



## ASOTIN COUNTY HEALTH DISTRICT

102 1ST STREET - P.O. BOX 306 - ASOTIN, WASHINGTON 99402  
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DATE: November 26, 2018

TO: Asotin County Public Health District Board Members

FROM: Jim Jeffords, Chair  
Local Board of Health

SUBJECT: Board of Health Meeting  
November 26, 2018  
Courthouse Annex Commissioners' Chambers

### ROLL CALL

### APPROVAL OF MINUTES OF 10-22-2018 Board of Health Meeting

### FINANCE REPORT

1. October 2018 Financials
2. October/November 2018 Expense Voucher Approval
3. October 2018 Payroll Expenses Approval
4. Note: November 2018 Financials – Due to moving the BOH meeting one week earlier (Dec 17<sup>th</sup> vs. Dec 24<sup>th</sup>), Financials may not be available at the December BOH meeting.
5. WA State Accountability Audit Update – Exit Conference Scheduled 12/11/18 1:30 PM—State Auditor Office Management Representation Letter

### PROGRAM STATISTICS

### UNFINISHED BUSINESS

1. Needle Exchange project updates—Lewis-Clark Valley Healthcare Foundation Grant Award

### NEW BUSINESS

1. Address language in Section 3(c) and Section 6 of Charter regarding Finance Committee.
2. Revised Purchasing Policy, Procedure & Approval Process per SAO's recommendation approval
3. Letter of Support for SE WA ARCH Project / Grant Application
4. Hours of Operation – Proposed Changes:  
Current office hours:  
M-Th 8 AM – 5 PM (closed during lunch 12-1 PM)  
F 8 AM – 12 PM  
Proposed office hours result in same number or more hours available to public as current schedule:  
M-Th 8 AM – 5 PM (open during lunch 12-1 PM), Closed Fridays, or

M-Th 7:30 AM – 5:30 PM (open during lunch 12-1 PM), Closed Fridays – option adds 4 more hours available to public.

5. 2019 Budget 2<sup>nd</sup> Read

#### ANNOUNCEMENTS/REPORTS

1. Health Education Outreach—The Truth in Vaping, Nov.13, 5-7 PM, Quality Inn—  
Report
2. WSALPHO Fall meetings in Tacoma, Report

#### EXECUTIVE SESSION

#### NEXT MEETING

1:00 PM, December 17, 2018 Asotin County Commissioners' Chambers

#### ADJOURNMENT