



# YAKIMA HEALTH DISTRICT

Prevention Is Our Business

## BOARD OF HEALTH

### Meeting Agenda & Minutes



**April 29, 2020  
8:30 am**

### Upcoming Board of Health Meetings

May 27, 2020 8:30 am	June 24, 2020 8:30 am
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# YAKIMA HEALTH DISTRICT

Prevention Is Our Business

## Board of Health Agenda

Wednesday, April 29, 2020

1. **Call meeting to order:** 8:30a.m.
2. **Introductions of guest/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.  
\* March 25, 2020 Yakima Health District (YHD) Board of Health minutes  
\* Payment of accounts payable and payroll issued in March 2020 in the amount of \$471,680.02.
5. **Board Business:** André Fresco
  - a. **Public Health's Response to COVID-19**  
**Strategic Goal:** *Increase Community Partnerships*; **Board Input:** *Board Awareness*
6. **Financial Report:** Chase Porter March 2020 (**pages 7-16**)  
**Motion:** to approve the Financial Report for the month of March 2020
7. **Department Reports**
  7. Chief Operating Officer: Ryan Ibach
  8. Health Officer: Dr. Teresa Everson
  9. Disease Control: Melissa Sixberry
  10. Environmental Health: Shawn Magee
  11. Public Health Partnerships: Lilian Bravo
  13. Other Business:
  14. Adjourn



# YAKIMA HEALTH DISTRICT

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## Board of Health Minutes

Wednesday, March 25, 2020

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

### PRESENT

Gail Weaver, Citizen Member, Board Chair  
Barbara Harrer, City Representative  
Ron Anderson, Commissioner  
Norm Childress, Commissioner  
Dr. Kay Funk, City Representative  
Vicki Baker, Commissioner  
Dr. Sean Cleary, Citizen Member

### ABSENT

**Yakima Health District (YHD) STAFF**  
Andre Fresco  
Ryan Ibach  
Chase Porter  
Melissa Sixberry  
Lilian Bravo  
Shawn Magee  
Victoria Reyes  
Nathan Johnson

### GUESTS AND PRESS

James Elliot, YHD Attorney

2. **WELCOME AND INTRODUCTIONS-** Gail Weaver introduced Dr. Sean Cleary, Citizen Member Representative for the Board of Health.
3. **AUDIENCE PARTICIPATION-** James Elliot discussed the Open Public Meetings Act general guidance from the Attorney General as of March 6, related to emergency and special meetings.

<p>4. <b>CONSENT AGENDA: MOTION</b> Gail Weaver entertained a motion to approve the March 25, 2020 Yakima Health District Consent Agenda.</p>	<p><b>MOVE TO APPROVE:</b> Ron Anderson <b>SECOND:</b> Barbara Harrer <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i></p>
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**The following items were adopted upon approval of the consent agenda:**

- February 26, 2020 Yakima Health District Board of Health Minutes.



# YAKIMA HEALTH DISTRICT

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- Approval of accounts payable and payroll issued in February 2020 in the amount of \$494,202.86.

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

### **COVID-19 Update**

We are living in unprecedented times during a global pandemic. As a health district, we are working with partners day and night to protect the community and get information out to the public in real time. A team approach is being taken with the State Department of Health and local partners to work together in the best interest of the community. The State Department of Health, Department of Social and Health Services and Astria are in negotiations to use the closed Astria Regional Medical Hospital as a potential quarantine site.

### **Board Approval to Suspend Contract Policies During Emergency Declarations**

The Yakima Health District, along with Yakima County and the City of Yakima have all adopted emergency declarations. The emergency declaration declared that we were in a public health emergency due to the COVID-19 outbreak. The Yakima Health District would like now to propose to suspend normal contractual obligations (that requires board approval) on multiple bids to meet immediate deadlines. This allows the agency to be more nimble when funds may be needed immediately for COVID-19 relief purposes.

6. <b>MOTION:</b> Gail Weaver entertained a motion to approve the suspension of contractual obligations that require immediate board approval for COVID-19 emergency response.	<b>MOVE TO APPROVE:</b> Ron Anderson <b>SECOND:</b> Barbara Harrer <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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### **Open Budget**

The Yakima Health District is asking the Board to open the adopted budget for FY20 to allow contingency and emergency funds to be added to it. The 2020 adopted budget was \$6,829,091.00, and we are asking to allow \$2M in emergency and contingency funds to be added to the budget. This would be used in the event we are in a financial emergency crisis. There is an expectation that revenue will be affected, taking a loss over the next months to come, and to ensure staff can continue to be paid in the event of a prolonged crisis.



# YAKIMA HEALTH DISTRICT

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7. <b>MOTION:</b> Gail Weaver entertained a motion to approve the reopening of the budget and add \$2M in emergency and contingency funds.	<b>MOVE TO APPROVE:</b> Ron Anderson <b>SECOND:</b> Barbara Harrer <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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## 8. FINANCIAL REPORT: Chase Porter

### February 2020 Budget Summary

We had a monthly gain in excess revenue of approximately \$67K for February. Bringing our annual access revenue to just under \$53K.

