

**BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT**

RESOLUTION #25-03

RE: APPOINTING TWO INTERIM ADMINISTRATIVE OFFICERS IN THE ABSENCE OF THE ADMINISTRATIVE OFFICER, AUTHORIZING SIGNATORY AUTHORITY FOR THE INTERIM ADMINISTRATIVE OFFICERS TO LEGALLY BIND SPOKANE REGIONAL HEALTH DISTRICT FOR ALL CONTRACTS AND PROCUREMENTS RELATED TO FEDERAL FUNDS, AND PROVIDING MONETARY COMPENSATION FOR DESIGNATED STAFF FOR ADDITIONAL ASSIGNED WORK EFFECTIVE SEPTEMBER 25, 2025.

WHEREAS, the Spokane Regional Health District Board of Health recognizes the need to support the agency in the absence of the Administrative Officer to ensure uninterrupted administration of the organization's operations; and

WHEREAS, the Board of Health has determined it is in the best interest of the organization to appoint two interim Administrative Officers who will have full authority to perform all functions, exercise all powers and carry out all duties during the absence of the Administrative Officer; and

WHEREAS, during the absence of an Administrative Officer, the interim Administrative Officers are authorized to legally bind Spokane Regional Health District for all contracts and procurements related to federal funds as outlined in Resolution #24-01; and

WHEREAS, the Senior Executive Assistant to the Administrative Officer will be assigned additional duties in support of the interim Administrative Officers and the Board of Health; and

WHEREAS, additional duties assumed by the designated staff require appropriate compensation, the Board of Health has reviewed compensation options and recommends a temporary increase in salary for each during such time as they are performing said duties; and

WHEREAS, the compensation for the temporary assignment will begin September 25, 2025, and continue until further action of the Board of Health;

NOW THEREFORE, BE IT HEREBY RESOLVED Spokane Regional Health District Board of Health:

1. Appoints Ray Byrne, Environmental Public Health Director, as Interim Administrative Officer overseeing agency operations and Kim Kramarz, Finance Director and Controller, as Interim Administrative Officer overseeing budget and finance, to assume temporary duties as assigned by the Board of Health effective September 25, 2025, and continuing until further action of the Board of Health; and
2. Ray Byrne, Environmental Public Health Director, will act on behalf of the Administrative Officer to legally bind Spokane Regional Health District for all contracts and procurements related to federal funds as outlined in Resolution #24-01 along with Kim Kramarz, Finance Director and Controller, who is currently authorized as a signature authority in Resolution #24-01; and
3. Assigns Ann Pitsnogle, Senior Executive Assistant to the Administrative Officer, temporary duties as directed by the Interim Administrative Officers and the Board of Health; and

4. Ray Byrne, Environmental Public Health Director, and Kim Kramarz, Finance Director and Controller, and Ann Pitsnogle, Senior Executive Assistant, will be compensated with an increase of 10% in salary effective September 25, 2025.

Approved this 25th day of September 2025 in Spokane, Washington

SPOKANE REGIONAL HEALTH DISTRICT BOARD OF HEALTH

COMMISSIONER AMBER WALDREF, CHAIR

COUNCIL MEMBER MICHAEL CATHCART, VICE CHAIR

COMMISSIONER JOSH KERNS

COMMISSIONER MARY KUNEY

APPOINTED MEMBER MONICA BLYKOWSKI-MAY

APPOINTED MEMBER CHARLIE DURANONA

KALISPEL TRIBAL MEMBER, LIZ HENRY

APPOINTED MEMBER PATRICIA KIENHOLZ