



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 26, 2018 at 1:00 PM
 Asotin County Courthouse Annex Commissioners' Chambers**

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

Absent: Chris Seubert,

ACHD Staff: Brady Woodbury, Shannon Jones

Public: None

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

Issue / Concern	Discussion	Follow-up / Action
Minutes Approval		
Approval of the 10-22-2018 BOH minutes	Vikki Bonfield Moved to approve the BOH minutes of October 22, 2018. Brian Shinn Seconded Motion Passed Unanimously No Further discussion	Motion Passed
Financial Report		
2018 Financials	Actual October net revenue <\$23,427>, budgeted <\$22,230>, variance <\$1,198>. Actual YTD net revenue \$54,096, budgeted \$35,179, variance \$18,918 Expenditure variances due to: <ul style="list-style-type: none"> • Unexpected employee resignation cash out, and • Retired employee cash out increased expenses • Overage in supplies is off-set by under expenditure in Capital Outlay. Cost of items did not meet Capital Exp threshold. Vikki Bonfield Moved to approve October 2018 Financials as presented. Skate Pierce Seconded Motion passed Unanimously No Further discussion	Motion Passed
Revised Purchasing Policy, Procedure & Approval Process	As recommended by the State Auditor's Office, the District is seeking approval of revised Purchasing Policy, Procedure & Approval Process. Administrator requested the title of Receptionist be changed to Administrative Assistant. Chair asked that final be presented at December's meeting. Skate Pierce Moved to approve the Purchasing Policy, Procedure & Approval Process with noted title changes. Brian Shinn Seconded Motion passed Unanimously No Further discussion	Motion Passed



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October/November 2018 Expense Voucher Approval	<p>In accordance with the adopted revised Purchasing Policy, Procedure & Approval Process, the October / November 2018 voucher/warrant packet # APPKT01580, Voucher # 221, in the amount of \$25,768.63, as presented, is approved and payment may be processed by the Asotin County Auditor's Office to replenish the Asotin County Public Health District's revolving Imprest Expense Account.</p> <p>Vikki Bonfield Moved to approve the October/November Expense Voucher as presented. Monika Lawrence Seconded Motion passed Unanimously No Further discussion</p>	Motion Passed
October 2018 Payroll Expenses Approval	<p>In accordance with Chapter 42.24 RCW, the October 2018 Draw Pay Register Packet PYPKT00973 in the Employer Amount of \$350.37, and Payroll Detail Register Packet PYPKT00988, in the Employer amount of \$35,947.92 processed by the Asotin County Auditor's Office, based on approved time sheets entered into Tyler Tech Payroll Module by the Asotin County Public Health District's Fiscal Administrator, based on District's on-line electronic time sheets maintained daily by each employee and approved weekly by Supervisor(s) or Administrator, is approved.</p> <p>Monika Lawrence Moved to approve the October 2018 Payroll Detail Register Packet as noted above. Vikki Bonfield Seconded Motion passed Unanimously No Further discussion</p>	Motion passed
WA St Accountability Audit	<p>2015 – 2017 (3-Yr) WA State Accountability Audit has been ongoing throughout the month and wrapped up on 11/19/18. There is expected to be approximately 4 Exit items but no Management Notes or Findings. Anticipated cost for Audit will be around \$11,000, per Audit Manager.</p> <p>Exit Conference is scheduled for December 11, 2018 @ 1:30 PM at the Health District. Vikki Bonfield will attend.</p>	
Program Statistics		
Agency Stats	<p>Administrator routed year to date stats.</p> <p>WIC September numbers are the same as August – a good number to maintain. November numbers are strong as well. Briefly discussed reasons for solid numbers, as noted in prior BOH meetings minutes. District does not use social media to advertise due to privacy issues.</p>	
Unfinished Business		
Needle Exchange Program	District was awarded \$20,000 Needle Exchange Project by Lewis Clark Valley Health Care Foundation. These monies cannot be used to	



