



# 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  
 December 18, 2017 at 1:00 PM  
 Asotin County Courthouse Annex Commissioners' Chambers**

Present: Jim Jeffords (Chair), Chris Seubert, Vikki Bonfield, Brian Shinn, Skate Pierce  
 Absent: Monika Lawrence (Vice Chair)  
 ACHD Staff: Brady Woodbury, Shannon Jones, Sundie Hoffman  
 Public: None

The regular Board Meeting was called to order by Jim Jeffords @ 1:01 PM

Issue / Concern	Discussion	Follow-up / Action
<b>Minutes Approval</b>		
Approval of the 11-27-2017 BOH minutes	<p>Brian Shinn Moved to approve the BOH minutes of November 27, 2017, as amended: Brian Shinn “ashamed” that he did not review the TEAM Handbook and salary/wage schedule and the fiscal impacts more thoroughly before agreeing to pass it in prior meetings. Brian shared last meeting that if the public knew that the Administrator was receiving a \$21k - \$24k salary increase in one year they would not be happy. It was discussed and agreed that District personnel would make fiscal impact more “blatant” to the BOH in the future.</p> <p>Chris Seubert Seconded            Motion Passed Unanimously            No Further discussion</p>	MOTION PASSED
<b>Financial Report</b>		
2017 Financials	<p>October/November Financials not yet reconciled. Once reconciled, Financials will be emailed to Board members            October/November/December will be approved in January due to date of December’s BOH meeting and reconciliation troubles.</p> <p>District Fiscal Administrator and CFO have been trying to work out reconciliation issues but have not been successful. Commissioners shared concerns and frustrations by County CFO regarding “repeated and duplicate” requests from District to reconcile and that emotions were running high. District Administrator and Fiscal Administrator shared their concerns. Commissioners will speak with CFO and make arrangements for ACHD Fiscal Admin, Administrator, CFO and Gloria to get together to work through issues and finalize reconciliation.</p>	
<b>Program Statistics</b>		
Agency Stats	<p>Administrator routed year to date stats.            Discussion:            No OSS permits issued in November but does not represent the level of work completed in OSS, despite the EHS vacancy.</p>	
<b>Unfinished Business</b>		
Third Reading of Proposed 2018 Budget	<p>ACHD staff prepared multiple budget scenarios showing minimal revenue impact and worse case reductions to Consolidated Contract revenue, and provided a list of scenarios with net budget deficit.</p>	



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	<p>10<sup>th</sup> Budget Draft is final proposal and includes ongoing WIC reduction but includes a one-time supplemental funding to support the WIC program as District transitions to decreasing staff time in WIC and support Diane until the end of March 2018. It is still the goal to increase WIC caseload numbers even though WIC hours are being reduced. The State will take on some of the WIC duties, staff will schedule more concisely, and focus on process efficiencies to relieve some of the workload. Meeting is scheduled with Head Start tomorrow to talk about possibility of a more permanent and conducive space for the WIC satellite office.</p> <p>All staff believe the changes are workable and supported by DOH.</p> <p>New salaries / wages go into effect 1/1/18. Fiscal Admin reviewed each wage for each position.</p> <p>See attached "Draft 10" Proposed Budget.</p> <p>Final vote to be made at the December 18, 2017 BOH meeting.</p> <p>Vikki motioned we accept the budget as presented.</p> <p>Discussion: Brian Shinn won't second or vote in favor of it due to Administrator's raise being "over the top" and believes the public would have issue with it. He doesn't feel we are hiding anything from the public as the meetings are open, but if they knew, he believes it would be an issue. He's not clear how we came to the wage rates and Jim Jeffords reminded board that District used the ESD 2016 Wage Schedule as the adopted salary structure. Jim Jeffords said an argument could be made that the wages on the ESD survey includes both private and public wages so they may be a bit skewed, and the benefits package also needs to be considered. District personnel stated that those factors were considered when they proposed to develop the internal wage schedule using the wages from the 25<sup>th</sup> – 35<sup>th</sup> percentile on the 2016 ESD survey. Chris Seubert stated he shares Mr. Shinn's concerns. Skate Pierce stated it is Brady's responsibility to make the budget work without having to ask for additional funding. Members of the Board agreed.</p> <p>Chris Seubert seconded the motion we accept the budget as presented.</p> <p>Brian Shinn opposed        All others in favor</p> <p>Jim Jeffords asked how often schedule will be updated? Fiscal Administrator stated it was agreed to be every five years.</p> <p>Jim Jeffords asked the District to conduct an LHJ salary survey for each position prior to the next salary schedule update.</p>	<p>MOTION PASSED</p>
<p>New Health Officer Updates</p>	<p>New Health Officer contract is signed. Contract is with Spokane Regional Health District to use their Health Officer, Dr. Bob Lutz, as needed for a contracted amount of \$500.00/month, which is ½ of prior expense, plus travel costs. Contract goes into effect on January 15, 2018. Dr. McCullough will remain as HO until that time. Contract was written by Michelle Fossum, our HR attorney.</p>	



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	<p>Dr. Lutz is working with other LHJs to get a network of Health Officers to ensure coverage when one or more Health Officers is not accessible.</p> <p>Dr. Lutz has asked to attend the January BOH meeting.</p> <p>Garfield County contracts with an HO out of state.</p>	
<b>New Business</b>		
<b>Executive Session</b>		
<b>Announcements and Reports</b>		
Doug Head	<p>New EHS is working out pretty well and is turning out to be what we expected him to be. He is meeting with installers and designers to build relationship.</p> <p>Brady and Jeff are working with Doug Head to install a septic system at his home at 2025 Hillyard Dr. in Clarkston.</p> <p>Drywell for 1912 house is failing according to Doug.</p> <p>Has permit from County to put in a retaining wall.</p> <p>Brady had told Jeff Hagen that this project is #1 priority and to stay on top of it weekly.</p> <p>J Jeffords asked if we needed Karst's help. Brady stated that the County permit was granted just before Karst was hired.</p> <p>Vikki asked what the options are to inspect his house and find out actual usage? Brady doesn't believe we have rights to go into house but can deem house uninhabitable until an appropriate septic system is installed.</p> <p>Jim asked how often we will actually see the property? Brady said weekly. If necessary, they will contact the Sheriff's office and have them moved out.</p> <p>Can Karst, as building inspector, deem in uninhabitable?</p> <p>Skate asked if the assessors would have access to home to properly tax? Assessors are able to ask for access, but it is believed that the property owner can deny access.</p> <p>ACHD has a meeting with City of Clarkston Code Enforcement, County Personnel, Sheriff's office, Fire Dept, and others to address several properties and determine enforcement parameters and to develop a plan of action.</p> <p>Brady is taking OSS courses on-line.</p>	
FDA – Grant award	District received a \$2,500 award to assess where we are with relation to FDA standards. No change is required but provides a baseline for improvements and possible future funding.	
<b>Scheduled Meetings</b>		
January 22, 2018 Board of Health Meeting	<p>Scheduled for January 22, 2018 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.</p> <ul style="list-style-type: none"> <li>May 28, 2018 is Memorial Day so BOH will be moved to May 22, 2018.</li> </ul>	



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	<ul style="list-style-type: none"><li>December 24, 2018 is Christmas Eve so BOH will be moved to December 17, 2018.</li></ul>	
Meeting Adjournment	Brian Shinn motioned to Ajourn Vikki Bonfield seconded Meeting was adjourned at 2:12 PM. After all agenda items discussed.	

DRAFT