



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 April 22, 2022 at 1:00 PM

Present: Chuck Whitman (Chair), Lori Loseth (Vice Chair), Monika Lawrence, Chris Seubert, Skate Pierce, Brian Shinn

Absent: None

ACHD Staff: Administrator Brady Woodbury, Internal Fiscal Administrator Margaret Beyerlein, Health Officer Dr. Robert Lutz, CLA Sarah Croskey

Public: None

The regular Board Meeting was called to order by Chuck Whitman at 1:00

Public Comment:

Topic	Discussion	Action / Follow-up
Public Comment		
Minutes Approval		
Approval of the 1-31-2022 Regular BOH Meeting Minutes	<p>Brian Shinn Moved to approve February 28, 2022 Regularly scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity.</p> <p>Monika Lawrence Seconded</p> <p>Motion passed Unanimously with no further discussion.</p>	Motion Passed
Financial Report		
February & March 2022 Financials	<p>February & March 2022 Balance Sheet & Profit & Loss</p> <p>Sweep kept at \$500.00</p> <p>Final Annual Filing are due May 30, 2022- Adjustments from Audit</p> <ul style="list-style-type: none"> - Approved budget only will be approved by BOH on Budget changes - Reduced documentation - Approved not in a board meeting. To better manage cash flow to have it approved prior to the meetings for BOH. - Then present vouchered reports at BOH to be documented in BOH charter to a line with Workflow for program funding <p>Financial Update – Major change per SAO recommendation</p> <p>Lori Loseth Moved to approve February 2022 Financials as presented.</p> <p>Chris Seubert Seconded</p>	Motion Passed



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	<p>Skate Pierce Moved to approve March 2022 Financials as presented. Lori Loseth Seconded</p> <p><i>Motion passed unanimously with no further discussion.</i></p>	<p>Motion Passed</p>
<p>Audit Report Update</p>	<p>Audit report and associated updated Exit interview in Early March 2 findings and finding plan provide in Meeting packet. Process was wrong or needed corrections prior to our fiscal person leaving in July 202. Both corrective actions are cleaned up and updated by June 30th Improve documentation and BOH approval of purchases & procedure of how & why purchases were made. Exit interview comments - things change quickly & we are always trying to keep up. Make the correction and learn to be prepared.</p>	
<p>March & April Expense Voucher Approval</p>	<p>In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the March 2022 voucher/warrant packet # APPKT05460, Voucher # 264, in the amount of \$33,687.7, and April 2022 voucher/warrant packet # APPKT05369, Voucher # 265, in the amount of \$10,611.16 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 before the end of the month.</p> <p>Copy of Expense Voucher presented at Board meeting detailing all expenses included for reimbursement.</p> <p>Approved in tandem with financial statements as single action in the future.</p> <p>Chris Seubert Moved to approve the March & April 2022 Expense Voucher as presented Lori Loseth Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p>Program Statistics</p>		
<p>Unfinished Business</p>		



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New Business		
<p>COVID-19 Update – Asotin County</p> <p>Dr. Lutz Presentation</p> <p>TEAM Handbook Revisions & Updates</p> <p>Step & Longevity Date</p> <p>Juneteenth Holiday Adoption</p> <p>House Bill 1152 – Board of Health Composition</p>	<p><u>Current Covid-19 Numbers</u> – Last 4 days 0 cases. 9 cases in the last 14 days. 1 hospitalization</p> <p>Dr. Lutz Presentation – Presented as PDF Overdose deaths have increased in our county</p> <p><u>Edits & changes</u> to handbook highlighted in rusty orange. – Discussion</p> <p><u>Step & Longevity</u> increase moved to June 30 - Discussion Will also be added in the TEAM handbook</p> <p><u>Addition of Juneteenth holiday to ACHD</u> – Discuss proposal following DOH & Federal Holiday guidelines. Adding Holiday to ACHD scheduled Holidays <u>Skate Pierce</u> Moved to approve <u>Juneteenth Resolution</u> as presented. <u>Monika Lawrence</u> Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p><u>BOH configuration Updates and Discussion</u> Will need to be in place prior to July. Items still up for discussion with the BOH. Email on latest update forwarded to BOH. Composition- use of funding obligations to be voted upon by elected officials. End or May Meeting for final presentation maybe have public input or a special meeting to BOH composition and publications for positions. For the unelected positions BOH needs to be restructured by July 1st 3 positions within the 3 classifications of representatives from the community. Need to have the same number of elected officials as non-elected BOH representatives. Legal approval of re-structure and WA State Law</p>	<p>Motion Passed</p>
Announcements and Reports		
<p>Updates/Discussion</p>	<p>WAC: Keeping of Animals Rules Changes manure and domestic animals (ie. Kennels) manure needs to be removed weekly.</p>	



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	<p>Opioid Settlement/State Plan – Class action lawsuit because of Opioid overdose & use within WA State MOU</p> <p>State DOH assisting in COVID Testing – ACHD isolation & quarantine support. For Dr. Shaw</p> <p>Old Van up for sale. Bids have been submitted to BW posted on the vehicle in the ACHD parking lot. Will be posted on our website/ Facebook Page for sale.</p> <p>Anaton Property with septic issue- Letters written to owner & residence. Environmental Health staff is working with Asotin County Sheriff Ed Holbert to issue citation into County system. OSS citations are also going into effect.</p> <p>Multiple people are living in campers in our county ACHD can only get involved if public health and or OSS violations</p>	
Executive Session	N/A	
Scheduled Meetings		
Next Meeting	1:00 PM May 23, 2022 Asotin County Commissioners’ Chambers	
Meeting Adjournment	Chuck Whitman adjourned meeting at 2:35PM, after all agenda items discussed.	

Meeting minutes taken by: Margaret Beyerlein, Internal Fiscal/HR Administrator