,138	
subtotal		\$ 386,934	
prior period adjustment		\$ -	
Year to date: as of December 2017	Net Income (Loss)	\$ 386,934	

Budget to Actual comparison- Year to date as of 12/31/2017

	Revenue		Expenditures	
Fiscal Year 2017 Total Adopted Budget	5,912,754		5,808,301	
Budget % to total adopted budget	100.00%		100.00%	
Subtotals Actuals	5,641,174	95.41%	5,160,714	88.85%
Actuals - Pass Thru Programs (Indirect Costs)	0		93,526	1.61%
Total Actuals	5,641,174		5,254,240	
Total actuals % to total adopted budget	95.41%		90.46%	
Actual compared to total adopted budget	(271,580)		(554,061)	
As of December 31, 2017	Actual Revenue is less than budget by this amount		Actual Expenditure is less than budget by this amount	



**Yakima Health District
Income Statement
December 2017**

	Monthly			Year-to-Date		
	Actual	Budget	Difference	Actual	Budget	Difference
Revenue						
Public Health Funding	87,707	87,707	0	1,052,482	1,052,481	1
Foundational Public Health	138,923	-	138,923	138,923	-	138,923
Federal	48,395	61,715	(13,320)	565,215	740,582	(175,367)
State	19,443	14,796	4,647	157,466	177,553	(20,087)
Yakima County	12,500	12,500	-	150,000	150,000	-
Fees, Permits Licensing	105,197	103,111	2,086	1,280,615	1,237,337	43,278
Developmental Disabilities	177,465	209,567	(32,101)	2,203,348	2,514,801	(311,453)
Investment Income	6,686	3,333	3,352	93,030	40,000	53,030
Other	-	-	-	95	-	95
Total Revenue	596,316	492,730	103,587	5,641,174	5,912,754	(271,580)
Expenses						
Salaries & Wages	158,049	149,069	8,980	1,649,660	1,788,823	(139,163)
Benefits-Direct	54,505	54,503	2	607,551	654,040	(46,489)
Payroll Expense	212,554	203,572	8,982	2,257,211	2,442,863	(185,652)
Advertising/Promotional	694	5,719	(5,025)	4,428	68,627	(64,199)
BOH Meeting Supplies	27	46	(19)	484	550	(66)
Computer Expense	460	-	460	3,844	-	3,844
Copies & Printing	1,678	1,814	(135)	27,441	21,763	5,678
Employee Recognition	215	42	173	1,588	500	1,088
Janitorial Services	1,584	2,512	(928)	29,717	30,144	(427)
Janitorial Supplies	341	167	174	3,170	2,000	1,170
Membership Dues	-	1,301	(1,301)	12,911	15,611	(2,700)
Office Supplies	7,908	815	7,093	20,125	9,781	10,344
Operating Supplies	1,441	1,126	315	9,886	13,511	(3,625)
Postage	612	653	(41)	9,821	7,830	1,991
Telephone	1,969	1,795	173	22,791	21,545	1,246
Professional Services - Accounting	-	333	(333)	28,711	4,000	24,711
Professional Services - County Indirect	1,251	1,251	-	15,015	15,015	-
Professional Services - Health Officer	2,678	7,083	(4,406)	55,420	85,000	(29,580)
Professional Services - Legal	446	1,427	(981)	13,347	17,120	(3,773)
Professional Services - Technology	13,010	13,010	0	156,123	156,122	1
Professional Services - Other	95,368	91,371	3,997	973,031	1,096,451	(123,420)
Provider Serv-Medical (Fed)	23,884	18,321	5,564	209,629	219,848	(10,219)
Provider Serv-Medical (State)	12,872	-	12,872	16,729	-	16,729
Provider Servies - Other	163,330	188,672	(25,341)	2,037,838	2,264,060	(226,222)
Contracted Services	2,786	2,104	683	19,077	25,244	(6,167)
Temp Worker	-	417	(417)	1,741	5,000	(3,259)



