



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
January 27,2025 at 1:00 PM

Present: Skate Pierce (Chair), Lisa Barnes, Dan Button, Brendan Johnson. Lori Loseth, Brian Shinn

Absent:

ACHD: Brady Woodbury, Lora Gittins, Beth Usher, Collin Jurries, Sarah Croskey (CLA), Jerry Brotnov (Architect)

Public: Peter Laizure, Cindy Daves

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

Topic	Discussion	Action
New Elections		
Elections for the 2025 BOH Chair and Vice Chair	<p>Skate Pierce Announced that County Commissioner Chuck Whitman has resigned from the Board of Health and County Commissioner Brian Shinn will be taking his place.</p> <p>Skate called for elections for the new Chair and Vice Chair. He asked for nominations for Vice- Chair. Dan Button nominated Lisa Barnes. Brendan Johnson seconded. Motion passed unanimously with no further discussion.</p> <p>Skate asked for nominations for Chair. Brendan Johnson nominated Skate Pierce. Lisa Barnes seconded. Motion passed unanimously with no further discussion.</p>	<p style="text-align: center;">Motion Passed</p> <p style="text-align: center;">Motion passed</p>
Minutes Approval		
Approval of the 11-25-2024 BOH Meeting Minutes	<p>Skate Pierce Called for a motion to approve November 25, 2024, the regularly scheduled BOH Meeting Minutes. The meeting was held in person with Zoom connectivity.</p> <p>A typo on page 4 (the spelling of Sarah’s name) was noted and corrected.</p> <p>Dan Button Moved to approve the November 25,2024 Minutes as corrected.</p> <p>Lisa Barnes Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p style="text-align: center;">Motion Passed</p>
Financial Report		



<p>Financials</p> <p>Expense Voucher</p>	<ul style="list-style-type: none">Financial Statements for October and November are still with the signer, did not make it through the review process in time for this meeting and are not available. <p>In accordance with the adopted Purchasing Policy, the December 2024 voucher and warrant packet #APPKT08522, voucher #302, in the amount of \$34,337.07 and packet #APPKT08426, voucher #301, in the amount of \$155,000, 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>Brendan Johnson Moved to approve the December 2024 Expense Voucher as presented. Lori Loseth Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p>In accordance with the adopted Purchasing Policy, the January 2025 voucher and warrant packet #APPKT08547 Voucher #303, in the amount of \$118,943.57, 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 January 2025 Expense Voucher as presented. Dan Button Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p> <p>Motion Passed</p>
<p>Old Business</p>		



<p>New Building Update Presented by Jerry Brotnov (Architect)</p> <p>Update on Payroll Move to Gusto</p>	<p><u>New Building Update</u></p> <ul style="list-style-type: none"> • Getting ready to get bids. • There were a few small changes to the plans, but they are very close to what was presented to the BOH before. • To get bids the RFP will be sent to the Plans Centers in Lewiston and Spokane and an advertisement will be placed in the paper. • A Plans Center is a place where contractors know to look for jobs. Word of mouth is also allowed to help get bids. • We need to move as quickly as possible to have construction done and money spent by June 2025. • Jerry will get documents to Brady by Monday 2/3/2025 to begin the process of calling for bids. • Jerry will send over information to get the advertisement in the paper ASAP. • Brady and Jerry will discuss the ceiling height of the Board Room. <p><u>Payroll Move to Gusto</u></p> <ul style="list-style-type: none"> • Transition to Gusto has been smooth so far. • There were a few initial issues with the amount taken out for tax deductions but those have been resolved. • ACHD employees now get paid two times per month instead of once per month. 	
New Business		
<p>New ACHD Employee</p> <p>Upcoming State Auditor's Office Audit</p>	<p><u>Introduction of new ACHD Employee</u></p> <ul style="list-style-type: none"> • Amber Dahmen joined ACHD in January. Her onboarding is going well, and we are very glad to have her. <p><u>Upcoming State Auditor's Audit</u></p> <ul style="list-style-type: none"> • We are due for a state audit. This happens every three years. • Lora, Sarah, and Samantha have been working on gathering and sending documents for the audit. • The BOH Chair and/or Vice Chair is required to attend the exit conference call. Any BOH member is welcome to attend the entrance or exit conference calls. Brady will send out more information with dates. Please respond only to Brady if you are interested in attending. If more than four BOH members are interested in attending, we will need to advertise it as a public meeting. 	



Health Officer
Update/Presentation

- We expect the auditors to be in the ACHD office for several days. Many documents will be sent beforehand for them to review so their time in the office can be minimized. We expect 1 or 2 auditors to be present.
- DOH does their own audits called “fiscal monitoring visits”. This audit is from the State Auditor’s Office.
- We will need to pay up to \$45,000 for the audit. Money is put aside each year to pay for the audit.
- We are not anticipating issues.

Health Officer Update/Presentation
None

Program Statistics

Program Statistics

- A dip in WIC numbers was noted toward the end of 2024. Lora stated this was a normal trend and numbers increase in the beginning of the year. WIC also has had staffing changes. Amy and Amber are completing WIC training and will be the main points of contact for the program with Samantha as their back up and Lora as Samantha’s back up.
- Dan expressed concern that the BOH would no longer receive reports on the number of COVID cases each month. Beth stated that the BOH will still get yearly total number of COVID deaths, just like Influenza is reported. If there is an outbreak or a public health issue, then additional reports may be made as appropriate. It is important that ACHD protects private health information. Other agencies or organizations, such as news reporters, may not be held to the same standard ACHD is. If information is released from another agency/organization, that is their responsibility. If information does need to be shared, ACHD shares as little identifying information as possible. The decision to share information for a public health concern is made on a case-by-case basis.
- Lisa said the best thing we can do is encourage vaccination and encourage people to stay home when sick and provide education.
- ACHD will still get information that we can use [from hospitals/clinics/etc.], we just may not be able to share that information with the public.



