



**ASOTIN COUNTY HEALTH DISTRICT**

102 1<sup>st</sup> Street | PO Box 306 | Asotin, WA 99402  
 Phone 509-243-3344 | Fax 509-243-3345  
[www.ac-hd.org](http://www.ac-hd.org)

Asotin County Local Board of Health Meeting  
**July 31, 2023 at 1:00 PM**

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

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

Public: Jim & Jo Sargeant

The regular Board Meeting was called to order by **Skate Pierce** at 1:20**PM**

Public Comment:

Topic	Discussion	Action
<b>Public Comment</b>		
<b>Minutes Approval</b>		
Approval of the 05-22-2023 BOH Meeting Minutes	<p><b>Chuck Whitman</b> Approve May 22, 2023, the Regularly Scheduled BOH Meeting Minutes as submitted. The meeting was held in person with Zoom connectivity.</p> <p><b>Lori Loseth</b> Seconded</p> <p>Comment: There was one edit to correct the date on the agenda for May 22, 2023. The motion passed unanimously with no further discussion.</p>	<b>Motion Passed</b>
<b>Financial Report</b>		
Financials	<p><u>April, May &amp; June Balance Sheet &amp; Income Statement</u> Presented by CLA</p> <p><u>Balance Sheet</u></p> <p>April and May – Summary and Review of Accounts</p> <p>June – Proactive Planning</p> <ol style="list-style-type: none"> <li>a. ACHD has \$1.3million in cash, \$40,000 invested in the state pool. ACHD changed the investment account to the State Pool in June 2023. When the State Pool rolls over monthly, the ACHD team reports to the county treasure’s office from the month end reports for investments. Will start to see more growth in this investment pool.</li> <li>b. Paid off the current building, looking to expand fixed assets’.</li> <li>c. Will start planning how we process capital assets’.</li> <li>d. We will be looking at adding a new liability to the books to take on another debt in our efforts to expand our team and our building locations.</li> </ol>	



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- e. New round of FPHS funding, starting July 1, 2023. Has increased to help ACHD build our team to have work done within the space and team we have.
- f. FPHS anticipated funds are "Here to Stay"
- g. FPHS is state funding for infrastructure for everything that CON CON reporting process cannot support.

### Income Statement

- h. June Revenue over 1 million
- i. In a month ACHD will be returning \$112,000.00 because ACHD is unable to spend those dollars.
- j. In an effort to spend FPHS funding Brady and Peggy have been strategizing to expand staffing and aiming to not send funding back in 2024.
- k. Two-pronged approach,
- l. Step process changes and publish salary wages and to update to the community as a whole
- m. FPHS Environmental Health positions and a Fiscal position specific funding.
- n. Budget Amendment will be coming to the BOH
- o. Current programs have expansion potential and we have a team that is able to get things done and meet requirements of the program, while building and using more program funds for income opportunity.
- p. Budget amendment for approval needs 30 days for review.
- q. The Board of Health requested to check email and submit questions back to sender of amendment.
- r. FPHS Lead funding to allow more options for putting more effort in for preventive work.
- s. ELC - Epidemiology and Lab Capacity funding has been caught up funding from COVID. This year we saw revenue of \$200,000.00.

### Budget Amendment

- t. Right size salary and benefits down because we have 3 positions that we didn't fill as of July 31, 2023.
- u. Recommended to purchase a building over constructing a new building.
- v. Temporary building structure options are incredibly expensive.
- w. Purchasing a new building would give ACHD the ability to use some of the space and sub-lease the other part of a new building.



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	<ul style="list-style-type: none"> <li>x. ACHD is working with a realtor to hopefully find a new building for expansion.</li> <li>y. Handbook reviewed and Step Process worked through for funding bucket classifications. Following SHRM and WA State Law and guidelines.</li> </ul>	
Additional Comments		
Expense Voucher Approval	<p>In accordance with the adopted Purchasing Policy, the <a href="#">June 2023</a> voucher and warrant packet # <a href="#">APPKT06827</a>, Voucher # <a href="#">280</a>, in the amount of <a href="#">\$45,852.94</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><b>Chuck Whitman</b> Moved to approve the <a href="#">June 2023</a> Expense Voucher as presented.  <b>Lori Loseth</b> Seconded        Motion passed unanimously with no further discussion.</p> <p>In accordance with the adopted Purchasing Policy, the <a href="#">July 2023</a> voucher and warrant packet # <a href="#">APPKT 06931</a>, Voucher # <a href="#">281</a>, in the amount of <a href="#">\$39,652.57</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><b>Lori Loseth</b> Moved to approve the <a href="#">July 2023</a> Expense Voucher as presented.  <b>Chuck Whitman</b> Seconded        Motion passed unanimously with no further discussion.</p>	<p style="text-align: center;"><b>Motion Passed</b></p> <p style="text-align: center;"><b>Motion Passed</b></p>
<b>Old Business</b>		
Public Records Requests	<p><u>Public Records Requests</u>—Presented by Peggy Burch        Currently have 2 active Public Records requests.</p> <ol style="list-style-type: none"> <li>1. Open the Books Washington State - CLOSED</li> <li>2. Board of Health Records from 2017 to Present day</li> </ol> <p>Asotin County Public Records Officer is Stacy. ACHD to follow county.</p> <p>ACHD Team to provide BOH training link through MRSC.</p>	
Health Officer Update	<p><u>Update on Health Officer Search</u>        ACHD will need to replace Health Officer Dr. Bob Lutz. WAC requires a master’s degree in public health and to be a practicing physician.</p>	



