

CLEARANCES	Initial	Date	Date Received by Council/Office:	Agenda date	Assigned to:
Originator: Executive			RECEIVED MAR 2 1994 WHATCOM COUNTY COUNCIL	3/8/94	Council Intro.
Division Head:				3/22/94:	Finance/Council
Dept. Head:					
Prosecutor:	RTW	3/28/94			
Purchasing/Budget:					
Executive:		3/28/94			

SUBJECT:

1994 Supplemental Budget Request #2

ATTACHMENTS:

Ordinance
Backup paperwork

SUMMARY STATEMENT:

Please complete sections of box as appropriate & explain the item below.

Related County contract #:	Should Clerk schedule a hearing? NO / X / YES / / Requested date:
Amount budgeted for this item/project: \$	Is it (or will it be) within budget? YES / / NO / / (Please explain below)
Budget line item number(s):	

Supplemental Budget Ordinance No. 2 adds appropriation to the following budgets:

There are two supplemental requests for the Sheriff's Office (Current Expense Fund). The first appropriates \$22,173 from fund balance to fund the final payout for a Deputy who was placed on disability by the LEOFF Board. The second appropriates \$10,343 from fund balance to fund the boating safety program. The money being appropriated is "Program Dedicated" funding left over from last year's boating safety program.

2. There are thirteen supplemental requests for the Health Fund. The supplementals appropriate \$306,453 from fund balance and grant revenue for Health Department operations.

ORIGINATOR'S RECOMMENDED ACTION:

Pass

COMMITTEE ACTION TAKEN:

COUNCIL ACTION TAKEN:

3/8/94: Intro.
3/22/94: Council adopted the ordinance with amendments.

Related File Numbers:

Ordinance or Resolution Number (this item only):

SPONSORED BY: Consent

PROPOSED BY: Executive

INTRODUCTION DATE: 3/22/94

ORDINANCE NO. 94-016

AMENDMENT NO. 2 TO THE 1994 BUDGET

WHEREAS, the 1994 budget was approved February 8, 1994; and,

WHEREAS, changing circumstances require modifications to the approved 1994 budget; and,

WHEREAS, those modifications have been assembled here for deliberation by the Whatcom County Council.

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the 1994 Whatcom County budget ordinance 94-009 is hereby amended by adding the following amounts to the departments included therein:

Current Expense Fund:

Sheriff	32,516
Total Current Expense	<u>32,516</u>

Other Funds:

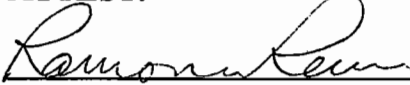
Health Fund	306,453
Total Other Funds	<u>306,453</u>

Total Supplemental \$338,969

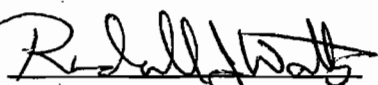
BE IT FURTHER ORDAINED that the 1994 budget ordinance 94-009, exhibit C, is amended to reflect the additional authorized positions in the Health Fund as set forth in Attachment A to this ordinance.

ADOPTED this 22nd day of March, 1994.

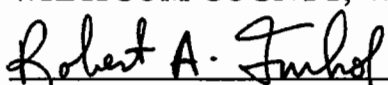
ATTEST:

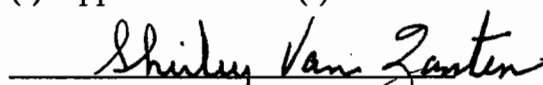

Council Clerk

APPROVED as to form:


Civil Deputy Prosecutor

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON


Robert A. Imhof, Chair
 Approved Denied


Shirley Van Zanten, Executive
Date: 3-23-94

ATTACHMENT A

To ordinance titled: Amendment No. 2 to the 1994 Budget

The 1994 budget ordinance 94-009, exhibit C, is amended to reflect the additional authorized positions in the Health Fund as set forth below:

Request	Additional Authorized Positions	FTE
5	Public Health Nurse (PHN) Immunization Program	0.4 FTE
5	Clerk-Typist II - Immunization Program	0.4 FTE
7	Medical Assistant- TB Control	1.0 FTE
7	Clerk-Typist II - TB Control	0.5 FTE
11	Environmental Health Specialist (EHS)-Moderate Risk Waste Generator	0.5 FTE

All positions will be discontinued when grant funding ends.

WHATCOM COUNTY SHERIFF'S OFFICE
Public Safety Building - 311 Grand Avenue
Bellingham, Washington 98225



DALE BRANDLAND
Sheriff

RECEIVED

FEB 04 1994

MEMORANDUM

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

DATE: February 3, 1994

TO: Shirley Van Zanten
County Executive

FROM: David Wareing, Undersheriff

SUBJECT: *Submission of Budget Supplemental Requests*

Attached are two budget supplemental requests for the next Council Supplemental Request cycle.

