



ASOTIN COUNTY HEALTH DISTRICT

102 1ST STREET - P.O. BOX 306 - ASOTIN, WASHINGTON 99402
 (509) 243-3344 - FAX: (509) 243-3345 - www.ac-hd.org

**Asotin County Local Board of Health Meeting
 February 23, 2015 at 1:00 PM
 Asotin County Health District Conference Room**

Present: Jim Jeffords (Chair), Jim Fuller (Vice Chair), Brian Shinn, Kathleen Warren, Vikki Bonfield

Absent: George Nash

ACHD Staff: Brady Woodbury, Sundie Hoffman (Administrative Secretary to Board)

Public:

Board Meeting was called to order by Jim Jeffords @ 1:01 PM

Issue / Concern	Discussion	Follow-up / Action
Minutes Approval		
Approval of the 1/26/15 BOH minutes	Vikki Bonfield moved to approve the BOH minutes of January 26, 2015. Brian Shinn seconded. Motion passed unanimously without discussion. Signature page approving minutes routed.	MOTION
Financial Report		
2014 Financials	Administrator presented: <ul style="list-style-type: none"> Balanced 2014 end of year Financials. Transaction Report for December 2014 – for Board Approval & Signature. Brian Shinn moved to accept financials as presented. Jim Fuller seconded. Passed unanimously without further discussion. Not all time accounted for in the budget was able to be coded into the programs we budgeted for. This affected our financials. Actuals under by 68k need clarification on what the county needs to pay and the anticipated amount for Medicaid match. We can look at what years past numbers were for a rough estimate. Questions for Shannon regarding formulas (4461%) December financials (cells format) needs to increase. Board has a difficult time understanding the financials. 4461% does not tell board anything with regards to where we are. Make it simple.	MOTION
Program Statistics		
Agency Stats	Administrator routed year to date stats. WIC count (Diane) opening a satellite office for a day or two in town. Concern with satellite confidentiality issue of sound proofing and space. Takes two people for separation of duties unless a waiver was issued. We can present to council using room at the city hall. Kathleen, police station has a training room. Jim Jeffords-conference room at the library. Vikki, Building next to the library.	
Unfinished Business		
Contract with Pro Accountant+	Attorney Michelle Fossum has reviewed the contract with Pro Accountant+ . Had a couple minor concerns about the following items:	



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	<ol style="list-style-type: none"> 1. Either party should be able to terminate contract for cause ANYTIME; and be able to terminate without cause with 60 days notice 2. Section 2.7.8 No need for confidentiality agreement regarding contract 3. Take out the "Arbitration" section; no need for arbitration, it is expensive, both sides must pay for an arbiter, but not for a judge. <p>But had significant concern about IRS accepting this relationship as a "contract". The concern was because the duties would be so similar to Shannon Jones duties as an employee. Attorney believes that she can make some adjustments to the contract that will be likely to make it acceptable. However, she did state that even with the changes that she will recommend, there is a chance that the IRS will not accept, but she believes that scenario is unlikely, but wanted to be up front that it is a possibility.</p>	
	Vikki Bonfield—first, Second—Brian Shinn Motion to have Michelle Fossum modification to contract for accounting services from ProAccountant+	
New Business		
May Board Meeting Changes	May 25 th meeting moved to the third Monday May 18 th at 1:00 due to holiday	
Immunization Contract with Clarkston School District	The state would not accept the way we were contracted with the school for storage of Immunizations. The School District and DOH contacted and suggestion to enter a contract similar to Tri State Hospital and the vaccines will be stored at the ACHD the school district will have a runner on days they offer immunizations once to twice a month	
Proposed Infant at Work Policies	Brady consulted with Spokane preparedness director regarding a similar policy regarding infant at work. We are looking at and proposing adapting a similar policy to our Health District. This is a positive precedence for working moms in our district. Replacing current lacking policy with an updated current policy Motion to accept Vikki Bonfield-- First Seconded—Kathleen Warren replace the 2011 breastfeeding workplace policy. With a new breastfeeding policy and an infant at work policy for six months	
Old Business		
Announcements and Reports		
Announcing	Jim Jeffords selection to State Board of Health Small measles outbreak in the state. They have activated the command system.	
Scheduled Meetings		
March 23, 2015 Board of Health Meeting	Scheduled for March 23, 2015 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.	
Meeting Adjournment	Meeting was adjourned at 3:03 p.m. after all agenda items discussed. Brian Shinn moved to adjourn, Jim Fuller seconded at 3:03 PM.	

Executive Session planned for 1:30 PM. Announced by Jim Jeffords at 1:33 PM, For Pending Litigation, Attorney and Enduris Insurance representative will join meeting by phone.



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Another Executive Session announced at 2:38 PM for 10 additional minutes for Personnel issues.
Executive Session ended at 2:55 PM, regular meeting back in progress.

Final