**Yakima Health District
Income Statement
December 2017**

	Monthly			Year-to-Date		
	Actual	Budget	Difference	Actual	Budget	Difference
Expenses (Cont.)						
Client's Related Expenses	13	42	(28)	413	500	(87)
Interpreting Services	-	38	(38)	-	450	(450)
Laboratory & Pharmacy Supplies	60	271	(211)	3,721	3,250	471
Bank Fees	258	50	208	516	600	(84)
Fuel	1,167	1,717	(550)	10,470	20,605	(10,135)
Insurance	3,367	3,165	202	38,785	37,976	809
Miscellaneous	30	-	30	1,620	-	1,620
Operating Rental & Leases	5,615	4,748	867	67,615	56,973	10,642
Rent Storage	391	210	182	1,566	2,514	(948)
Repair & Maintenance	1,165	1,473	(307)	13,942	17,675	(3,733)
Small Tools & Minor Equipment	5,052	1,421	3,631	9,053	17,050	(7,997)
Training	-	435	(435)	8,978	5,225	3,753
Travel	3,832	5,693	(1,861)	59,464	68,315	(8,851)
Utilities	2,160	2,148	13	22,761	25,771	(3,010)
Close Out Indirect Program	(82,895)	(73,849)	(9,046)	(893,021)	(886,188)	(6,833)
Depreciation Expense	7,239	-	7,239	68,931	-	68,931
Less Pass-Through Expenses	(7,384)	(7,083)	(301)	(90,656)	(85,000)	(5,656)
Total Expenses	485,178	484,025	1,153	5,254,240	5,808,301	(554,061)
Excess/(Loss on) Revenue	111,138	8,704	102,434	386,934	104,453	282,481

