



# 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  
 December 28, 2015 at 1:00 PM  
 Asotin County Courthouse Annex Commissioners' Chambers**

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

Absent: Jim Jeffords

ACHD Staff: Brady Woodbury, Sundie Hoffman,

Public:

The regular Board Meeting was called to order by Jim Fuller @ 1:00 PM

| Issue / Concern                        | Discussion  | Follow-up / Action |
|--|---|--------------------|
| <b>Minutes Approval</b>                |   |                    |
| Approval of the 11-23-2015 BOH minutes | Kathleen Warren motion to approve to approve the BOH minutes of November 23, 2015. Vikki seconded the motion<br>Motion Passed   | MOTION PASSED      |
| <b>Financial Report</b>                |   |                    |
| 2015 Financials                        | Brady Woodbury, Administrator presented: <ul style="list-style-type: none"> <li>• November 2015 Financials</li> </ul> Vikki Bonfield moved to accept November Financial Report as presented.<br>Brian Shinn seconded.<br><br>George announced that he is pleased with the financials and the hard work the staff is doing<br>Passed unanimously with no further discussion:   | MOTION PASSED      |
| <b>Program Statistics</b>              |   |                    |
| Agency Stats                           | Administrator routed year to date stats. Discussion <ul style="list-style-type: none"> <li>• George Nash and board pleased with WIC stats,</li> <li>• Higher stats for Chlamydia and Gonorrhea</li> <li>• Asotin County resident submitted a complaint to Washington Dept. Of Health (DOH) and ACHD regarding a possible Red Poultry Mite infestation. ACHD communicated with DOH on the public health's role with this type of complaint/situation. It was determined that this complaint was not a public health issue or responsibility. DOH and ACHD advised the resident of properly cleaning her home and household items to prevent</li> </ul> |                    |



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|   | further issues.   |               |
| <b>Unfinished Business</b>  |   |               |
| Proposed ACHD Budget for 2016 (third Reading) and discussion                    | <p>Discussion:</p> <ul style="list-style-type: none"> <li>Included in the budget is the amount we asked City of Clarkston, City of Asotin, and the same amount we have received from the county. The numbers are based on the census.</li> <li>Budget includes COLA of 1.75% to be similar to County COLA</li> <li>ACHD is seeking budget approval to increase two employees' hours from 30 to 35 hours for the 2016 budget.</li> <li>Group Health Grant award \$10,000</li> <li>Because of Group Health grant, new proposal to increase WIC Receptionist hours to 32 per week and add benefits in order to maintain and increase WIC clientele needs.</li> <li>Change in the amount of revenue in what the County is contributing to \$28,000</li> <li>Work in October and November from Guardian Heating and A/C will go into the 2016 budget due to late billing issues with the Washington State prevailing wage.</li> <li>Fiber Optics in budget- due to cost we may not be able to do the work; until money accumulates for a year or two.</li> <li>City of Clarkston passed \$14,710 (\$2.00) per person for local funding for 2016 budget.</li> <li>Brian Shinn moved to accept the 2016 budget as presented Kathleen Warren seconded</li> <li>Motion Passed without with further discussion</li> </ul> | MOTION PASSED |
| Environmental Health "Disclaimer" letter to Attorney Michelle Fossum for review | <p>Update: Attorney Michelle Fossum is still currently working on this the EH disclaimer regarding Pat Jensen. The disclaimer is complicated due to the effect it may have on many properties in similar circumstances throughout the county.</p> <p>There may be several lots in Asotin County that were approved in the past--possibly not according to Washington code. As these lots have failing OSS, it becomes very difficult to work with them because it may not be possible to bring up to current code. Phil is working on a policy to present to BOH in January. A report on failures from Phil is requested.</p>   |               |
| <b>New Business</b>   |   |               |
| Environmental Health Fee Schedule Format update                                 | <p>Proposal; To repeal the multi-page, multi-document, complicated fee schedule format for Environmental Health to a new fee schedule. To be adopted by resolution, a new Fee Schedule that is one single document. Board consensus is anytime we can streamline billing it is beneficial to the organization.</p> <p>2016 fee scheduling appealing all other resolutions this is the establish resolution for 2016. ACHD will provide Board with new Fee Schedule at the scheduled January 2016 BOH meeting.</p>   |               |



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| <b>Announcements and Reports</b>               |   |  |
| New Printer Copier<br>Announcement             | <ul style="list-style-type: none"> <li>• Have a new copier/printer lease, through H&amp;H. Xerox Company with previous lease closed down business in area.</li> <li>• Kathleen Warren's last attendance in the BOH meetings Dec 28, 2015</li> </ul> |  |
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|  |   |  |
| <b>Scheduled Meetings</b>                      |   |  |
| January 25, 2016<br>Board of Health<br>Meeting | Scheduled for January 25, 2016 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.  |  |
| Meeting<br>Adjournment                         | Meeting was adjourned at 1:47 PM. After all agenda items discussed. Jim Fuller announced adjournment  |  |

FINAL