







Asotin County Health District  
719 5<sup>th</sup> Street  
Clarkston, WA 99403  
Phone: 509-243-3344 Fax 509-243-3345  
[www.ac-hd.org](http://www.ac-hd.org)

	<p>in early November and hope to hear back in the next couple of weeks. The contract is expected to cover the vast majority of expenses associated with this program. If we do not receive the contract, the rest of our budget will not be impacted.</p> <ul style="list-style-type: none"><li>• Staff salary line item includes 3 new positions (2 for GHN grant and one additional position) and accounts for a Deputy Administrator position.</li><li>• Many LHJs are moving to a model of having a Deputy Administrator/Deputy Director position to provide for succession planning and day-to-day administrative support. During COVID, public health learned that an extended crisis can lead to staff burn out and resignation. Having a Deputy allows the Administrator to avoid being on call 24/7 and not be the only one able to make critical decisions in a crisis situation.</li><li>• This position will be open to internal and external applicants, and the application will remain open for 2 weeks once posted. The hiring for this position could take several months but will hopefully be done by early 2026. CLA determined the salary range for this position by reviewing multiple salary studies, including from WSALPHO.</li></ul> <p>Brian Shinn moved to approve the <a href="#">2026 Proposed Budget</a> as presented. Dan Button seconded. Motion passed unanimously with no further discussion.</p>	<p><b>Motion Passed</b></p>
<p><b>New Business</b></p>		



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<p>Presentation by Dr. Bob Lutz</p> <p>Food Establishment risk category discussion and proposal to adjust fee schedule definitions presented by Collin Jurries</p>	<p>Bob presented about respiratory illness trends seen in the current respiratory illness season so far.</p> <p>This is not a proposal to increase the fees.</p> <ul style="list-style-type: none"> <li>• After talking to DOH and multiple other LHJs across the state, Collin and Amy propose removing the language about moving to a different risk level from the fee schedule. ACHD is currently the only LHJ in the state with language that could allow the Food Service Establishment (FSE) to move to a lower risk level. DOH recommended against allowing this. FSEs are assigned a risk category between 1 and 4. The risk level determines the minimum number of inspections a FSE gets in a calendar year. Food risk categories are based on the type of food, population served, how food is prepared, and if special processes happen onsite.</li> <li>• Collin and Amy will continue to refine language to clarify when a FSE may be moved to a higher risk level. This will be based on FDA food code.</li> <li>• In 2026, Collin and Amy will be doing a time study to assess if current fee schedule is appropriate and propose adjustments to the fees at the end of 2026 if necessary. Food establishment fees were last raised in 2018.</li> </ul> <p>Brian Shinn moved to amend the ACHD risk category definitions on the Fee Schedule as presented.          Lisa Barnes seconded.          No further discussion and motion passed unanimously</p>	<p><b>Motion Passed</b></p>
<p>Program Stats</p>	<p>Nothing of significance to report.</p>	
<p><b>Public Comment</b></p>		
<p>Public Comment</p>	<p>No public comment</p>	
<p><b>Announcements/Reports</b></p>		
<p>Announcements</p>	<p>Brady provided press releases to the Board from DOH about an avian influenza death that happened in western Washington and a</p>	



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	statement from DOH about unfounded claims that there is a link between vaccines and autism.	
Executive Session	None	
<b>Scheduled Meetings</b>		
Next Meeting	<ul style="list-style-type: none"><li>• Next meeting: January 26, 2026, 1:00pm, ACHD Community Room/Board Room (719 5<sup>th</sup> Street, Clarkston)</li></ul>	
Meeting Adjournment	<ul style="list-style-type: none"><li>• Skate Pierce adjourned meeting at 2:32pm, after completed agenda items discussed.</li></ul>	

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