



Asotin County Health District
 719 5th Street
 Clarkston, WA 99403
 Phone: 509-243-3344 Fax 509-2432-3345
www.ac-hd.org

Asotin County Local Board of Health Meeting
August 25, 2025 at 1:00pm

Present: Skate Pierce (Chair), Lisa Barnes (Vice-Chair), Dan Button, Brian Shinn, Brendan Johnson, Lori Loseth, Brady Woodbury, Lora Gittins, Beth Usher, Amy Finney, Sarah Croskey

Absent:

The regular Board Meeting was called to order by Skate Pierce at 1:01pm

Topic	Discussion	Action
Minutes Approval		
Approval of the 07-28-2025 BOH Meeting Minutes	Brian Shinn moved to approve the July 28, 2025 Minutes as presented. Dan Button seconded. Motion passed unanimously with no further discussion.	Motion Passed
Financial Report		
Financials presented by Sarah Croskey	<ul style="list-style-type: none"> • May and June financials were presented to the Board. • Due to operating in multiple budget cycles (state, federal, calendar year), financial statements presented to the Board will reflect that we are running at a loss until December. This was expected due to the construction and needing to pull from reserves to cover the cost. • When the Asotin building is sold, part of that profit will go back to reserves to replenish construction costs. Depending on how much the building sells for, we may be able to complete some other projects such as finishing the upstairs. • We are required to keep at least 90 days of expenses in reserves, and we keep more than that. • A Board member requested to be updated about reserves more often and this request can be accommodated within the regular financial reports. • As a reminder, the determination to see if we need a financial audit in addition to accountability audit from State Auditor’s Office will be made closer to the next audit. If we have over \$2M in revenue 	



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Expense Voucher

for multiple consecutive years, then we will qualify for financial audit.

- In accordance with the adopted Purchasing Policy, the [August 2025](#) voucher and warrant packet #APPKT09083, voucher #311, in the amount of [\\$130,260.76](#), 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.
- We expect to see at least 2 more bills from the construction company. August Expense Voucher also does not include the last invoice received as we requested a more detailed breakdown of the “fees”. This breakdown is important for categorizing capital expenses and expense fees. The invoice was for about \$65,000 and we expect it will be included in the September expense voucher.
- Moving costs are included in August Expense Voucher.

Lisa Barnes moved to approve the [August 2025](#) Expense Voucher as presented.

Brendan Johnson seconded.

Motion passed unanimously with no further discussion.

Motion Passed

ConCon updates presented by Brady Woodbury

- Reminder that we are taking our Foundational Public Health Services (FPHS) funding cut from Lifecourse.
- We were unsure if Public Health Emergency Preparedness (PHEP) funding from CDC was going to be funded to the expected level, but we got word over the weekend that it was funded fully. ACHD gets about \$26,000 from this funding.
- WIC funding (which is also federally funded) was also facing a potential reduction for August and September and this reduction would have significantly impacted our WIC program. However, WIC has also been fully funded through September.
- ACHD was able to receive \$10,000 from DOH for immunization outreach and promotion.



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	<ul style="list-style-type: none"> • ACHD staff and Board members had a lengthy discussion about ACHD's current immunization promotion, opportunities for expansion, community partnerships they are pursuing, and funding for immunization work. • There is an opportunity to apply for more Public Health Infrastructure Grant (PHIG) money and ACHD is planning to apply. This money could be used for some projects and staff time. 	
Recognitions		
Recognition presented by Brady Woodbury	<ul style="list-style-type: none"> • No individual recognition this month but huge shout out to all ACHD staff for their hard work with the move and the Open House. Both were successful and went smoothly thanks to everyone going above and beyond. 	
Old Business		
New building update presented by Brady Woodbury	<ul style="list-style-type: none"> • Board room will be set up with good A/V system and projector(s) to ensure Board meeting and other meetings can be held in a hybrid manner that allows everyone to see and hear presentations. • The parking lot lines in public parking need to be repainted, there is some concrete to be repaired (before it becomes a tripping hazard). We plan to get both of these projects done before winter and will probably need to get bids. • The staff parking situation still needs to be addressed. Brady is working on getting appraisals for the Asotin office and estimated costs for different parking options. 	
New Business		
New annual Performance Appraisal process presented by Brady Woodbury	<ul style="list-style-type: none"> • We will be rolling out a new process for annual Performance Appraisals. We hope the new process is more streamlined and will result in everyone getting their appraisal done based on their start date. Currently, everyone goes through the process at the same time, regardless of start date. • Skate and Brady will arrange a time for Brady's Performance Appraisal. Lora and/or Samantha will send information to Skate about the new process and are available to answer questions about the process. 	
Program Stats	<ul style="list-style-type: none"> • Nothing significant to report 	



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Public Comment		
Public Comment	<ul style="list-style-type: none"> • No public comment 	
Announcements/Reports		
Announcements	<ul style="list-style-type: none"> • Environmental Health is looking into options to deal with “pop-up” food vendors. This has not been an issue in Asotin County, but these are happening across the state with increasing frequency, and we want to be prepared. • Collin will share information with the Board about policies other cities have enacted to help support enforcement for shutting down food service occurring without a valid food permit. • Bob Lutz will be in attendance for the October BOH Meeting. • BOH meeting agenda has been approved to be printed in the Lewiston Tribune. This will start in September. 	
Executive Session	<ul style="list-style-type: none"> • None 	
Scheduled Meetings		
Next Meeting	<ul style="list-style-type: none"> • Next meeting: September 29, 2025, 1:00pm, ACHD Board Room (719 5th Street, Clarkston) 	
Meeting Adjournment	<ul style="list-style-type: none"> • Skate Pierce adjourned meeting at 2:22pm, after completed agenda items discussed. 	

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