




Eastern Highlands Health District

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Memo

To: Regulated Community/General Public
From: Robert L. Miller, Director of Health 
Date: 9/18/2018
Re: Miscellaneous Inspection/Consultation Fee – Administration Policy

Background

On January 18, 2018 the Eastern Highland Health District board of directors adopted the Fiscal Year 2018/2019 health district fee schedule. The fee schedule, which went into effect on July 1, 2018, stipulates that the administration of the above reference service fee category shall be subject to a written policy established by the Director of Health.

Purpose

This memorandum establishes the administration policy for the above referenced service fee category. The intent of this fee is to offset staff time expense incurred by the health district for those services that do not specifically fall within an existing fee for service category, yet result in material sanitarian staff time costs to the health district.

Policy

Two salient examples in which such material costs can occur include, but are not necessarily limited to: (1) A local, state, or federal policy change that results in a fixed, or regular added demand on health district staff time, or (2) a special project, initiative, or event, that due to either its complexity or magnitude commands staff time beyond what the health district, and then therefore local and state taxpayers, would reasonably be expected to support without a fee. When the health district is faced with these, or other similar circumstances the Director of Health, at any time deemed by him to be appropriate and consistent with this policy, may estimate the man hours expended, and authorize a fee charge to the responsible party consistent with the fee rate adopted in the current fee schedule for this purpose.