



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
SEPTEMBER 29, 2025 at 1:00pm

Present: Skate Pierce (Chair), Lisa Barnes (Vice-Chair), Dan Button, Brian Shinn, Brendan Johnson, Lori Loeth, Brady Woodbury, Lora Gittins, Beth Usher, Bob Lutz, Nancy Twineham

Absent:

The regular Board Meeting was called to order by Skate Pierce at 1:04pm

Topic	Discussion	Action
Minutes Approval		
Approval of the 08-25-2025 BOH Meeting Minutes	No comment, corrections, or discussion. Minutes were approved by Skate as distributed.	Approved
Financial Report		
Expense Voucher	<p>In accordance with the adopted Purchasing Policy, the September 2025 voucher and warrant packet #APPKT009182, voucher #312, in the amount of \$115,356.41, 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> <ul style="list-style-type: none"> • We are still waiting on 2 invoices from construction. These are expected to be less than \$150,000 combined. <p>Lori Loeth moved to approve the September 2025 Expense Voucher as presented. Brian Shinn seconded.</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed
Financials presented by Nancy Twineham	<p>Financial report presented for July.</p> <ul style="list-style-type: none"> • Unspent budget for salary and benefits will begin to be spent down more with hiring of Fiscal Specialist. • We are on track with spending. 	



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

	<ul style="list-style-type: none"> • July saw increased spending in communications. This was due to the Opioid Campaign grant, which was coded to Communications. • Proposed 2026 budget will be presented in October meeting. 	
Recognitions		
<p>Recognition presented by Brady Woodbury</p>	<ul style="list-style-type: none"> • Amber Dahman was recognized for her outstanding work adjusting to the increased foot traffic and phone call volume we have experienced since moving into the new building. The day-to-day expectations for her position have drastically changed since the move and she continues to assist all programs in distribution materials, WIC, vital records, and AP along with answering phone calls and greeting community members who come into the building. She is thriving with the increased workload, and we are grateful to have her! • A certificate was provided for BOH to sign for Amber. 	
Old Business		
<p>New building update presented by Brady Woodbury</p>	<ul style="list-style-type: none"> • Bids for A/V for Community/Board room are underway. One bid so far. DOH approved the current bid to be covered with Public Health Infrastructure Grant (PHIG) funding • Bids were collected and a bid was accepted for The Blind Guy for blinds for downstairs windows. • Bids were collected and a bid was accepted for Stripes-A-Lot for the current parking lot maintenance. The current parking lot will be seal coated, have holes patched, and repaint lines before winter. Lines will also be painted for employee parking on the north side of the building. • There is concrete in need of repair by the stairs, but this will need to wait until spring 2026. • Bids for a gutter on the south side of the building are also underway. One bid collected so far. • Potential staff parking lot-the owner gave approval for appraisal and realtor is working on this. The Asotin building is 	



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

<p>Food Service Establishment Risk Levels- Presented by Skate Pierce</p>	<p>BOH requested to see copies of the current A/V quote from a local vendor. After the executive session, BOH agreed to move ahead with the quote for \$31,000, to be paid for with PHIG funding. Brendan was not present for the vote.</p> <p>Lori Loseth moved to approve the \$31,000 bid for Community Room/Board Room A/V system by Steiner's as presented. Brian Shinn seconded.</p> <p>The BOH agreed that the cost was high but there is a lot of benefit to having the work done by a local company who can assist with any issues that arise. With the uncertainty of funding in the future, the BOH agreed it was the best choice to do the work while we have the funding available, especially since we can use PHIG funding to cover the cost of the project.</p> <p>Motion passed unanimously.</p> <p>Our current policy includes language to adjust individual FSE risk levels based on managerial control.</p> <ul style="list-style-type: none"> • Amy and Collin are working with DOH and other LHJs to identify best practices to allow FSE to move from a higher risk level to a lower risk level and develop clear, written instructions on criteria to move from one risk level to another. • We will continue to update the BOH on progress and present updated policy. 	<p>Motion Passed</p>
<p>Program Stats</p>	<ul style="list-style-type: none"> • Influenza deaths are historically underreported. This is a national issue. We will continue to update annual stats for influenza and COVID deaths with the understanding that they are underreported. • BOH requested to see end of year total counts from previous year as comparison. This will begin with the October 2025 meeting stats. 	



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

Public Comment		
Public Comment	<ul style="list-style-type: none"> No public comment 	
Announcements/Reports		
Announcements	<ul style="list-style-type: none"> Dan shared that he is concerned about mis and disinformation around immunizations and would like ACHD to consider how we can encourage confidence in vaccines. He would like immunization information more readily available/visible on the website. Dan also contacted several local pharmacies to check for availability of flu and COVID vaccine. He reported that there is local availability, and no prescription is required to get the vaccines. Dan expressed concern that the kiosk can be a barrier to people accessing COVID tests. ACHD will look into options for tests we can hand out from the office instead of the kiosk. If the federal government does shut down on 10/1, WIC funding will be immediately impacted. Washington state has funding to continue to support WIC for 16 days. After that, WIC will not be able to run and staff working in WIC will be assigned other tasks. ACHD will be hosting a flu shot clinic in partnership with CHAS on October 22nd and November 12th. If CHAS mobile med has COVID vaccine available, they will bring those but can only guarantee flu vaccine at this time. 	
Executive Session	<ul style="list-style-type: none"> BOH entered into executive session at 2:17 with an expected duration of 5 minutes. Executive session ended at 2:33 with nothing to report back. 	
Scheduled Meetings		
Next Meeting	<ul style="list-style-type: none"> Next meeting: October 27, 2025, 1:00pm, ACHD Community Room/Board Room (719 5th Street, Clarkston) 	



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

Meeting Adjournment	<ul style="list-style-type: none">• Skate Pierce adjourned meeting at 2:42pm, after completed agenda items discussed.	
---------------------	---	--

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

FINAL