

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

RESOLUTION #24-07

HEALTH DISTRICT FEE POLICY

WHEREAS, the Spokane Regional Health District Board of Health has determined that fees for certain services are necessary to augment and maximize public funds for public health functions to protect the citizens of Spokane County; and

WHEREAS, RCW 70.05.060 provides that the Board shall, "Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by law and the rules and regulations of the State Board of Health: provided, that such fees for services shall not exceed the actual cost of providing any such services."

WHEREAS, the Spokane Regional Health District Board of Health established in Resolution #11-02 the Spokane Regional Health District fee policy; and

WHEREAS, it is the desire of the Board of Health to revise the Spokane Regional Health District Fee Policy to remove the Health Officer as the director with oversight of the policy and add "Administrative Officer" as the director with oversight of the policy and to provide general updates;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH that Resolution #11-02 is hereby rescinded and the attached revised fee policy is adopted, and

BE IT FURTHER RESOLVED that the provisions of the attached revised fee policy shall be effective immediately upon signature as of this date.

Signed this 26th day of September 2024 in Spokane, Washington.

**SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH**



CHAIR, COMMISSIONER JOSH KERNS



COMMISSIONER MARY KUNEY



BOARD MEMBER MONICA BLYKOWSKI-MAY



BOARD MEMBER PATRICIA KIENHÖLZ



VICE CHAIR, COMMISSIONER AMBER WALDREF



COUNCIL MEMBER MICHAEL CATHCART



BOARD MEMBER CHARLIE DURANONA



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| POLICY: SRHD Fee Policy | NUMBER: |
| DATE ENACTED: | LAST REVIEW: |
| DIVISION: Agency-Wide | APPROVER: |

PURPOSE

The Spokane Regional Health District Board of Health has determined that fees for certain services are necessary to augment and maximize public funds for public health functions to protect the citizens of Spokane County; and RCW 70.05.060 provides that the Board shall, "Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by law and the rules and regulations of the State Board of Health: provided, that such fees for services shall not exceed the actual cost of providing any such services."

SCOPE

All SRHD staff.

POLICY

Fees for services provided by the Spokane Regional Health District (the District) shall be determined annually as follows.

Annual & Periodic Review

The agency fee schedule shall be reviewed periodically and revised in accordance with this policy. Cost studies of services and products included in the fee schedule shall be conducted on a periodic basis. The periodic review shall include revision of the discount schedule according to the most recent federal poverty guidelines. The proposed annual fee schedule shall be presented for consideration by the Board at the September Board of Health meeting. This fee schedule revision shall be used to estimate program revenues for the next budget year and shall be implemented January 1 of the following year.

Determination and Collection of Fees

- A. Fees for any District service shall be based on the total cost of providing the service, including the proportionate share of all indirect costs. It is understood that "indirect costs" as used in this resolution, include division "program support" and District overhead consistent with the District's approved indirect cost allocation plan approved by Washington State's Department of Health. Although the District may strive for 100% cost recovery, it is recognized that because the District cannot make a profit (100% + recovery), the goal is to work towards 100% recovery.
- B. The Administrative Officer or designee has the authority to waive or change any fee for the benefit of the public's health. Any proposed changes to the approved fee schedule require written approval from the Administrative Officer or designee. If the Administrative Officer amends the fee schedule during the year, the Board of Health will be provided notification of the change at the next regular Board of Health meeting.
- C. The Board recognizes that some public health services and functions are offered as community health protection and are not appropriately supported entirely by fees and may have a cost recovery rate through fees based on less than 100% of cost.
- D. Nothing in this policy precludes the Board of Health from allowing the use of other funding streams to offset the cost of fees, such as foundational public health services, state local government assistance, local county assessment or reserves.
- E. Where appropriate, an hourly rate will be established in the fee schedule to recover 100% of the estimated total cost to provide services. The hourly rate will be based on the average hourly employee cost to include benefits, indirect and other direct program costs.
- F. New fees not previously established will be based on 100% of the estimated cost of providing the service and adjusted after the actual cost has been determined.
- G. It is recognized that the District's Vital Records will comply with Washington State RCW 70.58A.560 in the determination and collection of issuing birth and death certificates.

^ fees related to the



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- H. It is recognized that any department under Spokane County government is exempt from room rental fees due to their annual contribution to the District’s budget.
- I. At the discretion of the Administrative Officer or designee, the District may enter into contracts with public or private employers to provide a volume of specific services for a designated period of time at a negotiated fee.
- J. In discrete circumstances, the District may use a professional services collection agency. Referral of an account to a collection agency shall require the prior written approval of the Administrative Officer or designee.

Payment for Public Health Services

Agency-Wide

- A. In order to adequately protect the public health of the community, Spokane Regional Health District must ensure availability of the treatment for certain communicable diseases regardless of ability to pay.
- B. The Board recognizes that some services are partially funded by grants that may limit the District from charging full fees.
- C. The District recognizes it is most efficient to collect all agency fees at time of service. Payments are received through cash, check, credit card, mailed in, called in or in-person at 1101 W. College Avenue, Spokane, WA.

Treatment Services

- A. Treatment Services receives cash payments at 312 E. 8th Avenue in Spokane, WA, if a client is not able to pay at the 1101 W. College Avenue location. Payments are brought to 1101 W. College Avenue the same day as payments are received.
- B. The District may bill full fee to all potential third-party payers. Any reimbursement from a Medicaid payor shall be considered payment in full. Clients with other commercial insurance from in-network providers will be responsible for paying deductibles, copays, and coinsurance. Clients with commercial insurance from out-of-network providers will be expected to pay in full at the time of service. Clients can be provided with an insurance receipt that can be submitted to insurance to request reimbursement.
- C. Treatment Services has a sliding fee schedule that was approved on April 25, 2024, through Resolution 24-04. Clients are responsible for paying the fees not covered by the sliding fee schedule as identified by the federal poverty level (FPL) chart located in the application. Unpaid fees will be covered using the Substance Abuse Block Grant (SABG) or additional funding opportunities as available, for those meeting eligibility criteria.
- D. When clients have an interruption to insurance coverage, the District institutes a financial hold. If the District is unable to connect clients with other coverage, and if clients owe more than two month’s fees and are unable to bring an account current, the District will place the client on a contract. The contract will require a minimum \$25.00 monthly fee in addition to the client’s current monthly fee. If a client is unable to meet the additional monthly fee due to financial hardship, consideration will be given to the circumstance with approval by the division director.

Disease Investigation & Response

From time to time, the District is responsible for epidemiological investigation of exposures or outbreaks transmitted from a business employee to their public customers and prophylaxis of potentially exposed individuals. The Health District will pursue payment from any identified employers.

Environmental Public Health

Except for variable fees based upon hourly rates, fixed Environmental Public Health fees shall be collected prior to the performance of service or at the time of service. Fees based upon hourly rates shall be invoiced upon determination of the actual time associated with providing the service(s).