BOARD OF HEALTH MINUTES
REGULAR MEETING
Wednesday, March 21, 2018

MEMBERS PRESENT: Johnna Exner, Elbert Koontz, Steve Parker, John Ridlington, Karen Skoog

MEMBERS ABSENT: Mike Blankenship, Don Dashiell, Steve Kiss, Shirley Sands

STAFF PRESENT: Molly Corvino, Dale House, Judy Hutton, Kelly LeCaire, Matt Schanz, Alyssa Spradley, Logan Worley

GUESTS: Nicky Augilar, Brian Raines, Kyle Rattray, Resident Physician, Mary Selecky

CALL MEETING TO ORDER: Chair Karen Skoog called the meeting to order at 10:05 A.M. A quorum was present.

INTRODUCTIONS: Introductions were made by all.

CONSIDERATION OF MINUTES: Steve Parker moved and Elbert Koontz seconded the motion to approve the minutes of January 17, 2018. Motion carried.

CORRESPONDENCE & INFORMATION: There was no correspondence.

PUBLIC APPEARANCES: No public appearances were pre-registered.

ADDITIONS OR CHANGES TO AGENDA: There were no changes to the agenda.

PUBLIC COMMENT: There was no public comment.

GROUP B PROGRAM REVIEW PER BOARD OF HEALTH REQUEST: Alyssa Spradley provided a Group B program year-end review. As of January 26, 2017, Northeast Tri County Health District (NETCHD) began regulating Group B water systems in Ferry, Pend Oreille and Stevens Counties. Group B water systems have three (3) to fourteen (14) connections and less than twenty-five (25) people per day or serve twenty-five (25) people per day during fewer than sixty (60) days per year. NETCHD only reviews and approves designs with up to nine (9) service connections. The Department of Health (DOH) and local health jurisdictions (LHJs) share administrative responsibilities for these systems. Our local adoption differed from DOH regulation by allowing a person with demonstrated knowledge to submit a design and allows for treatment of contaminants if exceedances are found.
Alyssa Spradley noted that as an integral part of adopting a local ordinance, DOH provided $20,000 per year in grant funding to support program development. She provided a breakdown of expenditures and revenue from grant dollars and fees received. Currently, Alyssa is not proposing a fee adjustment, and suggests further review in one year. She noted that maintaining DOH grant funding remains critical at this juncture to maintain the program. Steve Parker asked if it is anticipated that the expenditure will normalize, resulting in some savings next year. Alyssa thinks things will balance out as we assist customers, etc. There was discussion about follow-up with several potential applicants to gain feedback as to why they didn’t follow through with the process. Matt Schanz thanked Alyssa for all the work she has put into the program and said she has done an exceptional job.

PUBLIC HEALTH LEGISLATIVE UPDATE: Matt provided a summary of relevant Washington State Association of Local Public Health Officials (WSALPHO) public health related legislative efforts that occurred in the 2018 session. Overall, it was a positive session for local public health. Many policy initiatives which would have negatively impacted LHJs stalled in the Legislature, while several others that have promoted public health were passed. Additionally, several public health programs and initiatives were included in the operating budget. Matt noted that the additional funding requested by WSALPHO that would have allowed LHJs to expand or adopt Group B programs was funded by the Legislature in the supplemental budget. For NETCHD, this means that we will receive $20,000 in 2019.

NEW BOARD OF HEALTH MEMBER APPOINTMENT AND COMMITTEE ASSIGNMENT: Matt reported that Marcus Mayor Karen Lyons resigned from the Board of Health. Kettle Falls is next on the city/town rotation. The City of Kettle Falls has appointed Mayor John Ridlington to serve on the Board of Health. Karen Skoog appointed John to serve on the Personnel Committee.

RESOLUTION 01-2018: GRANTING AUTHORIZATION FOR SURPLUS OF NORTHEAST TRI COUNTY HEALTH DISTRICT PERSONAL PROPERTY: The following equipment has reached full depreciation and may be surplus:

- 2008 Ford Escape VIN # IFMLU93Z88KC16688
- NEC Telephone System – Colville Office

Steve Parker moved and Johnna Exner seconded the motion to approve Resolution 01-2018: Granting Authorization for Surplus of Northeast Tri County Health District Personal Property as described above. Motion carried.

