



ASOTIN COUNTY HEALTH DISTRICT

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

Asotin County Local Board of Health Meeting
September 25, 2023 at 1:00 PM

Present: Skate Pierce (Chair), Chuck Whitman (Vice Chair), Lisa Barnes, Brendan Johnson, Dan Button, Lori Loseth
 Absent: None.
 ACHD Staff: Administrator Brady Woodbury, Internal Fiscal Administrator Margaret Burch, Lora Gittins, Beth Usher, CLA Sarah Croskey
 Public: Jim & Jo Sargeant

The regular Board Meeting was called to order by **Skate Pierce** at 1:02**PM**

Topic	Discussion	Action
Public Comment		
Jim Sargeant	Clarified using Zoom through ACHD Zoom account. New OSS parks to have systems. Buffalo Eddy does not have a public toilet. When people don't want to connect to local sewage systems there is an appeal process via WAC. Had questions regarding OSS process and purpose of use for OSS code document enforcement. Confirmed with Brady would be in contact with those questions.	
Minutes Approval		
Approval of the 07-25-2023 BOH Meeting Minutes	Chuck Whitman Moved to Approve July 25, 2023, the Regularly Scheduled BOH Meeting Minutes as submitted. The meeting was held in person with Zoom connectivity. Brendan Johnson Seconded Comment: Grammer typos highlighted by Dan Button to reflect items that caused confusion. Requested clarity edits completed by ACHD	Motion Passed
Financial Report		
Financials	<u>JULY Balance Sheet & Income Statement</u> Presented by CLA <u>Balance Sheet</u> Sitting in a good spot \$1.6 Million. <u>Income Statement</u> Projected to sit better than we had budgeted. ACHD needs to make a budget amendment. <ul style="list-style-type: none"> a. Revenue - Looking at the first 7 months \$1.1 million in revenue. FPHS funding will be increasing. Sitting in a good spot for Licenses & permitting in addition to TB fees if needed. b. Expenses <ul style="list-style-type: none"> 1. Budgeted for more positions than were filled for 2023 2. Supplies budget is also under, but ACHD has been able to work with supplies on hand. 	



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3. Heating & Cooling System in current building needs to be updated.
4. The possibility of new building to allow for expanding ACHD footprint.
5. When overall revenues and expense have a degree of adjustment needed BOH would need to approve prior to budget changes.
6. Emergencies will be purchased for solution, then updated to the BOH to adjust those lines
7. ELC & SW grant funding
8. Public health revenues will have changes over time due to BARS code changes to move to State Funding.
 - a. BARS is state funds for multi-layer classification for funding
9. Extra Investment Income is expected. Due to being invested in Treasures through Asotin County Treasurer's Office reporting and account. Part of a State pool through the county.

August Financials Month End report from County received 9/21/2023. Might see delays November & December with Holiday dates landing within those months.

2023 Budget Amendment

Used data through June 2023

Changes Needed to ACHD 2023 Funding

- a. Moving to a larger building
- b. Will see contractions in the following
 - i. Auto b/c team is traveling less than originally entered in Budget.
 - ii. Debt services since building and vehicle are both paid off
- c. Employee Retention- was presented as tied to Workforce Development Funds \$200,000 between 10/1/2023 through 6/1/2024. ACHD has the option to use before end of 2023 or can roll over to 2024- will be processed through the CON CON amendment process.
 1. Would go under State revenue with a net impact of zero when \$100,000 for 2023.
 2. However, in the budget amendment ACHD would increase capital when building HVAC system is replaced in the current building.
- d. ELC and FPHS funding and receiving.



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Expense Voucher Approval	<p>Daniel Button Moved to Approve 2023 Budget Amendment the Regularly Scheduled BOH Meeting Minutes as submitted. The meeting was held in person with Zoom connectivity.</p> <p>Chuck Whitman Seconded</p> <p>Comments: No additional discussion</p>	Motion Passed
	<p>In accordance with the adopted Purchasing Policy, the August 2023 voucher and warrant packet # APPKT07038, Voucher # 282, in the amount of \$52,334.56 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>Chuck Whitman Moved to approve the August 2023 Expense Voucher as presented.</p> <p>Brendan Johnson Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed
	<p>In accordance with the adopted Purchasing Policy, the September 2023 voucher and warrant packet # APPKT07107, Voucher # 283, in the amount of \$32,018.25 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>Chuck Whitman Moved to approve the September 2023 Expense Voucher as presented.</p> <p>Lisa Barnes Seconded</p> <p>Motion passed unanimously with no further discussion</p>	
<p><u>2024 Budget Amendment</u> – Tabled to October 30 2023. Will be sent prior to meeting. Would then vote in next 2023 meeting for 2024 Budget</p> <p><u>WIC Budget Approval</u> WIC funding update presented by Lora</p> <ol style="list-style-type: none"> 1. In August 380 participants served within the community 2. September above 375 3. Currently serving 50 more than authorized caseload, per funding from the State. <ol style="list-style-type: none"> a. State authorized case load is based on last 3 quarters of participants served. 		