### February 2020 Revenue and Expenditures

- Annual budgeted revenues and expenditures are \$6.4M and \$6.8M, respectively.
- Year-to-date budgeted revenue and expenditures are \$1M and \$1.1M, respectively.
- Year-to-date actual revenue and expenditures are \$1M and \$951K, respectively.

### Program Updates

The State Department of Health provided \$20K in funding for the Hepatitis A outbreak that the Yakima Health District has worked on since November 2019. All spending used for the COVID-19 response will be coded to one program and an additional COVID-19 spending report will be provided. Environmental Health had the most movement this month but expect this to go down next month.

9. <b>MOTION:</b> Gail Weaver entertained a motion to approve the financial report for the month of February 2020.	<b>MOVE TO APPROVE:</b> Norm Childress <b>SECOND:</b> Vicki Baker <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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## 10. CHIEF OPERATING OFFICER: Ryan Ibach

### **ICS Command**

The Yakima Health District went into the COVID-19 Incident Command System on March 5<sup>th</sup> and had its first positive case on March 12<sup>th</sup>. All YHD staff has put most of their time into the COVID-19 response. Per Local Emergency Response Coordinator Nathan Johnson, The ICS structure has shifted to a Unified command in partnership with the Yakima Valley Office of Emergency Management. YVOEM will bring more staff to assist with this response. All contact with the public is being made over the



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phone to practice social distancing skills to prevent the spread of COVID-19. The front lobby is closed to the public, and most staff is now working from home.

## **Public Health Nurse**

The Yakima Health District is hiring for a full time Public Health Nurse to join the Communicable Disease Department.

### **11. HEALTH OFFICER: Teresa Everson**

#### **Coronavirus**

There are over 440K positive cases worldwide, with 20K deaths and 112K people recovering. In the United States, there are 55K positive cases and 800 deaths. The United States is the third most affected country. Different measures by the State have been taken such as school closures, non-essential gatherings, and increasing social distancing measures. The Yakima Health District enforced a Stay At Home order to further minimize community spread. YHD Staff is working with state epidemiologists for guidance. Inmates at the Yakima County Jail were also tested. There is no treatment for COVID-19 at this time.

#### **Influenza**

The numbers of influenza, both at the national and state levels, continue to decline.

#### **Norovirus**

There were two outbreaks of norovirus in two local Yakima schools.

#### **Tuberculosis**

There is one new tuberculosis case that the Yakima Health District is monitoring.

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

#### **Coronavirus**

We are at 50 positive cases, with two patients recently hospitalized. Two long term care facilities, Good Samaritan and Park Side, have been affected. One resident did test positive and died. A majority of those testing positive are health care workers. The State Department of Health is onsite to help the long term care facilities to screen employees and ensure they are practicing clean skills. Melissa Sixberry is also in close communication with Generations OB/GYN and Children's Village, as they were also impacted by COVID-19.

### **13. ENVIRONMENTAL HEALTH: Shawn Magee**

#### **COVID-19**



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Due to the Stay At Home order, Environmental Health is providing guidance to the public on how the order can affect them and their businesses. Shawn Magee is the Planning Section Chief, who documents the daily situation reports and weekly incident action plans. Environmental Health Staff is also looking for guidance and resources for farm workers who will be staying in temporary housing, to keep them safe and protected.

## 14. PUBLIC HEALTH PARTNERSHIPS: Lilian Bravo

### COVID-19

As the Public Information Officer in the ICS Command, Lilian Bravo is in charge of distributing all information, media, and outreach to the public. The Public Partnerships Department is keeping the website and social media avenues updated on a daily basis and partnering with YPAC for weekly updates as well as relying on local media to conduct multiple interviews.

## 15. Other Business: Dr. Kay Funk shared a letter of concern with the Board regarding her concerns over the usage of Astria Regional Medical Hospital as a potential quarantine site.

16. MOTION: Gail Weaver adjourned the meeting at 10:04 a.m.	<b>MOVE TO APPROVE:</b> Norm Childress <b>SECOND:</b> Barbara Harrer <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Declined</i> <input type="checkbox"/> <i>Amend</i>
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**YAKIMA HEALTH DISTRICT  
BOARD OF HEALTH  
VOUCHERS APPROVAL**

The following vouchers/warrants are approved for payment:

<b>Fund 625-01 - From General Ledger Report (FMS)</b>	
<b>A/P Batch &amp; Cash Voucher#</b>	<b>Amount</b>
3/13/2020 B#402705	\$75,811.74
3/31/2020 B#403120	\$190,988.74
GIS Fixed cost	\$589.75
Technology Services Cost	\$15,030.27
Inter-Fund 117849	\$45.00
Inter-Fund 117965	\$10.00
Total Claims & Warrants, above	\$282,475.50
Payroll Remittance to Key Bank	
B#117690	\$66,539.69
97485	\$73,951.84
97591	\$169,098.43
97627	-\$2,892.40
97839	-\$71,172.00
97891	-\$253.19
97913	-\$46,067.85
Total payroll paid this month	
Total Payroll	\$189,204.52
<b>TOTAL PAYMENTS</b>	<b>\$471,680.02</b>

All of the above March expenditures are approved for payment in the amount of **\$471,680.02** this 29th day of April 2020.