YAKIMA HEALTH DISTRICT

Preliminary Monthly Financial Summary by Program for December 2017

Budget YTD Percentage

100.00%

Yrly Budget Rev

5,912,754

Yrly budget Exp

5,808,301

Original

95.41% 88.85%

100.00% 100.00%

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						
111	YHD Vehicles			576				4,444		(1,475)	1,475	2,969				
100	Administrator & Health Officer	6,686	(0)	6,686	93,030	99	92,931		40,000	20	39,980	52,951	327,209	326,880	(329)	Treasurer's Investment pool allocated unrealized gain/loss.
110	Information Systems	-	(0)	0	-	0	(0)		-	1	(1)	1	50,399	28,176	(22,223)	Implentation of Accela
113	Strategic Planning and Partnership	50,867	13,629	37,237	170,056	131,057	39,000		126,950	146,570	(19,620)	58,620				
120	Community Health Administration	-	0	(0)	-	-	-		-	5	(5)	5	27,868	65,856	37,988	Director expenses to direct programs
130	Building, Fixtures						0		-	(57,025)	57,025	(57,025)	58,702	71,892	13,190	
150	EH Administration	-	-	-	-	-	-		-	(17)	17	(17)	93,114	145,572	52,458	EH Admin Unfilled
160	Business Management								-	(18)	18	(18)	313,270	243,690	(69,580)	Increased FTE/Auditing Expenses
161	Assets Replacement/PERS 1	-	11,586	(11,586)	18,178	29,764	(11,586)	#	-	26,335	(26,335)	14,749				
170	Personnel								-	2	(2)	2	22,459	4,140	(18,319)	Increased FTE
171	Agency Training	367	-	367	18,084	17,717	367		4,407	5,083	(676)	1,043				
172	HR Legal/Sound Employment	6,063	3,446	2,618	43,045	37,659	5,386		72,762	84,016	(11,254)	16,640				
221	SNAP ED	1,719	1,719	-	25,963	25,963	-		40,549	40,552	(3)	3				
225	Child Death Review	591	-	591	3,102	1,167	1,935		7,094	8,186	(1,092)	3,027				
290	Medicaid Admin Match- YHD	-	975	(975)	45,446	21,599	23,847		71,793	33,198	38,595	(14,748)				
309	Medical Records	616	700	(84)	7,485	5,563	1,922		7,193	8,303	(1,110)	3,032				
320	DOHCC - Immunizations	-	2,267	(2,267)	18,418	20,685	(2,267)	#	13,000	12,990	10	(2,277)				
321	DOHCC-Prenatal Hep B	663	459	204	27,259	25,793	1,466		19,222	20,448	(1,226)	2,692				
325	State Vaccine Monitoring	3,499	3,499	-	25,855	26,471	(615)		34,375	34,383	(8)	(607)				
329	PPHF Vtrends IIS Interface	-	-	-	700	700	-		-	-	-	-				
331	STD - DOH staff	989	795	195	9,272	9,077	195		7,548	7,551	(3)	198				
332	STD- Yakima	16,879	10,023	6,855	193,082	156,649	36,433		202,262	233,507	(31,245)	67,678				
349	Tuberculosis Program	18,731	16,674	2,057	248,397	230,892	17,505		249,147	260,707	(11,560)	29,065				
352	Adult Viral Hepatitis	2,192	3,174	(982)	45,659	48,149	(2,489)	#	42,559	46,624	(4,065)	1,576				
390	Other Comm Diseases	128,642	51,466	77,177	452,277	375,100	77,177		356,634	411,779	(55,145)	132,322				
430	Colon Screening	1,610	1,458	152	23,045	21,136	1,910		22,455	22,723	(268)	2,178				
431	Breast/Cervical Cancer-Direct Services/Operation	48,074	48,074	-	350,582	355,422	(4,841)	#	341,150	321,151	19,999	(24,840)				
432	Komen Funding	-	-	-	3,560	3,560	-		6,396	6,400	(4)	4				
441	BCHP-Region: Mgmt. Costs	11,758	7,144	4,614	151,543	112,075	39,468		154,408	186,422	(32,014)	71,482				
520	Drinking Water	2,130	1,787	343	30,690	31,118	(428)		19,180	12,684	6,496	(6,924)				
522	Water Quality- Sanitary Survey	14,800	1,962	12,838	30,064	28,566	1,498		14,800	9,188	5,612	(4,114)				
529	Water Quality/Nitrate Survey	-	-	-	-	-	-		-	-	-	-				
523	DOE Well Drilling Inspections	-	2,232	(2,232)	12,800	13,370	(570)		24,675	16,574	8,101	(8,671)				
530	Solid Waste Permits/Tonnage	4,562	3,583	979	44,725	52,207	(7,482)	#	61,480	55,892	5,588	(13,070)				
531	Solid Waste Nuisances	500	1,210	(710)	28,840	16,405	12,435		63,910	57,520	6,390	6,045				
532	Solid Waste Facilities	500	689	(189)	23,060	5,067	17,993		34,400	30,799	3,601	14,392				
533	Bio-Solids	-	268	(268)	8,323	2,610	5,713		7,720	5,489	2,231	3,482				
534	Proper Syringes Program Outreach	-	-	-	2,647	6,859	(4,212)		3,600	1,857	1,743	(5,955)				
540	OSS & Land Develop	26,575	35,380	(8,804)	353,822	339,316	14,507		286,641	261,039	25,602	(11,095)				

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 December 2017

Budget YTD Percentage

100.00%

 Yrly Budget Rev
 5,912,754
 100.00%

 Yrly budget Exp
 5,808,301
 100.00%

Original

95.41% 88.85%

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							
550	Vector	746	557	190	8,955	9,154	(199)	8,955	10,346	(1,391)	1,192						
560	Food Inspections	27,090	30,449	(3,359)	392,196	354,307	37,888	378,829	366,217	12,612	25,276						
561	Food Education	16,357	4,394	11,963	96,085	43,414	52,671	80,425	93,262	(12,837)	65,508						
562	School Food Program	85	2,230	(2,145)	17,450	13,235	4,215	20,300	15,140	5,160	(945)						
563	Itinerant Food Program	266	1,153	(887)	32,866	28,164	4,702	33,810	35,450	(1,640)	6,342						
580	Water Recreation & Camps	-	7,146	(7,146)	39,495	54,425	(14,929)	#	57,651	54,577	3,074	(18,003)			Legionnaire testing		
680	Developmental Disability	177,465	176,919	546	2,203,348	2,201,171	2,177	2,514,801	2,518,110	(3,309)	5,486						
710	Vital Records	11,985	15,037	(3,053)	204,557	183,736	20,821	216,000	144,634	71,366	(50,545)				FTE Hours higher than expected		
790	Epidemiology	5,772	7,676	(1,904)	81,338	73,357	7,981	69,263	79,971	(10,708)	18,689						
794	PHEPR-Bio Terrorism	6,815	6,815	-	47,218	47,218	-	187,753	191,158	(3,405)	3,405						
811	Assessment	721	-	721	8,657	723	7,935	8,657	10,000	(1,343)	9,278				Indirect allocation loss due to expenses being down in direct programs		
888	Indirect Cost Rate Allocation			(9,180)			(97,390)				(97,390)						
999	Printers & Copiers			-			(579)		-	(20,027)	20,027	(20,606)					
	GRAND TOTAL	596,316	476,573	111,138	5,641,174	5,160,714	386,934	5,912,754	5,808,301	104,453	282,481						

