



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
November 25, 2024 at 1:00 PM

Present: Skate Pierce (Vice Chair), Lisa Barnes, Dan Button, Brendan Johnson
Absent: Chuck Whitman, Lori Loseth
ACHD: Brady Woodbury, Lora Gittins, Beth Usher, Sarah Croskey (CLA), Jerry Brotnov (Architect)
Public: None

The regular Board Meeting was called to order by **Skate Pierce** at **1:05PM**

Topic	Discussion	Action
Minutes Approval		
Approval of the 10-28-2024 BOH Meeting Minutes	<p>Skate Pierce Called for a motion to approve October 28, 2024, the regularly scheduled BOH Meeting Minutes. The meeting was held in person with Zoom connectivity.</p> <p>Dan Button Moved to approve the October 28, 2024 Minutes as presented.</p> <p>Brendan Johnson Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed
Financial Report		
Financials	<p><u>September Financial report</u></p> <ul style="list-style-type: none"> • We expect to close the year with profit. We are waiting to pay the architect in December and the rest will roll to reserve. We will use the money from the reserves for the building construction next calendar year. • Much of the funding we get runs on the state fiscal year but ACHD runs on a calendar year, so it is not unusual to have money left over in the account at the end of the year. There is more money left in the account than usual this year due to upcoming building construction costs. • FPHS money comes in two “chunks”. Although the money comes in at two different times, we know the total amount we will be getting at the start of the year to make our budget. • Money accounted for on the CONCON comes throughout the year at different times than FPHS. There is a delay of about three 	



<p>Expense Voucher</p>	<p>months between the end of the month the work was done and the payment being received.</p> <ul style="list-style-type: none"> • Due to the process of getting the financial report, there is a delay in monthly financial reporting. <p>In accordance with the adopted Purchasing Policy, the November 2024 voucher and warrant packet # APPKT08186 Voucher # 298, in the amount of \$64,358.78 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>Lisa Barnes Moved to approve the November 2024 Expense Voucher as presented. Brendan Johnson Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p style="text-align: center;">Motion Passed</p>
Old Business		
<p>New Building Update Presented by Jerry Brotnov (Architect)</p>	<p><u>New Building Update</u></p> <ul style="list-style-type: none"> • Board has previously generally approved the building plans but we want to keep the BOH informed about the progress of the building. • The building plans include building the base of the upper level and leaving space for an elevator in the future. The upper level will not be occupied immediately except for the server room. Offices will be placed around the perimeter of the building on the lower level, with boardroom, restrooms and other rooms in the middle. • There are square footage requirements for needing to install a sprinkler system and elevator. We will be below both thresholds for this phase of building. • Fire mitigation measures will be put into place including the use of fire-resistant paint in the IT area and not storing hazardous materials near potential heat sources. • The goal is to have the RFP posted December 2 and have a contractor by January 1. We have until June 30, 2025 to use the funding. • Much of the furniture has already been purchased. Lighting for the building is not yet decided but we will be looking for ways to “go green” including motion sensors for lights and using energy 	



2025 Budget Presented by
Sarah Croskey with CLA

efficient lighting, while also taking into consideration the impacts to employees.

Budget

- Asking the board to vote on total revenue and total expenses.
- We are not raising rates for licenses and permits. Looking at a three-year average, we don't see a lot of variation in revenue.
- We see increases in food permit fees as more events are happening and more temporary food permits are issued.
- We will not have ELC (epidemiology and lab capacity) funding next year. It was money from COVID that we were unable to use up.
- Overdose Awareness Campaign is new money and we are currently developing the program.
- The Parent 2 Parent program is being built by ACHD staff to be handed off once it is established.
- There is not a bump in state funding to account for inflation. While we do not anticipate funding cuts in the near future, we also do not expect funding increases. The state does not factor in for inflation and this is where local funding is critical to cover the gap.
- We are not participating in programs that are expected to face cuts.
- We also have built a good reserve in preparation for needing to use it and we may need to use reserves in the next few years.
- The slow speed of government will work to our advantage as we do not expect to see budget impacts for 2025.
- The 2025 budget sees increases in travel as conferences are happening and staff is traveling to attend and supplies. There are three positions accounted for in the budget that are not filled. These will be filled as building space allows.
- Two staff members received step increases already and two more staff members are on track to earn increases before the end of 2025. Those raises have been accounted for in the budget.
- The budget also reflects a 4% COLA for all staff, including Dr.Lutz.