PHONE SYSTEM UPGRADE PROPOSAL/RESOLUTION 02-2018: AUTHORIZING THE GENERAL FUND BUDGET AMENDMENT: Matt indicated that in 2010, the Colville and Newport offices upgraded to a traditional hard-wired phone system. The platform used for both phone systems was a very basic system with limited ability for modification or added capacity. Components of the past phone system from the Colville office were utilized in the Republic office and are presently over twenty (20) years old.
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Problem with Current Phone System:

- **High Monthly Costs:** Of the total of $1,798 per month cost, $98 goes towards phone lines that could not be replaced (elevator and phone line for medication temperature monitoring). The remaining $1,700 per month could be reduced by the selection of a more cost-effective phone system.

- **Costly Information Technology (IT) Support:** Given the age of the existing phone system in Republic, we no longer have a service contract and pay significant rates for work needed on the system. For both the Colville and Newport offices, the phone systems are at their functional limits and the cost for service is $200 per hour. Additionally, the current NEC phone sets used in both Colville and Newport, will no longer be covered under warranty next year.

- **Limited Functionality:** Given both age and the limited capacity of all three (3) phone systems in our offices, we have difficulty meeting work needs (inability to transfer calls from one office to another, some offices don’t have the ability for direct dial or extensions, call forwarding for after-hours emergency duty officer is not capable on all phone systems, not all users have caller ID, etc.).

Proposed Replacement Phone System:

Staff have been evaluating the need to upgrade to a more cost effective and functional phone system. In accordance with NETCHD Board of Health (BOH) Resolution 03-2006 pertaining to procurement, informal written quotations from three (3) vendors were sought, as noted below:

- **Philantech3:** Upgrading to a Voice over Internet Protocol (VoIP) system, quoted price is $20,807
  - Phone handset replacement = $10,661
  - Phone System with labor = $10,146
  
  Note: Philantech3 is the current IT service/support provider for NETCHD

- **Black Box:** Request for quote submitted on February 13, 2018. To date, we have not received requested quote.

- **Century Link:** Request for quote submitted on February 13, 2018. To date, we have not received requested quote.

NETCHD has an IT committee comprised of staff who have reviewed the phone system proposed by Philantech3 in detail (demonstration of phone system, consultation with another entity who recently switched to the same VoIP system). Based on this committee’s review and recommendation to move forward, I recommend that the District accept the proposed bid from Philantech3 to update the phone system.

The merits of the system would allow for:

- **Lower Monthly Cost:** Monthly reoccurring costs would be reduced to an estimated $665, resulting in $1,026 of monthly savings ($12,312 annually).

- **Improved and More Affordable IT Support:** Our current IT support consultants, Philantech3, would provide support as a part of the monthly fee.
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- **Increased Functionality:** Switching to a VoIP system will ensure integration of the same phone system across all three (3) offices that can meet the needs of staff and will improve service to the public.

There were questions about what would happen if the internet went down. Matt Schanz said for an additional $80 per month, Philantech3 would host the internet connection allowing us to either route phone calls to a designated cell phone or Philantech3 would receive the calls and triage those calls. Steve Parker asked if Matt checked with the Stevens County Information Services department. Matt said each time he tried to visit with Mark Curtis, he was busy. Matt noted that we have done our due diligence in terms of attempting to obtain three (3) quotes.

Matt provided information for Resolution 02-2018: Authorizing the General Fund Budget Amendment as follows:

**Grants/Fees:**
- Food and Drug Administration (FDA) Grant $20,000

**Revenue**
- Fund Balance $21,000

**GRAND TOTAL REVENUE** $41,000

**Amendment Expenditures:**
- Professional Services – Software/Development $20,000

**Expenditures**
- Capital Outlays – Phone System $21,000

**GRAND TOTAL EXPENDITURES** $41,000

Elbert Koontz moved and John Ridlington seconded the motion to approve Resolution 02-2018: Authorizing the General Fund Budget Amendment. An amendment to the 2018 Northeast Tri County Health District General Fund Budget is as follows:

- **Revenue** $41,000
- **Appropriations** $41,000
- **Adjusted Budget Total** $2,092,490

Motion carried.