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**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 March 2020

### REVIEW OF PRELIMINARY FINANCIAL STATEMENTS

25.00% OF THE BUDGET

Year to date: as of February 2020	Net Income (Loss)	\$ 52,922	
<b>For the Month of March 2020- ACTUALS</b>	<b>Net Income (Loss)</b>	<b>\$ 66,219</b>	
subtotal		\$ 119,141	
Prior period adjustment		\$ -	
<b>March 2019</b>	<b>Net Income (Loss)</b>	<b>\$ 119,141</b>	

Budget to Actual comparison- Year to date as of 3/31/2020

	Revenue		Expenditures	
Fiscal Year 2020 Total Adopted Budget	6,434,397		6,829,097	
<b>Allocated Budget YTD</b>	<b>1,608,599</b>		<b>1,707,274</b>	
Budget % to total adopted budget	24.87%		25.91%	
Subtotals Actuals	1,583,962	24.62%	1,466,693	21.48%
Actuals - Pass Thru Programs (Indirect Costs)	0		(1,871)	-0.03%
<b>Total Actuals</b>	<b>1,583,962</b>		<b>1,464,821</b>	
Total actuals % to total adopted budget	24.48%		21.45%	
<b>Actual compared to total adopted budget</b>	<b>(4,850,435)</b>		<b>(5,364,276)</b>	
<b>As of March 31, 2020</b>	Actual Revenue is less than budget by this amount		Actual Expenditure is less than budget by this amount	



**Yakima Health District  
Income Statement  
March 2020**

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2020 Budget	9 Mo. Remaining
							2020 Budget	9 Mo. Remaining
<b>Revenue</b>								
Public Health Funding	87,707	87,707	(0)	263,120	263,121	(0)	1,052,482	789,362
Foundational Public Health	11,577	11,577	0	34,731	34,731	0	138,923	104,192
Federal	146,203	76,459	69,744	311,498	229,377	82,121	917,507	606,009
State	70,999	21,660	49,339	122,615	64,979	57,636	259,916	137,301
Yakima County	12,500	12,500	-	37,500	37,500	-	150,000	112,500
Fees, Permits Licensing	84,773	114,032	(29,259)	302,583	342,097	(39,514)	1,368,386	1,065,803
Developmental Disabilities	154,828	205,599	(50,771)	502,738	616,796	(114,058)	2,467,183	1,964,445
Nongovernmental Contributions	-	-	-	4,000	-	4,000	-	(4,000)
Investment Income	11,691	6,667	5,024	4,909	20,000	(15,091)	80,000	75,091
Other	163	-	163	269	-	269	-	(269)
<b>Total Revenue</b>	<b>580,440</b>	<b>536,200</b>	<b>44,240</b>	<b>1,583,962</b>	<b>1,608,599</b>	<b>(24,637)</b>	<b>6,434,397</b>	<b>4,850,435</b>
<b>Expenses</b>								
Salaries & Wages	168,603	168,482	120	481,183	505,447	(24,264)	2,271,787	* 1,790,604
Benefits-Direct	63,987	67,849	(3,862)	198,381	203,548	(5,167)	898,191	* 699,810
Payroll Expense	232,590	236,332	(3,742)	679,564	708,995	(29,431)	3,169,978	2,490,415
Enhanced Program	-	41,667	(41,667)	-	125,000	(125,000)	500,000	500,000
Advertising/Promotional	1,098	742	357	4,617	2,225	2,392	8,900	4,283
BOH Meeting Supplies	22	83	(61)	102	250	(148)	1,000	898
Computer Expense	1,155	458	696	4,235	1,375	2,860	5,500	1,265
Copies & Printing	992	2,083	(1,091)	5,494	6,250	(756)	24,999	19,505
Employee Recognition	204	258	(55)	314	775	(461)	3,100	2,786
Janitorial Services	1,850	2,800	(950)	6,111	8,400	(2,289)	33,600	27,489
Janitorial Supplies	607	258	348	725	775	(50)	3,100	2,375
Membership Dues	99	1,298	(1,199)	12,585	3,894	8,691	15,575	2,990
Office Supplies	1,222	983	238	2,796	2,950	(154)	11,800	9,004
Operating Supplies	516	1,210	(695)	2,843	3,631	(788)	80,525	*
Postage	1,115	852	263	2,396	2,556	(160)	10,225	7,829
Telephone	1,131	2,373	(1,242)	6,070	7,119	(1,049)	28,475	22,405
Professional Services - Accounting	-	2,667	(2,667)	-	8,000	(8,000)	32,000	32,000
Professional Services - County Indirect	2,127	1,276	851	6,382	3,829	2,553	15,315	8,933
Professional Services - Health Officer	11,960	5,250	6,710	20,516	15,750	4,766	313,000	*
Professional Services - Legal	6,458	1,113	5,345	6,728	3,338	3,390	13,350	6,623
Professional Services - Technology	15,030	14,583	448	45,033	43,748	1,286	174,990	129,957
Professional Services - Other	22,480	4,449	18,031	23,826	13,347	10,480	303,386	*
Provider Serv-Medical (Fed)	19,116	32,900	(13,784)	76,983	98,700	(21,717)	394,800	317,817
Provider Serv-Medical (State)	44,244	6,217	38,027	62,335	18,650	43,685	74,600	12,265
Provider Services - DD	138,869	182,637	(43,768)	457,029	547,911	(90,881)	2,191,642	1,734,613