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4. WIC staff has done an incredible job to reach out and follow up with WIC participants.
5. WIC is Additional Important Service. Therefore, WIC cannot be paid for with FPHS funding.
6. ACHD would need to increase local contribution to cover the gap in the WIC budget as we sit.
7. ACHD asked the BOH what direction ACHD would go with WIC services to cover service costs that the allotted WIC budget does not currently cover.
 - a. Our budget looks really good because there are earmarks for specific items that cannot be used for WIC
Example: CON CON Covid immunization funding is very specific.
 - b. Local funding is our flexible funding for WIC
 - c. ACHD has only received local funding for 2023 from the City of Asotin.
 - d. Borad of Health Chair, Skate, asked if there are foundations associated with either of the Hospitals. AHCD has not looked to Health Care foundations within the Hospitals IMPACT at St. Joseph's Hospital and Tri State.
 - i. At this point ACHD has not reached out to foundations within the local hospitals.
 - e. In the event the WIC authorized funding is not going far enough ACHD aims to serve our current participants first, prior to expanding participation & outreach.
 - f. ACHD WIC totals have increased since January 2023.
 - i. Case management is successful when building relationships, which our WIC Team does a great job connecting with participants.
 - ii. ACHD expects to be rewarded additional funds for WIC when ACHD shows that there is a need for the program to have additional funds from the State WIC program.
 - iii. Board member Dan Button asked, "Would the Borad of Health or the administrator ever consider a letter to the funding agencies within the county and cities?"
 - a. Borad of health Chair Skate clarified that the past ACHD has asked to be funded by local agencies.
 - b. Skate and Lora will present to the City of Clarkston Meeting tonight 9/25/2023 at 7:00pm.



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	<p>c. Brady to come to any Monday Meeting to appeal to the County Commissioners for funding.</p>	
Old Business		
Public Records Requests	<p><u>Public Records Requests</u>—Presented by Brady No active requests. MRSC Public Records Training Link Public Records Training (wacities.org)</p>	
Health Officer Update	<p><u>Update on Health Officer Search</u> Dr. Lutz is still our acting Health Officer while Brady works with finding local potential replacement for Dr. Lutz. ACHD will need to replace Health Officer Dr. Bob Lutz. WAC requires a master’s degree in public health and to be a practicing physician. Finding an applicant within Asotin County is limited for a community as small as Asotin County.</p>	
New Business		
CHA Update	<p><u>Community Health Assessment (CHA)</u>—Presented by Lora</p> <ol style="list-style-type: none"> 1. Survey Open to Public 8/1/2023 802 as of 9/25/2023 <ol style="list-style-type: none"> a. Missing participation from 16-21 age bracket. b. Lora and Beth will be reaching out to the schools about getting survey data from the public for missing demographics. 2. Have had survey responses come from attending outreach events. 3. Focus Group planned will be scheduled the week of October 23. With topics identified from survey and interview data. <p>ACHD Assessment has been very bare bones historically. FPHS funding now has requirements to put towards assessment for consistent CHA for all Local Health Jurisdictions.</p>	
Purchas of New Building	<p><u>Purchase of New building -</u> BOH approves moving forward with purchasing discussions with contingent clause to recover earnest money.</p> <p>BOH Member Chuck Whitman requested due to the length of the current meeting an October 30, 2023, meeting be held. To cover the items remaining on agenda (Handbook, Salary Matrix, Program Stats,)</p>	
Employee Handbook Updates	<p><u>Handbook - Tabled for approval until October 30, 2023</u> Included in the email was a draft. Requesting BOH to approve. ACHD worked with CLA HR team to confirm legality.</p>	



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Employee Salary Matrix Approval Program Statistics	As presented in finished format for approval. Address the general workings for employment within ACHD. With the understanding that content changes going forward as an appendix for future changes would be presented to BOH. <u>Salary Matrix Approval Tabled for October 30, 2023</u> <u>Program Statistics Tabled for October 30, 2023</u>	
Announcements/ Reports	New Employee Amy Finney Hired 8/16/2023. Posting for Immunization Specialist Open for applications	
Updates/Discussion		
Executive Session	Not Anticipated	
Scheduled Meetings		
Next Meeting	1:00 PM October 30, 2023 Asotin County Commissioners' Chambers	
Meeting Adjournment	Skate Pierce adjourned meeting at 3:12PM, after completed agenda items discussed	

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