**FEE FOR SERVICE STATUS REVIEW:** Matt provided preliminary information on potential fcc adjustments for discussion and information only. Matt will send each BOH member the environmental public health fee guidance policy that was adopted by the BOH on January 15, 2014 for reference. The policy outlines specific programs and fee recovery rates, and states that environmental health fees will be reviewed annually and revised in accordance with the guidance document and the fee schedule approval process. The policy states that those proposed fee adjustments will be presented for consideration to the BOH mid-year for implementation January 1 of the following year.
Alyssa Spradley provided an outline of the 2018 environmental public health fee adjustment proposals. In the food safety program, the proposed fee increase is 19% to reach the goal of 50% fee recovery from permit fees. The goal for on-site sewage installer fees is 100% fee recovery. Several people took the installers test and did not pass. There is currently only a fee for retesting which is collected once they pass the test. Alyssa is proposing a $50 fee for each time a test is taken to cover the time spent coordinating, grading and discussing the exam, unless the test is passed, and the certification is paid. Also based on the goal of 100% fee recovery, the fee would need to be increased by 30%, which exceeds the cap, so the proposed fee increase is 20%. On-site sewage pumper fees are established to support program goals, which include new and annual pumper licensing, truck inspections, offering annual pumper meetings, and tracking pumper records. To meet the 100% fee recovery goal, the fee would need to be increased by 20%. The short plat fee covers short plat developments reviewed for suitability to support on-site sewage systems and water development/service. Based on the 100% fee recovery goal, the proposed fee increase is $5. In 2017, there was only one (1) long plat development reviewed for suitability to support on-site sewage systems and water development/service. Based on the 100% fee recovery goal, a 20% fee increase will be proposed. Alyssa noted that historically, new Group B water systems paid fees to DOH for new system design review and new well site inspections. NETCHD’s new program established fees for well site inspection, design review (with an additional fee for systems that require treatment), and final approval inspection. However, a waiver fee has not yet been established. A fee should be established in preparation for any potential waiver application. The proposed fee for a waiver request is $130. The solid waste program fees require an in-depth and collaborative review prior to making any suggestions or changes. NETCHD staff are in the process of an internal evaluation and once this portion of the review is completed, NETCHD staff will work with each of the county solid waste managers and public works departments to get their input as we propose new fees for 2019. Alyssa noted that there hasn’t been a fee change since 1999. She provided a history of environmental health fees dating back to 1991.

Matt Schanz talked about the issuance of certified copies of birth and death records and the trend of a widening gap between expenditure and revenue due to a multitude of reasons, including a change in the electronic system utilized by DOH which resulted in more staff time to issue certificates. We are in the process of evaluating additional ways to help recoup costs incurred without reducing the level of service provided to the public. NETCHD receives only a portion of the $20 fee charged for each certified copy. The $20 fee has not been adjusted since 2007 and state law precludes LHJs from charging additional fees for certified copies of vital records. There are ongoing conversations at the state level to evaluate a statewide fee increase which could help in covering the cost of the program. Matt explained that NETCID is proposing a re-issuance fee for death certificates due to submitter’s error of $10 per certificate, and subsequent corrections for the same record of $20 per certificate. Currently, NETCHD does not charge a fee for these services.

Matt indicated that as of July 23, 2017, Engrossed House Bill (EHB) 1595 amended Revised Code of Washington (RCW) 42.56.120 providing updates to what agencies can charge in response to public records to include the ability to charge for scanning and electronic transmission of records and allows agencies to use the default state fee schedule if calculating actual costs that would be “unduly burdensome”. NETCHD is proposing to utilize the Public Records Act default schedule for proposed fee modifications for public records requests.
Matt Schanz said the proposed fee modifications will be presented formally to the BOH at the May 16, 2018 meeting. In updating fees, the proposal will combine fee schedules that are currently separate (community health and environmental health) into one document for all fees charged by NETCHD. Steve Parker said the presentation was much appreciated and the handout showing the history of environmental health fees was helpful. He feels good moving forward on the proposed fees.

WASHINGTON STATE AUDITOR’S OFFICE AUDIT REPORT: Dale House reported that the State Auditor’s office completed the 2016 audit for NETCHD and issued the accountability audit report and the financial statements audit report. Under the accountability report, payroll/personnel, cash receipting, insurance/risk management, and financial conditions were reviewed. For the financial statements report, the management’s discussion and analysis (MD&A), basic financial statements and other required supplementary information was reviewed. The exit conference was on February 9, 2018 with no findings. NETCHD received a management letter regarding pension reporting under the Governmental Accounting Standards Board (GASB) 68. Dale noted that this has been a work in progress for he and the audit field staff. The Spokane audit team eventually had to refer Dale to their expert in Tacoma to clear up a few issues. Matt thanked Dale for his work on the audit.