TOTALS BY DEPARTMENT

Personal Health Program	2,310	2,694	(384)	74,512	48,729	25,782	119,436	81,936	37,500	(11,718)						
Breast & Colon Program	61,442	56,676	4,766	528,730	492,193	36,537	524,409	536,696	(12,287)	48,824						
Adult Hepatitis Program	2,192	3,174	(982)	45,659	48,149	(2,489)	#	42,559	46,624	(4,065)	1,576					
Communicable Disease Prog	176,513	93,559	82,954	1,072,740	925,008	147,732	967,301	1,079,639	(112,338)	260,070						
Environ. Health Program	100,426	99,854	572	1,169,234	1,045,432	123,802	1,284,129	1,217,175	66,954	56,848						
Developmental Disability Program	177,465	176,919	546	2,203,348	2,201,171	2,177	2,514,801	2,518,110	(3,309)	5,486						
Admin & Support	57,552	13,629	43,923	263,086	131,156	131,930	166,950	89,555	77,395	54,535						
Internal Serv- Vehicles/Copiers			576			3,865		-	(21,502)	21,502	(17,637)					
Indirect cost Rate Allocation			(9,180)			(97,390)	#	-	-	-	(97,390)					
Vital Records	11,985	15,037	(3,053)	204,557	183,736	20,821	216,000	144,634	71,366	(50,545)						
Assets replacements/PERS1	-	11,586	(11,586)	18,178	29,764	(11,586)	#	-	26,335	(26,335)	14,749					
Agency Trg/HR Legal	6,431	3,446	2,985	61,129	55,376	5,753	77,169	89,099	(11,930)	17,683						
	596,316	476,573	111,138	5,641,174	5,160,714	386,934	5,912,754	5,808,301	104,453	282,481						

Reconciliation to Income Statement

Activities of Pass-Through & Indirect Programs

111 YHD Vehicles	(576)	(4,444)
888 Indirect Costs Programs	9,180	97,390
999 Printing/Copiers	-	579
	8,605	93,526
Reconciliation to Income Statement	485,178	5,254,240

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)

	Preliminary											
	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	11/30/2017	12/31/2017
Beginning Cash	132,273	8,812	19,647	3,944	22,552	18,430	8,543	17,770	8,991	33,425	15,198	12,493
Transfers From Investment		239,000	204,732	311,000	279,179	396,400	243,995	299,000	315,671	191,000	228,600	477,672
Receipts /Deposits	929,575	382,951	371,031	417,430	443,631	403,854	909,746	399,211	339,777	563,296	336,926	479,828
TOTAL CASH AVAILABLE	1,061,848	630,763	595,409	732,374	745,362	818,684	1,162,284	715,981	664,439	787,721	580,724	969,993
MINUS												
Payroll Outlays	140,976	144,463	144,308	142,197	147,975	162,611	154,368	151,740	166,336	156,447	156,652	163,039
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	16,798	16,463
Vouchers Payables Paid	328,985	248,124	317,315	327,847	253,496	260,774	307,948	275,834	258,068	287,645	251,281	274,811
Transfer to investment	567,000	198,100	111,800	222,300	309,000	360,160	664,193	263,000	189,700	311,600	143,500	231,356
TOTAL CASH OUTLAY/TRANSFER	1,053,035	611,117	591,465	709,822	726,932	810,141	1,144,514	706,990	631,013	772,523	568,231	685,669
ENDING BALANCE - CASH (Fund 01 only)	8,812	19,647	3,944	22,552	18,430	8,543	17,770	8,991	33,425	15,198	12,493	284,324
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	6,103,523	5,857,207
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	6,203,821	6,116,016	6,141,531
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	6,203,821	6,116,016	6,141,531

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	507,358	507,358
12	12	12	12	12	11	12	12	12	12	12	12
358	356	349	345	347	344	369	367	361	367	362	363

BUDGET YEAR Y2017	
BUDGET (ADOPTED ON 10/26/16 MTG)	
OPERATION	5,808,301
ENHANCED PROGRAM	280,000
FULL BUDGET	<u>6,088,301</u>

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the Controlling Law.