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	<p>Finding an applicant within Asotin County is limited for a community as small as Asotin County.</p>	
<p><b>New Business</b></p>		
<p>CHA Update</p>	<p><u>Community Health Assessment (CHA)</u>—Presented by Lora and Beth</p> <ol style="list-style-type: none"> <li>1. Seeking to complete a few more in person interviews.</li> <li>2. Survey goes live 8/1/2023. Link and paper copies available.</li> <li>3. Focus Groups 3-4 (3 main topics to dig into, and 1 general group).</li> <li>4. Report from the contract group is expected in January of 2024.</li> </ol>	
<p>FPHS Report</p>	<p>ACHD Assessment has been very bare bones historically. FPHS funding now has requirements to put towards assessment for consistent CHA for our county.</p>	
<p>Employee Handbook Updates</p>	<p><u>FPHS Report</u>        In order for ACHD to receive funding 7/1/2023-6/30/2024, report due 7/15/2023. ACHD turned in on time and are just waiting on DOH to send the funding.</p>	
<p>Equipment Purchase from Former Employee</p>	<p><u>Handbook</u>        Included in the email was a draft. ACHD is working to finalize and would like to vote in September.</p> <p>BOH to reply only to sender to avoid making quorum.</p> <p>ACHD working with CLA to confirm legal and updated.</p>	
<p>Program Statistics</p>	<p>Tabled for September Meeting – Several Employees have requested to purchase their agency issued equipment from ACHD.</p> <ol style="list-style-type: none"> <li>a. Is public property would have to go to bid and make sure ACHD doesn't get into trouble.</li> </ol>	
	<p><u>Program Statistics</u>        New Format and comparison of month to month.        WIC—Prior to COVID, ACHD was one of two agencies that were growing our WIC participant.</p> <ol style="list-style-type: none"> <li>1. During COVID, WIC participation decreased.</li> <li>2. In February of 2022—Formula recall.</li> <li>3. Since the beginning of this year our WIC caseload numbers have been going up.</li> </ol>	
	<p><u>Environmental Health Program</u>—Presented by Collin &amp; Brady</p>	



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<p>Environmental Health Program – OSS and Animal Bite Update</p>	<ol style="list-style-type: none"> <li>1. Intent of OSS code is intended to be a working document.</li> <li>2. Food Establishment       <ol style="list-style-type: none"> <li>a. Well and drain field with a creek setback.</li> <li>b. A lot of communication between ACHD and the owner.           <ol style="list-style-type: none"> <li>i. ACHD Worked with Owners attorney.</li> </ol> </li> <li>c. Asotin County Code allowed ACHD to not issue Food Permit until Septic system was updated.           <ol style="list-style-type: none"> <li>i. Glowing success for a pressurized system</li> </ol> </li> </ol> </li> <li>3. Office space and Septic Permit       <ol style="list-style-type: none"> <li>a. Policy now is permit fee and fine to follow intent of OSS code. Colin requested to make an amendment to the code illegal system installs           <ol style="list-style-type: none"> <li>i. Installers who install without permit will have installers license revoked for 1 year. Second violations requirements.</li> </ol> </li> </ol> </li> <li>4. Failing Septic System       <ol style="list-style-type: none"> <li>a. ACHD requires licensed engineer for pressurized systems.</li> <li>b. ACHD recommended a pressurized over a standard gravity system.           <ol style="list-style-type: none"> <li>i. Colin requested to make an amendment to the code</li> </ol> </li> </ol> </li> <li>5. Animal Bite       <ol style="list-style-type: none"> <li>a. Case Notes presented by CJ.</li> <li>b. A lot of steps go in to navigating an animal bite.</li> <li>c. Low risk because no confirmed rabbis case in a dog since 1980's.</li> <li>d. PEP was not recommended by WA DOH.</li> <li>e. ACHD Team working to identify the reporting procedure from hospitals and clinics.</li> </ol> </li> </ol>	
<p>Updates/Discussion</p> <p>Montana Summer Institute</p> <p>Community Member Question</p> <p>STAR</p>	<p>Montana Summer Institute Questions / Discussion- presented by BU. Had 1 meeting with a team that attended MSI and have identified a project group and planned for meeting.</p> <p>Requesting loan information from ACHD regarding Craft 3 loans for septic.</p> <p>ACHD Employee Maurine Nicholson received an outstanding call out from Dr. Lutz regarding her excellent work on a backyard poultry salmonella hospitalization case in Asotin County.</p>	



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Executive Session	N/A	
<b>Scheduled Meetings</b>		
Next Meeting	1:00 PM September 25, 2023 Asotin County Commissioners' Chambers 1:00 PM November 27, 2023 Asotin County Commissioners' Chambers	
Meeting Adjournment	<b>Skate Pierce</b> adjourned meeting at 3:26PM, after all agenda items discussed.	

Meeting minutes taken by:

Margaret Burch, HR Administrator and Fiscal Reporting

F E M I N A L