VIRAL HEPATITIS C IN NORTHEAST WASHINGTON: Matt talked about the marked increase of prevalence of hepatitis C virus (HCV) in our communities and what our role should be in public health. Resident Physician Kyle Rattray gave a presentation on HCV, diagnosis, management, and treatment. In August 2018, he will split time between Ferry County Hospital and Providence Mount Carmel Hospital. Highlights included: common causes of chronic hepatitis, the clinical course of HCV, HCV incidence in the United States and worldwide, and risk factors for contracting HCV. He noted that Ferry, Pend Oreille and Stevens Counties were above average in Washington State in opiate related deaths (prescription and/or heroin) in 2008-2010. Information was provided about high-risk groups and different types of HCV screening, along with treatment history. Currently, some treatment response rates are 90-98%. Dr. Rattray talked about costs associated with hospitalizations due to HCV.

Molly Corvino gave a presentation on HCV and our communities. Highlights included: the role of public health, a five (5) year trend of HCV in the tri-county area, known causes of HCV, and data showing steep increases in opioid use and HCV infections among young people nationally. The Centers for Disease Control (CDC) recommends support of drug treatment and recovery services including syringe services programs (SSP), medication-assisted treatment, improve access to medical care, provide a range of testing, treatment and prevention services for HCV and infectious diseases including hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Molly noted that the heroin and prescription opioid epidemics could lead to new HIV outbreaks. SSP include: comprehensive risk reduction counseling, HIV and viral hepatitis screening and referral for treatment, referral to substance abuse treatment options, referral for medical and mental health care. Molly talked about comprehensive risk reduction counseling, and benefits of SSP to the community and financially. Other counties in Washington that have an SSP are: Okanogan, Spokane, Walla Walla, Whitman. Grant and Douglas Counties are currently in the preliminary stages of a SSP. Molly added that there are grants available to assist with costs.
Matt Schanz said he would like to implement a SSP and will present details of what that program would look like at the next BOH meeting. Karen Skoog asked about statistics in addiction reduction. Matt said the SSP is a needle exchange program with public safety efforts to help reduce the number of needles in places where they shouldn’t be, developing a relationship with individuals and making referrals for needed services. Karer talked about community buy-in, because it sounds like you are promoting. Molly Corvino said that research supports that it decreases drug use. Steve Parker noted that there are multiple BOH members not present and he would like to take information to his Board of Commissioners. Matt will send out both presentations to all BOH members. Karen would also like local data for Pend Oreille County. She suggested reaching out to each of the county coalition groups for feedback. Matt said we will begin outreach to those groups.

Vice Chair Steve Parker took over chairing the meeting as Karen Skoog had a phone call.

**COUNTY HEALTH RANKINGS:** Matt provided BOH members with the recent County Health Rankings & Roadmaps produced by the Robert Johnson Wood Foundation. Matt said there are local coalitions that are focused on trying to make a difference. Steve P. noted that these are statistics that can be helpful, but can also be misleading.

**CHAIR REPORT:** There was no chair report.

**BOARD OF HEALTH MEMBERS REPORTS:** There were no BOH member reports.

**HEALTH OFFICER REPORT:** There was no health officer report.

**ADMINISTRATION REPORT:** Matt submitted the administration report as follows:

As part of the **1115 Medicaid Waiver** project aimed at improving health through innovation and cooperative redesign of the Medicaid delivery system, staff have been active participants in each county’s health coalitions and in working with Better Health Together (BHT), the regional Accountable Community of Health. Recent activities include:

- Participation in workgroups in Ferry, Pend Oreille, and Stevens Counties to form “Community Health Transformation Collaboratives” which will drive development and implementation of local plans in the following four (4) project areas: bidirectional integration, opioids, chronic disease management, and care coordination.

- Completion of a signed memorandum of understanding (MOU) with BHT to establish a partnership to continue involvement with each county’s coalition for project planning through October 2018. NETCHD will receive $12,000 during this time-period to participate in the county collaboratives.
• Within the past few months, NETCHD has been actively involved with each county emergency services efforts to update their multi-hazard mitigation plans. For Ferry and Stevens Counties, numerous planning meetings have already taken place and NETCHD signed on as an “adopting jurisdiction” to help ensure integration with our public health emergency preparedness plans. More recently, Pend Oreille County initiated efforts to update their plan and NETCHD executed a “letter of intent to participate.”

• On February 7, 2018, Matt Schanz attended the Public Health Legislation Education Day in Olympia. The focus of outreach was on Group B water system funding and Foundational Public Health Services.

• Administrative work is being done to more formally establish staff committees within NETCHD including written descriptions of committees and their respective responsibilities. The three (3) main committees are: safety, wellness, and employee advisory.

• March 28, 2018 is NETCHD’s semi-annual all-staff meeting in Colville from 9:30 A.M. until 2:45 P.M. These all-staff meetings provide an opportunity for information sharing and training. Agenda topics include training on LEAN approaches to improve efficiency and effectiveness, ways to reduce stress within the workplace, bloodborne pathogen policy and training, program highlights, and general updates. All BOH members are welcome to attend. Please let Kelly LeCaire know by March 23, 2018 if you are interested in attending.