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<p>Application</p>	<p>contract with Blue Mountain Heart to Heart. Administrator indicated the District will be partnering with DOH for supplies and Spokane County Health District but plan has not been fully developed at this point.</p> <p>Brian Shinn stated that in the future Innovia may be working with the LCVHF and may have possible matching funds to support awarded programs, which may have the potential of doubling awards.</p> <p>As previously noted in prior meeting minutes District is working with Blue Mountain Heart to Heart out of Walla Walla, to arrive at a consistent schedule to have their needle exchange mobile trailer to be at the Health District building. They have come once but contact with them has been challenging. Administrator will continue his efforts.</p>	
<p>New Business</p>		
<p>Board of Health Charter</p>	<p>During the WA State Accountability Audit, District was asked to provide document that delegates authorized signatory to the Administrator. Administrator provided copy of the Asotin County Health District Charter.</p> <p>While reviewing the Charter, there was question regarding the referenced Finance Committee in Section 3(c) and Section 6. This section was applicable many years ago when the Health District was much larger, but is no longer applicable. Consensus from Board is to change language in Section 3 to indicate expenses will be approved by BOH and eliminate Section 6 entirely. Administrator will make changes and present revised Charter at December's BOH meeting.</p>	
<p>Hours of Operation</p>	<p>Phone and office traffic on Fridays is very slow. Administrator indicated that on some Fridays no clients come into the office. If someone comes in it is for death or birth certificate or septic system. District receives more complaints about current schedule as office opens at 8 AM, is closed from 12 PM – 1 PM for lunch, closes at 5 PM, which is not conducive to many working individuals.</p> <p>In an effort to better serve the public, the following two schedule changes are proposed: M-Th 8 AM – 5 PM (open during lunch 12-1 PM), Closed Fridays - This option provides same number of hours to public as current schedule but allows them to come in during their lunch time.</p> <p>or</p> <p>M-Th 7:30 AM – 5:30 PM (open during lunch 12-1 PM), Closed Fridays – This option adds 4 more hours per week availability to public by opening ½ hour earlier and staying open ½ hour later.</p> <p>Schedules would be staggered to accommodate. Brian Shinn believes that access 5-days a week is important to public. He also stated that the Administrator's salary went up over 20% in 2018 and hours for agency are cut by one day by closing on Fridays, so the public's perception is that public is paying more and getting less. He noted that his comments are not meant to be a negative reflection on Administrator.</p>	



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	<p>Monika stated we need to consider clientele and make sure we accommodate the people we serve and that being open during the lunch hour would be helpful and more convenient to client. Hours are posted on the front door and on the website.</p> <p>Skate Pierce Moved to approve hours 7:30 AM – 5:30 PM, remain open during lunch and close on Fridays. Monika Seconded Brian Shinn objected Motion passed No Further discussion</p>	<p>Motion Passed with 1 Objection</p>
<p>SE WA Aligning Resources for Community Health Project</p>	<p>Jac Davis, Executive Director with the Northwest Rural Health Network is writing a HRSA Grant titled SE WA Aligning Resources for Community Health Project, on behalf of the LHIN. This is a planning grant that focuses on improving access to health care through partnerships and communication. Jac is requesting a letter of support to accompany the grant application. Columbia County will be fiscal agent.</p> <p>Jim Jeffords stated that Asotin County is the first in the state to be an ASO for Behavioral Health.</p> <p>Skate Pierce Moved to sign the letter of support as presented. Brian Shinn Seconded Motion passed Unanimously No Further discussion</p>	<p>Motion Passed</p>
<p>2019 Budget 2nd Read</p>	<p>Revised recap and line-item detail for 2019 budget worksheets were provided to all BOH members via email. Fiscal Administrator reviewed the changes from prior version, then opened the floor for comments and questions.</p> <p>Vikki Moved to pass 2019 Budget. Monika Seconded Motion passed Unanimously No Further discussion</p>	<p>Motion Passed</p>
<p>Announcements and Reports</p>		
<p>Truth in Vaping Training at Quality Inn, Clarkston</p>	<p>District / Public Health offered free training regarding Truth in Vaping on November 13, 5 – 7 PM @ Quality Inn, Clarkston.</p> <p>Brian Shinn commented that Sundie Hoffman did a great job putting people together and the information was excellent. Administrator said over 70 people attended. Sundie subsequently presented with Brian on his Radio in addition to teaching classes at local schools. Sundie, along with WA State Poison Control staff presented to 26 valley providers on the topic. Administrator stated that there have been many positive after effects since conference.</p>	
<p>WALSPHO</p>	<p>Administrator was elected Secretary of Executive Leadership Committee of LHJ Administrators to WALSPHO, which is a progressive roll (will move to vice president, then president in future years).</p>	



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Executive Session	At 1:53 PM, Executive session called to discuss personnel matter – Administrator’s Annual Performance Evaluation. Executive session ended at 1:55 PM	
Scheduled Meetings		
December 17, 2018 Board of Health Meeting	Scheduled for December 17, 2018 at 1:00 PM, Commissioners’ Chambers at Asotin County Annex.	
Meeting Adjournment	Vikki Bonfield motioned to Adjourn Brian Shinn seconded Meeting was adjourned at 1:57 PM. After all agenda items discussed.	

Final