



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
 March 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, George Nash

Absent:

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 2/23/15 BOH minutes	Jim Fuller motion to approve the BOH minutes of February 23, 2015. Brian Shinn 2 nd . Motion passed unanimously without discussion. Signature page approving minutes routed.	MOTION
Financial Report		
2015 Financials	Administrator presented: <ul style="list-style-type: none"> January 2015 Financials Transaction Report for January 2015 – for Board Approval & Signature. Brian Shinn motion to accept financials as presented. Jim Fuller 2 nd . Passed unanimously with further discussion: Funds balance on bottom of budget sheet Over due to- mini-split air conditioner Shed Down payment on bldg. Owner Jan Stockard will take a split down payment ½ April 2015, ½ April 2016	MOTION
Program Statistics		
Agency Stats	Administrator routed year to date stats. Stats for WIC unavailable due to staffing Pools on stats are public pools that are inspected Next month cover Feb and March	
Unfinished Business		
Contract with Pro Accountant+	Attorney Michelle Fossum has made adjustments to the contract with Pro Accountant+ . With the following changes: Paragraph 2.3.1 end paragraph after "...set its own hours."	



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	<ol style="list-style-type: none"> 1. Add "Vendor shall be responsible for any travel or business expenses unless attendance is specifically requested by ACHD." 2. Add "documentation" to paragraph 2.3.2 (a) 3. Not required that vendor be bonded, but is recommended. 2.5.6 If vendor fails to meet the requirements of contract the bond pays out before going to the insurance. What are reasonable amounts- what are the amounts? What are the amounts of the insurance and / or bond? What is the insurance company? Acquire a certificate of insurance detailing terms. 4. Deletion of 2.7.8 (confidentiality) and 2.7.10 (dispute resolution with mediation and arbitration) The MAC reporting change \$350.00 Per quarter to \$500.00 Fiscal monitoring audit \$500.00 year was blank before Budget development QB allocation \$500/yr Mileage rate .25 mile changed to ½ of state rate for ACHD requested travel. Contract increased by ~ \$5000.00 with the listed changes <p>Board members and Administrator discussed if this a need we should address due to staff changes at this time? (Tami Hawley resignation)</p> <p>Discussion that, yes, this is still an action Health District and Pro-Accountant Plus wish to enter into because vendor has acquired new clients they have committed to requiring the contract that needs to be followed through with, and looking for consistency and stability for programs.</p> <p>-Discussion, the revised contract need to be approved at a special BOH meeting. Post announcements for meeting on website and post office, etc.</p>	
Surplus Equipment	Consider: 1 HP Monitor, 1 HP CPU, 1 HP Printer Lease the equipment with the consideration of age of equipment. Lease states we do not have the responsibility for maintaining equipment. When contract is voided the equipment a is returned to ACHD. Will be detailed on final contract.	
New Business		
Proposal to stop adult flu vaccine for 2015	Lost funds participating in flu vaccine. Jim Jeffords acquire information state wide that all is having issues receiving payment. Continue pursuit of payment. Jim Fuller motion to drop adult flu imms program starting 2015. Vikki Bonfield 2 nd . Discussion that flu for children is having similar issues. No motion regarding child flu vaccine. Motion passed.	MOTION
Future of Immunization program details at April BOH meeting	Not a viable program for us moving forward. April BOH Administrator will bring stats regarding. There needs to be accountability from school district for billing sheets not signed by parents. How are Spokane's Imms programs working? Providers need to be on child provider to provide imms to a child. Have a summary of what programs ACHD participates in. Promote others to provide / facilitate children in getting imms. Where	



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	can they go? How are we going to get the kids there? The kids and elderly are our charge and we need to ensure that vaccines are provided somehow.	
Old Business		
Announcements and Reports		
Announcing		
Scheduled Meetings		
April 27, 2015 Board of Health Meeting	Scheduled for April 27, 2015 at 1:00 PM, Commissioners' Chambers at Asotin County Annex. **Special BOH meeting scheduled for March 30, 2015 to discuss PSA with ProAccountant+ , 1:00 PM.	
Meeting Adjournment	Meeting was adjourned at 3:15 PM. After all agenda items discussed. Brian Shinn motion to adjourn. Jim Fuller 2 nd at 3:15 PM.	

Executive Session 1:14-1:27 PM. Announced end by Jim Fuller.

Brian Shinn motion that Administrator sign settlement agreement for Juan Caballero and Tiffany Caballero. George Nash 2nd. Motion passes unanimously.