



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
 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

Issue / Concern	Discussion	Follow-up / Action
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: <ul style="list-style-type: none"> o 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New Phone System thru Inland Cellular	Discussion: Current Fisher phone system is outdated and significantly malfunctioning and is VERY expensive to fix.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. <ul style="list-style-type: none"> ➤ 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. 	



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	➤ Approx date of install is 10/6/17	
Executive Session	<p>1:21 PM began Executive Session for ½ hour 2:16 Ended Executive Session</p> <p>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.</p> <p>Vikki Bonfield Moved to approve the above recommendation. Monika Lawerence Seconded Motion Passed Unanimously No Further discussion</p>	MOTION PASSED
Announcements and Reports		
Scheduled Meetings		
October 23, 2017 Board of Health Meeting	Scheduled for October 23, 2017 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.	
Meeting Adjournment	Meeting was adjourned at 2:25 PM. After all agenda items discussed.	

DRAFT