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
APRIL 27, 2026 at 1:00pm

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

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 1:00pm

Topic	Discussion	Action
		(Aye, Nay, Abstain)
Minutes Approval		
Approval of the 03-30-2026 BOH Meeting Minutes	Brian Shinn moved to approve the minutes as presented Lisa Barnes seconded. Motion passes without further discussion.	**Motion Passed (5-0-0)**
Financial Report		
Expense Voucher	In accordance with the adopted Purchasing Policy, the **April 2026** voucher and warrant packet **#APPKT09734, voucher #318, in the amount of $129,237.47,** 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. Nothing to report with expenses, typical month without additional expenses. Brian Shinn moved to approve the April 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 February 2026 were shared with BOH. • Shows $93k accounts received from December, January, February ConCon (Consolidated Contract) billing from the state. • Federal contracts for WIC and MCH (Maternal Child Health) were delayed. • Professional services expenses have been less than anticipated when the budget was made. Capital expense for new parking lot and new car are still in the account but are expected to be spent by June 30. • We still expect to be operating at a loss until June in order to spend all of FPHS (Foundational Public Health Services) funding before June 30.	
Old Business		
Asotin Building Offer, presented by Brady Woodbury	• Asotin County is still the only offer received. • Moss has been removed from the roof and treated in order for the inspection to include the roof. • Originally hoped to close May 4th but will be pushed back up to 2 weeks to allow for inspection. • County Commissioner Brian Shinn abstained from the vote to avoid any appearance of a conflict of interest. Lisa Barnes moved to approve the sale of the Asotin building to Asotin County for $320k. Dan Button seconded. Motion passed with no further discussion.	**Motion Passed (5-0-1)**
Staff parking, presented by Brady Woodbury	• Plans have changed and a retaining wall will no longer be required. This will have significant cost savings.	

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Building updates, presented by Brady Woodbury	• Roof leak continues to be an issue. One leak was fixed, but another started. ACHD is working with Jerry Brotnov in order to ensure the terms of the contract are followed regarding the retainage fee. • Brady has been looking into security cameras and concerns about recording audio. • New car has not been purchased but Brady is looking.	
New Business		
Presentation by Dr. Bob Lutz	• Dr. Lutz provided information to the BOH about kratom, including some work being done by a few cities to ban kratom. There is currently not a statewide ban in Washington. FDA and DEA are looking into the possibility of banning kratom and making it a Class 1 drug. • If BOH would like to make a statement or resolution about kratom, Dr. Lutz offered to help.	
New voting procedure, presented by Brady Woodbury	• After talking to other local health jurisdictions, Brady proposes that the BOH not be asked to vote on new business at the same meeting it is introduced except in emergency or urgent situations.	
Food Safety Fee Change, Presented by Amy Finney	• Due to the shortage of pennies, ACHD would like to adjust the fee schedule to round to the nearest whole dollar. Fees ending in $0.49 and below were rounded down. Fees ending in $0.50 and higher were rounded up. • Any future changes to the fee schedule will ensure fees are still in whole dollars. • BOH will be asked to vote on this change at the next BOH meeting.	
Policy review, presented by Brady Woodbury	• The Board is not being asked to vote today on polices they received over the past month. A committee will be formed (Brady Woodbury, Lora Gittins, Samantha Bingman, and Dan	

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	Button) to review the policies in detail. When the committee determines the policies are ready, Brian Shinn will review the policies. Once review is complete, the policies will be shared with the remaining four BOH members and will be voted on at the next regularly scheduled meeting. • Timeline for approving the policies and entire handbook will be adjusted to allow more time for BOH review of the policies. • Policies will still be emailed to BOH weekly in groups of five to allow time to review policies. • Discussion about policies sent for review since last BOH meeting. • If BOH members have issues or concerns about policies, reach out to Samantha.	
May meeting, presented by Brady Woodbury	Due to Memorial Day, Brady proposes that the BOH meeting be rescheduled for May 18th. The meeting will be canceled by May 14th if the BOH determines there is not a need to meet in May.	
Program Stats	Nothing of significance to report.	
Public Comment		
Public Comment	No public comment	
Announcements/Reports		
Announcements	• The vending machine, to replace the kiosk, is expected to be up and running by June. • ACHD will be undergoing a DRS audit. BOH was informed of the audit, but no action is needed from them at this time. • Personnel updates • Brady will be on medical leave for a few weeks in May. Lora will be the main point of contact and fulfill administrator duties in her role as Deputy Administrator during this time.	
Executive Session	None	

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Scheduled Meetings		
Next Meeting	• Next meeting: May 18, 2026, 1:00pm, ACHD Community Room/Board Room (719 5th Street, Clarkston)	
Meeting Adjournment	• Skate Pierce adjourned meeting at 2:32pm, after completed agenda items discussed.	

Meeting minutes taken by: Beth Conlan, PHEP and Communications

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