State Boating Fund Carry-Over

We are requesting that \$10,343 be carried forward, per one of our earlier conversations, from the 1993 budget ending fund balance (Sheriff's Office Operating and Supplies) to the 1994 Sheriff's Budget (Office Operating and Supplies-Boating Safety Program 2960.6320). This amount was left over from last year's state boating safety program that were not expended during the 1993 calendar year. We need to make this carry-over transfer, as these are program-dedicated funds that must be spent for the boating safety program.

Disability Retirement Payout

As you may or may not know, Deputy Paul Westby was placed on disability retired by the LEOFF Board for job-related injuries at the end of last year. Since this retirement was not anticipated or budgeted for, we are requesting a \$22,173.00 supplemental from the year end fund balance to enable us to "process him out" and complete his retirement. The budget line items requiring increase are specifically listed on the attached Budget Modification Request form.

If there are any questions, strategies or ideas that you or Tom would like to discuss regarding these matters, please call me. Thank you.



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
PARENT-CHILD HEALTH SERVICES
Olympia, Washington 98504-7880

September 23, 1993

Kelly Molaski, R.D.
Whatcom County Health Department
Post Office Box 935
509 Girard Street
Bellingham, WA 98227

Dear Kelly:

Thank you for your excellent breastfeeding promotion request. Please refer to enclosed spread sheet for the award amounts.

The total amount of funding requested by local agencies for FFY 94 was over \$250,000. The amount available for the grants is only \$130,000. While we are very pleased at this level of interest, we are not able to fund all the requests received. We have been fortunate in the past that we were able to fund all agencies requests to some degree. Because of the large number of requests and limited funding Cathy Franklin and I, with the assistance of the Local Program Consultants and other state staff worked together to distribute the funding in the most fair and equitable way possible.

Category A - Peer Counseling

Due to the large number of requests and limited funding, we are able to fund your request for peer counseling for continuation of the project only. The \$2575 awarded reflects the estimated costs for running the program for FFY 94. The \$250 requested for supplies was placed in the October to December time period with the remainder spread evenly throughout the year.

Category B - Training

You requested and received funding to send one person to the week long training at Evergreen Hospital.

Funding for over 60 people was requested for the week-long Evergreen Hospital training. The registration fees alone were over \$27,000. Because of this high level of interest, we will be contracting with Evergreen to do three day regional trainings around the state. We will be adapting their week long curriculum to better meet the needs of community health staff. These training will occur during the January to June time period. You may wish use the funds to have staff attend these trainings instead. There will be no registration fees for WIC staff for the three day trainings.

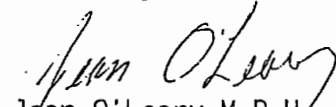
You may use this funding as you wish for breastfeeding training and promotion. If you do choose to send staff to the Evergreen workshop the course fee will be \$375 for all WIC staff. Indicate on the registration form and check that the person attending is supported by WIC funds.

Category C - Breastfeeding Equipment and Supplies

Per the letter sent to your agency at the end of August, all funds for equipment requests were moved into FFY 93.

Please do not hesitate to contact me or your Local Program Consultant if you have any questions.

Sincerely,



Jean O'Leary M.P.H., R.D.
Nutrition Consultant
Office of WIC Services

Attachment

cc: Suganya Sockalingham, Local Program Consultant
Clinic file

2 Whatcom

	Oct-Dec	Jan-June	July-Sept	Total
Peer Counsel	831	1163	581	2575
Training	0	776	0	776
Other	0	0	0	0
Total	831	1939	581	3351

WHATCOM COUNTY HEALTH DEPARTMENT

Community Health Center - 509 Girard Street
P.O. Box 935
Bellingham, Washington 98227-0935
SCAN 738-2167 FAX 676-7646



5

FRANK E. JAMES, M.D.
Health Officer

TO: Shirley VanZanten,
County Executive

FROM: Frank James, M.D.
Health Officer

DATE: February 17, 1994

RE: Technical Amendment to the 1994 Budget
Exhibit C Authorized Positions

The 1994 Budget Ordinance Exhibit C Authorized Positions lists 12.80 Public Health Nurses and 13.20 Clerk Typists II in the Health Department (See Exhibit C attached). This is an error and Exhibit C should be amended to authorize 13.20 Public Health Nurses and 14.20 Clerk Typist II positions.

This situation occurred when the Budget Modification Request for the Consolidated Contract-Infant Immunization Initiative early in 1993 was changed to request extra help rather than the intended 0.4 FTE Public Health Nurse and 0.4 FTE Clerk Typist II. The change was made because it appeared that the positions were only for six months, rather than three and one-half years. This grant award was intended for three and one-half years, although the consolidated contract is renewed annually and it cannot include more than one year of allocation. The Director of Personal Health Services was not aware of the change and the employees were hired as permanent staff, assigned benefits as permanent staff, and joined unions as permanent staff. (See the attached letters of employment.) The error was discovered last November. In December the employees were paid out for their accrued vacation and sick benefits. In January they began employment as temporary, Extra Help in order to correct the situation.

The employees have concerns about their loss of benefits, seniority and their change in employment status from what was communicated to them at the time of their employment.

