



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
 October 23, 2017 at 1:00 PM
 Asotin County Courthouse Annex Commissioners' Chambers**

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

Absent:

ACHD Staff: Brady Woodbury, Shannon Jones

Public: None

The regular Board Meeting was called to order by Jim Jeffords @ 1:00 PM

Issue / Concern	Discussion	Follow-up / Action
Minutes Approval		
Approval of the 09-25-2017 BOH minutes	Vikki Bonfield Moved to approve the BOH minutes of September 25, 2017 Brian Shinn Seconded Motion Passed Unanimously No Further discussion	MOTION PASSED
Financial Report		
2017 Financials	Brady Woodbury, Administrator presented: <ul style="list-style-type: none"> • Financials previously emailed to members of BOH upon completion <ul style="list-style-type: none"> ○ YTD (thru Aug 2017) Budget Net \$27,797 ○ YTD (thru Aug 2017) Actual Net \$87,471 No Further Discussion Brian Shinn Moved to approve the Financials for June 2017. Vikki Bonfield Seconded Motion Passed Unanimously <ul style="list-style-type: none"> • District received FPHS money \$44,600 • We were not selected for demonstration project, Spokane was selected. • Jim Jeffords talked to Representative Schmick regarding foundational public health funding. 	
Program Statistics		
Agency Stats	Administrator routed year to date stats. Discussion: <ul style="list-style-type: none"> ○ WIC count slightly higher than it has been for a while. ○ Brief discussion explaining EHEC / STEC and the Asotin Co case in June, which was not the same as the Jack-in-the-Box cases where people died in the 1990's. 	
Unfinished Business		
	N/A	



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New Business	
First Reading of ACHD 2018 Proposed Budget	<p>Discussion: 2018 Proposed Budget:</p> <p>Total revenues \$546,104 Total expenses <u>\$626,676</u> Net overage <\$ 80,572> Carry Over \$218,015 Final Net \$137,443</p> <p>Discussed reasons for revenue increase despite cuts to ConCon (Consolidated Contracts) programs (details available). Discussed expenditure increases mostly related to wages & benefits due to adopted wage methodology and moving fiscal administrator back to full time employment but offset by decrease in contractual.</p> <p>Briefly explained what the Consolidated Contracts pay for and what the local state support for LHJs supports. Explained how we track our time to each program.</p> <p>No changes required at this time.</p>
Surplus Item	<p>Surplus Blue Aire Refrigerator formerly used for storage of vaccinations for immunization program. No longer needed and takes up a lot of space. Method of surplus: donation to City of Asotin Community Center</p> <p>No Further Discussion Chris Seubert Moved to approve donation of refrig to City of Asotin Community Center. Monika Lawerence Seconded Vikki Bonfield abstained to avoid conflict of interest Motion Passed Unanimously</p>
Vacant Environmental Health Specialist Position	<ul style="list-style-type: none"> • Chelsea Cannard resigned her position Oct. 12, 2017. • Oct. 13 was her last day at ACHD. • Position has been advertised for more than 1 full week and 7 applications received, plus 1 that interviewed with the last cycle, who is a viable candidate. • Trying to fill position as quickly as possible but with the “right hire”. • Administrator is working with state to get local questions answered within 2 weeks at the longest. Per RCW, District has 30 days to respond to an application with a decision. It is our goal to be as responsive as possible. Contractors may need to be retrained with regards to time frames and scheduling appointments for services. • Administrator will be pursuing OSS licensure himself as a back-up plan due to turn over in this position. It is a difficult exam, but believes it a worthwhile effort. • Administrator has contacted Walla Walla Health Dist & Spokane Health Dist requesting contracted services to assist until position is filled. Not currently seeking support from Whitman Co Health Dist due to conflict and they are short staffed. • The job can be stressful with the failing systems within the county and it is typically a lower paid position, which may have been some of the issues. • Sundie Hoffman is assisting with the food program in close coordination with WA St DOH. It is likely that we will not have 100% inspection done by year end with the turn-over in staff, but it



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	will remain the District's goal.	
Executive Session	<p>1:51 PM began Executive Session for ½ hour 2:49 Ended Executive Session</p> <p>No Further Discussion Brian Shinn Moved to have the Chair and Vice Chair conduct an exit interview with Chelsea Cannard, if she is so willing. Vikki Bonfield Seconded Tie vote – Administrator will check Bylaws to for direction on a tie vote. *Administrator confirmed in the Bylaws that a tie vote is a no vote.</p>	
Announcements and Reports		
New VOIP Phone System	New VOIP system installed by Inland Cellular early last week and is working very well. Receiving positive feedback from public now that we don't have the static on other end of line and we have voicemail for each staff member.	
Scheduled Meetings		
November 27, 2017 Board of Health Meeting	Scheduled for November 27, 2017 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.	
Meeting Adjournment	Meeting was adjourned at 2:55 PM. After all agenda items discussed.	

DRAFT