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

Asotin County Local Board of Health Meeting
FEBRUARY 23, 2026 at 1:00pm

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

ACHD staff: Brady Woodbury, Lora Gittins, Samantha Bingman, Beth Conlan, Dr. Bob Lutz

Other: Sarah Croskey (CLA)

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

Topic	Discussion	Action
		(Aye, Nay, Abstain)
Minutes Approval		
Approval of the 01-26-2026 BOH Meeting Minutes	Dan Button moved to approve the minutes as presented. Brian Shinn seconded. Motion passed with no further discussion.	**Motion Passed (5-0-0)**
Financial Report		
Expense Voucher	In accordance with the adopted Purchasing Policy, the **February 2026** voucher and warrant packet **#APPKT09557,** voucher **#316,** in the amount of **$83,291.19**, 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. Due to the timing of the BOH meeting, this packet only includes one payroll for the month. Brian Shinn moved to approve the February 2026 Expense Voucher as presented. Lisa Barnes seconded. Motion passed with no further discussion.	**Motion Passed (5-0-0)**

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Financials presented by Sarah Croskey	• Financials for December 2025 were shared with BOH. • 2025 shows a net loss. This was expected due to construction. The loss was more than originally anticipated but unavoidable as the project developed due to necessary change orders to address issues we were unaware of at the start of the project. When the Asotin building sells, all of that money will go to replenish the reserves. The reserves may not be fully replenished after the sale of the building.	
Old Business		
Staff parking presented by Brady Woodbury	• Brady is looking into options to extend the current staff parking area to have more spots. Project will likely be bid in three stages because each stage requires a different company/expertise. More updates will be provided as available.	
New Business		
Expense account presented by Sarah Croskey	• The amount of money kept in the expense account had been increased to cover construction costs. Now that construction is done, Sarah recommends lowering the amount kept in the expense account to $175,000. This amount was decided on based on previous 6 months expenses to include payroll, utilities, services, and a buffer. Lori Loseth moved to reduce the balance in the expense account at Twin River Bank to $175,000 and invest the difference in the county investment pool. Brian Shinn seconded. Motion passed with no further discussion.	**Motion Passed (5-0-0)**
Asotin Building Sale presented by Brady Woodbury and Sarah Croskey	Building in Asotin has been up for sale. There has been verbal interest but unsure of serious interest. Once sold, all of the money from the sale will replenish reserves.	

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Amended ACHD policies for Board vote, presented by Samantha Bingman	**Bereavement Policy** Lori Loseth moved to approve the updated bereavement policy as presented. Lisa Barnes seconded. Motion passed after discussion. Discussion about how length of time will be approved, questions about if non-relations will qualify, ability to use sick/vacation time in conjunction with bereavement leave. All policies are backed by procedures that explain the process for staff to request bereavement leave. **Vacation Accrual Policy** Lori Loseth moved to approve the updated vacation time accrual policy as presented. Lisa Barnes seconded. Motion passed after discussion. Discussion about reducing from 13.34 to 13 hours accrued at 15 years and adding in a 20th year column. Discussion about ability to roll over 240 vacation time hours and cash out to VEBA at the end of year if over 240 hours. **Work From Home Policy** Lori Loseth moved to approve the updated work from home policy as presented Brian Shinn seconded. Motion passed after discussion. Discussion about changing the policy from what was created in 2020 as a response to COVID compared to current needs. Policy includes changes to approval process and time coding process when WFH.	**Motion Passed (5-0-0)** **Motion Passed (5-0-0)** **Motion Passed (4-0-1)**
Presentation by Dr. Lutz	Presentation to BOH about respiratory illness season so far and introduction to kratom. BOH is going to look further into kratom and how other cities/counties are addressing kratom.	

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Building updates presented by Brady Woodbury	• Roof is leaking but is being addressed. • Goals for 2026 include building a reception desk and outside security cameras.	
Program Stats	Nothing of significance to report.	
Public Comment		
Public Comment	No public comment	
Announcements/Reports		
Announcements	• FPHS report about assessment funds highlighted Asotin County (provided to BOH). • The CHIP is in the final stages of being approved and will be shared with BOH at or before the next meeting. • ACHD received a dementia risk reduction grant for $10,000. The grant period goes until June 30, 2026. • Brady attended public health legislative day in Olympia. While cuts are all but guaranteed, it is unclear how much FPHS funding will be cut and he is working with WSALPHO as they determine how to adjust county allocations to statewide budget cuts. • Brian shared that local state reps are available via video call at WWCC every other Thursday from 7am-8am and everyone is welcome to attend those office hours.	
Executive Session	None	
Scheduled Meetings		
Next Meeting	• Next meeting: March 30, 2026, 1:00pm, ACHD Community Room/Board Room (719 5th Street, Clarkston)	
Meeting Adjournment	• Skate Pierce adjourned meeting at 2:29pm, after completed agenda items discussed.	

Meeting minutes taken by: Beth Conlan, PHEP and Communications