Our request to correct the situation is as follows:

- 1) formally add those FTE's to the Authorized Positions for 1994 and 1995
- 2) reinstate their benefits and seniority at the December 1993 level
- 3) delete the FTE's from the Authorized Positions in June 1995 when the federal funding runs out (the employees in those positions will then be able to exercise their union benefits to assume positions in their job classification of employees with less seniority.

Administrative
& Nursing
Phone 676-6720
County 384-1528

Environmental
Health
Phone 676-6724
County 384-1565

AIDS Education
& Testing Center
Phone 676-4593
County 384-5848

Immunization Clinic
Phone 738-2508
County 384-1336

Communicable
Disease Hotline
Phone 738-2503

Well Child Clinic
Phone 738-2522
County 384-0574

W.I.C. Clinic
Phone 738-2505
County 384-1633

EXHIBIT C

Authorized Positions - 1994 Budget

Secretary II		2.00
Clerk III		2.00
Jury Administrator		1.00
TOTAL	14.50	15.50

HEALTH	1993	1994
Health Officer	1.00	1.00
Admin. Svcs. Director	1.00	1.00
Personal HLth. Svcs. Dir.	1.00	1.00
Enviro. Health Director	1.00	
Pub. Hlth. Nurse. Super.	5.00	4.00
Enviro. Hlth. Super.	3.00	3.00
Water Resource Mgr.	1.00	
Program Manager	1.00	1.00
Maternity Case Manager	1.40	0.80
Administrative Asst.	1.00	1.00
Envir. Hlth. Coord.	1.00	
Finan. Services Coord.	1.00	1.00
Support Services Coord.	1.00	1.00
Clerk/Typist II	13.40	13.80
Clerk/Typist III	1.00	1.00
Clerk/Typist IV	1.00	1.00
Account Clerk	2.00	2.00
Vital Records Clerk	1.00	1.00
Nurse Practitioner	3.25	4.25
Registered Nurse	0.80	2.60
Public Health Nurse	15.00	12.80
Medical Assistant	2.15	2.00
Dietician	2.10	2.40
WIC Certifier	3.50	3.90
Social Worker	1.50	1.50
Outreach Worker	1.00	1.00
Enviro. Hlth. Spec. I	2.00	3.00
Enviro. Hlth. Spec. II	7.00	5.00
Enviro. Hlth Tech. II	1.00	1.00
Enviro. Hlth. Lab. Tech.	0.50	
Enviro Specialist Water Resources	1.00	
TOTAL	78.60	73.05

HEARING EXAMINER	1993	1994
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WHATCOM COUNTY HEALTH DEPARTMENT



Community Health Center - 509 Girard Street
P.O. Box 935
Bellingham, Washington 98227-0935
SCAN 738-2167 FAX 676-7646

FRANK E. JAMES, M.D.
Health Officer

March 29, 1993

Julie Hyry
2805 Aldergrove Rd.
Ferndale, WA 98248

Dear Julie:

Welcome to the Whatcom County Health Department! This is your formal letter of appointment to the fifteen hour per week Clerk Typist I position in our immunization program beginning April 1, 1993. It is important to note that this position is grant funded and will terminate at the time the grant funds end and the current funding cycle ends September 30, 1993. We will apply for continuation of the grant funding. Your supervisor will be Stacey Graville, RN. Your work site will be 509 Girard Street, Bellingham, WA.

This position is paid at salary range 19. You will start at step 1 which is currently paid at \$8.69 per hour.

The first six months of your employment constitute your probation period. During this probationary period, your employment and compensation can be terminated, with or without cause, with or without notice, at any time. Your probationary period will end at the close of the working day October 1, 1993. At that time you will be eligible for a salary increase to step 2 which is currently paid at \$9.13 per hour.

Please sign and bring this letter with you on your first day of work.

I look forward to having you join our Communicable Disease program at the Health Department.

Date: 3-29-93

Signed: Jan Dahl
Director of Personal Health Services

I have read and understand the above employment conditions:

Date: 4-1-93

Signed: [Signature]
Employee

Sincerely,

Jan Dahl, RN, MN
Director of Personal Health Services

JD:lm

cc: Personnel, Jeff Lyle, Karen Rodriguez, Stacey Graville

Administrative & Nursing Phone 676-6720 County 384-1528	Environmental Health Phone 676-6724 County 384-1565	AIDS Education & Testing Center Phone 676-4593 County 384-5848	Immunization Clinic Phone 738-2508 County 384-1336	Communicable Disease Hotline Phone 738-2503	Well Child Clinic Phone 738-2522 County 384-0574	W.I.C. Clinic Phone 738-2505 County 384-1633
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WHATCOM COUNTY HEALTH DEPARTMENT



Community Health Center - 509 Girard Street
P.O. Box 935
Bellingham, Washington 98227-0935
SCAN 738-2167 FAX 676-7646

FRANK E. JAMES, M.D.
Health Officer

March 29, 1993

Paula Kobos
3716 Seeley Street
Bellingham, WA 98226

Dear Paula:

Welcome to the Whatcom County Health Department! This is your formal letter of appointment to the fifteen hour per week public health nurse position in our immunization program beginning April 13, 1993. It is important to note that his position is grant funded and will terminate at the time the grant funds end. The current grand funding cycle ends September 30, 1993. Your supervisor will be Stacey Graville, RN. Your work site will be 509 Girard Street, Bellingham, WA.