Dan Button Moved to approve the **Proposed 2025 Budget** as presented.
Lisa Barnes Seconded

**Motion
Passed**



<p>Hiring Update</p>	<p><u>Hiring Update</u> We are in the final stages of interviewing for the office assistant position. The proposed start date for the chosen candidate is January 6th.</p>	
<p>New Business</p>		
<p>Secretary of Health Resignation</p> <p>CHIP</p> <p>Payroll Move to Gusto</p> <p>Change in Future Board Meeting Packets</p> <p>Program Statistics</p>	<p><u>Secretary of Health Resignation</u></p> <ul style="list-style-type: none"> The current Secretary of Health announced that he will resign, effective January 15, 2025. The new governor will appoint a new secretary of health. We do not anticipate immediate impacts to ACHD. <p><u>Community Health Improvement Plan (CHIP)</u></p> <ul style="list-style-type: none"> We are entering into contract with Heidi Berthoud Consulting to work on the CHIP. The CHIP builds upon the Community Health Assessment (CHA). <p><u>Payroll Move to Gusto</u></p> <ul style="list-style-type: none"> The county will no longer be running payroll for ACHD. Gusto is a payroll system that also does benefit management. We will still use T-sheets for tracking time. We do not anticipate issues. Employees will be responsible for maintaining their W-4 and updating direct deposit information if needed. <p><u>Change in Future Board Meeting Packets</u></p> <ul style="list-style-type: none"> Starting in January, all BOH documents for the meeting will be sent as a single PDF file instead of multiple attachments. <p><u>Program Statistics</u></p> <ul style="list-style-type: none"> Starting in 2025, only COVID deaths will be reported to BOH on an annual basis, just as influenza deaths are. And COVID outbreaks in long term care, or other specific settings will also be tracked and reported. 	
<p>Public Comment</p>		
<p>Public Comment</p>	<p>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></p>	
<p>Announcements/Reports</p>		
<p>Announcements</p>	<ul style="list-style-type: none"> Brady attended WSALPHO meetings in Vancouver. What he learned there is in line with earlier budget predictions: we will not be seeing additional funding over the next few years but we do not anticipate a reduction in funding. He also reports that WSAPHO is continually having discussions with the state to 	



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	<p>allow more flexibility with FPHS funding to meet community needs.</p> <ul style="list-style-type: none"> • Lisa Weber was appointed as coroner a couple of weeks ago. In the past, she worked with ACHD to provide information about overdose deaths. We plan to continue that relationship with her moving forward. • We are still working on the process to make overdoses a notifiable condition. We spoke with another county about their process and hope to learn from their “lessons learned”. One significant hurdle we face is getting a clear picture of the overdose situation. At the state level, a data sharing agreement does not exist between Idaho and Washington so it is uncertain how that will impact our ability to get information from Idaho hospitals. • KLEW did an online article about an award that the local EPIC coalition won. Beth is on the leadership team for EPIC and was named in the article. 	
Executive Session	BOH went into executive session at 2:35. Announced that they anticipated meeting for about 10-15 minutes. Executive Session ended at 2:53 and announced nor decisions were made.	
Scheduled Meetings		
Next Meeting	1:00 PM January 27, 2025 Asotin County Commissioners’ Chambers.	
Meeting Adjournment	Skate Pierce adjourned meeting at 2:53pm, after completed agenda items discussed	

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