**Yakima Health District  
Income Statement  
March 2020**

	Monthly			Year-to-Date			Year-End	
	Actual	Budget	Difference	Actual	Budget	Difference	2020 Budget	9 Mo. Remaining
<b>Expenses (Cont.)</b>								
Contracted Services	474	3,182	(2,708)	1,799	9,545	(7,746)	38,180	36,381
Temp Worker	-	-	-	-	-	-	100,000	*
Client's Related Expenses	66	42	24	66	125	(59)	250,500	*
Interpreting Services	-	38	(38)	-	113	(113)	450	450
Laboratory & Pharmacy Supplies	656	371	285	1,127	1,113	14	504,450	*
Bank Fees	-	75	(75)	-	225	(225)	900	900
Fuel	1,501	1,551	(50)	4,550	4,653	(103)	18,612	14,062
Insurance	3,779	3,779	0	11,338	11,338	0	45,353	34,015
Miscellaneous	777	338	439	1,207	1,013	194	4,050	2,843
Operating Rental & Leases	5,142	7,129	(1,987)	19,203	21,386	(2,183)	335,545	*
Rent Storage	-	209	(209)	438	627	(189)	2,509	2,071
Repair & Maintenance (Car/Bldg.)	395	1,517	(1,122)	3,062	4,550	(1,488)	18,200	15,138
Small Tools & Equip/Asset Repl.	-	508	(508)	-	1,525	(1,525)	6,100	6,100
Training	79	921	(842)	3,443	2,763	680	11,050	7,607
Travel	2,651	11,984	(9,333)	8,527	35,953	(27,426)	143,810	135,283
Utilities	1,856	2,089	(234)	6,084	6,268	(184)	25,072	18,988
Close Out Indirect Program	(5,142)	(6,279)	1,138	(19,203)	(18,838)	(365)	(75,353)	(56,150)
Less Pass-Through Expenses	(897)	(849)	(47)	(3,500)	(2,548)	(953)	(10,191)	(6,691)
<b>Total Expenses</b>	<b>514,221</b>	<b>569,091</b>	<b>(54,871)</b>	<b>1,464,821</b>	<b>1,707,274</b>	<b>(242,453)</b>	<b>8,829,097</b>	<b>7,364,276</b>
<b>Excess/(Loss on) Revenue</b>	<b>66,219</b>	<b>(32,892)</b>	<b>99,111</b>	<b>119,141</b>	<b>(98,675)</b>	<b>217,816</b>	<b>(2,394,700)</b>	<b>(2,513,841)</b>

