



# 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  
 July 24, 2017 at 1:00 PM  
 Asotin County Courthouse Annex Commissioners' Chambers**

Present: Jim Jeffords (Chair), Brian Shinn, Chris Seubert, Vikki Bonfield, Skate Pierce (1:24 pm)

Absent: Monika Lawrence (Vice Chair),

ACHD Staff: Brady Woodbury, Shannon Jones

Public:

The regular Board Meeting was called to order by Jim Jeffords @ 1:02 PM

Issue / Concern	Discussion	Follow-up / Action
<b>Minutes Approval</b>		
Approval of the 06-26-2017 BOH minutes	Brian Shinn Moved to approve the BOH minutes of June 26, 2017 with the change of date from Jan – Apr to Jan – May on financials and Board member who moved to approve financials. (Vickie made the motion and Monika seconded) Chris Seubert Seconded Motion Passed Unanimously No Further discussion	MOTION PASSED
<b>Financial Report</b>		
2017 Financials	Brady Woodbury, Administrator presented: <ul style="list-style-type: none"> <li>• YTD Financials               <ul style="list-style-type: none"> <li>○ YTD Budget Net \$2,222</li> <li>○ YTD Actual Net \$82,052</li> </ul> </li> </ul> No Further Discussion Vikki Bonfield Moved to approve the Financials for June 2017. Brian Shinn Seconded Motion Passed Unanimously	MOTION PASSED
<b>Program Statistics</b>		
Agency Stats	Administrator routed year to date stats. Discussion: <ul style="list-style-type: none"> <li>• WIC #s dropped to approx. 400. Mr. Seubert asked about area target caseload and Administrator explained how WIC determines the area numbers and how they establish funding. Also pointed out that the higher the food stamp benefit the lower the need for WIC, and client is held accountable for WIC support. Mr Shinn asked about the possibility of tying the 2 supplements together. WIC is federal funds and food stamps are state funded, tying together is a challenge. If our funding were cut, we would have to cut staff. Finally, only certain locations take WIC dollars.               <ul style="list-style-type: none"> <li>○ With the exception of a couple of counties, WIC numbers have dropped consider considerably in most</li> </ul> </li> </ul>	



# 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

	<p>counties in WA. For example, due to immigration, Adams Counties</p> <ul style="list-style-type: none"> <li>○ Ms Bonfield recommended Judy Thompson at Housing may be a good contact to advertise the WIC program. Administrator will ask WIC staff to make contact.</li> <li>○ Owners of Community Action Partnership Food Bank and Grocery Outlet were interviewed last week and they contribute a lot to public assistance.</li> </ul> <ul style="list-style-type: none"> <li>● Briefly discussed other stats, no detail.</li> <li>● Ms Hoffman is conducting food establishment inspections and Ms Cannard will oversee program.</li> <li>● Most restaurants, especially the schools, are doing a good job, but there are a couple that struggle. Staff are working on educating them.</li> </ul>	
<p><b>Unfinished Business</b></p>		
<p>Environmental Health with Garfield County</p>	<p>Garfield County Health District wants to contract with ACHD vs. Whitman County Health District for EH services. Their Administrator and Ms Cannard work well together.</p> <p>In a “holding pattern” until new EH Specialist gets a good feel for responsibilities with ACHD.</p> <p>BOH is receptive but cautious due to past unpaid contracts with other county departments.</p>	
<p><b>New Business</b></p>		
<p>Solid Waste/CPG (Coordinated Prevention Grant)</p>	<p>Discussion:        Coordinated Prevention Grant (CPG) is tied to Capitol Budget—still hasn’t been agreed upon by both parties and unlikely to be prior to next year. What that means for ACHD is no more Solid Waste complaint follow-up funding. Any funding would come directly from overhead—no specific funding to support solid waste issues without CPG.</p> <p>Often times these are neighbor to neighbor disputes, but on rare occasions it is a public health issue. ACHD will be selective on cases they get involved with until funding is available again.</p> <p>Mr. Shinn asked if there were any programs that we are not currently providing that we could be providing. Administrator stated that ACHD has asked for approval for recycling program that has not been approved by CPG. Mr. Shinn indicated that Asotin once looked at a recycling program at the landfill and it was cost prohibitive. Would that be an option to re-address.</p> <p>City of Clarkston is sending our RFPs for single-string recycling program very soon. Single-string program is heavily dependent on educating the public so not to have mixed trash and cost more on the back end.</p>	
<p>Employee Assistance Program (EAP)</p>	<p>Administrator proposal to fund an EAP</p> <ul style="list-style-type: none"> <li>● EAP through First Choice Health would replace former employee wellness/exercise program that ended prior to move to Asotin</li> </ul>	



# 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

	<ul style="list-style-type: none"> <li>• Cost would be \$720 annually for all employees (not per employee)</li> <li>• Up to 3 visits per person per issue</li> <li>• Covers entire family of employee</li> </ul> <p>Further Discussion:          Saves both EE and ER money because some of the issue being taken care of saves on medical costs and absenteeism. ACHD is not the highest paid employees and this can be used as and recruiting and retention benefit.</p> <p>Brian Shinn Moved to approve the EAP effective immediately.          Skate Pierce Seconded          Motion Passed Unanimously</p> <p>Fiscal Administrator will ask First Choice Health to send quote to Asotin County for approx. 165 employees.</p>	MOTION PASSED
New Employee Handbook Implementation	<p>Administrator presented and discussed new TEAM Handbook DRAFT. This was highly recommended by HR attorney.</p> <p>ACHD used to have a personnel committee when we had a union and 12 employees. ACHD haven't had such a committee for at least 4 years.</p> <p>Proposed schedule to have edits and suggestions sent from BOH members to Administrator for inclusion and discussion in Aug. 28 BOH meeting. Then to have a Final DRAFT ready for BOH meeting in September and ultimate goal to have adopt and implement Handbook effective October 1, 2017.</p> <ul style="list-style-type: none"> <li>• TEAM Handbook DRAFT is comprehensive and significant changes</li> <li>• Will be a fiscal impact (to discuss in detail in August BOH meeting)</li> </ul> <p>BOH feels it is a reasonable time line.</p>	
Executive Session	N/A	
<b>Announcements and Reports</b>		
WIC Program Satellite Office	<p>Discussion:          Using the satellite office started approx. 6 months ago. This is not helping to increase our numbers. WIC Coordinator doesn't believe it is worthwhile, but the other 2 WIC staff members are not ready to discontinue the satellite office. Administrator will be asking Tri-State if they have a better location for the WIC program. Staff keeps moving us from office to office. The most we have had is approx. 12 clients.</p> <p>The most we can increase our numbers by using the satellite office is 20, so it doesn't increase caseload considerably.</p>	
<b>Scheduled Meetings</b>		
Aug. 28, 2017	Scheduled for August 28, 2017 at 1:00 PM, Commissioners' Chambers	



# 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](http://www.ac-hd.org)

Board of Health Meeting	at Asotin County Annex. Administrator indicated that it would likely be a longer meeting due to TEAM Handbook and OSS topics. Please plan for a couple of hours.	
Meeting Adjournment	Meeting was adjourned at 1:54 PM. After all agenda items discussed.	

# FINAL