This position is paid at Salary Range 45. You will start at Step 3 which is currently paid at \$16.74 per hour.

The first six months of your employment constitute your probation period. During this probationary period, your employment and compensation can be terminated, with or without cause, with or without notice, at any time. Your probationary period will end at the close of the working day October 13, 1993. At that time you will be eligible for permanent employment and a salary increase to Step 4.

Please sign and bring this letter with you on your first day of work.

I look forward to working with you on this special public health project and having you join our Communicable Disease team at the Health Department.

Date: 3.29.93

Signed: Jan Dahl
Director of Personal Health Services

I have read and understand the above employment conditions:

Date: 4-13-93

Signed: Paula Kobos
Employee

Sincerely,

Jan Dahl, RN, MN
Director of Personal Health Services

JD:lm
cc: Personnel, Jeff Lyle, Karen Rodriguez, Stacey Graville

Administrative & Nursing Phone 676-6720 County 384-1528	Environmental Health Phone 676-6724 County 384-1565	AIDS Education & Testing Center Phone 676-4593 County 384-5848	Immunization Clinic Phone 738-2508 County 384-1336	Communicable Disease Hotline Phone 738-2503	Well Child Clinic Phone 738-2522 County 384-0574	W.I.C. Clinic Phone 738-2505 County 384-1633
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**WHATCOM COUNTY
BUDGET MODIFICATION REQUEST**

6

Department: HEALTH
Requested By: Frank James, M.D.

The following budget modification is requested:

Budget Transfer * XX Budget Supplemental **

SOURCE: (Accounts to transfer from or funding source for supplemental)

15310.4334.0492 Consolidated Contract/Public Health Service <\$16,800.00 >
STD Adolescent Clinic

ACCOUNTS TO INCREASE:

15310.	Sexually Transmitted Disease	
6120	Extra Help (Temporary Help April-Dec. 1994)	11,012.00
6230	Social Security	881.00
6259	Worker's Comp	495.00
6269	Unemployment	60.00
6320	Supplies	3,602.00
6329	Supplies/Interfund	250.00
6339	Printing/Interfund	500.00
	TOTAL	\$16,800.00

PURPOSE OF TRANSFER OR SUPPLEMENTAL: (If more room is necessary attach additional sheet.)

The Health Services Reform Act of 1993 includes funding for "Urgent Public Health Needs" in local jurisdictions. Whatcom County has identified sexually transmitted diseases in 13-19 year-old teens as a priority. The addition of special adolescent clinics will reduce the incidence of gonorrhea, chlamydia, HIV, human papilloma virus, and syphilis. In addition, an education and outreach component to the program will address adolescent skill building in refusal and negotiations skills.

Authorized By:

Department Head: Frank James MD Date: 2-17-94

Executive's Office: _____ Date: _____

Date Posted: _____ By: _____

* Transfers affecting salaries, benefits, or capital accounts (6100, 6200, 7300 and 7400) must be authorized by the County Executive. Transfers affecting other objects do not need Executive office approval.

** Supplemental requests, if approved by the Executive, will be forwarded to the County Council for authorization.

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**WHATCOM COUNTY
BUDGET MODIFICATION REQUEST**

Department: HEALTH
Requested By: Frank James, M.D.

The following budget modification is requested:

Budget Transfer * XX Budget Supplemental **

SOURCE: (Accounts to transfer from or funding source for supplemental)

15311.4334.0492 Consolidated Contract / Public Health Services <\$40,700.00>
Tuberculosis Control

ACCOUNTS TO INCREASE:

15311.	Tuberculosis		
6110.03	Salary	1.0 FTE Med. Asst.	\$15,564.00
6110.01	Salary	.5 FTE Clk-Typist II	7,946.00
6210	Retirement		1,881.00
6230	Social Security		1,881.00
6255	Other Health & Welfare		8,224.00
6257	Disability		200.00
6259	Worker's Comp		1,427.00
6269	Unemployment		118.00
6320	Supplies		1,709.00
6329	Supplies/Interfund		250.00
6339	Printing/Interfund		500.00
6790	Travel/Other		1,000.00
		TOTAL	\$40,700.00

PURPOSE OF TRANSFER OR SUPPLEMENTAL: (If more room is necessary attach additional sheet.)

FTE'S WILL TERMINATE WHEN GRANT FUNDING IS DISCONTINUED. The Health Services Act of 1993 includes funding for "Urgent Public Health Needs" in local health jurisdictions. Whatcom County has identified the reduction of tuberculosis as a high priority. A bilingual medical assistant and a part time clerk will enable the tuberculosis program to: 1) increase screening of high risk groups such as the homeless, foreign-born, jail inmates, active case contacts and HIV infected individuals; 2) insure completion of treatment and preventive therapy; and 3) provide public and health care provider education programs.