\* Additional budgeted funds added, \$2M, for Emergency and Contingency

## YAKIMA HEALTH DISTRICT

## Preliminary Monthly Financial Summary by Program for March 2020

Budget YTD Percentage

25.00%

Yrly Budget Rev

6,469,128

Yrly budget Exp

6,589,516 Original

24.48%

22.20%

24.87%

25.91%

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	-	(180)	180	-	(2,106)	2,106	-	-	-	2,106				
100	Administrator & Health Officer	11,691	-	11,691	4,909	-	4,909	20,000	-	20,000	(15,091)	92,123	92,099	(24)	
110	Information Systems	-	-	-	-	-	-	-	-	-	-	33,487	17,542	(15,945)	
113	Strategic Planning and Partnership	22,515	2,334	20,181	68,130	27,105	41,025	68,795	68,651	144	40,881				
120	Community Health Administration	-	(0)	0	-	-	-	-	-	-	-	4,863	9,435	4,572	
130	Building, Fixtures	-	-	-	-	(0)	0	-	-	-	0	19,203	21,386	2,183	
150	EH Administration	-	-	-	-	(0)	0	-	-	-	0	25,055	30,034	4,979	
160	Business Management	163	-	163	269	105	164	-	-	-	164	64,814	78,987	14,173	
161	Bus Mgmt Unallocated	3,250	142	3,108	9,750	745	9,005	9,750	9,681	69	8,937				
170	Personnel	-	-	-	-	0	(0)	-	-	-	(0)	9,226	10,273	1,047	
171	Agency Training	1,208	6	1,203	3,625	1,910	1,715	3,625	3,524	102	1,614				
172	HR Legal/Sound Employment	542	-	542	1,625	-	1,625	1,625	1,550	75	1,550				
173	Kresge Contribution	-	438	(438)	-	485	(485)	T	-	13,875	(13,875)	13,390			Revenue received PY
221	SNAP ED	1,356	981	375	8,436	7,311	1,125	6,241	6,121	120	1,005				
223	Tobacco Prevention & Education	-	123	(123)	1,953	3,547	(1,594)	T	1,346	1,346	-	(1,594)			
225	Child Death Review	542	865	(323)	1,626	2,368	(742)	1,627	1,047	579	(1,321)				
290	Medicaid Admin Match- YHD	-	48	(48)	19,697	2,140	17,557	12,500	4,568	7,932	9,625				Qrtrly Billing
309	Medical Records	560	340	220	1,730	1,227	503	1,500	1,275	225	278				
320	DOHCC - Immunizations	-	-	-	-	1	(1)	-	-	-	(1)				
321	DOHCC-Prenatal Hep B	-	-	-	-	-	-	-	-	-	-				
322	Immunization Promotion	159	159	-	1,296	1,296	-	3,785	3,785	-	-				
325	COVID 19 Response	117,248	117,248	-	117,248	118,840	(1,592)	#	-	-	(1,592)				COVID 19 Response
331	STD - DOH staff	1,432	1,161	271	4,103	3,289	814	3,557	3,439	118	696				
332	STD- Yakima	12,667	5,808	6,858	38,000	26,861	11,139	38,000	37,819	181	10,958				
349	Tuberculosis Program	19,222	8,717	10,505	57,665	40,449	17,215	64,885	63,921	964	16,251				
350	HIV Testing	-	126	(126)	-	705	(705)	-	-	-	(705)				
351	HIV PrEP	421	421	-	2,526	2,526	-	-	-	-	-				
352	Adult Viral Hepatitis	3,551	2,901	650	11,253	10,187	1,065	17,511	17,502	10	1,055				
390	Other Comm Diseases	36,833	8,702	28,132	126,791	96,530	30,261	110,500	110,269	231	30,031				
430	Colon Screening	6,249	5,629	620	9,689	8,835	855	12,515	12,015	500	355				
431	Breast/Cervical Cancer-Direct Services/Operation	81,041	73,401	7,640	205,780	194,720	11,060	154,424	153,722	702	10,358				
432	Komen Funding	-	-	-	4,000	-	4,000	-	-	-	4,000				
450	Wisewoman	1,872	1,738	134	4,893	5,816	(923)	21,453	20,448	1,005	(1,928)				New Porgram
520	Drinking Water	5,258	9,373	(4,115)	16,133	29,475	(13,342)	#	14,483	14,259	224	(13,566)			Increased FTE
522	Water Quality- Sanitary Survey	-	2,075	(2,075)	-	3,314	(3,314)	#	2,200	1,674	526	(3,840)			Qrtrly Billing
523	DOE Well Drilling Inspections	1,000	469	531	3,000	2,085	915	8,719	8,576	143	772				
530	Solid Waste Permits/Tonnage	5,564	3,235	2,329	11,422	12,985	(1,563)	#	14,110	13,818	293	(1,856)			Quarterly Billing
531	Solid Waste Nuisances	3,747	2,307	1,439	11,171	7,686	3,485	18,659	18,190	469	3,015				
532	Solid Waste Facilities	2,550	560	1,990	9,033	4,290	4,743	3,250	2,821	429	4,314				
533	Bio-Solids	-	552	(552)	-	1,111	(1,111)	#	750	816	(66)	(1,045)			Quarterly Billing
534	Proper Syringes Program Outreach	646	602	45	3,024	3,972	(948)	1,507	1,355	152	(1,100)				
540	OSS & Land Develop	27,560	33,300	(5,740)	85,126	101,186	(16,060)	#	104,158	101,052	3,106	(19,166)			Expected Seasonal Loss

