



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
 January 22, 2018 at 1:00 PM
 Asotin County Courthouse Annex Commissioners' Chambers**

Present: Jim Jeffords (Chair), Monika Lawrence (Vice Chair), Chris Seubert, Brian Shinn

Absent: Skate Pierce, Vikki Bonfield

ACHD Staff: Dr. Bob Lutz (Health Officer), Brady Woodbury, Sundie Hoffman

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 12-18-2017 BOH minutes	Chris Seubert Moved to approve the BOH minutes of December 18, 2017, as amended: Brian Shinn Seconded Motion Passed Unanimously No Further discussion	Motion Passed
Financial Report		
2017 Financials	October Financials November Financials December Financials Recap of meeting with Chris Kemp, Darla McKay, Brady Woodbury, Jim Jeffords, Gloria Hancock, Shannon Jones, and Sundie Hoffman Brian Shinn Moved to approve October/November/December 2017 Financials Monika Lawrence Seconded Motion passed Unanimously No Further discussion	Motion Passed
Program Statistics		
Agency Stats	Administrator routed year to date stats. Discussion: WIC count lowest we have ever had. We have had to reduce our days in WIC. We are trying to groom our clients to be accountable to their appointment. State Department of Health stated we are spending too many hours in WIC based on numbers. Working on get a space at Early Head Start.	
Unfinished Business		



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New Business		
2018 Annual Board Elections	<p>Brian Shinn Nominated Jim Jeffords to be 2018 Chair of BOH Chris Seubert Seconded</p> <p>Brian Shinn Nominated Monika Lawrence to be 2018 Vice-Chair of BOH Chris Seubert Seconded</p>	Motion Passed
Introduction of New Health Officer	<p>Dr. Bob Lutz introduced to BOH by Administrator Dr. Lutz gives synopsis of his background. Appointed as Health Officer June 2017. There needs to be a greater reciprocity across Health Districts across our counties. Dr. Lutz wants to be involved and available to our district.</p> <p>It is Dr. Lutz is hoping to collaborate more with other Health Officers and DOH.</p> <p>Jim Jeffords suggests perhaps KLEW or other Tribune does an interview with Dr. Lutz next time he is in the area.</p>	
Executive Session		
Announcements and Reports		
2025 Hillyard Dr. OSS Updates	<p>Jeff has made this his first priority and follow through was done every week. The old drywell still needs to be collapsed and filled in with dirt. Property owner was received the penalty of operating without a permit.</p>	
926 2 nd Street Solid Waste Complaint	<p>Solid waste complaint regarding human waste etc., Property owner bragging he no longer uses his sewer and disposes of all urine and fecal matter in his yard where he grows vegetables.</p>	
New Food Establishment Approach	<p>Sundie Hoffman, all food establishments were mailed new food applications in order to allow ACHD to evaluate food establishments and their menus to ensure the County's food establishments were in the proper fee category and updated.</p> <p>ACHD is looking into a grading scale that can be displayed at the restaurant informing the community of how the restaurant rates on their inspections.</p> <p>ACHD is working with Dr. Lutz, Susan Shelton, and Spokane Regional Health District on basic food forms for Temp. Establishment, Plan Review Guides for mobile units and permanent establishments, and other food related forms to strengthen county public health relationships and attempt to streamline the food program at ACHD.</p>	
CPG	<p>Capital budget passed Looking into coordinating and working with other entities to cleanup private properties, tires, recycling glass, and coordination of efforts with the new Local Solid Waste Grant</p>	
Jim Jeffords	<p>FPHS assessment discussion Presentation by Nathan Weed and Matt Zimmerman on Emergency</p>	



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	<p>Preparedness. WAC OSS rules reviewed every four years Washington State Board of Health meeting in Clarkston June 14, 2018</p>	
Scheduled Meetings		
<p>February 26, 2018 Board of Health Meeting</p>	<p>Scheduled for February 26, 2018 at 1:00 PM, Commissioners' Chambers at Asotin County Annex. As a reminder:</p> <ul style="list-style-type: none"> • May 28, 2018 is Memorial Day so BOH will be moved to May 22, 2018. • December 24, 2018 is Christmas Eve so BOH will be moved to December 17, 2018. 	
<p>Meeting Adjournment</p>	<p>Brian Shinn motioned to Adjourn Chris Seubert seconded Meeting was adjourned at 2:12 PM. After all agenda items discussed.</p>	

F E M I N A L