Public Comment

Note: ACHD aims to protect privacy and will often leave off identifying information such as names, business names, or address in meeting minutes when discussing sensitive issues. Cindy Daves emphasized that she was unable to find specific reference to this situation in BOH meeting minutes and was upset. Therefore, Cindy Daves, Peter Laizure and Elite Excavation and Trucking are referenced by name for this meeting. Previous references in the August 2024 and October 2024 meeting minutes do not include names.

Note: ACHD allowed far more than 2 minutes for this public comment. This is not the normal procedure but was allowed by the BOH.

These notes attempt to summarize a discussion that lasted roughly 1 hour. For clarity, and because the discussion jumped around, some information has been grouped by topic instead of the exact order of the conversation. There are two main issues being discussed. The first issue is if Cindy should be/will be allowed to take the Installer Exam and second, if Peter will be restricted from taking the exam until he makes an appeal to the BOH in 2026.

- Cindy Daves introduced herself as the owner of Elite Excavation and Trucking. She founded the company in June 2023. After her employee, Peter Laizure failed the OSS Installer Exam in August 2024, she reached out to Collin about taking the test herself in September. She was unable to make that test date. On December 18th she was denied entry to the exam. Cindy stated she recorded her conversation with Brady on December 18th, following advice from legal counsel. She asked the Board for clarification on why she was blocked from taking the exam. The company was not founded until 2023. Her employee, Peter, admitted to helping to install a septic system in 2020, which was before her company was founded.
- ACHD Administrator Brady clarified that Cindy and Peter had been notified they would not be allowed to take the test prior to December 18th. Brady also reminded the BOH of two previous occasions when Installers licenses were revoked, once for one year and another case for two years. For privacy, those names are not included in these notes.
- Cindy stated that the company is in her name, not Peter's and encouraged the BOH to check L&I for the name.
- Cindy stated that she is licensed with Walla Walla County, Columbia County and Garfield County, as well as in Oregon and Idaho. She stated there is not a test for Columbia or Garfield County. Peter clarified that he took the test for Walla Walla County. Cindy stated that she has helped to install other systems and is an active member of the business.



- It was clarified that for Asotin County, the license is with the person who passes the test, not the owner/company. Some counties, including Walla Walla, allow one license per company (this was a statement by Cindy and Peter, but is actually inaccurate, Walla Wall Health Department requires the licensed person to be on site during construction and excavation).
- BOH Chair Skate asked if one person fails the test, can another person from the same company take the test? ACHD Administrator Brady said usually, yes but in this case, because of statements Peter made, the decision was made to not allow anyone from Elite Excavation and Trucking to sit for the exam.
- BOH member Brian reminded everyone that a county can be 'stricter' than state law so although RCW and other counties may not require each installer to pass the test, Asotin County is able to require it.
- Asotin County OSS Code and WAC 246-272A both require the person who is permitted to be on site during the construction and excavation. If Cindy is the one to take and pass the Installer exam, she must be on site during any work on an OSS.
- The septic system installed in 2020 was installed for a friend of Peter (name is not included for privacy). At the time of the installation, Peter told Collin that he would be involved in the installation, but Peter did not say he was a licensed installer in another county at the time. As his friend had the appropriate permit (note: Homeowner Permit), this was acceptable. However, licensed installers are unable to install any part of a system without the appropriate permit.
- BOH member Dan brought up that this was not an administrative appeal, just a regular BOH meeting. The BOH did not have the expectation for today to be an administrative appeal. Dan noted the Asotin OSS code was written with the perspective of someone who already had a permit losing their permit, not at the front end of the process.
- BOH Chair Skate said he was comfortable with the decision to not give Peter a license until 2026 but wanted to further pursue giving Cindy the opportunity to take the Installer test.
- Peter stated he talked to former BOH Chair Chuck Whitman, while he was still BOH Chair. Chuck had advised him to send a letter to ACHD to ask for an expedited hearing. Peter and Cindy sent a certified letter in December 2024 but did not hear back from ACHD.
- BOH consensus (they did not formally vote) to not allow Peter to sit for the Installer exam until 2026. Peter left the meeting.



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	<ul style="list-style-type: none"> • The issue of whether to allow Cindy to take the exam is still to be decided. • BOH member Brian proposed that the Chair, Vice Chair and Administrator meet to discuss this matter. To involve the whole board in a discussion would necessitate a special meeting (note: which would then need to be advertised to the public). Once they meet, they will communicate with Cindy about their decision. • BOH member Dan said ACHD would look into our responsibility to respond in writing to requests. • BOH Chair, Vice Chair and Administrator will arrange a time to discuss this situation soon. 	
Announcements/Reports		
Announcements	<ul style="list-style-type: none"> • Next BOH meeting, Dan would like to further discuss the frequency of the meetings. 	
Executive Session	None	
Scheduled Meetings		
Next Meeting	1:00 PM February 24, 2025 Asotin County Commissioners' Chambers.	
Meeting Adjournment	Skate Pierce adjourned meeting at 2:57pm, after completed agenda items discussed	

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