Authorized By:

Department Head: Frank James MD Date: 2-17-94

Executive's Office: _____ Date: _____

Date Posted: _____ By: _____

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WHATCOM COUNTY
BUDGET MODIFICATION REQUEST

8

Department: HEALTH
Requested By: Frank James, M.D.

The following budget modification is requested:

Budget Transfer * XX Budget Supplemental **

SOURCE: (Accounts to transfer from or funding source for supplemental)

15309.4334.0490 Consolidated Contract/Infant Immunization Initiative <\$23,863.00 >
Challenge Award

ACCOUNTS TO INCREASE:

15309.	Immunization	
6120	Extra Help (April-December 1994)	17,920.00
6230	Social Security	1,435.00
6259	Worker's Comp.	1,074.00
6269	Unemployment	90.00
6610	Contract Services	400.00
6630	Professional Services	650.00
6790	Travel, Other	<u>2,294.00</u>
	TOTAL	\$23,863.00

PURPOSE OF TRANSFER OR SUPPLEMENTAL: (If more room is necessary attach additional sheet.)

The Health Services Act of 1993, Washington Health Care reform legislation, includes funding for immunization projects designed to improve the immunization level of 2 year old children. Whatcom County was awarded funds to develop a unique case management system and targeted outreach efforts in rural Whatcom County. The funding period is January 1994-June 1995. The 1995 funds will be included in the 1995 Consolidated Contract.

Authorized By:

Department Head: Frank James MD Date: 2-17-94

Executive's Office: _____ Date: _____

Date Posted: _____ By: _____

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** Supplemental requests, if approved by the Executive, will be forwarded to the County Council for authorization.

11/19 Copies to Jeff, Karen, (Dino), Frank



STATE OF WASHINGTON

DEPARTMENT OF HEALTH

OFFICE OF IMMUNIZATION AND TUBERCULOSIS SERVICES

Airdustrial Park Bldg 14 • P.O. Box 47843 • Olympia, Washington 98504-7843 • (206) 753-3495 • FAX (206) 586-5440

November 17, 1993

Jan Dahl
Whatcom County Health Department
P.O. Box 935
Bellingham, WA 98227

Dear Ms. Dahl:

This is to confirm our conversation of November 16 and your organization's award of \$38,465 for an Immunization Challenge Grant project. The members of the application review committee were impressed with the many creative ideas outlined in the various proposals for seeing that more of our state's preschool children are age appropriately immunized.

Over the next four to six weeks, Immunization Program staff Roxie Schalliol and Nancy Wampler will be working with you to negotiate the contract for this award. We expect to have contracts in place by January 1, 1994, providing project funding for 18 months.

Again, my thanks for your organization's interest in improving the immunization status of preschool children in our state. If you have any questions or would like to discuss this issue with me, please do not hesitate to contact me at (206) 753-3495 or SCAN 234-3495.

Sincerely,

Sharon T. O'Malley, Director
Office of Immunization and TB Services



**WHATCOM COUNTY
BUDGET MODIFICATION REQUEST**

13

Department: HEALTH
Requested By: Frank James, M.D.

The following budget modification is requested:

 Budget Transfer * XX Budget Supplemental **

SOURCE: (Accounts to transfer from or funding source for supplemental)

15332.4333.2600	Consolidated Contract-Bicycle	6,821.00		
4333.9136	Bicycle Helmet Project	819.00	TOTAL	<7,640.00>

ACCOUNTS TO INCREASE:

15332.	Child Health			
6320	Supplies			140.00
6630	Professional Services			7,500.00
			TOTAL	\$ 7,640.00

PURPOSE OF TRANSFER OR SUPPLEMENTAL: (If more room is necessary attach additional sheet.)

The successful bicycle helmet program has received a second year of funding to maintain community-based bicycle safety prevention activities through coordination of a local coalition.

Authorized By:

Department Head: *Frank James* Date: 2-17-94

Executive's Office: _____ Date: _____

Date Posted: _____ By: _____

* Transfers affecting salaries, benefits, or capital accounts (6100, 6200, 7300 and 7400) must be authorized by the County Executive. Transfers affecting other objects do not need Executive office approval.

** Supplemental requests, if approved by the Executive, will be forwarded to the County Council for authorization.

WHATCOM COUNTY HEALTH DEPARTMENT



Community Health Center - 509 Girard Street
P.O. Box 935
Bellingham, Washington 98227-0935
SCAN 738-2167 FAX 676-7646

FRANK E. JAMES, M.D.
Health Officer

TO: Shirley VanZanten,
County Executive

FROM: *Frank James MD*
Frank James, M.D.,
Health Officer

DATE: February 18, 1994

RE: Supplemental Budget Requests

RECEIVED

FEB 22 1994

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

Please find attached the Supplemental Budget Requests for the Whatcom County Health Department which I am submitting to you for your signature. This is a large and complex set of budget amendments. Hopefully, all the details have been resolved and all the information necessary for Linda Irvin to process this package are attached. She had many concerns in the last submission. I have personally discussed each item with her and believe that all appropriate changes, additions, corrections and clarifications are provided in this submission.