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between
Yakima Health District _____ ("Owner")
and Conley Engineering, Inc. _____ ("Engineer")

Engineer agrees to provide the services described below to Owner for _____ Standby Power Generator Study ("Project").
Services for various facilities located at the Central Washington Fairgrounds

Description of Engineer's Services: Professional electrical engineering services pertaining to the completion of a study to determine the feasibility of adding generators to the Sundome Building, the Deccio Building, Pioneer Hall and the Modern Living Buildings, all located at the Central Washington Fairgrounds, shall be provided and paid for as set forth in the proposal attached hereto, dated January 23, 2018.

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 11.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest

permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by

each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By Owner upon 30 days written notice in the event of substantial failure by Engineer to perform in accordance with the Agreement's terms through no fault of Owner.

b. By Engineer upon 30 days written notice in the event of substantial failure by Owner to perform in accordance with the Agreement's terms through no fault of Engineer.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Compliance with and Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

B. The Engineer agrees to perform those services under and pursuant to this Agreement in full compliance with any and all applicable laws, rules and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local or otherwise.

6.01 Insurance Provided by Engineer

A. Professional Liability Insurance: On or before the date this Agreement is fully executed by the parties, the Engineer shall provide the Owner with a certificate of insurance as evidence of professional liability coverage with a limit of at least One Million Dollars (\$1,000,000) for each wrongful act and an annual aggregate limit of at least Two Million Dollars (\$2,000,000). The certificate shall clearly state who the provider is, the amount of coverage, the policy number, and when the policy and provisions provided are in effect. The insurance shall be with an insurance company rated A-VII or higher in Best's Guide. If the policy is on a claim made basis, the retroactive date of the insurance policy shall be on or

before the date this contract is executed by both parties hereto, or shall provide full prior acts coverage. The insurance coverage or substantially identical coverage sufficient to fully satisfy these requirements shall remain in effect during the term of this Agreement and for a minimum of three (3) years following the termination of this Agreement.

B. Commercial Liability Insurance: On or before the date this Agreement is fully executed by the parties, the Engineer shall provide the Owner with a certificate of insurance as proof of commercial liability insurance with a minimum liability limit of One Million Dollars (\$1,000,000) per occurrence/aggregate limit bodily injury and property damage. The certificate shall clearly state who the provider is, the amount of coverage, the policy number, and when the policy and provisions provided are in effect. Said policy shall be in effect for the duration of this Agreement. The policy shall name the Owner, its elected officials, officers, agents, and employees as additional insureds as to this project only and shall contain a clause that the insurer will not cancel or reduce in limits the insurance without first giving the Owner thirty (30) calendar days' prior written notice. The insurance shall be with an insurance company or a company rated A-VII or higher in Best's Guide and admitted in the State of Washington.

7.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

8.01 Indemnification

A. The Engineer agrees to hold harmless and indemnify the Owner, its elected officials, officers, employees, and agents from and against suits, actions, claims, liability, damages, judgments, costs of defense and expenses (including reasonable attorney's fees) which result from or arise out of the negligence of the Engineer,

its officers, agents, employees or subcontractors in connection with or incidental to the performance or non-performance of this agreement.

B. The Owner agrees to hold harmless and indemnify the Engineer, its officers, employees, and agents, from and against suits, actions, claims, liability, damages judgments, costs of defense and expenses (including reasonable attorney's fees) which result from or arise out of the negligence of the Owner, its officers, agents, employees or subcontractors, in connection with or incidental to the performance or non-performance of this Agreement.

C. In the event that both the Engineer and the Owner are negligent, each party shall be liable for its contributory share of negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees).

