Asotin County Local Board of Health Meeting
September 25, 2017 at 1:00 PM
Asotin County Courthouse Annex Commissioners’ Chambers

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

Absent: Brian Shinn, Skate Pierce

ACHD Staff: Brady Woodbury, Shannon Jones

Public: None

The regular Board Meeting was called to order by Jim Jeffords @ 1:06 PM

<table>
<thead>
<tr>
<th>Issue / Concern</th>
<th>Discussion</th>
<th>Follow-up / Action</th>
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| Minutes Approval | Approval of the 08-28-2017 BOH minutes
Vikki Bonfield Moved to approve the BOH minutes of August 28, 2017
Monika Lawrence Seconded
Motion Passed Unanimously
No Further discussion | MOTION PASSED |

| Financial Report | 2017 Financials
Due to new financial/accounting system, financial reports for July & August combined weren’t received until last Friday. This didn’t allow time for District to reconcile and produce monthly financial reports on time for the BOH. Attempts to reconcile will happen this week and communication with Auditor’s Office and County CFO if necessary. FA will email to BOH once reconciled and will bring to BOH next month for approval.
Not a cash flow issue yet but watching it closely. | |

| Program Statistics | Agency Stats
Administrator routed year to date stats.
Discussion:
- WIC purchasing requirements are available on ACHD’s website and displays nicely with smartphones. It’s anticipated that numbers will increase once WIC converts to a card vs. check method. | |

| Unfinished Business | TEAM Handbook Discussion and Update
TEAM Handbook discussion request to be discussed in Executive Session later in BOH meeting. | |

| New Business | New Phone System thru Inland Cellular
Discussion: Current Fisher phone system is outdated and significantly malfunctioning and is VERY expensive to fix. Researched Inland Cellular and Costco’s option IBX. ACHD is purchasing a new VOIP Polycom phone system.
- After set-up for approx. $2k, cost will be similar to current phone bill costs and will simplify several processes, including billing, incoming calls, connectivity to cell phones, direct dial, hold music. | |
Approx date of install is 10/6/17

**Executive Session**

1:21 PM began Executive Session for ½ hour
2:16 Ended Executive Session

Decision:
Adopt a salary schedule methodology using the 2016 ESD salary survey, static for 5 years. First step starts at the 25 percentile and maxes out at the 37.5 percentile with 5 equal annual steps in-between. Methodology will be implement 1/1/18.

Vikki Bonfield Moved to approve the above recommendation.
Monika Lawerence Seconded
Motion Passed Unanimously
No Further discussion

Announcements and Reports

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<th>Scheduled Meetings</th>
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<tr>
<td>October 23, 2017</td>
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<tr>
<td>Board of Health Meeting</td>
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<tr>
<td>Scheduled for October 23, 2017 at 1:00 PM, Commissioners’ Chambers at Asotin County Annex.</td>
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<tr>
<td>Meeting Adjournment</td>
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<td>Meeting was adjourned at 2:25 PM. After all agenda items discussed.</td>
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