Some of the attached items are routine in nature, such as paying the additional retirement costs for the former Health Officer to the State of Washington. Another is a gift from the March of Dimes to allow us to continue a genetics clinic which we have carried out for a number of years. There are the Consolidated Contract amendments which are the routine kind of amendments which we receive every year after the closing date of our budget submissions. These contract amendments are in the area of providing a safe environment for children and infants in the areas of injury prevention, immunizations and basic nutrition programs. There are several items in Environmental Health, one of which was a program started last year on Moderate Risk Waste, another is a large grant to do Site Hazard Assessment. There are also five Urgent Needs requests. This is money provided by the state to address unmet public health needs in the areas of epidemiology, well siting, identifying failing septic systems, sexually transmitted disease and tuberculosis. Finally, there is a technical amendment which arose due to confusion about how to correctly add items to last year's budget which involve personnel.

Administrative
& Nursing
Phone 676-6720
County 384-1528

Environmental
Health
Phone 676-6724
County 384-1565

AIDS Education
& Testing Center
Phone 676-4593
County 384-5848

Immunization Clinic
Phone 738-2508
County 384-1336

Communicable
Disease Hotline
Phone 738-2503

Well Child Clinic
Phone 738-2522
County 384-0574

W.I.C. Clinic
Phone 738-2505
County 384-1633

Overall, this package brings \$298,813. of additional service to the citizens of Whatcom County. This substantial amount of service funding is brought to the citizens at no direct cost to Whatcom County government. In addition, many of the larger sums also include coverage of all the indirect costs of the programs. I am very proud of my staff being able to go out in a time when it is difficult to obtain additional dollars and find resources to meet the needs identified in these packages. I sincerely appreciate your efforts to move these packages forward in a timely manner. Please find listed below, a list summarizing each of the submissions. If you have any questions, please feel free to contact me or my staff.

Number 1 is a request related to additional retirement costs, billed by the State of Washington to cover excess compensation for vacation/sick leave cash out of former Health Officer, Dr. Phillip Jones.

Number 2 is a request related to Urgent Needs for Epidemiology. The revenue is included in the 1994 Consolidated Contract. The Budget Modification Request is to add that revenue and corresponding appropriations to the budget. This funding will help the Health Department to provide assessment and data management for the Urgent Needs projects, and Infant Mortality Survey, Pre-term Birth Survey, tuberculosis disease and treatment trends, provide leadership and consultation for the communicable disease outbreak team, and consultation for APEX Part II Community Assessment.

Number 3 is a new grant from the March of Dimes for \$3200 for local Genetics Clinics. Children's Hospital and Medical Center has provided these clinics for four years in Bellingham so families would not have to drive to Seattle. They lost their funding for outreach clinics. We requested money from the March of Dimes to cover the cost of physicians and support staff from Children's Hospital and Medical Center through professional services agreements.

Number 4 will be an amendment to the consolidated contract. A letter of award is included in the packet. We expect the amendment at any time and will forward it promptly for your signature. This is continuing funding for the WIC Breastfeeding Promotion Project and includes \$1744 for professional services for peer counselors who work with pregnant and breastfeeding women. Our program has increased both the number of women who breastfeed and the duration of breastfeeding since the implementation of this project a year ago.

Number 5 is a request for a technical amendment. (See memo dated February 17 to the County Executive from Dr. James, regarding Technical Amendment to the 1994 Budget and Exhibit C Authorized Positions.)

Number 6 includes \$11,012 in Extra help. This will be used to hire a public health nurse and nurse practitioner from April 1 through December 31 for a demonstration project: an adolescent STD Clinic. The rate of sexually transmitted disease among this age group continues to climb, this innovative approach will involve the teens in establishing their own clinic. An outreach and behavior change education and support component will assist in reducing the incidence of chlamydia, papilloma virus, gonorrhea, syphilis, and HIV infection in high risk youth.

Number 7 includes the following permanent staff: 1.0 Medical Assistant and 0.5 Clerk-Typist II. The job announcements and appointment letters will indicate the positions will be discontinued when the grant funding terminates. Union contracts do not permit hiring temporary extra help for the amount of hours needed. Tuberculosis is rising at an alarming rate throughout the world, the United States and Whatcom County. The number of cases doubled in Whatcom County last year. The Health Department has chosen to use these state funds to supplement county dollars in tuberculosis prevention. They will be used to provide screening of high risk groups, monitoring medication compliance, and educating health care providers about tuberculosis control.