9.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. All design documents prepared or furnished by Engineer are instruments of service which shall become the property of Owner upon payment to Engineer of its

compensation, as set forth in the Agreement. Owner shall not make or permit to be made any reuse of such instruments of service without the prior written authorization of Engineer, and Engineer shall incur no liability in connection with any reuse thereof by Owner or others.

F. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$30,000 or the total amount of compensation received by Engineer, whichever is greater.

G. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

10.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

11.01 Payment (Hourly Rates Plus Reimbursable Expenses)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.
2. Engineer's Standard Hourly Rates are attached as Appendix 1.
3. The total compensation for services and reimbursable expenses is estimated to be \$ 30,000.00

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER: Conley Engineering, Inc.

By: _____

By: _____

Patrick L. Conley

Title: _____

Title: _____

President

Date Signed: _____

Date Signed: _____

Address for giving notices:

Address for giving notices:

1210 Ahtanum Ridge Drive

1433 Lakeside Court, Suite 100

Yakima, WA 98903

Yakima, WA 98902

Conley Engineering, Inc.
Consulting Electrical Engineers

MEMORANDUM

January 23, 2018

To: Ryan Ibach
Yakima Health District
From: Bob Blehart

Re: Electrical System Standby Power Generator Study Services Proposal
Central Washington Fair Association - Generator Study
CWF 1701

Thank you for the opportunity to propose our electrical engineering services to complete a generator study for various facilities on site for the Central Washington State Fair Association.

Our understanding is this study will include the following:

- A study to determine the feasibility of adding generators to the Sundome Building, the Deccio Building, Pioneer Hall and the Modern Living Building in order to serve these buildings. The purpose for the possible addition of generators is to permit the facilities to be used as future emergency management sites. It is our understanding that these sites would not be classified as requiring Critical Operations Power Systems (COPS) as described in the National Electrical Code (NEC) Article 708. If the buildings are to be classified as COPS, this will require additional evaluation and is not included in the scope of this electrical study.

We have based our proposal on the following scope of work:

Scope of Work:

- Complete a study to determine the feasibility of adding generator(s) (classified as "Optional Standby" per NEC) to the above listed facilities. This would include the following:
 - A maximum of three site visits to obtain/update existing information for each electrical distribution system at each site. This information would be used to prepare drawings/diagrams showing the proposed location of the addition of new generators and transfer switches to the existing distribution system. The visit would also be used to evaluate the condition of the existing distribution system in each building and to make recommendations as to whether equipment appears to be in good condition or may need upgrade or replacement.
 - Review existing Pacific Power load information provided by the Fairgrounds for each building in order to determine the actual load each generator would be required to serve.

Loading for each building will be based on Pacific Power metered load during the timeframe of the Central Washington State Fair (the time when the distribution system is loaded most heavily) and comments/recommendations by the Owner.

- Review various generator types (diesel/natural gas/propane) including suggestions for which type of generator to use with each building. This will include evaluation of different engine types based on the actual sizes of the generators that are recommended.
- Review the existing information and provide recommendations as how to connect each new generator to each building. This may include recommendations for various options for connection of the generator(s) to the buildings including serving several buildings from a single generator.
- Provide a preliminary opinion of probable electrical costs for each building including preliminary costs for the installation of each generator including generator and transfer switch cost, installation costs and costs associated with reworking the existing distribution system to accommodate a new generator.

Please note that this study does not include an evaluation of the existing distribution system in the Sundome in order to increase distribution capacity to portions of the building in order to serve major concert events such as road shows. We would be pleased to provide an additional service to include this in the study if so desired by the Fair Association.

We propose to provide the above services under a time and expense, not-to-exceed billing schedule as follows:

Generator Study for Sundome Building	\$15,800.00	Time and Expense
Generator Study For Modern Living Building	\$4,200.00	Time and Expense
Generator Study For Pioneer Hall	\$4,600.00	Time and Expense
Generator Study for Deccio Building	<u>\$5,400.00</u>	Time and Expense
Total:	\$30,000.00	Maximum

A schedule of billing rates is attached.

This proposal does not include services for Electrical Design or Construction Administration. Such services could be included in a future agreement with the Central Washington State Fair Association, should a design and construction project be undertaken.

If you have any questions on any of the above information please let us know.

CC: Job File / Chron File