



**Asotin County Health District**  
 102 1<sup>st</sup> Street | PO Box 306, Asotin, WA 99402  
 Phone: 509-243-3344 Fax 509-2432-3345  
[www.ac-hd.org](http://www.ac-hd.org)

**Asotin County Local Board of Health Meeting**  
**October 28, 2024 at 1:00 PM**

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

Absent: Dan Button

ACHD Staff: Brady Woodbury, Lora Gittins, Beth Usher

Public: None

The regular Board Meeting was called to order by **Chuck Whitman** at **1:12PM**

Topic	Discussion	Action
<b>Minutes Approval</b>		
Approval of the 06-24-2024 BOH Meeting Minutes	<p><b>Chuck Whitman</b> Called for a motion to approve August 26, 2024, the regularly scheduled BOH Meeting Minutes with correction to update APPKT#. The meeting was held in person with Zoom connectivity.</p> <p><b>Lori Loseth</b> Moved to approve the <a href="#">August 26, 2024 Minutes</a> as corrected.</p> <p><b>Brendan Johnson</b> Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<b>Motion Passed</b>
<b>Financial Report</b>		
Financials	<p><u>August Financial report</u></p> <ul style="list-style-type: none"> <li>• We are showing a high balance of \$1.8M due to building construction expenses.</li> <li>• Still hoping to get under contract with a contractor by the end of 2024 but we may need to move money to reserve.</li> <li>• If the building is not done by June 2025, we may need to send money back.</li> </ul>	
Expense Voucher	<p>In accordance with the adopted Purchasing Policy, the <a href="#">September 2024</a> voucher and warrant packet # <a href="#">APPKT08186</a> Voucher #<a href="#">298</a>, in the amount of <a href="#">\$64,358.78</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>	<b>Motion Passed</b>



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	<p><b>Skate Pierce</b> Moved to approve the <b>September 2024</b> Expense Voucher as presented. <b>Lori Loseth</b> Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p>In accordance with the adopted Purchasing Policy, the <b>October 2024</b> voucher and warrant packet # <b>APPKT08272</b> Voucher #<b>299</b>, in the amount of <b>\$20,701.58</b> 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>Skate Pierce</b> Moved to approve the <b>October 2024</b> Expense Voucher as presented. <b>Brendan Johnson</b> Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<b>Motion Passed</b>
<b>Old Business</b>		
New Building Update	<u>New Building Update</u> <ul style="list-style-type: none"><li>• Brady has been meeting with Jerry and plans to meet with him again on 10/29/2024.</li><li>• Cost is anticipated to be higher than the original estimate but we have already purchased a lot of the building materials.</li><li>• The goal is to get a contractor who can do both the roof and building and only need to do one RFP.</li><li>• The current plan is to spend some of the building budget by the end of 2024.</li></ul>	
Brief OSS Installer Update	<u>Brief OSS Installer Update</u> <ul style="list-style-type: none"><li>• Brady reviewed the OSS Code after the last BOH meeting and found it does say a permit will not be issued or renewed if the person is found to be in violation of the code.</li></ul>	
<b>New Business</b>		
Environmental Health Food Program Fee Schedule Brief Discussion	<u>Environmental Health Food Program Fee Schedule Brief Discussion</u> <ul style="list-style-type: none"><li>• Food establishments are assigned a risk category (1-4) based on the type of food they serve. Lower risk establishments are inspected less frequently. Lower risk establishments have a lower permit fee.</li></ul>	<b>Motion Passed</b>



<p>2025 Proposed Budget First Presentation to Board</p> <p>Program Statistics</p>	<ul style="list-style-type: none"> <li>In the current code, it says that someone can be moved from a level 1 risk to a level 2 risk if they are not meeting their managerial duties. They can be moved from a level 2 to a level 3 for the same reason.</li> <li>Proposed change: add in language that allows a level 3 risk food service establishment to be moved to a level 4 if they are not meeting their managerial duties. This change would be effective immediately.</li> </ul> <p><b>Skate Pierce</b> Moved to amend the 2024 fee schedule to reflect proposed change.</p> <p><b>Lori Loseth</b> Seconded</p> <p>Motion passed unanimously.</p> <p><u>2025 Proposed Budget First Presentation to Board</u></p> <ul style="list-style-type: none"> <li>The goal for the next budget is to be a net zero impact but construction could impact that as \$700,000 of FPHS dollars have been allocated for construction.</li> <li>The new budget has a reduction of \$300,000-\$500,000 due to expiring COVID vaccine dollars. These will not roll over.</li> <li>We do not expect major changes to the proposed budget but there will be some from the last CONCON and architect</li> <li>Budget reflects a 4% COLA for staff.</li> <li>Budget also reflects replacing the Fiscal position plus three other positions.</li> <li>2024 projected salary spend is \$610,000.</li> <li>We are hoping to vote on the budget in November.</li> </ul> <p><u>Program Statistics</u></p> <ul style="list-style-type: none"> <li>No discussion</li> </ul>	
<b>Public Comment</b>		
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>	
<b>Announcements/Reports</b>		
Announcements	<ul style="list-style-type: none"> <li>BOH members reported liking the more “active”/out of your seat activities at the Local Board of Health Training in Leavenworth.</li> <li>They also reported enjoying the video about the cholera outbreak.</li> </ul>	



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	<ul style="list-style-type: none"><li>• ACHD was subpoenaed to provide information about a past employee. Requested information has been provided. Enduris was consulted before responding to the subpoena.</li><li>• We have posted the Office Assistant position. There are 74 applicants so far.</li></ul>	
Executive Session	None	
<b>Scheduled Meetings</b>		
Next Meeting	1:00 PM November 25, 2024 Asotin County Commissioners' Chambers.	
Meeting Adjournment	<b>Chuck Whitman</b> adjourned meeting at 2:00pm, after completed agenda items discussed	

Meeting minutes taken by: *Beth Usher, Health Educator*

F E M I N A L