Number 8 will be an amendment to the consolidated contract. A letter of award of funds are included in the package. We expect the amendment at any time and will forward it promptly for your signature. It is the Infant Immunization Challenge Award. It includes \$17,920 in Extra Help. This will be used to hire a temporary public health nurse and outreach worker from April through December 1994. The focus of this project is to increase the immunization levels of preschool children in rural Whatcom County. A unique case management and rural clinics are designed to increase immunization levels above the current 50% level. This is of particular importance given the measles and polio concerns during the past year. The job announcements and appointment letters will indicate that the positions will be terminated when the grant funding is discontinued. This award is through June 1995 and the 1995 funding will be included in our 1995 Consolidated Contract.

Number 9 is a request related to Urgent Needs in Well Siting. The revenue is included in the 1994 Consolidated Contract. The Budget Modification Request is to add that revenue and corresponding appropriations to the budget. Number 9 includes \$15,500 in Extra Help. This will be used to hire a well inspector to complete the well siting study from April through December 1994.

Number 10 is a request related to Urgent Needs to enhance the epidemiological portion of the current septic system survey. The revenue is included in the 1994 Consolidated Contract. The Budget Modification Request is to add that revenue and corresponding appropriations to the budget.

Number 11 is a request related to continuation of the Moderate Risk Waste program funded through County Solid Waste's Coordinated Prevention Grant for small quantity generator technical assistance. The revenue is included in the 1994 budget but the appropriations were not included. This request includes the addition of 0.5 Environmental Health Specialist II. This represents a reduction in authorized positions from the 1993 budget in that 1 FTE was approved for this program in 1993. A new employee will be hired and the job announcement and appointment letters will indicate that the position will be discontinued when the grant funding terminates. Union contracts do not permit hiring temporary extra help for the amount of hours needed.

Number 12 is a request related to a new grant offered by the Department of Ecology to perform Site Hazard Assessments at sites which may be adversely affecting public health. The purpose of a Site hazard assessment is to collect information about environmental conditions, waste types, and waste quantities at a site which may be adversely affecting health and the environment by the release of contaminants. This request includes the addition of 1 Environmental Health Specialist I. A new employee will be hired and the job announcement and appointment letters will indicate that the position will be discontinued when the grant funding terminates. Union contracts do not permit hiring temporary extra help for the amount of hours needed.

Number 13 is the Bicycle Helmet/Injury Prevention Award. The funds are included in the 1994 Consolidated Contract. The Budget Modification Request is to add that revenue and expenditure to the budget. This is a continuation of a successful community program and will be of particular importance if the bicycle helmet legislation is passed this year. Last year, among other things, this project provided education programs and bicycle helmets for 78 children through local schools. This year, more education and helmets will be available through this project.

WHATCOM COUNTY HEALTH DEPARTMENT

Community Health Center - 509 Girard Street
P.O. Box 935
Bellingham, Washington 98227-0935
SCAN 738-2167 FAX 676-7646



FRANK E. JAMES, M.D.
Health Officer

RECEIVED

FEB 22 1994

SHIRLEY VAN ZANTEN
COUNTY EXECUTIVE

February 22, 1994

Shirley VanZanten, County Executive
Whatcom County Courthouse
311 Grand Ave.
Bellingham, WA 98225

Re: Supplemental Budget Proposal
(Packet Submitted February 18, 1994)

Dear Ms. VanZanten:

In order to accomplish the nearly \$300,000 worth of services to the public which is outlined in our supplemental budget request, it will be necessary to hire a number of new staff. Some of these will be hired as *permanent, time-limited* positions and others will be hired as *extra help*.

A permanent position is one that is added to our staff, is approved by the County Council, receives benefits and joins a union. It is legally possible to add permanent, but time limited positions. In this case, the FTE goes away if the funding goes away. That does not necessarily mean that the person holding the position is terminated. Rather, that individual would have certain rights and privileges under the union structure. It does, however, mean that the positions and FTEs within the Health Department would be reduced. However, if other staff have been hired since that time, there may be seniority for the individuals hired at an earlier date even though their position was intended to be time limited in nature. The reason for this somewhat awkward structure is the nature of our union contracts which require this approach.

The permanent but time limited positions which will be added with this supplemental budget include:

Administrative
& Nursing
Phone 676-6720
County 384-1528

Environmental
Health
Phone 676-6724
County 384-1565

AIDS Education
& Testing Center
Phone 676-4593
County 384-5848

Immunization Clinic
Phone 738-2508
County 384-1336

Communicable
Disease Hotline
Phone 738-2503

Well Child Clinic
Phone 738-2522
County 384-0574

W.I.C. Clinic
Phone 738-2505
County 384-1633

PACKET #	POSITION	FTE
#5	Public Health Nurse (PHN) -Immunization Program	0.4 FTE
#5	Clerk-Typist II - Immunization Program	0.4 FTE
#7	Medical Assistant - Tuberculosis Control	1.0 FTE
#7	Clerk-Typist II - Tuberculosis Control	0.5 FTE
#11	Environmental Health Specialist (EHS)-Moderate Risk Waste Generator	0.5 FTE
#12	Environmental Health Specialist (EHS)-DOE Site Hazard Assessment	1.0 FTE

All of these positions will go away when the grant funding ends.