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

# - Note on Program

T - Timing Difference

## YAKIMA HEALTH DISTRICT

## Preliminary Monthly Financial Summary by Program for March 2020

Budget YTD Percentage

25.00%

Yrly Budget Rev

Yrly budget Exp

6,469,128 6,589,516 Original

24.48%

22.20%

24.87%

25.91%

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	1,036	267	770	3,109	1,243	1,866	3,109	3,102	7	1,859					
560	Food Inspections	27,511	30,043	(2,532)	106,906	110,397	(3,492)	#	108,143	111,407	(3,264)	(228)				
561	Food Education	580	3,208	(2,628)	4,536	13,848	(9,311)	T	22,500	17,951	4,549	(13,860)			Quarterly Billing	
562	School Food Program	513	631	(117)	1,540	1,437	103	5,666	5,636	30	73					
563	Itinerant Food Program	630	779	(149)	2,946	3,033	(87)	8,777	8,742	35	(122)					
580	Water Recreation & Camps	3,891	1,326	2,565	23,871	7,399	16,472	T	14,069	13,974	96	16,377			January Annual Billing	
680	Developmental Disability	146,538	143,706	2,832	480,137	476,228	3,909	582,869	582,757	112	3,797					
681	Developmental Disability - Info/Ed	8,289	8,289	-	22,601	22,601	-	33,927	33,927	-	-					
710	Vital Records	14,460	17,988	(3,529)	54,796	54,771	25	53,000	52,630	370	(345)					
790	Epidemiology	1,717	18,950	(17,233)	5,150	18,963	(13,813)	#	5,150	5,132	18	(13,831)			Epidemiology Billing	
791	Lead Case Mgmt	-	99	(99)	-	2,104	(2,104)		1,875	1,871	4	(2,108)				
794	PHEPR-Bio Terrorism	5,462	5,462	-	31,567	31,567	-	45,142	45,142	-	-					
811	Assessment	967	-	967	2,900	-	2,900	2,900	2,886	14	2,886					
888	Indirect Cost Rate Allocation	-	(106)	106	-	234	(234)		-	-	-	(234)				
900	Enhanced Program	-	-	-	-	-	-	-	125,000	(125,000)	125,000					
	<b>GRAND TOTAL</b>	<b>580,440</b>	<b>514,221</b>	<b>66,219</b>	<b>1,583,962</b>	<b>1,464,821</b>	<b>119,141</b>	<b>1,608,599</b>	<b>1,707,274</b>	<b>(98,675)</b>	<b>217,816</b>					

## TOTALS BY DEPARTMENT

Personal Health Program	1,898	2,016	(119)	31,712	15,366	16,347	21,714	13,083	8,631	7,715
Breast & Colon Program	89,162	80,768	8,394	224,363	209,370	14,993	188,392	186,185	2,207	12,786
Adult Hepatitis Program	3,551	2,901	650	11,253	10,187	1,065	17,511	17,502	10	1,055
Communicable Disease Prog	191,225	161,731	29,495	357,409	312,791	44,617	232,151	230,398	1,754	42,864
Environ. Health Program	85,948	94,188	(8,239)	313,384	335,029	(21,645)	375,241	368,514	6,728	(28,373)
Developmental Disability Program	154,828	151,996	2,832	502,738	498,829	3,909	616,796	616,684	112	3,797
Admin & Support	34,369	2,334	32,034	73,308	27,210	46,098	88,795	68,651	20,144	25,954
Internal Serv- Vehicles/Copiers	-	(180)	180	-	(2,106)	2,106	-	-	-	2,106
Indirect cost Rate Allocation	-	(106)	106	-	234	(234)	-	-	-	(234)
Vital Records	14,460	17,988	(3,529)	54,796	54,771	25	53,000	52,630	370	(345)
Bus Mgmt Unallocated	3,250	142	3,108	9,750	745	9,005	9,750	9,681	69	8,937
Agency Trg/HR Legal	1,750	443	1,307	5,250	2,395	2,855	5,250	18,949	(13,699)	16,554
Enhanced Program	-	-	-	-	-	-	-	125,000	(125,000)	125,000
	<b>580,440</b>	<b>514,221</b>	<b>66,219</b>	<b>1,583,962</b>	<b>1,464,821</b>	<b>119,141</b>	<b>1,608,599</b>	<b>1,707,274</b>	<b>(98,675)</b>	<b>217,816</b>

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

# - Note on Program

T - Timing Difference



**Yakima Health District  
COVID 19 Response  
March 2020**

	<b>COVID 19 Response</b>		<b>Funding</b>	
	<b>Monthly</b>	<b>Annual</b>	<b>2020 Budget</b>	<b>Remaining</b>
<b>Revenue</b>				
Public Health Funding	-	-	-	-
Foundational Public Health	-	-	-	-
Federal	117,248	117,248	340,263	223,015
State	-	-	309,737	309,737
<b>Total Revenue</b>	<b>117,248</b>	<b>117,248</b>	<b>650,000</b>	<b>532,752</b>
<b>Expenses</b>				
Salaries & Wages	58,260	58,260	-	(58,260)
Benefits-Direct	19,918	19,918	-	(19,918)
Payroll Expense	78,177	78,177	-	(78,177)
Employee Recognition	179	179	-	(179)
Operating Supplies	-	-	-	-
Postage	407	407	-	(407)
Telephone	-	89	-	(89)
Professional Services - Health Officer	9,844	11,305	-	(11,305)
Professional Services - Legal	4,590	4,590	-	(4,590)
Professional Services - Other	3,075	3,075	-	(3,075)
Contracted Services	-	-	-	-
Client's Related Expenses	-	-	-	-
Laboratory & Pharmacy Supplies	-	-	-	-
Fuel	50	50	-	(50)
Miscellaneous	573	573	-	(573)
Operating Rental & Leases	-	-	-	-
Rent Storage	-	-	-	-
Training	-	-	-	-
Travel	232	274	-	(274)
Close Out Indirect Program	20,121	20,121	-	(20,121)
<b>Total Expenses</b>	<b>117,248</b>	<b>118,840</b>	<b>-</b>	<b>(118,840)</b>
<b>Excess/(Loss on) Revenue</b>	<b>-</b>	<b>(1,592)</b>	<b>650,000</b>	<b>531,160</b>
<b>Expected April Expenses to-date</b>				
Cell Phones	345			
Advertising - Facebook	50			
Misc - Food	86			
State Fair Park: Port-a-poties	436			
State Fair Park: Ambulance presence	1,600			
State Fair Park: Waste disposal est.	985			
State Fair Park: Food est.	5,000			
State Fair Park: Security	1,294			
<b>Total Expected April Expenses</b>	<b>9,796</b>			
<b>Total Actual and Expected Expenses</b>		<b>128,636</b>		
<b>Remaining Funding after Expected</b>			<b>521,364</b>	

