



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
 November 27, 2017 at 1:00 PM
 Asotin County Courthouse Annex Commissioners' Chambers**

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

Absent: Jim Jeffords (Chair),

ACHD Staff: Brady Woodbury, Shannon Jones

Public: None

The regular Board Meeting was called to order by Monika Lawrence @ 12:58 PM

Issue / Concern	Discussion	Follow-up / Action
Minutes Approval		
Approval of the 10-23-2017 BOH minutes	Brian Shinn Moved to approve the BOH minutes of October 23, 2017, with change to M Lawrence's name. Vikki Bonfield Seconded Motion Passed Unanimously No Further discussion	MOTION PASSED
Financial Report		
2017 Financials	Brady Woodbury, Administrator presented September Financials, which were email to all Board members on 11/14/17, upon completion of reconciliation. <ul style="list-style-type: none"> • YTD (thru Sept 2017) Budget Net <\$781> • YTD (thru Sept 2017) Actual Net \$59,304 Fiscal Administrator clarified the \$140,222 difference. No Further Discussion Vikki Bonfield Moved to approve the Financials for September 2017. Brian Shinn Seconded Motion Passed Unanimously October Financials not yet reconciles. Received Oct 2017 reports from County morning of 11/27/17. Once reconciled, Financials will be emailed to Board members, and approval considered at December 2017 BOH meeting. November and December will be approved in January due to date of December's BOH meeting.	
Program Statistics		
Agency Stats	Administrator routed year to date stats. Discussion: <ul style="list-style-type: none"> o WIC count slightly higher than it has been for a while @ 420. Goal is to continue to increase numbers steadily. o Stacia Morfin, from Pacific Empire radio will be meeting with Administrator to promote WIC. 	



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	<ul style="list-style-type: none"> ○ Only get involved in rabies case if there is human contact. It would be helpful if District better clarifies description on stats sheet. 	
Unfinished Business		
<p>Second Reading of Proposed 2018 Budget</p>	<p>ACHD staff prepared 10 budget scenarios showing minimal revenue impact and worse case reductions to Concon revenue, and provided a list of scenarios with net budget deficit.</p> <p>Staff has requested \$52,850 additional transitional funding from WIC which will bridge the gap until RN's retirement and help with time and training cost of current staff to handle WIC responsibilities, in preparation for revenue reductions in 10/2019. This is viewed as one-time funding. District expects to receive final decision from WIC mid-December.</p> <p>If WIC approves additional funding, staff proposes adoption of Draft #9 representing no staff hour reductions, but eliminating of the receptionist position. Recap of this draft provided.</p> <p>If WIC does not approve additional, staff proposes adoption of Draft #8 reducing WIC staff to 32 hours/week, other hourly employees to 38 hours/week, and exempt staff at 40 hours/week, and eliminating the receptionist position. Recap of this draft provided.</p> <p>Per Brian Shinn's request, staff provided 2015 – 2018 Wage/Taxes/Benefits history by position including contracted positions.</p> <p>Discussed wages in details, including COLA, and impacts to budget, various scenarios, and answered questions.</p> <p>Final vote to be made at the December 18, 2017 BOH meeting.</p>	
<p>Vacant EHS Position and related issues</p>	<p>Several people were interviewed for vacant EHS position. The most recent person interviewed was the only person who has applied recently who was licensed OSS, a registered sanitarian, and worked with WWHD. He is not MOLO trained. Position was offered to Jeff Hagen and he begins December 11. Offer letter was very specific.</p> <p>Suggested that District offer MOLO training, get long term commitment or payback agreement.</p> <p>Other OSS issues: site visits, pictures, partner agency plan/design reviews. District is doing all they can to work with clients and meet their needs. Mr. Seubert asked about a specific case (S Bayman / D Head) which will be a priority when Jeff begins employment. Administrator has returned calls received.</p>	
New Business		
<p>Health Officer Change and updates</p>	<p>Dr. McCullough is moving to Minnesota. He will maintain WA medical licensure and be happy to remain our Health Officer until we can find his replacement.</p> <p>Administrator has contacted and negotiated with Spokane Regional Health District Administrator and Health Officer Dr. Bob Lutz. Dr. Lutz will accept role as new Health Officer. Torney Smith (SRHD Admin) has agreed to contract with ACHD for HO services at a reduced rate of</p>	



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	\$500/month. Likely beginning 1-1-2018. We are looking forward to more involvement. This reduction is not included in the proposed 2018 Budget. Fiscal Administrator will update for Dec 2018 meeting.	
Executive Session		
Announcements and Reports		
Local ACH-related Coalition	<p>Includes TSMH, CHAS, QBH, ALTC, ACHD, plus Clarkston and Asotin schools and others soon. In beginning stages. Could be the mechanism that will allow access to GCACH funding and improve community health. There will be monthly meeting at least until funding is decided.</p> <p>C Seubert suggested to add county jail commander. B Shinn strongly supports this effort. Brief discussion regarding Representative Schmick's and how it ties to this funding.</p>	
Foundational Funding Assessment	<p>District hoped to use the \$44k to address communicable disease and other foundational needs. However, assessment process will be a huge undertaking requiring a lot of resources. District has concerns in the process of figuring out how we will conduct the assessment with limited resources.</p> <p>Several other administrators have similar concerns.</p>	
Scheduled Meetings		
December 18, 2017 Board of Health Meeting	Scheduled for December 18, 2017 at 1:00 PM, Commissioners' Chambers at Asotin County Annex. *Please note this is outside the regularly scheduled BOH meeting because of the Christmas Holiday	
Meeting Adjournment	<p>C Seubert motion to adjourn B Shinn seconds</p> <p>Meeting was adjourned at 2:00 PM. After all agenda items discussed.</p>	