It is necessary to add them as "permanent" positions because of the nature of our bargaining unit contracts. In next year's bargaining unit contract, we hope to change the term to "regular" rather than permanent. Any position where the person works more than 1,040 hours in a given year has to be hired as "permanent" staff with union benefits. These positions can be eliminated but those individuals who worked more than 1,040 hours are entitled to seniority.

You were also interested in knowing why contracting out would not be more appropriate for some of these positions such as the Environmental Health Site Hazard Assessment position. Again, the union contract specifically forbids us from contracting for any traditional bargaining unit work which exceeds 1,040 hours. To contract that work out would be a violation of our bargaining unit contract with AFL-CIO Local 17. Other work which we plan on contracting out is included under the extra-help section. When the work is less than 1,040 hours and there is no need to maintain internal control of the position for quality assurance reasons, we will contract out under extra help. Extra help in the budget is considered those positions which will not generate more than 1,040 hours of work in any given calendar year and, therefore, can be hired as extra help - that is without benefit of either seniority within the union or benefits and other coverage which are offered to permanent employees. There is an economic saving in hiring under extra help rather than permanent staff as well as a reduced commitment on the part of the Health Department for seniority.

Again, with respect to the union contracts, we offer any additional bargaining unit work to existing employees. We won't know whether or not existing employees are interested until they either accept or reject the offer. If existing staff do not wish or have time to take on those extra duties then we will make a public offering of that work.

Specifically listed extra help items:

Packet #	FTE	TIME	PURPOSE	AMOUNT
#6	0.2 FTE PHN 0.2 FTE Nurse Practitioner	Apr.-Dec. 1994	Staff an adolescent health clinic to reduce the number of sexually transmitted diseases which we find among adolescents. This is too small amount of time to contract and nurses and nurse practitioners are not set up as businesses. This expertise is not generally available on a contract basis in our community.	\$11,012
#8	0.4 FTE PHN 0.4 OUTREACH WORKER	Apr.-Dec 1994	As above, general contractors are not available in our community. It would be unlikely to find one to work only .4 time.	\$17,920
#9	0.5 EHS	Apr.-Dec 1994	This is directed at assessing the appropriateness of the siting of wells for the safety and health of the people utilizing them. Again, this would be less than 1,040 hours and we plan on contracting for these services. We feel it is a single piece of work and a free standing effort. The individual would be expected to have their own vehicle and other equipment to carry out the contract.	\$15,500
#10	Contract Services	Apr.-Dec 1994	Evaluation of potential water quality and other impacts from failing septic systems could be brought together assessed and policy recommendations and public information be made available. This would be for professional services contract and is a very small amount of work.	\$3,000
TOTAL				\$47,432

I have also included two attachments which further detail reasoning for hiring staff rather than contracting out for the Moderate Risk Waste Generator Program (Attachment A) and the DOE Site Hazard Assessment Grant (Attachment B).

Page Four
Shirley VanZanten, County Executive
February 22, 1994

I hope that this assists you in understanding our proposal and the reasons, both in the union contracts and in the structure of the work itself why these distinctions were made the way they were. If you have any further questions, please don't hesitate to contact me.

Sincerely,



Frank James, M.D.
Health Officer

FJ:sh

ATTACHMENT A

Reasons for Hiring Health Department Staff Rather than Contracting Out

0.5 FTE Environmental Health Specialist Moderate Risk Waste Generator Program

It will be more efficient to continue this project with Health Department staff since the project was started in 1993 with Health Department staff. The framework, database, and experience in the moderate risk program already exists within the Health Department. Existing staff have been continuing the program on a limited basis and maintaining contacts during this interim period.

The knowledge and experience gained in this program will be retained in the Health Department since existing staff interact and work with the employee assigned specific responsibility for the MRW program.

Having an employee perform the work rather than a contractor provides for a higher level of program control. The program work can be redirected as needed to make the program more effective. If a contractor were to be hired then contract changes would need to be made in order to refocus the program. The ability to refocus the program to meet the desired goal is essential since the program is still under development.

The program needs to be presented relative to the mission of the Health Department i.e. the protection of public health. An employee can be more closely monitored to ensure that the mission and goal of the program is within the framework of the public health mission.

Public education is the major component of this program. The person presenting the message must represent the Health Department and the mission of the Health Department. A contract employee would not have the same level of supervision as Health Department staff and the manner in which the message is delivered to the public may be less controllable.

The ability of the employee to obtain information and take appropriate action would be enhanced if the person were a county employee rather than a contract employee. Many of the businesses which are visited in the program are visited as a result of complaints received concerning improper disposal practices. It may not be appropriate for a contract employee to respond to complaints which could result in enforcement actions.

Local 17 Union contract language limits contracting out to certain situations with Union approval. It may be difficult to obtain Union concurrence for contracting out a position such as this which would normally be performed by an Environmental Health Specialist. The grant funding for the program will fund .5 FTE EHS for 2 years and is potentially renewable.