**YAKIMA HEALTH DISTRICT**  
**2020 Cash Flow Report- from FMS REPORT**  
**(Cash Basis Accounting)**

	<b>1/31/2020</b>	<b>2/29/2020</b>	<b>3/31/2020</b>
<b>Beginning Cash</b>	<b>300,975</b>	<b>587,673</b>	<b>45,097</b>
<b>Transfers From Investment</b>	<b>370,000</b>	<b>403,000</b>	<b>183,000</b>
<b>Receipts /Deposits</b>	<b>1,023,070</b>	<b>488,627</b>	<b>410,512</b>
<b>TOTAL CASH AVAILABLE</b>	<b>1,694,045</b>	<b>1,479,300</b>	<b>638,609</b>
<b>MINUS</b>			
<b>Payroll Outlays</b>	<b>200,921</b>	<b>178,774</b>	<b>189,205</b>
Transfers Out (Payments to Yakima County Departments)	269,471	19,700	15,675
<b>Vouchers Payables Paid</b>	<b>355,980</b>	<b>295,729</b>	<b>266,800</b>
<b>Transfer to investment</b>	<b>280,000</b>	<b>940,000</b>	<b>205,000</b>
<b>TOTAL CASH OUTLAY/TRANSFER</b>	<b>1,106,372</b>	<b>1,434,203</b>	<b>676,680</b>
<b>ENDING BALANCE - CASH ( Fund 01 only)</b>	<b>587,673</b>	<b>45,097</b>	<b>(38,071)</b>
<b>Temporary Investment Fund 01</b>	<b>6,687,594</b>	<b>7,224,594</b>	<b>7,246,594</b>
<b>TOTAL CASH &amp; CASH EQUIVALENTS- FUND 1 ONLY</b>	<b>7,275,267</b>	<b>7,269,691</b>	<b>7,208,523</b>
<b>TOTAL CASH &amp; CASH EQUIVALENT- ALL FUNDS</b>	<b>7,275,267</b>	<b>7,269,691</b>	<b>7,208,523</b>

MONTHLY EXPENSES BASED ON YEARLY BUDGET divided by 12

NUMBER OF MONTHS - OPERATING CASH AVAILABLE Fund 01 only

NUMBER OF DAYS - OPERATING CASH AVAILABLE

<b>569,091</b>	<b>569,091</b>	<b>569,091</b>
<b>13</b>	<b>13</b>	<b>13</b>
<b>384</b>	<b>383</b>	<b>380</b>

<b>BUDGET (ADOPTED ON 10/31/18 MTG)</b>	<b>BUDGET YEAR</b>	<b>Y2020</b>
<b>OPERATION</b>		<b>6,329,097</b>
<b>ENHANCED PROGRAM</b>		<b>500,000</b>
<b>FULL BUDGET</b>		<b><u>6,829,097</u></b>