Matt reported that Vicki Eveland submitted a letter to resign in July 2018. Recruitment will begin in April 2018.

COMMUNITY HEALTH REPORT: Judy Hutton submitted the community health report as follows:

The first WIC clinic in Chewelah was held on March 7, 2018. WIC Coordinator Erin Zawadzki reported that she felt very welcomed by the N.E.W. Health Programs staff, as were the WIC clients. The clinic went smoothly and there are hopes that our WIC caseload will increase in Chewelah, and clinic days will be added as needed.

The vasectomy program is up and running. There has been a cost of $400 established for the procedure and we now have a sliding fee scale based on the federal poverty guidelines. Insurance companies and Medicaid are being billed and we are learning as we work through that process. There have been four (4) procedures done as of March 9, 2018.

Tammy Maine, Marijuana Program Coordinator, has attended a Teens Against Pot Smoking (TAPS) training in Ellensburg. She will then be able to come back and train others about this program. The TAPS program meets one of the performance measures for the five (5) year regional strategic plan. Tammy is also getting ready to start visiting marijuana retailers to encourage them to display information on the effects of marijuana on underage teens and pregnant women. Tammy will also be attending a training in Spokane put on by the Liquor Cannabis Board (LCB), about the changes in legal signage at marijuana retail stores.
The cases of influenza within the region are declining. There have been five (5) deaths in the tri-county area, four (4) of which were over eighty (80) years of age and the other person had many underlying health issues.

Steve Parker asked about a salmonella outbreak he heard about on the local radio station. Judy Hutton indicated that NETCHD is recommending people do not consume the supplement kratom because it may contain salmonella. Currently, the Centers for Disease Control (CDC) with the U.S. Food and Drug Administration (FDA) are investigating a salmonella outbreak that as of March 16, 2018 has infected forty (40) people and is linked to kratom in twenty-seven (27) states, including Washington State, with one (1) case linked to S:evens County. Kratom is a supplement derived from the leaves of a coffee tree in Thailand, Malaysia, Indonesia and Papua New Guinea. It can be used for a variety of reasons, and is not regulated. Supplements that contain various products may not list kratom as an ingredient, so you may need to contact the manufacturer to find out.

ENVIRONMENTAL HEALTH REPORT: Alyssa Spradley submitted the environmental health report as follows:

**Group B Drinking Water Funding:** We received notification on March 8, 2018 that legislation approved sustained levels of funding for the remainder of this year and for 2019. There was fear that a loss of $10,000 may impact this year’s budget as well as the potential for loss of funding for next year’s budget.

**Drinking Water:** A continued effort to collect drinking water quality data is almost complete for 2017. We have been working with the building departments to collect well test results submitted with building permit applications. This data collection is an ongoing collaborative effort to better understand where uranium and other contaminants are being detected. The data, when assembled will be shared with the United State Geological Survey (USGS).

**Local Solid Waste Financial Assistance (LSWFA):** The grant application period opened March 6, 2018. We are in the process of submitting our application for grant funding to continue solid waste inspections of permitted facilities and address enforcement concerns.

**Environmental Health Secretary:** Our previously hired secretary resigned. We have since refilled the position with Tiffany Granillo. Tiffany lives in Orient with her husband. They moved here several years ago from Colorado Springs, Colorado.

**2017 Environmental Health Program Highlights:** A full evaluation of the environmental health programs will be included in the annual report, but the following is a short synopsis of the highlights: permanent food establishments have slightly decreased, temporary food service applications dropped 26%, onsite sewage permit applications went up by about 5%, and land development applications more than doubled.

**PAYROLL AND VOUCHERS:** Attached to these minutes are benefits and payroll amounts from February 5, 2018 through March 5, 2018; and voucher amounts from January 17, 2018 through March 7, 2018.
ADJOURNMENT: Board Vice Chair Steve Parker adjourned the meeting at 11:58 A.M. The next regular meeting of the Board of Health of Northeast Tri County Health District will be on Wednesday, May 16, 2018 in Pend Oreille County.

Respectfully submitted,

[Signature]
Samuel A. Artzis, M.D., Health Officer

By
[Signature]
Kelly D. LeCaire, Executive Secretary

[Signature]
Karen Skoog, Chair
Northeast Tri County Health District

The following voucher/warrants are approved for payment:

2018

General Fund:

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