



Asotin County Health District
 102 1st Street | PO Box 306, Asotin, WA 99402
 Phone: 509-243-3344 Fax 509-2432-3345
www.ac-hd.org

Asotin County Local Board of Health Meeting
January 29, 2024 at 1:00 PM

Present: Skate Pierce (Chair), Chuck Whitman (Vice Chair), Lisa Barnes, Dan Button, Brendan Johnson, Lori Loseth
Absent: None
ACHD Staff: Administrator Brady Woodbury, Margaret Burch, Lora Gittins, Maurine Nicholson, Amy Finney, Collin Jurries, Laurie Hersey, Samantha Bingman, CLA- Sarah Croskey
Public:

The regular Board Meeting was called to order by **Skate Pierce** at **1:01PM**

Topic	Discussion	Action
Minutes Approval		
Approval of the 11-27-2023 BOH Meeting Minutes	<p>Skate Pierce Called for a motion to approve November 27, 2023, the regularly scheduled BOH Meeting Minutes as submitted. The meeting was held in person with Zoom connectivity.</p> <p>Brendan Johnson Moved to approve the November 27, 2023 Minutes as presented.</p> <p>Chuck Whitman Seconded</p> <p><i>Comment: Brady W made a few non-content edits to the minutes that were sent out.</i></p>	Motion Passed
Approval of the 1-17-2024 Special BOH Meeting Minutes	<p>Skate Pierce Called for a motion to approve January 17, 2024, the special BOH Meeting Minutes as submitted. The meeting was held in person with Zoom connectivity.</p> <p>Lisa Barnes Moved to approve the January 17, 2024 Minutes as presented.</p> <p>Chuck Whitman Seconded</p> <p><i>Comment: No additional discussion.</i></p>	Motion Passed
Financial Report		
Financials	<p>November 2023 <u>Balance Sheet & Income Statement</u></p> <p>Financial Statements will be mailed out. There was a delay in billing from WIC program.</p> <p>Sarah C is reviewing the budget to ensure bills get paid and keeping funding available for building purchase. ACHD is doing really well financially. Anticipate being able to remodel the new building without</p>	



<p>Expense Voucher</p>	<p>taking on additional debt/new loan. Cash flow is documented when the money gets into our account. The ACHD reserve will not go below \$600k and will not be required to send those funds back to the State.</p> <p>Brady W reports a large portion of the FPHS funding that needs to be used by the end of June. Also planning to hire more employees, 2-3 more employees this year and possibly into 2025. Strategically planning to expand public health services.</p> <p>Lori L wanted to know if we would still have the funding to hire those people. Sarah C and Brady W assured her that the funds are still there.</p> <p>In accordance with the adopted Purchasing Policy, the January 2024 voucher and warrant packet # APPKT07476, Voucher # 288, in the amount of \$28,836.77 as presented, is approved. Payment processed by the Asotin County Auditor’s Office to replenish the Asotin County Public Health District’s Revolving Imprest Expense Account.</p> <p>Chuck Whitman Moved to approve the January 2024 Expense Voucher as presented.</p> <p>Brendan Johnson Seconded</p> <p>Motion passed unanimously with no further discussion</p>	<p style="text-align: center;">Motion Passed</p>
Old Business		
<p>Unique Entity Identifier (UEI) for Asotin County Health District</p> <p>Building Purchase</p>	<p><u>Unique Entity Identifier (UEI) Update- Peggy B</u> Have draft memos, talked to Notary about the information that needs to be filled in and will schedule with Brady Woodbury & Chuck Whitman to add signatures.</p> <p><u>Building Purchase Update – Brady W</u> In accordance with the adopted Purchasing Policy, the January 2024 Building Purchase voucher and warrant packet # APPKT07477, Voucher # 289, in the amount of \$691,321.11 as presented, is approved. Payment processed by the Asotin County Auditor’s Office to replenish the Asotin County Public Health District’s Revolving Imprest Expense Account.</p> <p>Brendan Johnson Moved to approve the January 2024 Building Purchase Expense Voucher as presented.</p> <p>Lisa Barnes Seconded</p>	<p style="text-align: center;">Motion Passed</p>



	<p>The feasibility study was completed with no large concerns. There is some mold in the lower north corner of the warehouse, but this will be removed. No mold was found in the other areas tested, including in the ceiling. There have been some rough estimates on the cost to remodel and put a new roof on, but no bids yet.</p> <p>Chuck W concerned with the encroachment of private fence on public property on one side of the property of the new building space. Additional follow up is necessary and will be pursued by Brady W.</p> <p>Aye - 5 Nay - 0 Abstain - 1 Motion passed after discussion.</p>	
New Business		
<p>Community Health Assessment Updates</p> <p>Elect Officers</p>	<p><u>Community Health Assessment (CHA) Updates – Lora G</u> ACHD will have three review meetings to discuss design edits before the final report is ready by February 27th.</p> <p>Dan B wanted to know if there was the opportunity to review the CHA before it is presented. Brady W explained the CHA is a report to be presented and BOH approval is not necessary for the CHA report.</p> <p><u>Elect Officers</u> 2023 Officers: Chair Skate Pierce and Vice Chair Charles Whitman</p> <p>2024 Chair: <u>Skate Pierce</u> Moved to approve the <u>Chuck Whitman</u> Chair as presented. <u>Chuck Whitman</u> Seconded</p> <p>Motion passed unanimously with no further discussion</p> <p>2024 Vice Chair: <u>Chuck Whitman</u> Moved to approve the <u>Skate Pierce</u> Vice Chair as presented. <u>Skate Pierce</u> Seconded</p> <p>Motion passed unanimously with no further discussion</p>	<p style="text-align: center;">Motion Passed</p> <p style="text-align: center;">Motion Passed</p>



Public Comment		
Public Comment	2 min per speaker. At the discretion of the Board, the comments may be addressed at the end of the meeting. <i>(No Public Comment Made)</i>	
Announcements/Reports		
New Hire	<u>New Hire</u> New Employee Laura Hersey hired 11/15/2023. New Employee Samantha Bingman hired 1/3/2024.	
Solid Waste Update	<u>Solid Waste Update – Collin J</u> Meeting with Quality Behavioral Health (QBH), Walmart and the City of Clarkston on Thursday, January 25 th . We will continue to work with the encampment coalition on the public health aspect of the homeless crisis. There are sharps containers being distributed to the encampment by QBH and CHAS.	
Announcements	Chuck W wanted to let the board and staff know that the Lewis-Clark State College (LCSC) Nursing School will be holding a health fair at the VFW in Clarkston on Saturday, March 16 th . Time TBD. Dan B wanted to let everyone know that he attended a great webinar titled “Online Trust and Public Health: Communicating in a Digital World”. Would like to see more opportunities for staff to engage with the community. Peggy B stated that Beth U was doing exceptionally well at in-person outreach as well as on our website and social media accounts. Skate P wanted to let the ACHD staff know that Whitman County Public Health had gone live with their food establishment inspections and recommended that the environmental health team check it out. Collin J let everyone know that ACHD is also posting inspection reports online on the ACHD website.	
Executive Session	None.	
Scheduled Meetings		
Next Meeting	1:00 PM February 26 th , 2024 Asotin County Commissioners’ Chambers	
Meeting Adjournment	Skate Pierce adjourned meeting at 2:00PM , after completed agenda items discussed	

Meeting minutes taken by: *Lora Gittins, Program Manager*