



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 October 31, 2022 at 1:00 PM

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

Absent: Administrator Brady Woodbury

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

Public: None

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

Public Comment:

Topic	Discussion	Action / Follow-up
Public Comment		
Minutes Approval		
Approval of the 9-26-2022 Regular BOH Meeting Minutes	Lori Loseth Moved to approve September 26, 2022 Regularly scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity Skate Pierce Seconded Motion passed Unanimously with no further discussion	Motion Passed
Financial Report		
August Financials	<u>AUG Balance Sheet & Profit & Loss</u> Presented by CLA Net income loss revenue coming in August due to FPHS funding allocation from the state will see in August Financials	
Additional Financial Comments	FPHS Dollars from WA State are expected to come in to ACHD over the next few months	
October Expense Voucher Approval	In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the October 2022 voucher/warrant packet # APPKT06073 , Voucher # 271 , in the amount of \$,55869.61 , 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. Skate Pierce Moved to approve the October 2022 Expense Voucher as presented Brendan Johnson Seconded	Motion Passed



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	Motion passed unanimously with no further discussion.	
Old Business		
<u>Charter Discussion</u>	Charter changes made few additional edits requested. Vote pushed to November Meeting	
<u>TEAM Handbook Revisions & Updates</u>	Revisions to Team Handbook – tabled until later BOH meeting	
New Business		
On-Site Sewage Discussion	<p>On-Site Sewage Discussion – Updated Currently ACHD is working to finalize an OSS policy to include WAC and identify the permitting and installation policy for lots of record within Asotin County that are smaller than 12,500 sq. feet. Changing the Asotin County Health District Policy will require coordination with the building and planning department.</p> <p>This policy will be presented to the Board of Health with a plan for implementation at a later meeting</p> <p>Once this policy is approved ACHD & BOH will announce to the public with statement in newspaper/ local news channels.</p>	
Program Statistics	Current Program Statistics presented to the board. Board requested to have Maintenance line for hepatitis cases within the county.	
Delegation of Authority	Delegation of Authority presented to the BOH for Chuck Whitman and Margaret Burch to have temporary ability to sign for Con Con amendments and A-19 reporting.	
2023 Budget Presentation	<p>Presented by CLA BOH votes on the total Revenue and Expenses. Discussed the numbers that tie into Revenues & Expenses and including the following</p> <ol style="list-style-type: none"> 1. Revenue funding policy 	



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	2. COVID FEMA funding is ending 3. Wages including COLA and CIP	
Updates/Discussion	Suggestion to keep BOH meeting scheduled at least until New year 2023 November, NO December Meeting	
Executive Session	N/A	
Scheduled Meetings		
Next Meeting	1:00 PM November 28, 2022 Asotin County Commissioners' Chambers	
Meeting Adjournment	Chuck Whitman adjourned meeting at 2:18PM, after all agenda items discussed.	

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