



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
March 31 ,2025 at 1:00 PM

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

Absent: Brendan Johnson

ACHD: Brady Woodbury, Lora Gittins, Beth Usher, Collin Jurries, Amber Dahmen, Samantha Bingman, Laurie Hersey, Amy Finney, Sarah Croskey (CLA)

Public: None

The regular Board Meeting was called to order by Skate Pierce at 1:03PM

Topic	Discussion	Action
Minutes Approval		
Approval of the 02-24-2025 BOH Meeting Minutes	<p>Skate Pierce Called for a motion to approve February 24, 2025, the regularly scheduled BOH Meeting Minutes. The meeting was held in person with Zoom connectivity.</p> <p>Lori Loseth Moved to approve the February 24, 2025 Minutes as presented</p> <p>Brian Shinn Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed
Financial Report		



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Financials Presented by Sarah Croskey	<ul style="list-style-type: none">• Nothing to report about the January 2025 financial statement.• Sarah let the BOH know that our exposure to the federal cuts so far is minimal. MCH (Maternal Child Health) and WIC funding are the ACHD programs most likely to be impacted by federal budget cuts and there has not been any mention of cuts in those programs as of now.	
Expense Voucher	<p>In accordance with the adopted Purchasing Policy, the March 2025 voucher and warrant packet #APPKT08703, voucher #305, in the amount of \$94,838.26, 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 March 2025 Expense Voucher as presented.</p> <p>Dan Button Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p>The construction of the new building is underway, and we have our first bill. To be able to quickly pay invoices when they come in, Brady would like the BOH to approve moving \$325,000 into the expense account. This money would be used only for the building in the form of paying invoices so we can be responsive to invoices and avoid any unnecessary delays. The amount to be moved will be evaluated each BOH meeting to ensure we are able to make all payments before the next meeting.</p> <p>In accordance with the adopted Purchasing Policy, the Supplemental March 2025 voucher and warrant packet #APPKT08703, voucher #306, in the amount of \$325,000.00, 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>Brian Shinn Moved to approve construction payment of \$325,000 for anticipated expenses.</p> <p>Lori Loseth Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p> <p>Motion Passed</p>



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Recognitions		
<p>Recognitions presented by Brady Woodbury</p>	<p><u>Recognitions</u></p> <p>Amber Dahmen-Recognized for her work in multiple programs. One of her job duties is to serve as the receptionist and she handles phone calls on a variety of topics. Recently, there have been calls related to vital records that have involved the public asking questions we do not normally get. Amber has handled these calls very well and works with the team to address concerns or questions from the public. We get many phone calls about issues that do not fall under the responsibility of public health (e.g. mold, cockroaches) and she always tries to help the person by providing resources, connecting them with another staff member, or making a referral to another agency. She is also doing her WIC training. Amber is fitting in very well with the team and we are happy to have her.</p> <p>Samantha Bingman-Recognized for her work in the HR/Culture Specialist position. Samantha was recently promoted to this position and has been working hard to build and maintain camaraderie in the office with team building activities. She also is working on HR stuff such as insurance, payroll, and VEBA to ensure they are all on track and active.</p> <p>Laurie Hersey-Recognized for her work as Community Outreach Specialist. She was hired into a position without much of a job description and has had to develop the position on her own. Recently, she completed training to become a certified car seat technician. The goal is to be able to provide car seats and car seat checks to Asotin County residents. The funding from her training came from a grant for a program called "Safe Kids" that ACHD applied for and was granted. Laurie also handles the notifiable condition reporting and follow up.</p> <p>Amy Finney-Recognized for her work with the WIC program. Amy was hired as an Environmental Health Tech focused on mainly food establishment inspections. She also has a degree in nutrition and when she identified the need, she volunteered to begin the process to become a registered dietitian for WIC. While she works on that process, she has already been working in WIC to share information with participants and help keep the WIC program going.</p>	



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Old Business		
New Building Update Presented by Brady Woodbury	<u>New Building Update</u> <ul style="list-style-type: none">• Photos of building progress were shared with the BOH.• Construction has started and is making good progress.	
Environmental Health Program Presented by Brady Woodbury	<u>Environmental Health Program</u> <ul style="list-style-type: none">• As of the March BOH meeting, we still have not heard from Cindy Daves or Peter Laizure. A certified letter was sent informing Cindy of the decision to allow her to take the OSS test, but the letter was not signed for and there has not been any other communication.• After over two years of work on a complicated case, a permit was issued for a new septic system for a system that was originally illegally installed. This situation has taken a lot of time but has a positive outcome.• Over the weekend, a food truck from Lewiston tried to work an event in Clarkston but they did not have a permit for Asotin County. Leading up to the event, Amy had worked with the owner to explain what was required and the owner stopped responding. Amy told the owner they needed to leave, and the food truck left with little issue.	
Audit Update Presented by Brady Woodbury	<u>Audit Update</u> <ul style="list-style-type: none">• The audit has been scheduled for April 8th. The Exit Conference has not been scheduled yet.• While in office, the audit will focus on OSS and food permitting, cash handling and FPHS funding.• Other information has been shared with the auditor for them to review before arriving in Asotin.	
BOH Upcoming Meetings	<u>BOH Upcoming Meetings</u> <ul style="list-style-type: none">• BOH will continue to meet monthly until the new building is done.	
New Business		
Spring/Summer Training Schedule Presented by Brady Woodbury	<u>Spring/Summer Training Schedule</u> <ul style="list-style-type: none">• Many ACHD staff are attending trainings and conferences this summer.	



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Program Statistics	<u>Program Statistics</u> <ul style="list-style-type: none">• A BOH member asked about small number reporting. Due to small number reporting requirements, ACHD does not release numbers less than 10 except during some public health emergencies or as an end of year report.• The BOH was reminded that ACHD does not do syringe exchange, only syringe/sharps collection. We may revisit syringe exchange at a later time but for now, it is just collection.• WIC numbers are still lower than pre-pandemic levels. Moving into Clarkston may help but most of the appointments are done remote/by phone these days. As WIC training is complete, the WIC team can start following up more with people who skip/don't show to their appointments to get them back on the schedule.	
Public Comment		
Public Comment	<ul style="list-style-type: none">• None	
Announcements/Reports		
Announcements	<ul style="list-style-type: none">• ACHD has signed a year-long contract to continue the Kiosk. DOH will stop funding the Kiosk March 31. We have had multiple conversations to ensure we have funding and had an attorney look over the contract. Currently we have feminine hygiene products, pregnancy tests, condoms, naloxone, and Covid tests in the Kiosk.• Brady has been attending many WSALPHO meetings. FPHS is expected to face minimal cuts as of now. Governor Ferguson's budget did propose about \$50M in cuts to FPHS but the recent House and Senate budgets proposed zero cuts to FPHS.	
Executive Session	None	
Scheduled Meetings		
Next Meeting	1:00 PM April 28, 2025 Asotin County Commissioners' Chambers.	
Meeting Adjournment	Skate Pierce adjourned meeting at 2:10pm, after completed agenda items discussed	

Meeting minutes taken by:

Beth Usher, Health Educator