



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
 August 28, 2017 at 1:00 PM
 Asotin County Courthouse Annex Commissioners' Chambers**

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

Absent: Skate Pierce

ACHD Staff: Brady Woodbury, Shannon Jones, Sundie Hoffman

Public:

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

Issue / Concern	Discussion	Follow-up / Action
Minutes Approval		
Approval of the 07-24-2017 BOH minutes	Brian Shinn Moved to approve the BOH minutes of July 24, 2017 Vikki Bonfield Seconded Motion Passed Unanimously No Further discussion	MOTION PASSED
Financial Report		
2017 Financials	Due to new financial/accounting system, financial reports not available from County in order for District to reconcile and produce monthly financial reports for BOH. County personnel working hard with vendor to work out glitches and provide reports. District is opting into the \$750/year/license for A/P use of the new system. Brief discussion of what other county departments might be using in the future.	
Program Statistics		
Agency Stats	Administrator routed year to date stats. Discussion: <ul style="list-style-type: none"> o Chlamydia is up slightly o WIC slightly higher. All Farmer's market checks distributed. 	
Unfinished Business		
TEAM Handbook Discussion and Update	Full Team Handbook was presented at last month's BOH meeting. BOH provided opportunity to review and provide input and share concerns in detail, for a month. Added policies today: <ul style="list-style-type: none"> o Gossip Policy o Exempt Time Policy additions Group Discussion: Vikki Bonfield Motioned to pass the Team Handbook as presented with the two policies above added. Brian Shinn Seconded	MOTION PASSED



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	Motion Passed Unanimously	
New Business		
Environmental Health Program Updates	<p>Discussion: Chelsea Cannard presented OSS changes:</p> <p><u>Two Part permitting process:</u> Now utilizing District database so there is more accountability, tracking, and ties to the OSS encounter and fees.</p> <ul style="list-style-type: none"> ➤ Construction Approval Permit – design approved and can begin install. ➤ Operational Approval (final) Permit – system in ground and can be buried and used. <ul style="list-style-type: none"> ○ As-built now required to obtain Operational Approval Permit (final) to ensure system is what was approved when obtaining Construction Permit and that it is actually ready to use. ○ Added septic tank care information sheet. ○ Letter of approval and copy of records. <p><u>Future OSS plans:</u></p> <ul style="list-style-type: none"> ○ Current process when “evaluating a system” is inconsistent among vendors who provide the service. District wants to make it a requirement to have system evaluators licensed in an effort to avoid desperate opinions and potential buyers have more assurance. Proposing to develop a standardized form for the buyer of a home to take to a licensed evaluator who would charge a fee. This fee could be negotiated among buyer/seller. Per Administrator, another variable is the nature of change / use / condition / quality of an OSS, which changes over time. <ul style="list-style-type: none"> ➤ Question: Will these proposed changes make District liable? Answers being researched and will be communicated to the Board before adoption of policy and procedure. ➤ Is there a law currently in the state that when property transfers ownership that an OSS be evaluated? Chelsea will research and confirm. Administrator doesn’t believe there is a state law or regulation, but they will confirm. ➤ If we create a local ordinance or requirement what responsibility do we have? Commissioner Shinn supports this type of ordinance and that the District adhere to and enforce it. ➤ Could it be part of the home inspection? ○ Working with PUD on GSI mapping software. ○ Fee analysis and possible modifications and re-structuring in an effort to simplify. Working with financial department to make sure we cover our costs. <p>These changes do not rise to the level of needing BOH approval, they simply clean up processes, make it more formal and consistent, etc. No fee changes at this time.</p> <p>Enrolled in the FDA program and setting some development goals.</p>	



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Resolution 04-2017 Personal Medical Requests Fee	<p>Recommending District begin charges a \$5.00 fee for Personal Medical Records Requests (not public record request). This is a per person fee.</p> <p>Brian Shinn Moved to approve Resolution 04-17 as presented. Chris Seubert Seconded Motion Passed Unanimously No Further discussion</p>	MOTION PASSED
Executive Session	N/A	
Announcements and Reports		
WIC Program Satellite Office	<p>Discussion: Made a proposal to State office to move to Dr. Parkey's office. District wants to give it a couple more months before deciding to discontinue satellite office.</p> <p>State has kept smaller District funding at prior levels vs. cutting based on low numbers for the last 2 years. They realize further cuts will result in decreased staff. However, this level of funding may not be sustainable.</p>	
Needle Exchange Program	Administrator was interviewed by KLEW regarding this program that ended 4 years ago.	
Scheduled Meetings		
September 25, 2017 Board of Health Meeting	Scheduled for September 25, 2017 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.	
Meeting Adjournment	Meeting was adjourned at 2:09 PM. After all agenda items discussed.	