



**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)

**Asotin County Local Board of Health Meeting**  
**JANUARY 26, 2026 at 1:00pm**

Present: Skate Pierce (Chair), Lisa Barnes (Vice-Chair), Dan Button, Brian Shinn, Brendan Johnson, Lori Loseth, Brady Woodbury, Beth Conlan, Bob Lutz

Absent:

The regular Board Meeting was called to order by Skate Pierce at 1:05pm

Topic	Discussion	Action
<b>Minutes Approval</b>		
Approval of the 11-24-2025 BOH Meeting Minutes	No comment, corrections, or discussion. Minutes were approved by Skate as distributed.	<b>Approved</b>
<b>Financial Report</b>		
Expense Voucher          Financials presented by Brady Woodbury	<p>In accordance with the adopted Purchasing Policy, the <b>December 2025-January 2026</b> voucher and warrant packet <b>#APPKT09491</b>, voucher <b>#315</b>, in the amount of <b>\$256,287.41</b>, 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 the <b>December 2025-January 2026</b> Expense Voucher as presented.            Brendan Johnson seconded.            Motion passed unanimously with no further discussion.</p> <ul style="list-style-type: none"> <li>• Financials for September, October, November 2025 were shared with the BOH</li> <li>• Nothing significant to report</li> </ul>	<b>Motion Passed</b>
<b>Recognitions</b>		
Recognition presented by Brady Woodbury	<ul style="list-style-type: none"> <li>• Brady recommends removing recognition from standing agenda. Significant accomplishments will still receive signed recognition certificate but we do not need one each month.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Program updates will be incorporated into announcements, new business, and old business as appropriate.</li> <li>• No objections to removing recognition as standing agenda item.</li> </ul>	
<b>Old Business</b>		
<p>New Staff Positions presented by Brady Woodbury</p>	<ul style="list-style-type: none"> <li>• Lora has moved into Deputy Administrator role, effective 1/1/26. There were 7 applicants and Lora was the most qualified applicant. No interviews were conducted.</li> <li>• No current plan to replace Community Health Program Manager position.</li> <li>• 2 Care Connection Assistants (CCA) were hired and started 1/20/26. They are funded with the Greater Health Now grant. We had about 30 applications and interviews were conducted.</li> <li>• CCAs are funded with a one year contract with Greater Health Now and we hope to get the contract in future years also.</li> </ul>	
<b>New Business</b>		
<p>Annual Board chair and Vice-Chair Elections led by Brady Woodbury</p> <p>Presentation by Dr. Lutz and Brady Woodbury</p> <p>Advisory Council on Immunization Practices (ACIP) Changes and WA</p>	<p>Brian Shinn moved to nominate Skate Pierce as Chair Dan Button seconded.</p> <p>No further discussion and motion passed unanimously</p> <p>Brian Shinn moved to nominate Lisa Barnes as Vice-Chair Dan Button seconded.</p> <p>No further discussion and motion passed unanimously</p> <p>Presentation to BOH about respiratory illness season so far and ACHD's role in rabies investigations.</p> <p>Information provided to Board about ACIP changes and West Coast Health Alliance press release on vaccine recommendations.</p>	<p><b>Motion Passed</b></p> <p><b>Motion Passed</b></p>



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<p>State direction on vaccines discussion</p> <p>Kiosk lease ending in March and future plans presented by Beth Conlan and Brady Woodbury</p> <p>Property to south offered and declined-next steps discussion presented by Brady Woodbury</p> <p>Resolution 01-2026 to send to WSALPHO presented by Brady Woodbury</p>	<ul style="list-style-type: none"> <li>• Kiosk (currently on monthly lease) will be replaced with one-time purchase vending machine from a different company.</li> <li>• This will greatly reduce ongoing costs and make it sustainable to continue offering items through the outdoor kiosk/vending machine. More information will be shared when available.</li> <li>• Offer was made by ACHD for the property to the south of the building and was declined by the seller.</li> <li>• We are looking into other options to expand current staff parking area. More information will be shared as it becomes available.</li> <li>• This was a last minute addition to the agenda as we only were notified this morning about this opportunity.</li> <li>• WSALPHO (WA State Associations of Public Health Officials) requested that Local Health Jurisdictions (LHJ) pass a resolution about how FPHS (Foundational Public Health Funds) benefit Asotin County and the work we are able to do.</li> <li>• The resolution will be compiled with resolutions from other LHJs and sent to the WA State legislature for their consideration.</li> </ul> <p>Lisa Barnes moved to approve the Resolution as presented and for it to be sent to WSALPHO to be sent to the state legislation. Brian Shinn seconded.</p> <p>Brief discussion. Motion passes 5-0, 1 Abstain.</p>	<p style="text-align: center;"><b>Motion Passed</b></p>
<p>Program Stats</p>	<p>Nothing of significance to report. Annual data for 2025 was included. Some stats can only be reported in year-long, county wide counts due to small number reporting guidance from DOH.</p>	



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Public Comment		
Public Comment	No public comment	
Announcements/Reports		
Announcements	<ul style="list-style-type: none"> <li>• Performance Appraisals were completed for all staff and everyone passed.</li> <li>• Building update: gutters in progress. ATV snow plow was purchased after comparing the cost of snow removal to the cost of purchasing the ATV. Unfortunately, there has not been snow this year so far but ATV will last a very long time and we have the room to store it in the shop/warehouse.</li> </ul>	
Executive Session	None	
Scheduled Meetings		
Next Meeting	<ul style="list-style-type: none"> <li>• Next meeting: February 23, 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 2:35pm, after completed agenda items discussed.</li> </ul>	

*Meeting minutes taken by: Beth Conlan, PHEP and Communications*