



Asotin County Health District
 102 1st Street | PO Box 306, Asotin, WA 99402
 Phone: 509-243-3344 Fax 509-2432-3345
www.ac-hd.org

Asotin County Local Board of Health Meeting
June 24, 2024 at 1:00 PM

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

Absent: None

ACHD Staff: Brady Woodbury, Lora Gittins, Peggy Burch, Laurie Hersey, Samantha Bingman, Amy Finney, Maurine Nicholson

Public:

The regular Board Meeting was called to order by **Chuck Whitman** at **1:03PM**

| Topic | Discussion | Action |
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| Minutes Approval | | |
| Approval of the 04-29-2024 BOH Meeting Minutes | <p>Chuck Whitman Called for a motion to approve April 29, 2024, the regularly scheduled BOH Meeting Minutes as submitted. The meeting was held in person with Zoom connectivity.</p> <p>Brendan Johnson Moved to approve the April 29, 2024 Minutes as presented.</p> <p>Lori Loseth Seconded</p> <p>Motion passed unanimously with no further discussion.</p> | Motion Passed |
| Financial Report | | |
| Financials | <p>April 2024 report in BOH packet to team. May packet is awaiting payroll reports from county. Request from BOH to have larger print on spread sheets.</p> <p>2025 All junior taxing district are moving to independent payroll starting January 1, 2025. New added tasks for hiring a part time Fiscal Assistant using FPHS funding.</p> | |
| Expense Voucher | <p>In accordance with the adopted Purchasing Policy, the May 2024 voucher and warrant packet # APPKT07859 Voucher # 293, in the amount of \$33,522.98 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> | Motion Passed |



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| | <p>Skate Pierce Moved to approve the May 2024 Expense Voucher as presented. Daniel Button Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p>In accordance with the adopted Purchasing Policy, the June 2024 voucher and warrant packet # APPKT07917 Voucher # 294, in the amount of \$23,080.47 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>Skate Pierce Moved to approve the June 2024 Expense Voucher as presented. Lori Loseth Seconded</p> <p>Motion passed unanimously with no further discussion</p> <p><u>FPHS Funding Approval</u> In accordance with the adopted Purchasing Policy, the FPHS (Labeled as June 26 2024 on Voucher) voucher and warrant packet # APPKT07917, Voucher # 295, in the amount of \$307,000.00 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>Skate Pierce Moved to approve the June 26 2024 Expense Voucher as presented. Lisa Barnes Seconded</p> <p>Motion Old Business reviewed as tied into FPHS 2024 Accounts Payable Packet.</p> | <p style="text-align: center;">Motion Passed</p> <p style="text-align: center;">Motion Passed</p> |
| Old Business | | |
| <p>Workforce Development Funds Update</p> <p>New Building / FPHS Funds Update</p> | <p><u>Workforce Development Funds Update – Brady</u> These funds are working to expand workforce development within Public Health.</p> <p><u>New Building / FPHS Funds Update</u> Recently put out bids for architect to design new building and project manager for new building and roof build out.</p> | |



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| | <p>Two Bids have been received and lowest bid has been selected. Jerry Brotnov with Brotnov Architecture was selected.</p> <p>Reviewed ACHD internal process for bids and funding spending.</p> | |
| New Business | | |
| <p>Local Health Officer Agreement</p> <p>Kiosk Update</p> | <p><u>Local Health Officer Agreement with Northeast Tri-County Health District – Brady</u></p> <p>Since Bob Lutz is no longer employed with DOH, there is no DOH Regional Medical Officer (RMO) to provide coverage for Asotin County. ACHD has signed an agreement with Northeast Tri County Health District to cover when ACHD health officer is unavailable for an extended period (ie. vacation or life event). The Board of Health gave consensus approval for this agreement.</p> <p><u>Kiosk Update – Lora</u></p> <p>COVID-19 rapid tests available. And ACHD will be adding additional products that are distributed within the Kiosk including (Female products, condoms, dental hygiene kits) The Kiosk does take a while to process and is intended for one product per user interaction.</p> <p><u>Stats</u></p> <p>Small number reporting requirements.</p> <p>Food Permits and inspections have taken place at Farmers Market and Food Specialists have worked to educate vendors and discuss cottage food permits requirements.</p> | |
| Public Comment | | |
| Public Comment | 2 min per speaker. At the discretion of the BOH may address at the end of the meeting when time allows. <i>(No Public Comment Made)</i> | |
| Announcements/Reports | | |
| Announcements | <p>July 9th Bob Lutz will be doing a presentation for Tri State Health.</p> <p>ACHD promotional items.</p> <p>LEARN suicide awareness class last month was well attended. Will have another class in the fall.</p> | |
| Executive Session | None. | |
| Scheduled Meetings | | |
| Next Meeting | 1:00 PM August 26 th , 2024 Asotin County Commissioners’ Chambers. | |



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| Meeting Adjournment | Chuck Whitman adjourned meeting at 2:15PM, after completed agenda items discussed | |
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Meeting minutes taken by: Lora and Peggy

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