



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 27, 2017 at 1:00 PM
 Asotin County Courthouse Annex Commissioners' Chambers**

Present: Jim Jeffords (Chair), Brian Shinn, Monika Lawrence, Vikki Bonfield, Chris Seubert, Skate Pierce

Absent:

ACHD Staff: Brady Woodbury, Sundie Hoffman, Diane Rousseau

Public:

The regular Board Meeting was called to order by Jim Jeffords @ 1:04 PM

Issue / Concern	Discussion	Follow-up / Action
Minutes Approval		
Approval of the 01-23-2017 BOH minutes	Brian Shinn Moved to approve the BOH minutes of January 23, 2017. Vikki Bonfield seconded Motion Passed No Further discussion	MOTION PASSED
Financial Report		
2017 Financials	Brady Woodbury, Administrator presented: <ul style="list-style-type: none"> January 2017 Financials Vikki Bonfield Moved to accept January 2017 Financial Report as presented. Brian Shinn seconded. Motion Passed No Further Discussion	MOTION PASSED
Program Statistics		
Agency Stats	Administrator routed year to date stats. Discussion:	
Unfinished Business		
WIC Program-Satellite Office Update	Discussion: New WIC Satellite clinic opened on February 14 th . It was successful turn out. Working on small details such as supplies, and continuing to schedule clients for the second Tuesday of March—March 14 th . Working with two laptops and a printer provided by DOH WIC and everything has worked so far. Attempting to contact schools and identify transportation issues of clients who may not be utilizing WIC do	



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	<p>to the hardship. Thank you letter to Don Wee, CEO and TSMH.</p>	
<p>Resolution 01-2017—Charter update</p>	<p>Administrator corresponded with Attorney Michelle Fossum for direction with updating the ACHD Charter. Michelle advised to present a Resolution with an attachment containing the proposed changes in a redline format. Procedurally, the Board will vote on the Resolution and if it passes, then the Board will sign the Resolution and later sign a clean copy of the amended Charter. Michelle suggested that the best practice is to change the Charter itself so that we don't have to go digging through years of resolutions to find all of the changes made.</p> <p>Michelle also made suggestions regarding Article V, Section 3 addressing the Administrative Secretary and duties. Since Administrator has been at ACHD, we have incorrectly interpreted the Charter in regards to the "Administrative Secretary". According to RCW 70.05.045 provides that "[t]he administrative officer shall act as executive secretary and administrative officer for the local board of health, and shall be responsible for administering the operations of the board, including such other administrative duties required by the local health board, except for duties assigned to the health officer as enumerated in RCW 70.05.070 and other applicable state law." So administrative officer is actually executive secretary to the board. Unfortunately, our Charter mixes those two terms, so Administrator suggests making those changes to the Charter at this time (Michelle suggests that as well).</p> <p>There are some other potential changes that our Charter may need. Amend the resolution to represent both genders need to be represented on the new resolution. To the Chair or vice Chair depending on what it is referring to.</p> <p>Motion to approve Brian Shinn Second Chris Seubert Discussion: There are some other potential changes that our Charter may need. Amend the resolution to represent both genders on the new resolution. Change to "Chair" or "Vice-Chair" depending on what it is referring to.</p>	<p>MOTION PASSED</p>
<p>Elect Chair and Vice Chair</p>	<p>Brian made a motion to nominate Jeffords as Chair and Monika Lawrence as Vice-Chair. Second Vikki Bonfield No further discussion:</p>	<p>MOTION PASSED</p>
<p>Foundational Public Health Services (FPHS) funding request</p>	<p>Administrator testified in hearings to Senate and House legislative committees for Senate Bill 5353 and House Bill 1432. We would also encourage all elected local officials to contact their elected House and Senate representatives to support FPHS.</p> <p>Senate Bill 5353 was voted out.</p> <p>Brady to send video link to all Board members: https://www.youtube.com/watch?v=MhA1IZvLo44</p>	



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New Business		
New Environmental Health Position is open	Phil Hagihara, EH Specialist resigned. Currently accepting applications for the position. OSS regulator license needs to be acquired before the year is up. Vikki Bonfield mentioned that Bill Fry may be able to assist with some issues or help.	
ProAccountant+ Contract Renewal	Contract is up for Pro Accountant Plus at the end of March. Shannon is interested in returning as an employee. Restaurant inspections have not been kept up to date as required. Department of Ecology CPG grant has not been fully utilized for multiple years and we are trying to find creative ways to better utilize the funding.	
Potential Failed/Illegal	<p>2025 Hillyard Drive has no record on file at ACHD of septic system (show pics)—checked with Assessor’s Office no permits either. The property has a bank loan out on it. No building permits were issued.</p> <p>1890 Neal Drive—potential failed system We believe the drain field is in the driveway which is not a standard practice for an approved septic system.</p> <p>RV at Rosella’s Nursery—sent letter, corresponded with DOH OSS liaison; RV needs to be moved</p> <p>3425 Skyline Drive—certified letter was returned we are sending letter out again. ACHD will look into sending letter out through the Sheriff’s office if letter is returned again.</p>	
Resolution 02-2017 Substitute Health Officer	<p>PHEPR Contract requires a deliverable to identify a substitute Health Officer if our Health Officer is incapacitated or on leave.</p> <p>Dr. Bowman—Whitman County has agreed to be that substitute.</p> <p>Motion to approve by Vikki Bonfield</p> <p>Seconded Monika Lawrence</p> <p>No further discussion</p>	MOTION PASSED
Cross-Jurisdictional Sharing and Shared Services Discussion	<p>Administrator met with Administrators from Whitman, Garfield, Columbia counties to discuss potential and support for cross-jurisdictional sharing of services. Agreed that it would be mutually beneficial for all four counties to share services where possible and are in the process of developing MOUs explaining these services. MOUs are non-binding agreements and will identify details of the services and capabilities of the participating jurisdictions.</p> <p>Shared Environmental Health Specialist is a possible solution that may be feasible.</p>	
Board of Health member orientation/confidentiality agreement	Discussed and signed	
Announcements and Reports		
Chris Seubert paperwork to be signer on accounts	Paperwork	
Scheduled Meetings		
March 27, 2017	Scheduled for March 27, 2017 at 1:00 PM, Commissioners’ Chambers	



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Board of Health Meeting	at Asotin County Annex.	
Meeting Adjournment	Meeting was adjourned at 2:12 PM. After all agenda items discussed.	

Final