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
MARCH 30, 2026 at 1:00pm

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

ACHD staff: Brady Woodbury, Lora Gittins, Samantha Bingman, Beth Conlan

Other: Sarah Croskey (CLA), Joyce Keefer and Troy Syverson (Century 21)

The regular Board Meeting was called to order by Skate Pierce at 1:02pm

Topic	Discussion	Action
		(Aye, Nay, Abstain)
Minutes Approval		
Approval of the 02-23-2026 BOH Meeting Minutes	Lori Loseth moved to approve the minutes as presented Brian Shinn seconded. A BOH member requested that a note referencing Dr. Lutz's presentation, specifically about kratom, be added to February minutes. Minutes were approved pending additional detail about the kratom presentation will being added before the minutes are finalized. A BOH member provided a few small grammar edits after the meeting. These changes will also be made before minutes are finalized.	**Motion Passed (4-0-0)**
Financial Report		
Expense Voucher	In accordance with the adopted Purchasing Policy, the **March 2026** voucher and warrant packet **#APPKT09651, voucher #317, in the amount of $198,419.72,**, 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.	

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Financials presented by Sarah Croskey	AP this month includes three paydays (due to timing of February meeting), gutters being added to the building, modifying the front door to be ADA accessible, and purchasing more Senior Resource Guides. Brian Shinn moved to approve the March 2026 Expense Voucher as presented. Dan Button seconded. Motion passed with no further discussion. • Financials for January 2026 were shared with BOH. • State Foundational Public Health Services (FPHS) funding will decrease between now and December 2026. The exact amount of funding cuts is not yet determined. Statewide, public health is expecting $24M reduction in funding but the impact to each Local Health Jurisdiction has not yet been determined. • As we navigate funding cuts, ACHD will continue a conservative approach to ensure we can maintain services to the greatest extent possible. • If there is more than 10% change in the budget (increase or decrease), BOH must approve a budget amendment.	**Motion Passed (4-0-0)**
Old Business		
Sale of Asotin building, presented by Brady Woodbury	• Asotin County has extended an offer for the building. ACHD got two appraisals and the county offered the higher of the two ($320k). There were no other offers submitted. • Brady recommends BOH accepts the offer and does not do a counteroffer. • Process for selling the building includes BOH approving to move forward today and then voting to sell the building in a public meeting that has been advertised for at least 14 days. • Once offer has been accepted by ACHD, Asotin County will move forward with their process of approving the acceptance	

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	of the offer. We do not anticipate being able to finalize the sale before the end of April. • Money from the sale of the building will go towards ACHD reserves. Dan Button moved to allow Brady Woodbury to accept the offer from Asotin County for the Asotin building for $320,000, subject to the public meeting on April 27, 2026. Lori Loseth seconded. Motion passed with no further discussion.	**Motion Passed (4-0-0)**
Staff parking, presented by Brady Woodbury	• Parking lot renovations have started. There is not an estimated time of completion yet. Staff can continue to use the parking lot at this point in the renovation.	
Building updates, presented by Brady Woodbury	• Roof leak continues to be an issue. We held back $75,000 in construction costs and will not be paying that amount until the leak has been completely fixed. Work should continue on the roof this week. • Brady will look into additional security camera options.	
New Business		
New car purchase, presented by Brady Woodbury	• As ACHD staff has grown, we are in need of an additional vehicle to accommodate staff activities and travel. Based on experience, this vehicle needs to be AWD and hybrid. • The 2026 budget includes $40,000 for the purchase of a new car. Brian Shinn moved to approve Brady to purchase a car of his choosing for ACHD up to a maximum price of $44,000, inclusive of taxes. Dan Button seconded. Motion passed without further discussion.	**Motion Passed (4-0-0)**

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Policy review, approval, and process presented by Samantha Bingman	• ACHD needs to update our handbook. Samantah has been working with a company called Lexipol since January to update the handbook policies. The current goal is to have the handbook approved by BOH at the July meeting and sent to staff by the end of August. • There are about 65 policies that will need to be approved by BOH. • Current policy numbers will change as the handbook is finalized. • Samantha proposes that she will send five policies per week to BOH members to review. At monthly BOH meetings, BOH will have the opportunity to approve the policies sent during the previous month. • Staff will be informed of policies after they are adopted by BOH. Procedures will accompany each policy (as needed) to provide additional information for staff, but procedures do not require BOH approval.	
Amended ACHD policies for Board vote, presented by Samantha Bingman	• Policies presented today and requiring approval: ○ Policy 100 – Policy Manual ○ Policy 102 – Standards of Conduct for All Employees ○ Policy 200 – Electronic Mail ○ Policy 201 – Subpoenas and Court Appearances ○ Policy 204 – Emergency Management Plan	
	Brian Shinn moved to approve policy 100 as presented. Lori Loseth seconded. Discussion about some changes that Samantha will make, difference between “best practice” and “discretionary” policies, and BOH approval process.	**Motion Passed (4-0-0)**
	Lori Loseth moved to approve policies 102, 200, 201, 204 as presented. Brian Shinn seconded.	**Motion Passed (4-0-0)**

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	Discussion included clarifying questions, questions about topics covered in other policies, and items Samantha will look into. A BOH member met with Samantha after the meeting to provide additional feedback.	
Program Stats	Nothing of significance to report.	
Public Comment		
Public Comment	No public comment	
Announcements/Reports		
Announcements	• The Community Health Improvement Plan was emailed to BOH after the last meeting and hard copies were provided today. • Food Inspection Database has been added to our website. • ACHD will look into establishing a procedure for food service establishments to appeal/have recourse for a score they disagree with.	
Executive Session	None	
Scheduled Meetings		
Next Meeting	• Next meeting: April 27, 2026, 1:00pm, ACHD Community Room/Board Room (719 5th Street, Clarkston)	
Meeting Adjournment	• Skate Pierce adjourned meeting at 3:16pm, after completed agenda items discussed.	

Meeting minutes taken by: Beth Conlan, PHEP and Communications

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