



# Asotin County Public Health District

102 1<sup>st</sup> Street - P.O. Box 306 - Asotin, Washington 99402

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

[www.AsotinCountyPublicHealth.org](http://www.AsotinCountyPublicHealth.org)

## Asotin County Local Board of Health Meeting May 22, 2023 at 1:00 PM

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

Absent: None

ACHD Staff: Administrator Brady Woodbury, Internal Fiscal Administrator Margaret Burch, CLA Sarah Croskey,

Public: None

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

Public Comment:

Topic	Discussion	Action
<b>Public Comment</b>		
<b>Minutes Approval</b>		
Approval of the 03-27-2023 BOH Meeting Minutes	<b>Skate Pierce</b> Approve March 27, 2023 the Regularly Scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity. Passed unanimously with no further discussion.	<b>Approved to Form</b>
<b>Financial Report</b>		
Financials	<b>February &amp; March</b> <u>Balance Sheet &amp; Income Statement</u> presented by CLA  <u>Balance Sheet</u> compared to prior year – to explain difference and progress as a Year to Date comparison <ul style="list-style-type: none"> <li>- Long term assets is the building/property. ACHD plans to present a plan later in this meeting to pay off debt to increase infrastructure.</li> </ul> <u>Income Statement</u> – comparing to budget we use the Income Statement and budget to Indirect Rate <ul style="list-style-type: none"> <li>- Starting to prepare for budgeting in the Fall</li> <li>- Forecast of where income will be at the end of the year</li> <li>- ELC (epidemiology and lab capacity) funding               <ol style="list-style-type: none"> <li>a. COVID funds payback received</li> <li>b. Funds for education and infrastructure that were not originally forecasted in the budget</li> </ol> </li> </ul> SAO (State Auditor Office) Audit Financial Report due May 30.	



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<p><u>One time compensation for employees</u></p>	<p>While Brady Woodbury was on leave two members of the ACHD staff stepped up to cover items and responsibility.</p> <p>Board of Health asked to approve a \$7,000.00 One Time Compensation for two ACHD staff.</p> <p><b>Chuck Whitman</b> Moved to approve the One Time Compensation as presented.</p> <p><b>Brendan Johnson</b> Seconded</p> <p>Comments: Past compensation for duties completed while Administrator was on leave. These employees stepped in when ACHD funding went thru changes and several months of working out how to best utilize those funds. This compensation was calculated by identifying a percentage and wasn't to develop a procedure for when employees go above and beyond.</p> <p>Motion passed unanimously with no further discussion.</p>	<p><b>Motion Passed</b></p>
<p><u>Petty Cash Increase</u></p>	<p>In accordance with the adopted Purchasing Policy, the ACHD Petty Cash till base was requested to be increased to \$100.00.</p> <p><b>Chuck Whitman</b> Moved to approve the <b>Petty Cash</b> as presented.</p> <p><b>Brendan Johnson</b> Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p><b>Motion Passed</b></p>
<p><u>Purchase of ACHD Building</u></p>	<p>In accordance with the adopted Purchasing Policy, the purchase of ACHD Building at 102 1<sup>st</sup> Street, Asotin WA 99402 voucher/warrant packet # <b>APPKT006743</b>, Voucher # <b>280</b>, in the amount of <b>\$115,001.91</b> as 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.</p> <p><b>Brendan Johnson</b> Moved to approve the <b>Purchase of ACHD Building 102 1<sup>st</sup> Street, Asotin WA 99402</b> Expense Voucher as presented.</p> <p><b>Chuck Whitman</b> Seconded</p> <p>Comments: Motion passed unanimously with no further discussion.</p>	<p><b>Motion Passed</b></p>
<p><u>Strategic Planning</u></p>	<p>ACHD presented a plan to update the process of implementing a Step Increase for all ACHD employees.</p>	