**Yakima Health District**  
**2020 Budget Summary**  
**Emergency & Contingency Amendment**

	Operations				Enhanced Program Budget			
	2018 Actual	2019 Budget	2020 Budget	Change	Enhanced	Emergency & Contingency	2019 Full Budget	
<b>Revenue</b>								
Public Health Funding	1,052,482	1,052,482	1,052,482	0.0%	-		1,052,482	
Federal	897,317	735,315	917,507	24.8%	182,192		917,507	
State	254,216	389,069	259,916	-33.2%	(129,153)		259,916	
Yakima County	150,000	162,000	164,000	1.2%	2,000		164,000	
Foundational Public Health	138,923	138,923	138,923	0.0%	-		138,923	
Fees, Permits Licensing	1,344,293	1,267,650	1,368,386	7.9%	100,736		1,368,386	
Developmental Disabilities	2,229,912	2,554,238	2,453,183	-4.0%	(101,055)		2,453,183	
Nongovernmental Contributions	130,824	124,450	-	-100.0%	(124,450)		-	
Investment income	107,960	45,000	80,000	77.8%	35,000		80,000	
Miscellaneous income	3,124	-	-	0.0%	-		-	
<b>Total Revenue</b>	<b>6,309,051</b>	<b>6,469,128</b>	<b>6,434,397</b>	<b>-0.5%</b>	<b>(34,731)</b>		<b>6,434,397</b>	
<b>Expenditures</b>								
Salaries & Wages	1,764,881	1,957,947	2,021,787	3.3%	63,840		250,000	2,271,787
Benefits-Direct	660,269	805,266	814,191	1.1%	8,925		84,000	898,191
<b>Total Salaries &amp; Benefits</b>	<b>2,425,151</b>	<b>2,763,213</b>	<b>2,835,978</b>	<b>2.6%</b>	<b>72,765</b>		<b>334,000</b>	<b>Add'l Staff Hrs</b>
Advertising/Promotional	8,055	16,250	8,900	-45.2%	(7,350)			8,900
Computer Expense	3,425	9,158	5,500	-39.9%	(3,658)			5,500
Copies & Printing	20,454	19,500	24,999	28.2%	5,499			24,999
Employee Recognition	983	630	3,100	392.1%	2,470			3,100
Janitorial Services	29,685	31,000	33,600	8.4%	2,600			33,600
Janitorial Supplies	2,690	3,200	3,100	-3.1%	(100)			3,100
Meeting Supplies	450	1,000	1,000	0.0%	-			1,000
Membership Dues	15,222	15,385	15,575	1.2%	190			15,575
Office Supplies	10,613	13,800	11,800	-14.5%	(2,000)			11,800
Operating Supplies	16,357	18,767	14,525	-22.6%	(4,242)		100,000	66,000
Postage	7,878	11,500	10,225	-11.1%	(1,275)			10,225
Professional Services - Accounting	17,007	20,000	32,000	60.0%	12,000			32,000
Professional Services - County Indirect	21,182	15,315	15,315	0.0%	-			15,315
Professional Services - Health Officer	40,397	80,000	63,000	-21.3%	(17,000)		250,000	Additional Health Off.
Professional Services - Legal	6,209	14,950	12,850	-14.0%	(2,100)			12,850
Professional Services - Technology	155,966	157,412	174,990	11.2%	17,578		225,000	
Professional Services - Other	77,598	96,558	53,386	-44.7%	(43,172)		100,000	250,000
Provider Serv-Medical (Fed)	343,089	199,960	394,800	97.4%	194,840			394,800
Provider Serv-Medical (State)	91,945	106,040	74,600	-29.6%	(31,440)			74,600
Provider Services - DD	2,017,295	2,264,761	2,191,642	-3.2%	(73,119)			2,191,642
Contracted Services	16,108	49,400	38,180	-22.7%	(11,220)		75,000	
Telephone	29,877	28,275	28,475	0.7%	200			28,475
Temp Worker	-	2,500	-	-100.0%	(2,500)		100,000	Possible Ext. Labor
Client's Related Expenses	1,172	500	500	0.0%	-		250,000	Client Expenses
Interpreting Services	-	450	450	0.0%	-			450
Laboratory & Pharmacy Supplies	3,454	5,950	4,450	-25.2%	(1,500)		500,000	Kits and Pharm supp.
Bank Fees	993	1,100	900	-18.2%	(200)			900
Fuel	14,578	18,202	18,612	2.3%	410			18,612

**Expenditures (Continued on next page)**



**Yakima Health District  
2020 Budget Summary  
Emergency & Contingency Amendment**

<b>Expenditures (continued)</b>	<b>Operations</b>				<b>Enhanced Program Budget</b>			
	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Change</b>	<b>Enhanced</b>	<b>Emergency &amp; Contingency</b>	<b>2019 Full Budget</b>	
Insurance	40,449	40,538	45,353	11.9%	4,815			45,353
Miscellaneous	1,538	4,000	4,050	1.3%	50			4,050
Operating Rental & Leases	68,487	81,177	85,545	5.4%	4,368		250,000	Building/Equip Rental 335,545
Rent Storage	3,759	2,509	2,509	0.0%	-			2,509
Repair & Maintenance (Car/Bldg.)	10,431	17,975	18,200	1.3%	225			18,200
Small Tools & Equip/Asset Repl.	32,401	6,425	6,100	-5.1%	(325)			6,100
Training	10,062	57,010	11,550	-79.7%	(45,460)			11,550
Travel	65,631	171,210	143,810	-16.0%	(27,400)			143,810
Utilities	24,158	25,070	25,072	0.0%	2			25,072
Close Out Indirect Program	(68,487)	(71,616)	(75,353)	5.2%	(3,737)			(75,353)
Depreciation Expense	-	-	-	0.0%	-			-
Less Pass-Through Expenses	(11,633)	(9,560)	(10,191)	6.6%	(631)			(10,191)
<b>Total Expenditures</b>	<b>5,554,630</b>	<b>6,289,516</b>	<b>6,329,097</b>	<b>0.6%</b>	<b>39,581</b>	<b>500,000</b>	<b>2,000,000</b>	<b>8,829,097</b>
<b>Estimated Excess Revenue</b>	<b>754,421</b>	<b>179,612</b>	<b>105,300</b>	<b>-41.4%</b>	<b>(74,312)</b>	<b>(500,000)</b>	<b>(2,000,000)</b>	<b>(2,394,700)</b>

<b>2020 Budgeted Expenditure</b>	<b>Operating</b>	<b>Enhanced</b>	<b>2020 Adopted</b>
	\$ 6,329,097	\$ 500,000	\$ 6,829,097

<b>COVID 19 Response</b>	<b>Emergency</b>	<b>Contingency</b>	<b>2020 Full</b>
	\$ 1,000,000	\$ 1,000,000	\$ 8,829,097