



Asotin County Public Health District

102 1st Street - P.O. Box 306 - Asotin, Washington 99402

Office: (509) 243-3344 - Fax: (509) 243-3345

www.AsotinCountyPublicHealth.org

Asotin County Local Board of Health Meeting January 30, 2023 at 1:00 PM

Present: Chuck Whitman (Chair), Skate Pierce (Vice Chair), Dan Button, Brendan Johnson, Lori Loseth, Lisa Barnes

Absent:

ACHD Staff: Internal Fiscal Administrator Margaret Burch, Administrator Brady Woodbury, CLA Sarah Croskey, ACHD Staff - Lora Gittins, Beth Usher, Collin Jurries

Public: None

The regular Board Meeting was called to order by **Chuck Whitman** at **1PM**

Topic	Discussion	Action / Follow-up
Public Comment		
	None	
Minutes Approval		
Approval of the 11-28-2022 Regular BOH Meeting Minutes	Skate Pierce Moved to approve November 28, 2022 Regularly scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity. Lori Loseth Seconded Motion passed unanimously with no further discussion.	Motion Passed
Approval of the 12-19-2022 Special BOH Meeting Minutes	Dan Button Moved to approve December 19, 2022 Special BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity. Brendan Johnson Seconded Motion passed unanimously with no further discussion.	Motion Passed
Financial Report		
Financials	November Balance Sheet & Profit & Loss was presented by CLA Net Gain due FPHS dollars received and are entered in our Budget. Payroll & Expenses are both running as normal. SAO (State Auditor Office) Audit Financial Report due in May.	
Additional Financial Comments	FPHS Dollars from WA State are received.	
Expense Voucher Approval	In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the December 2022 – January 2023 voucher/warrant packet # APPKT06341 , Voucher # 274 , in the amount of \$28,733.69 as	



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	<p>presented, is approved. Payment may be processed by the Asotin County Auditor's Office to replenish the Asotin County Public Health District's revolving Imprest Expense Account before the end of the month.</p> <p>Skate Pierce Moved to approve the December 2022- January 2023 Expense Voucher as presented.</p> <p>Lori Loseth Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
Old Business		
<p><u>On-Site Sewage (OSS)</u></p>	<p><u>On-Site Sewage Code –</u> Mostly formatting changes in updated packet. This will be categorized within the county as a Code. Would include permitting and operations & maintenance including Septic Systems to be pumped in a recommended time of every 3 years to avoid system failures.</p> <p>Skate Pierce Moved to approve the On-Site Sewage Code as presented vote recorded on</p> <p>Lori Loseth Seconded</p> <p>Comments: Collin Jurries: Section 230 is pulled from a larger county that cited a hearing manager. Since Asotin County doesn't have the funds to hire a "third-party examiner", appeals would come to the Board of Health. Examiner has been changed to Board of Health for appeals.</p> <p>Additional Discussion: Board of Health will need to be the arbiter of all the items for any grievance or problem with OSS enforcement.</p> <p>Brady Woodbury: Clarified currently there will be a procedure to which the complaints or grievances will go through ACHD Environmental Health Specialist and then ACHD Administrator and then if the complainant doesn't like that procedure, they (the complainant) can appeal to the Board of Health. Our goal is always education first and never to issue citations right away. Each case will be looked at individually.</p> <p>Additional discussion: About various potential issues (O&M, enforcement) that may come up within Asotin County relative to this policy in place in the future.</p>	<p>Motion Passed</p>



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	<p>Brady Woodbury clarified that “This code will be a tool for ACHD to reference to ensure how to apply [these Code conditions and requirements] as it is helpful to fixing failing systems.”</p> <p>Having a policy that encourages county residents and property owners to know about provided sewer options from Public Utilities District (PUD) to encourage the community to transition to sewer and be aware of properties that have OSS.</p> <p>The responsibility is on the seller to disclose OSS status and for realtors to help with educated interpretation of the Code.</p> <p>Motion Passed after discussion listed above.</p> <p>Skate Pierce Moved to approve the On-Site Sewage Code Ordinance as presented as public reading of Ordinance 01-2023 - vote recorded below.</p> <p>Lori Loseth Seconded</p> <p>Comments: Previous ordinance was in effect for 39 years.</p> <p>Yea – 6 Nay – 0 Abstain – 0 Absent – 0 Motion passed.</p> <p>Action Item: Since this Code is now approved, ACHD & Board of Health will announce to the public with statement in newspaper, local news channels and on ACHD Website.</p>	<p>Motion Passed</p>
<p>New Business</p>		
<p><u>Board of Health Elections</u></p>	<p><u>Board of Health Chair -</u> Dan Button nominated Skate Pierce (4 Votes) Skate Pierce nominated Chuck (2 Votes) Skate Pierce was selected as new Board of Health Chair, by vote of 4-2.</p> <p><u>Board of Health Vice Chair -</u> Lori Loseth Nominated Chuck (By Acclamation)</p>	



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<p><u>Dr. Lutz PowerPoint</u></p> <p><u>Program Statistics</u></p> <p><u>Purchasing Policy Approval</u></p> <p><u>Personnel Updates</u></p>	<p>Chuck Whitman was selected as new Board of Health Vice Chair, by unanimous acclamation.</p> <p><u>PowerPoint Presentation from Dr. Lutz.</u> - Presentation and discussion on current COVID vs Influenza and influenza-like illness stats with a focus on the importance of increasing vaccinations for child populations.</p> <p>Public Health has a lot to overcome regarding miss information especially on things like vaccines.</p> <p>Current Program Statistics presented by Brady Woodbury. In December there was a spike of influenza deaths, which is rare within Asotin County. Historically, between 2011-2022, Asotin County had had only one flu death. In December 2022 alone there have been three.</p> <p>COVID trends are coming down.</p> <p><u>Purchasing Policy Approval</u></p> <p>Lori Loseth Moved to approve the Purchasing Policy as presented. Chuck Whitman Seconded Motion passed with no additional discussion.</p> <p>Purchase Approval Procedure is an internal document and system that does not need have a motion from the board as staffing changes.</p> <p><u>Personnel Updates</u></p> <p>Organizational Chart – Updated to reflect employee potions and reporting.</p> <p>Currently hiring for EH Food Position – Option to have a tech position if an applicant doesn't have a bachelor's degree.</p>	<p>Motion Passed</p>



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Scheduled Meetings		
Updates/Discussion	Suggestion to keep BOH meeting schedule at every other month but keep the meeting times in the event we need a Special Meeting.	
Executive Session	N/A	
Next Meeting	1:00 PM March 27, 2023 Asotin County Commissioners' Chambers	
Meeting Adjournment	Skate Pierce adjourned meeting at 2:25 PM, after all agenda items discussed.	

Meeting minutes taken by: Margaret Burch, HR Administrator and Fiscal Reporting

FINAL