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	<ul style="list-style-type: none"> <li>- This process would require education and development of employee to move up in steps.</li> <li>- Important for new Hire and Current employees to have goals to move up with experience and development.</li> <li>- Currently ACHD is not seeking final approval from the Board, but is providing an update that the Step Increase Process is being updated.</li> </ul>	
Additional Comments		
Expense Voucher Approval	<p>In accordance with the adopted Purchasing Policy, the <a href="#">April 2023</a> voucher and warrant packet # <a href="#">APPKT06652</a>, Voucher # <a href="#">278</a>, in the amount of <a href="#">\$43082.50</a> 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><a href="#">Chuck Whitman</a> Moved to approve the <a href="#">April 2023</a> Expense Voucher as presented.</p> <p><a href="#">Daniel Button</a> Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p>In accordance with the adopted Purchasing Policy, the <a href="#">May 2023</a> voucher and warrant packet # <a href="#">APPKT06742</a>, Voucher # <a href="#">279</a>, in the amount of <a href="#">\$33,771.58</a> 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><a href="#">Brendan Johnson</a> Moved to approve the <a href="#">May2023</a> Expense Voucher as presented.</p> <p><a href="#">Chuck Whitman</a> Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p><b>Motion Passed</b></p> <p><b>Motion Passed</b></p>
<b>Old Business</b>		
Purchase of Toyota Highlander	ACHD has successfully purchased the vehicle, it is registered and only waiting on the title to be delivered to the ACHD PO box. (Title was received 5/22/2023 at 4:00pm when mail collected.)	
<b>New Business</b>		
On Call Policy	<p>ACHD presented the attached <a href="#">On Call Policy</a> to the Board of Health</p> <p><a href="#">Brendan Johnson</a> Moved to approve the <a href="#">On Call Policy</a> as presented.</p> <p><a href="#">Daniel Button</a> Seconded</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>- Employees would share the on call responsibilities following a schedule and training coordinated with the Administrator.</li> </ul>	<p><b>Motion Passed</b></p>



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<p><u>Public Records Requests</u></p> <p><u>CHA Update</u></p> <p><u>TB Update</u></p> <p><u>Program Statistics</u></p>	<ul style="list-style-type: none"> <li>- ACHD Procedure follows all WA State laws and guidelines for On Call rules and regulations.</li> </ul> <p>Motion passed unanimously with no further discussion.</p> <p>Currently have 2 active Public Records requests.</p> <ol style="list-style-type: none"> <li>1. Open the Books Washington State (Organization)—Seeking all employee names and salaries and benefits amounts.</li> <li>2. Graduate Student at a University asking for all Board of Health Records from 2017 to Present day.</li> </ol> <p>ACHD will have an all-staff public records 101 training in June</p> <p>Community Health Assessment Interview email went out 5/16/2023 to community partners to start CHA process. Will have a one year assessment completed at the end of next year.</p> <p>ACHD has completed payment for TB case treated in 2022. County is responsible to paying for TB treatment. Case had latent TB.</p> <p>Current Program Statistics. BW to update a running total and comparison to previous year.</p>	
<b>Updates/Discussion</b>		
<p><u>Montana Summer Institute</u></p> <p><u>Quit Kits</u></p> <p><u>Public Health Management Certificate (PHMC)</u></p>	<p>Montana Summer Institute questions and discussion update from Lora Gittins :</p> <ul style="list-style-type: none"> <li>- 12 community members have confirmed they plan to attend.</li> <li>- Lora is coordinating communications to those attending.</li> </ul> <p>ACHD has all necessary supplies for new smoking and vaping quit cups and have several assembled and ready for distribution.</p> <p>ACHD Employee Lora Gittins has been accepted to the Public Health Management Certificate (PHMC) program. Congratulations Lora Gittins.</p>	
Executive Session	N/A	
<b>Scheduled Meetings</b>		



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Next Meeting	1:00 PM July 31, 2023 Asotin County Commissioners' Chambers	
Meeting Adjournment	<b>Skate Pierce</b> adjourned meeting at <b>2:08 PM</b> , after all agenda items discussed.	

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

FINAL