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
JUNE 29, 2026 at 1:00pm

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

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

Other: Sarah Croskey (CLA)

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 04-27-2026 BOH Meeting Minutes	Lisa Barnes moved to approve the minutes as presented Brian Shinn seconded. Motion passes without further discussion.	**Motion Passed (5-0-0)**
Financial Report		
Expense Voucher	In accordance with the adopted Purchasing Policy, the **May and June 2026** voucher and warrant packet **#APPKT09876, voucher #319, in the amount of $421,761.09** 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. End of year spending includes parking lot construction, new car, 4 payroll cycles and 2 huts for the Asotin County Alliance for the Unhoused to be available for isolation and quarantine if needed. Brian Shinn moved to approve the May 2026 and June 2026 Expense Vouchers as presented. Brendan Johnson seconded.	**Motion Passed (5-0-0)**

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Financials presented by Sarah Croskey	Motion passed with no further discussion. • Financials for April 2026 were shared with BOH. • Similar to April 2025. • Show $114k loss on record. Expect to see this grow to about $600k by June due to Foundational Public Health Services (FPHS) funding cycle. • FY27 FPHS allotment will be reduced	
Old Business		
Staff parking lot update presented by Brady Woodbury	• Parking lot will be usable next week	
Building updates, presented by Brady Woodbury	• Roof leak is still not fixed. Someone will be here Monday to attempt to fix it again. • Working on security cameras. There is concern about data storage on a cloud based system so going to use an in-house system. Working on getting quotes. Due to being a metal building, Bluetooth systems do not work well and will need to be hardwired.	
New car update presented by Brady Woodbury	• New car was purchased. BOH approved up to $44,000 and final cost was $43,000.	
Food safety program fee changes presented by Brady Woodbury	• New fee schedule was presented in April. Asking the BOH to vote on it today. The fee schedule makes each price a round/whole number. Fees were rounded up or down to the nearest dollar. Lori Loseth moved to approve the new fee schedule as presented.	

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	Lisa Barnes seconded. Motion passed without further discussion	**Motion Passed (5-0-0)**
Policy review update presented by Samantha Bingman	• There have been some delays but starting the process. • Brady and Dan will review policies and then they will be sent to Brian. Once any revisions are made, the policies will be sent to the whole BOH. Policies will be presented as new business and then voted on at the next regular meeting.	
DRS Audit presented by Samantha Bingman	• DRS audit was focused on eligibility for retirement and ensuring retirees returning to work are properly reported. • No findings, but provided suggestions. • Unsure if there will be an audit next year.	
New Business		
Presentation by Dr. Bob Lutz	• Dr. Lutz did not have a formal presentation for today.	
FPHS funding reductions presented by Lora Gittins	• Lora provided an update on budget cuts and reductions ACHD will face specifically related to FPHS funding and how this may impact programing.	
Food Worker Card updates presented by Collin Jurries	• Food worker card fees, imposed by Tacoma-Pierce Public Health, are increasing. Food workers who get the cards will not see an increase in price, but ACHD will get $0.50 less per card. This works out to about $450 less per year. It is not realistic for ACHD to take on hosting the food worker card program and will adjust to the decrease in funding.	
Program updates presented by Lora Gittins		

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	• Immunization mailer promoting childhood vaccines was sent out this past week and there is a billboard prompting childhood vaccinations. The billboard will run for 3 months, leading into the start of the school year. We are working with Clarkston School District on providing immunization information/reminders to parents at registration. • Safe Kids-we have a billboard for 3 months to promote booster seats. We have seen increased requests for booster seats since the billboard started. We received helmets from Safe Kids also that we can distribute. There were provided at no cost to ACHD. We are working on moving a lifejacket stand from Whitman County to Asotin County. This was also provided at no cost to ACHD and we are excited to offer another life jacket station in the county. • Dementia mini grant ends June 30th. There is not funding currently available to continue the work, but we hope to. • Vending machine is up and running. 111 items have been dispensed so far. • Met with Spokane Regional Health District about shared epidemiology services and how they can help us if needed. • We are doing some On-site sewage education as part of our CHIP. We had an advertisement in NAIA booklet and are doing mailers to realtors and looking into targeted mailers to residents using septic systems.	
Program Stats	Nothing of significance to report.	
Public Comment		
Public Comment	No public comment	
Announcements/Reports		
Announcements	• Asotin building sale is complete. • Kaitlann is attending more trainings on fiscal government accounting. • ACHD is hosting a blood drive on July 16th	

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	• Open House/CHIP data walk will be October 6th from 3-7pm.	
Executive Session	None	
Scheduled Meetings		
Next Meeting	• Next meeting: July 27, 2026, 1:00pm, ACHD Community Room/Board Room (719 5th Street, Clarkston)	
Meeting Adjournment	• Skate Pierce adjourned meeting at 2:23pm, after completed agenda items discussed.	

Meeting minutes taken by: Beth Conlan, PHEP and Communications

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